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# 2006-2007

## Academic Catalog

Lynn University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Ga. 30033-4097; telephone number: 404-679-4501) to award baccalaureate, master's and doctoral degrees.

"The university reserves the right to make changes in tuition, program costs, curriculum, regulations, program dates and to make additional charges for special features and services whenever such actions are deemed advisable."

Lynn University does not discriminate on the basis of race, color, gender, religion, nationality, ethnic origin, disability and/or age in administration of its educational and admission policies, scholarship and loan programs, athletic and/or other school-administered programs.



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# 2006-2007 Academic Calendar

## FALL 2006

### AUGUST

#### 18 Friday

Evening Undergraduate Last day to withdraw from any class for Summer II term and receive a grade of "W."

Graduate Last day to withdraw from any class for Summer II term and receive a grade of "W."

#### 21 Monday

Day Undergraduate Mentor orientation.

#### 22 Tuesday - 24 Thursday

Day Undergraduate Faculty orientation

#### 25 Friday

Day Undergraduate New students arrive (8:30 a.m.-3 p.m.). Check-in at the de Hoernle Sports and Cultural Center. Residence halls open for new students at 9 a.m.

#### 27 Sunday

Day Undergraduate Residential returning student check-in 1 p.m. - 5 p.m. at the Green Center. Residence halls open for returning students at 1 p.m.

#### 28 Monday

Day Undergraduate Returning students check-in continues from 9 a.m. - 4 p.m. at the Green Center. ID's will be activated at that time. Advisement and registration for all categories of non-preregistered students 9 a.m.-3 p.m. Preregistered students pick up schedules at the Green Center. Schedule changes permitted. All students must check in or pre-registered courses will be dropped. Late arrivals subsequent to this day must be approved through the dean of students.

Evening Undergraduate Undergraduate Fall I term (8/28/06 - 10/21/06) classes begin.

Graduate Graduate Fall I term (8/28/05 - 10/21/06) classes begin.

#### 29 Tuesday

Day Undergraduate Fall classes begin for all day undergraduate students. Students must present ID to enter class.

### SEPTEMBER

#### 4 Monday

Day Undergraduate LABOR DAY

Evening Undergraduate No classes

Graduate No classes - To be made up Sept. 8.

#### 5 Tuesday

Evening Undergraduate Last day to change course schedule (add/drop) for Fall I.

Graduate Last day to change course schedule (add/drop)

#### 8 Friday

Day Undergraduate Last day to change course schedule (add/drop) for Fall semester

Evening Undergraduate Make Up Day for Labor Day.

Graduate Make Up Day for Labor Day.

#### 15 Friday

Day Undergraduate Last day to submit a Florida Resident Access Grant application to the Student Administrative Services Office. Last day to remove an "I" (Incomplete) grade from the spring or summer semesters.

Evening Undergraduate Last day to submit a Florida Resident Access Grant application to the SAS Office. Last day to remove an "I" (Incomplete) grade from the Summer II term.

Graduate Last day to submit a Florida Resident Access Grant application to the SAS Office. Last day to remove an "I" (Incomplete) grade from the Summer II term.

### OCTOBER

#### 2 Monday

Day Undergraduate FALL HOLIDAY  
No classes

Evening Undergraduate No classes - To be made up Oct. 6.

Graduate No classes - To be made up Oct. 6.

#### 6 Friday

Day Undergraduate Last day to register for December, May, June or August graduation.

Evening Undergraduate Make Up Day for Oct. 2.  
Last day to register for December, May, June or August graduation.

Graduate Make Up Day for Oct. 2.  
Last day to register for December, May, June or August graduation.

#### 13 Friday

Day Undergraduate Progress report grades due from faculty by 5 p.m.

Evening Undergraduate Last day to withdraw from any class for Fall I term and receive a grade of "W."

Graduate Last day to withdraw from any class for Fall I term and receive a grade of "W."

#### 20 Friday - 22 Sunday

Day Undergraduate LYNN UNIVERSITY FAMILIES WEEKEND

#### 21 Saturday

Evening Undergraduate Last day of classes for Fall I term.

Graduate Last day of classes for Fall I term.

**23 Monday**

Evening Undergraduate Undergraduate Fall II term II (10/23/06 - 12/16/06) classes begin.

Graduate Graduate Fall II term (10/23/06 - 12/16/06) classes begin.

**24 Tuesday**

Evening Undergraduate Final grades for Fall I term due by noon.

Graduate Final grades for Fall I term due by noon.

**30 Monday**

Evening Undergraduate Last day to change course schedule (add/drop) for Fall II term.

Graduate Last day to change course schedule (add/drop) for Fall II term.

**NOVEMBER****6 Monday - 10 Friday**

Day Undergraduate ADVISING WEEK

**10 Friday**

Evening Undergraduate Last day to remove an "I" (Incomplete) grade from the Fall I term

Graduate Last day to remove an "I" (Incomplete) grade from the Fall I term

**13 Monday**

Day Undergraduate Early registration for spring semester begins

**22 Wednesday**

Day Undergraduate THANKSGIVING BREAK begins at noon.

**22 Wednesday - 24 Friday**

Evening Undergraduate No classes - To be made up Friday, Dec. 1 & 8.

Graduate No classes - To be made up Friday, Dec. 1 & 8.

**27 Monday**

Day Undergraduate Classes resume for Fall semester

Evening Undergraduate Classes resume for Fall II term

Graduate Classes resume for Fall II term

**DECEMBER****1 Friday**

Day Undergraduate Spring 2007 semester charges due. Last day to withdraw from any class for fall semester and receive a grade of "W."

Evening Undergraduate Make Up Day for Nov. 22.

Graduate Make Up Day for Nov. 22.

**8 Friday**

Evening Undergraduate Last day to withdraw from any class for Fall II term and receive a grade of "W." Make Up Day for Nov. 23.

Graduate Last day to withdraw from any class for the term and receive a grade of "W." Make Up Day for Nov. 23.

**14 Thursday**

Day Undergraduate Fall semester ends.

**15 Friday**

Day Undergraduate Residence halls close at 1 p.m.

**16 Saturday**

Evening Undergraduate Last day of classes for Fall II term.

Graduate Last day of classes for Fall II term.

**19 Tuesday**

Evening Undergraduate Final grades for Fall II term due by noon.

Graduate Final grades for Fall II term due by noon.

**20 Wednesday**

Day Undergraduate Final grades for fall semester due from faculty no later than noon.

**SPRING 2007****JANUARY****7 Sunday**

Day Undergraduate Students arrive on campus for Academic Adventure trip. Residence halls open for Academic Adventure Students at 9 a.m.

**8 Monday \***

Day Undergraduate Departure from campus for Academic Adventure trip.

Evening Undergraduate Undergraduate Spring I term (1/8/07 - 3/3/07) classes begin.

Graduate Graduate Spring I term (1/8/07 - 3/3/07) classes begin.

**13 Saturday \***

Day Undergraduate Return from Academic Adventure trip. New International Student Orientation.

\* These dates may be subject to change. Please check the university Web site or the Office of Admissions before making travel arrangements for your return for the Academic Adventure.

**15 Monday**

MARTIN LUTHER KING'S BIRTHDAY

Day Undergraduate No classes

Evening Undergraduate No classes. To be made up on Friday, Jan. 19.

Graduate No classes. To be made up on Friday, Jan. 19.

**16 Tuesday**

Day Undergraduate All students arrive/Residence halls open at 9 a.m. Check-in at the Green Center. Registration for all categories of non-preregistered undergraduate students 9 a.m. - 3 p.m. All students must check in or pre-registered courses will be dropped; late arrivals must be approved through the dean of students.

Evening Undergraduate Last day to change course schedule (add/drop) for Spring I term

Graduate Last day to change course schedule (add/drop) for Spring I term

**17 Wednesday**

Day Undergraduate Spring semester classes begin.

**19 Friday**

Day Undergraduate Last day to submit a Florida Resident Access Grant application to the Office of Student Administrative Services.



Evening Undergraduate Make Up Day for Jan. 15.

Graduate Make Up Day for Jan. 15.

### 26 Friday

Day Undergraduate Last day to change course schedule (drop/add) for Spring semester.

Evening Undergraduate Last day to remove an I (Incomplete) grade from the Fall II undergraduate evening terms.

Graduate Last day to remove an I (Incomplete) grade from the Fall II graduate terms.

## FEBRUARY

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### 2 Friday

Day Undergraduate Last day to remove an I (Incomplete) grade from the fall undergraduate day semester.

### 19 Monday

PRESIDENT'S DAY

Day Undergraduate No classes

Evening Undergraduate No classes - To be made up Friday, Feb. 23.

Graduate No classes - To be made up Friday, Feb. 23.

### 23 Friday

Evening Undergraduate Last day to withdraw from any class for Spring I term and receive a grade of "W."  
Make Up Day for Feb. 19.

Graduate Last day to withdraw from any class for Spring I term and receive a grade of "W."  
Make Up Day for Feb. 19.

## MARCH

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### 2 Friday

Day Undergraduate Residence halls close at 5 p.m. Progress report grades due from faculty by 5 p.m.

### 3 Saturday

Day Undergraduate SPRING BREAK BEGINS

Evening Undergraduate Last day of classes for Spring I term.

Graduate Last day of classes for Spring I term.

### 5 Monday - 9 Friday

SPRING BREAK

Day Undergraduate No classes

Evening Undergraduate No classes

Graduate No classes

### 6 Tuesday

Evening Undergraduate Final grades for Spring I term due by noon.

Graduate Final grades for Spring I term I due by noon.

### 11 Sunday

Day Undergraduate Residence halls open at 9 a.m.

### 12 Monday

Day Undergraduate CLASSES RESUME.

Evening Undergraduate Undergraduate Spring II term (3/12/07 – 5/5/07)  
Classes begin.

Graduate Graduate Spring II term (3/12/07 – 5/5/07)  
Classes begin.

### 12 Monday - 16 Friday

Day Undergraduate ADVISING WEEK.

### 14 Wednesday - 15 Thursday

SENIOR SALUTE (for graduating students)

### 16 Friday - 18 Sunday

ALUMNI WEEKEND.

### 19 Monday

Day Undergraduate Early registration for summer and fall semester begins

Evening Undergraduate Last day to change course schedule (add/drop) for Spring II term

Graduate Last day to change course schedule (add/drop) for Spring II term

### 30 Friday

Evening Undergraduate Last day to remove an "I" (Incomplete) from the Spring I term

Graduate Last day to remove an "I" (Incomplete) from the Spring I term

## APRIL

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### 6 Friday

SRPING HOLIDAY

Day Undergraduate No classes

Evening Undergraduate No classes

Graduate No classes

### 27 Friday

Day Undergraduate Last day to withdraw from any class for spring semester and receive a grade of "W."

Evening Undergraduate Last day to withdraw from any class for Spring II and receive a grade of "W."

Graduate Last day to withdraw from any class for Spring II and receive a grade of "W."

## MAY

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### 5 Saturday

Evening Undergraduate Last day of classes for Undergraduate Spring II term.

Graduate Last day of classes for Graduate Spring II term.

### 7 Monday

Evening Undergraduate Undergraduate Summer I term (5/7/07 - 6/30/07)  
Classes begin.

Graduate Graduate Summer I term (5/7/07 - 6/30/07)  
Classes begin.

New Graduate Student International Orientation at 4 p.m.

### 8 Tuesday

Day Undergraduate Spring semester ends

Evening Undergraduate Final grades for Spring II term due from faculty no later than noon.

Graduate Final grades for Spring II term due from faculty no later than noon.

### 9 Wednesday

Day Undergraduate Final grades for graduating seniors due from faculty no later than noon.

Residence halls close at 1 p.m. except for graduating resident seniors.

<b>11 Friday</b>	Evening Undergraduate Graduate	COMMENCEMENT COMMENCEMENT
<b>12 Saturday</b>	Day Undergraduate	COMMENCEMENT
<b>13 Sunday</b>	Day Undergraduate	Residence halls close at 1p.m. for Graduating seniors
<b>14 Monday</b>	Day Undergraduate Evening Undergraduate Graduate	Summer session begins. Last day to change course schedule for (add/drop) Summer I term. Last day to change course schedule for (add/drop) Summer I term.
<b>15 Tuesday</b>	Day Undergraduate	Last day to change course schedule for summer (add/drop)
<b>16 Wednesday</b>	Day Undergraduate	Final grades for spring semester due from faculty no later than noon.
<b>25 Friday</b>	Evening Undergraduate Graduate	Last day to remove an "I" (Incomplete) grade from the spring II term Last day to remove an "I" (Incomplete) grade from the spring II term
<b>28 Monday</b>	Day Undergraduate Evening Undergraduate Graduate	MEMORIAL DAY No classes No classes - To be made up Friday, June 1. No classes - To be made up Friday, June 1.

## JUNE

<b>1 Friday</b>	Day Undergraduate Evening Undergraduate Graduate	Last day to withdraw from any class for summer and receive a grade of "W." Make Up day for Monday, May 28. Make Up day for Monday, May 28.
<b>8 Friday</b>	Day Undergraduate	Summer session ends. Residence halls close for all students at 4 p.m.
<b>11 Monday</b>	Day Undergraduate	Summer internship session begins.
<b>13 Wednesday</b>	Day Undergraduate	Final grades for summer due from faculty no later than noon.
<b>18 Monday</b>	Day Undergraduate	Last day to change schedule for summer internships
<b>22 Friday</b>	Evening Undergraduate Graduate	Last day to withdraw from any class for Summer I term and receive a grade of "W." Last day to withdraw from any class for Summer I term and receive a grade of "W."
<b>30 Saturday</b>	Evening Undergraduate Graduate	Last day of classes for Undergraduate Summer I term. Last day of classes for Graduate Summer I term

## JULY

<b>2 Monday</b>	Evening Undergraduate Graduate	Undergraduate Summer II term (7/2/07 –8/25/07) classes begin. Graduate Summer II term (7/2/07 –8/25/07) classes begin.
<b>3 Tuesday</b>	Evening Undergraduate Graduate	Final grades for Summer I term due from faculty no later than noon. Final grades for Summer I term due from faculty no later than noon.
<b>4 Wednesday</b>	Evening Undergraduate Graduate	INDEPENDENCE DAY No classes – to be made up Friday, July 6. No classes – to be made up Friday, July 6.
<b>6 Friday</b>	Evening Undergraduate Graduate	Make Up day for Wednesday, July 4. Make Up day for Wednesday, July 4.
<b>10 Tuesday</b>	Evening Undergraduate Graduate	Last day to change course schedule (add/drop) for Summer II term. Last day to change course schedule (add/drop) for Summer II term.
<b>20 Friday</b>	Evening Undergraduate Graduate	Last day to remove an "I" (Incomplete) grade from the summer I term Last day to remove an "I" (Incomplete) grade from the summer I term

## AUGUST

<b>17 Friday</b>	Day Undergraduate Evening Undergraduate Graduate	Last day to withdraw from any internship for Summer and receive a grade of "W." Last day to withdraw from any class for Summer II term and receive a grade of "W." Last day to withdraw from any class for Summer II term and receive a grade of "W."
<b>24 Friday</b>	Day Undergraduate	Last day of Summer internship session- All materials must be submitted to the director of internships by this date.
<b>25 Saturday</b>	Evening Undergraduate Graduate	Last day of classes for Undergraduate Summer II term. Last day of classes for Graduate Summer II term.
<b>28 Tuesday</b>	Evening Undergraduate Graduate	Final grades for Summer II term due from faculty no later than noon. Final grades for Summer II term due from faculty no later than noon.
<b>29 Wednesday</b>	Day Undergraduate	Final grades for summer internship due from faculty no later than noon.

# Message from President Ross



Dear Student:

Welcome to academic year 2006-2007 at Lynn University. Our long-held mission is *to provide the education, support and environment that enable individual students to realize their true potential and prepare for success in the world.*

At Lynn, we believe in you. Whether you are just beginning your undergraduate career or completing studies for an advanced degree, you'll find a faculty and staff who are dedicated to your success. I encourage you to take advantage of the many opportunities at Lynn for intellectual and personal growth. All are detailed in this catalog, from our innovative curriculum and international study programs, to our individualized academic support

services, outstanding faculty and much more.

Like you, the Lynn faculty and staff are hard at work this academic year. Last February we launched the university's long-range strategic plan, Lynn 2020 ([www.lynn.edu/2020](http://www.lynn.edu/2020)) in consultation with noted higher education scholar Dr. George Keller. Our vision is *to become one of the most innovative, international and individualized small universities in America.*

By studying at Lynn University, you are making one of the most important investments in your life—your education. And because we are working to significantly increase the value of the degree you'll earn from Lynn, you can be assured that investment will compound interest for the rest of your life.

For you and for Lynn, the best is yet to come. Have a great year!

Sincerely,

A handwritten signature in cursive script that reads "Kevin M. Ross".

Kevin M. Ross  
President

# Membership

American Association of Collegiate Registrars and Admissions Officers

American Association for Counseling and Development

American Baseball Coaches Association

American College Personnel Association

American Conference of Academic Deans

American Counseling Association

American Council of Education

American Fraternity Association

American Hotel and Motel Association

American Library Association

Association of American Health, Physical Education and Recreation

Association of Athletic Directors of Development

Association for College Union International

Association of College and University Housing Officers - International

Association of College Student Personnel Administrators

Association of Collegiate Schools and Programs

Association for University and College Counseling Directors

Association of Higher Education

College Placement Counsel

College Sports Information Directors of America

Council for the Advancement and Support of Education

Council for Adult and Experiential Learning

Council on Aviation Accreditation

Council on Hotel, Restaurant and Institutional Education

Division of Colleges and Universities - Florida Board of Education

European Council of International Schools

Florida Association of Bursars and Student Accounting Administrators

Florida Association of College Registrars and Admissions Officers

Florida Association for Counseling and Development

Florida Association of Private College and University Admissions Officers

Florida Association of Student Financial Aid Administrators

Florida Cooperative Education and Placement Association

Florida Counseling Association

Florida Hotel and Motel Association

Florida Personnel and Guidance Association

Florida Restaurant Association

Greater Miami Airport Association

Independent Colleges and Universities of Florida

International Assembly for Collegiate Business Education (IACBE)

National Association of Campus Activities

National Association of Campus Card Users

National Association of College and University Attorneys

National Association of College Admissions Counselors

National Association of College Student Personnel Administrators

National Association of Colleges and Employers

National Association of Colleges and Universities Business Officers

National Association of Collegiate Directors of Athletics

National Association of Schools of Music

National Association of Student Financial Aid Administrators

National Association of Student Personnel Administrators

National Association of Foreign Student Advisors

National Business Aviation Association

National Career Development Association

National Collegiate Athletic Association

National Collegiate Baseball Writers Association

National Employment Counseling Association

National Intercollegiate Flying Association

National Intramural Recreation Association

National Restaurant Association

Palm Beach Hotel and Motel Association

Regional Airline Association

Society for Human Resource Management

Southeast Florida Career Consortium of Private Universities

Southeast Florida Library Information Network

Southeast Library Network

Southeast Regional Association: Teachers of English to Speakers of Other Languages

Southern Association of College Admissions Counselors

Southern Association of Colleges and Employers

Southern Association of Student Financial Aid Administrators

Southern Business Administration Association

Southern College Art Conference

Southern Regional Education Board: Council on Collegiate Education for Nursing

Sunshine State Conference

The College Board

University Aviation Association

University Risk Management and Insurance Association

U.S. Basketball Writers Association

Lynn University admits students of any race, color, gender, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Lynn University does not discriminate on the basis of race, color, gender, religion, national, and ethnic origin, disability, or age in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## SECTION I

UNDERGRADUATE CATALOG  
AND GENERAL INSTITUTIONAL  
ACADEMIC POLICIES SECTION



## Chapter I.

# Overview and Introduction to Lynn University

### General Information

Lynn University is a private, nonprofit independent university chartered by the state of Florida and accredited as a Level V institution by the Southern Association of Colleges and Schools.

The rapid growth of Lynn University is one of the most remarkable private college achievements of contemporary American higher education. Started in the early 1960s, when Boca Raton still contained bean farms, strawberry fields, and orchards, the institution, which was renamed Lynn University in 1991, is today a strikingly attractive campus in what is now an exceptionally affluent community. More striking, the college, originally named Marymount College and later the College of Boca Raton, was only a two-year college from 1962 to 1986; so Lynn has been a four-year university for just 20 years. Yet today Lynn University has a growing enrollment of nearly 2,300 undergraduates and 460 graduate students from 45 states and 93 foreign countries; offers bachelor's, master's, and doctoral degrees and is comprised of five colleges, a school of aeronautics, and a conservatory of music.

The conservatory is one of the finest in the South. Lynn's athletic teams have won an astonishing 18 national championships. The 123-acre campus is now a work of semi-tropical beauty. Lynn's Institute for Achievement and Learning is a nationally recognized center for young people with learning differences. The new library is an architectural gem. The faculty is unusually devoted to teaching and nurturing the students. The honors program is growing in size and concentration. Lynn University is showing promise of becoming one of the finer small universities in the Southeast.

Lynn University is located in residential Boca Raton on South Florida's Gold Coast. Geographically, the city and its environs are a center of international trade, linking corporations that serve the world marketplace. The university's location in this hub provides a dynamic medium for educational exchange and learning. Boca Raton, a city of almost 150,000, is halfway between Palm Beach and Fort Lauderdale, only three miles from the Atlantic Ocean. Easily accessible from major roadways, Boca Raton is within easy travel distance of three major airports.

Donald E. Ross, who saved Marymount College from dying in 1971, became its president then and retired in June 2006, after 35 years as president.

### Mission

The mission of Lynn University today is the same mission that has defined the institution through its first 44 years and that will continue to define it in the future.

Our mission is to provide the education, support, and environment that enable individual students to realize their true potential and to prepare for success in the world.

### Vision

Lynn's vision is to be recognized as one of the most innovative, international, and individualized small universities in America.

Lynn University will capitalize on its youth, location, and close student and faculty bonds to become a forerunner institution, a different kind of learning center, an independent, innovative 21st-century university that is unusually devoted to preparing young persons for America's and the world's future.

To do so, Lynn will:

1. Remain relatively small, with approximately 2,400 undergraduate and 600 graduate students, and 500 or more adults annually in continuing education courses and institutes. A multi-faceted, coeducational, primarily residential university with a small-college atmosphere.
2. Admit an unusually wide array of diverse students, from those with learning differences to the gifted, from many countries of the world and states in the Union.
3. Be grounded in the liberal arts but contain a slightly different collection of colleges oriented toward emerging professional opportunities, each of which features superior teaching, applied learning, and international focus and experiences.
4. Contain a hallmark student development program that discerns each student's strengths, shortcomings, and special needs, and works to develop his or her full capabilities.

(Approved by the Board of Trustees October 12, 2005)

### Commitment of the University to Diversity

Lynn University is committed to providing equal access to education and employment opportunities to all, regardless of race, color, gender, religion, national and ethnic origin, or age. The university is committed to compliance with federal and state laws, regulations, and policies governing equal access and equal opportunity.





## Chapter II.

# Campus Life

Every phase of Lynn University life provides a learning situation wherein the student is guided toward wise decision-making. While the university primarily emphasizes formal learning through instruction and study, it clearly recognizes a student's personal and social needs. To serve these needs, the university offers an Office of Student Development.

The Lynn University student has ready access to educational and career guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership. The Office of Student Development includes the vice president for student development; dean of students; campus recreation and intramurals; Counseling Center; Center for Career Development; Office of Residence Life; Health Center and student involvement. The Office of the Dean of Students provides assistance in securing advice on university-related concerns. The dean is also responsible for maintaining an open line of communication between staff, students and parents.

### Student Involvement

The Office of Student Involvement is committed to providing a variety of activities that complement the university's academic program. Students choose activities that will contribute to their personal development and enjoyment: student government, service clubs, athletics and participation in any of numerous special interest organizations. In addition, the university offers a formal leadership program for all students. Social activities include game shows, dances, comedians, live music, international festivals, films, pool parties, sports days, intramural sports, award dinners and novelty entertainment. Individual interests ranging from the fine arts to professional football to gourmet dining can be found in South Florida.

### Athletics

Lynn University holds membership in the National Collegiate Association (NCAA) Division II and the Sunshine State Athletic Conference.

Intercollegiate athletic programs are open to all students in accordance with NCAA, Sunshine State Conference and institutional eligibility standards. Currently active intercollegiate teams include men's soccer, basketball, baseball, golf and tennis, and women's golf, soccer, basketball, tennis, volleyball and softball. In addition to intercollegiate sports, students are encouraged to participate in a wide range of intramural programs, including basketball, flag football, soccer and others.

The Higher Education Amendments of 1992 necessitated the development of the Equity in Athletics Disclosure Act of 1994. This disclosure of data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at Lynn University is available in the Office of Student Administrative Services.

The Student Right-to-Know Act of 1990 requires disclosure of graduation or completion rates and transfer-out rates for: (1) the general population of full-time degree program undergraduate students and (2) students who receive athletically-related student aid, broken down by race and gender within sports. This information is available in the Student Administrative Services office.

### Residence Life

#### Residence Halls

Lynn University's five residence halls (Lynn, Trinity, de Hoernle, Freiburger and the E. M. Lynn Residence Center), provide living accommodations for more than half of the university's students. All room accessories (bedspreads, lamps, etc.) are provided by the student. Private telephone service, computer Internet access and cable television connections are provided. The Office of Residence Life assigns new students rooms and roommates. Returning students must choose their rooms and roommates before leaving campus for the summer. Through the cooperative efforts of all, a living environment rich with the joys of friendship and sharing adds a new dimension to the learning experience. The residence halls are staffed by full-time professionals and para-professionals. A full-time residence hall director is responsible for the overall function and operation of each residence area. A resident assistant is a para-professional staff member and student, whose primary responsibility is to build a community atmosphere among students in each hall. They also have the authority to refer to the Office of Student Development any student who is found in violation of campus policies.

#### Room and Board Schedules

Day Division full-time undergraduate resident students are served 19 meals each week except during winter and spring breaks. All residence halls and dining facilities are closed during winter break, and students are expected to vacate their rooms.

Students may request permission from the Office of Residence Life for spring break intersession housing. Students with less than 60 academic credits and students who are under 21 years of age are required to reside on campus. Exceptions include students who live with their parents within commuting distance and those who are married or have children. Students with more than 60 credits may live off campus.

### Student Health

#### Counseling

Counseling at Lynn University aims to further the total development of each student. This accent on the individual implies a very definite interest in all phases of the life of the student whose academic, personal and social welfare are of primary concern. Counseling is provided on an individual basis, and records are maintained in strict confidence by the director of counseling. In addition, alcohol and substance abuse literature and referral services are continually available through the Counseling Center.

#### Health Center

A qualified registered nurse is available during scheduled hours for medical consulting and counseling. During scheduled hours, the Health Center staff is on duty to provide limited medical services and distribute medication, if necessary. If a serious health problem arises, the nurse may refer a student to the services of qualified medical personnel outside of the university community.

Every student attending the university is required to submit a complete immunization record before being allowed to enroll. The university assumes no financial responsibility for medical services performed other than the

university nurse's official services, nor does it pay any hospitalization costs, including deductibles.

Students who refuse treatment or hospital admission do so at their own risk. If a student is ill, it is the student's responsibility to report the illness to the Health Center, residence hall staff and/or Student Development.

If a student requires medication on a regular basis, he or she is advised to bring a sufficient quantity to last throughout the semester.

First aid supplies are available in the Health Center; however, it is recommended that each student keep a supply of basic first aid essentials, adhesive bandages, antibiotic ointment, etc., in case these items are needed outside of Health Center hours. We also suggest that students keep a supply of cold preparations, cough syrup, decongestant, etc., for personal use. Parents or guardians will be contacted by the university in cases involving students who are transported to the hospital by emergency services or hospitalized.

### **Insurance**

All undergraduate students enrolled in fall or spring semesters are covered by a supplemental accident insurance policy covering medical expenses up to \$4,000 per incident. This supplemental policy covers medical expenses incurred only as a result of accidental injury while the student is participating in university-sponsored activities. Students are required to file a written accident report with the University Health Center within 48 hours of the event and to file a report for insurance claim processing. Claims must then be submitted to the student's private insurance carrier. After the student's private insurance claim is processed, costs not covered by a private policy will be covered by the university's supplemental policy up to the policy limits for reasonable and customary medical charges established by the insurance company.

Athletes participating in intercollegiate sports are covered by a special policy that pays for accidental injury while participating in university intercollegiate sports. Athletes are expected to pay the deductible amount in this policy.

All students are required to carry medical insurance or be covered by their parents' policy. Students are required to provide proof of insurance before enrolling at the university or sign up for the university plan. Information about student medical insurance is available from the Health Center.

### **Medical/Mental Health Emergency Policy**

The purpose of this policy is to ensure that all Lynn University students with incipient emotional, mental health or physical needs receive timely assessment and access to services. In the event that a student suffers a mental health/psychological emergency, this policy defines the course of action for the student. A serious medical or psychological problem may include, but not be exclusive to, a suicidal threat with or without a plan, a homicidal threat with or without a plan, substance abuse, eating disorders, or any medical or psychological issue that poses a serious threat to the well-being of a student.

When a student experiences serious medical or psychological problems while enrolled at Lynn University, he or she may request to take a voluntary medical leave of absence. The medical/psychological leave of absence must be presented to, and approved by the dean of students or his or her designee. When approved, the student will leave campus and be granted a grade of W (withdraw) in all enrolled courses, even if the deadline for withdrawal without academic penalty has passed. If the student desires to return to campus after resolution, the student must adhere to the Medical/Mental Health Readmission Requirements outlined below.

Similarly, the university reserves the right to require a student to take a medical/psychological leave of absence if, in the judgement of the dean of students or his or her designee, the student: a) poses a threat to the lives or safety of himself or herself or other members of the Lynn University campus; or b) has a medical or psychological problem which cannot be properly treated in the university setting; or c) has evidenced a medical condition or behavior that seriously interferes with the educational pursuits of other members of the Lynn University community. The student MUST gain prior permission from the dean of students or his or her designee in order for the student to return to campus as outlined under Medical/Mental Health Readmission Requirements

below. In making a decision to require a student to take a medical/psychological leave of absence, the university acts out of concern for the student and his or her rights, a concern for the other students, and a concern for the university as a whole.

### **Medical/Mental Health Readmission Requirements**

Inherent in the policies outlined here regarding the care and concern of students with medical and/or psychological issues is the encouragement of receiving proper treatment and professional services. For students who are voluntarily or involuntarily required to withdraw from Lynn University for medical and/or psychological reasons, the university's predominant concern is that the students receive the appropriate professional treatment. Lynn University wishes to provide sufficient time away from academic concerns to adequately address the issues that necessitated a leave, six months to a year or longer. Failure to seek ongoing appropriate treatment will seriously infringe upon the readiness to resume student status, and the university will withhold readmission until appropriate treatment has been received and documented.

A student on medical-psychological leave must provide documentation from the attending medical/psychological professional to the Dean of Students or his or her designee one month prior to the anticipated return date. The documentation MUST include: reasons for treatment, frequency and duration of treatment, full assessment of medical and/or psychological status including history and diagnostic impression, and recommendations/treatment plan for continued recovery. The university also requires that the attending professional assess whether the student is intellectually, physically and psychologically able to handle academic demands and a return to the university community. If the preceding information is not included, the university reserves the right to delay readmission until proper treatment/documentation has been received.

This information will then be reviewed by the appropriate Lynn University health care professionals and by the dean of students or his or her designee. If the student is permitted to return, the university may at that time set forth special conditions or requirements, such as meetings with the dean of students or other university medical/professional personnel to monitor the student's progress. In addition, the student may be required to establish an ongoing professional relationship with Counseling Center or Health Center staff. The decision to readmit a student from a medical leave of absence may be reversed if the student fails to be a responsible member of the Lynn University campus.

### **Substance Abuse**

Lynn University maintains a drug-free environment and a strict policy relating to the possession or use of any drug as defined by local, state and/or federal law, including marijuana. Any student found in possession of or involved with any type of drug will be suspended immediately. A university representative will communicate with the parents if the student's residential or academic status has been terminated.

Students of legal age are permitted to have alcohol in the privacy of their rooms. Students who choose to drink alcoholic beverages must do so in a responsible manner. Students are not permitted to have alcoholic beverages in public areas (i.e. hallways, lounges, pool, etc.) Violation of this policy will result in disciplinary action.

### **Substance Abuse Prevention Program**

The university recognizes the problems that exist in today's society with regard to alcohol and substance abuse. As such, the university has a responsibility to its students, faculty and staff to offer an ongoing informational program on these problems. Each semester, seminars dealing with substance abuse are offered through the auspices of the Office of Student Development.

These seminars deal with the role of alcohol and other potentially abusive substances in contemporary American society, including a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and resources available for the prevention and treatment of abuse problems.

In addition, alcohol and substance abuse literature, counseling and referral

services are available through the Counseling Center. Lynn University is in compliance with the Drug-Free Workplace Act.

### **Student-Athlete Substance Abuse Prevention Policy**

Lynn University seeks to promote the development of each student-athlete's intellectual, emotional and social capabilities. The university has established a drug education and testing program in compliance with National Collegiate Athletic Association (NCAA) recommendations. This program includes random drug testing by the university and the NCAA.

All student-athletes representing Lynn University are required to sign a form of consent regarding this policy. The university's goal is to better educate its student-athletes on the hazards of substance abuse and the value of prevention programs.

### **General Student Life Regulations and Policies**

The university regards its students as responsible young adults and allows them considerable personal freedom. Specific rules and regulations are found in the Student Handbook, which is available in the assistant dean of student's office and on the university Web site ([www.lynn.edu](http://www.lynn.edu)).

Policies are created to help promote a community atmosphere that is conducive to the pursuit of an academic program. The university's rules and regulations are firm, and violation of these rules may result in expulsion. The university reserves the right to impose probation on any student whose conduct is unsatisfactory. The university further reserves the right, to require a student to withdraw at any time. A student who is premised upon false statements or documents is null and void upon fraud discovery, and previously earned credit is voided.

Upon dismissal or suspension from the university, the student's tuition and fees will not be refunded. Further, in the event that there has been only a partial payment of fees and tuition, the university will consider the balance due. There will be no refund of tuition, fees, charges or any other payments made to the university in the event that the operation of the university is suspended at any time as a result of any act of God, strike, riot, disruption or for any other reason beyond the control of the university. Admission of a Lynn University student for any academic year does not imply that such student will be reenrolled in any succeeding academic year.

**All students are subject to the regulations and guidelines in this catalog and in the Student Handbook.**

### **Automobiles**

Automobiles are allowed on campus but must be registered with the Security Department. Speeding and driving and/or parking on the grass and similar violations will result in fines, booting, towing, confiscation and/or loss of the privilege of having a car on campus.

### **Check Cashing Services**

The university bookstore handles student check cashing for a \$1 per check fee. Hours are 11 a.m. -2 p.m. The maximum amount permitted is \$50 per check per day per student. A fee of \$20 is charged per check returned for any reason. The privilege of having checks cashed will be revoked after one check is returned. Students must present their ID card when cashing checks. Third party checks will not be honored.

### **Dismissal**

The university reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of university rules or for any other reasonable cause. In view of the foregoing and since the university must make its financial commitments for the entire academic year, no reduction or refund of fees will be made in instances of student dismissal or suspension.

### **Laundry**

Coin-operated laundry machines are available on campus, and Campus-Suds, a college laundry service, offers pick-up and drop-off service. Plans are available to students at varying costs. Students provide their own towels and linens and may purchase them through the university's Residence Hall Linens program, which can be accessed on our Web page.

### **Orientation**

Prior to the beginning of the fall semester, new students are required to participate in a campus-wide orientation program. This program is designed to aid students in their transition to campus life and provide the option in participating in many social activities.

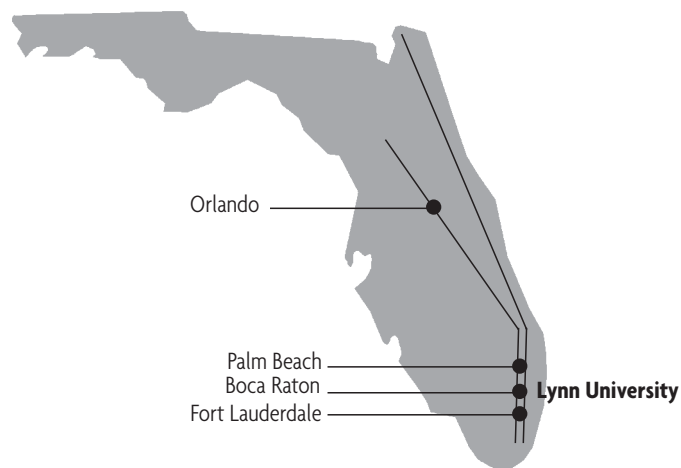
### **Property Damage Responsibility**

Lynn University does not assume responsibility for loss or damage to students' personal property and effects. Insurance protection for personal effects should be obtained from an independent source in conjunction with parents' insurance or students' insurance. Resident students are responsible for their residence hall rooms. Damage to residence halls rooms and public areas and campus are assessed based on individual, joint or group responsibility. The university attempts to identify individuals responsible for damage or vandalism. When such identification is impossible in a residence hall, all students who reside in the particular area must bear an equal portion of the cost and responsibility.

### **Public Access to the University Campus**

Individuals wishing to enter the campus of this private institution for the purpose of meeting with students or staff must be admitted through the receptionist and receive a visitor's pass. This includes the news media and anyone who may have business with students or staff members. The names of guests should be submitted to the receptionist along with the expected time of arrival and where the student or staff member can be located when the individual arrives. This policy is intended to safeguard the privacy of the university community, and to help ensure a safe and secure campus environment.

After 1 a.m. Monday through Friday and 3 a.m. Saturday and Sunday, only resident students will be allowed to enter or remain on campus. Off-campus students may gain access to the library or academic laboratories. Non-Residential students are not permitted in the residence halls after visitation hours end. Resident students and staff members are required to show proper identification at the campus entrance.





## Chapter III.

# Lynn University Campus

Lynn University's picturesque 123-acre campus is landscaped with a variety of tropical and semi-tropical plants and trees. Seven lakes reflect the natural beauty of the setting and enhance the harmonious design of the architecture. All buildings have been constructed since 1962 and are completely air-conditioned.

### Campus Resources

The **Schmidt College Center**, named for Charles E. and Dorothy F. Schmidt, defines the entrance to the university. It includes the President's Office, Admissions, Development and Alumni Relations, and Marketing and Communication.

The **Ronald and Kathleen Assaf Academic Center**, located at the north end of the campus, provides classrooms, science labs and art studios. The two-story structure provides an academic atmosphere with all rooms opening onto a scenic courtyard. The center includes the Sensomatic Wing and Classroom AS212, dedicated in honor of Ernest Ranspach, professor of art and design, who retired in 2004 after 35 years at Lynn.

The **Lynn Student Center** includes Christine's, cafeteria, chapel, auditorium, Faculty Lounge, Knights Court, outdoor terrace for dining, Student Involvement offices and student meeting room.

The **Landgren Chapel** is dedicated to the memory of Harold and Agnes Landgren. Liturgy is celebrated here regularly, and the Chaplain's Office is adjacent. The Chaplain's Office assists students of all faiths.

The **Eugene M. and Christine E. Lynn Library**, completed in 1996, houses a collection of 235,648 items, including books, periodicals, audiovisual materials and music. The library's research databases contain more than 10,450 periodicals in print and electronic formats. The library uses the Mandarin Information System to organize and create descriptive data for its collections. Mandarin provides access to these resources from anywhere in the world via the Internet. The library includes 65 computer workstations for students' use. Through membership in SEFLIN, the Southeast Florida Library Information Network, Lynn Library provides students with direct access and borrowing privileges in regional academic libraries with holdings in excess of 12 million items. The Coleman Electronic Classroom, located at the northwest section of the Lynn Library, contains 30 computer workstations and is available for student use between scheduled classes. The library also houses the Perper Study Lounge, the Center for Instructional Innovation, Academic Affairs, the Eugene M. and Christine E. Lynn College of International Communication and the Office of the President Emeritus. For more details about the Lynn Library, please see page 49.

The **Louis and Anne Green Center for the Expressive Arts** is located west of the Schmidt College Center. This facility includes the Harold and Mary Perper Teleconferencing Center, Student Administrative Services, General Counsel, Employee Services, Information Technology, Purchasing and Accounts Payable, and the Office of the Vice President for Finance.

The **Rolland A. and Lullis M. Ritter Academic Center**, located west of the de Hoernle International Center, is a classroom complex housing faculty offices for the College of Business and Management as well as classrooms specifically dedicated to each major program within this division.

The **Eugene M. and Christine E. Lynn Residence Center** is a coed building with an optional 24-hour quiet floor. Rooms are spacious with walk-in closets and private bathrooms. A full-time residence hall director and resident assistants coordinate community development opportunities for the residents. Basic cable television service and computer drops are in each student room.

This building consists of all triple occupancy rooms. The building includes Lynn Fitness Center, Intramural Office and television lounge.

The **E. M. Lynn Residence Center** is a five-story, coed building, which opened for the fall term 2002. It is equipped with television lounges, entertainment rooms including pool and table tennis, and computer labs. Rooms are spacious with walk-in closets and private bathrooms. This building consists of triple occupancy accommodations. A full-time residence director and resident assistant coordinate community development opportunities for the residents. It is also the location of the offices of Residence Life and Student Services. The building also houses the offices of the dean of students, the Health Center, director of security and the Counseling Center.

The **Trinity Residence Hall** is a three-story, coed residence hall. It is equipped with a television lounge and community-style bathrooms. Basic cable television service and computer drops are in each student room. A full-time residence director and resident assistant coordinate community development opportunities for the residents. This residence hall is also home to the Student Development and Administration executive offices as well as the Hannifan Center for Career Development and Internships.

The **Count and Countess de Hoernle Residence Hall** is a coed building divided into four wings. This residence hall consists of predominately first-year students. It is equipped with community-style bathrooms. A full-time residence hall director and resident assistant coordinate community development opportunities for the residents. Basic cable television service and computer drops are in each student room. It is also the location of the Conservatory of Music.

The **Betsey H. Freiburger Residence Hall** is a coed building divided into four wings. This residence hall consists of predominately first-year students. It is equipped with community-style bathrooms. Basic cable television service and computer drops are in each student room. A full-time residence director and resident assistant coordinate community development opportunities for the residents. Faculty offices of the College of Arts and Sciences are located on the first floor.

The **McCusker Sports Complex** includes two outdoor pools for year-round use; tennis courts; basketball courts; soccer, softball and baseball fields; and space for volleyball and similar sports. Golf, polo, horseback riding and bowling are available nearby.

The **Count and Countess de Hoernle Sports and Cultural Center** is a 33,000-square-foot multipurpose facility. The building houses a gymnasium, locker rooms, meeting rooms, a conference room and athletic department offices.

The **Count and Countess de Hoernle International Center**, a 35,000-square-foot state-of-the-art building, combines classrooms, administrative and activities facilities for the rapidly growing international student population. The center is also home to the Donald E. and Helen L. Ross College of Education and the Institute for Achievement and Learning. The center comprises two wings, the Doyle Wing and the Gordon and Mary Henke Wing, as well as the Amarnick-Goldstein Concert Hall; the Cohen International House; the Harold, Nathan and Dorothy Wayser Tutoring Center; the Benjamin Olewine III Culinary Institute and John and Barbara Fox Laboratory Kitchen.

**St. Joseph Hall** includes the mailroom, a coin-operated laundry facility and the Lynn University Bookstore, which sells textbooks, supplies, clothing, snacks and gifts. The bookstore also provides check-cashing services.

The **Burton D. Morgan School of Aeronautics**, a 2,700-square-foot facility located at the Boca Raton Airport, houses a state-of-the-art Frasca flight training device and is home to the university's fleet of Cessna 172 and Cirrus SR-20 aircraft.

The **Hannifan Center for Career Development and Internships (HCCDI)**, located in Trinity Hall, provides comprehensive career services to all enrolled students and alumni of Lynn University free of charge. The HCCDI's aim is to: 1) assist students and alumni in making sound career plans based on their beliefs and values, skills and aptitudes, interests, personality traits, and knowledge of the world of work, 2) facilitate career opportunities, 3) provide students and alumni access to state-of-the-art technologies, and 4) promote continuous professional and personal growth opportunities for students and alumni. The HCCDI partners with Lynn University faculty and staff to create career programs that meet the needs of our diverse student population. Students and alumni are encouraged to make a private consultation appointment to discuss their educational and career planning by calling the HCCDI directly at 561-237-7286.



## Chapter IV.

# Admissions

### General Information

Lynn University welcomes and evaluates applications on a rolling basis. The following is an overview of general admission policies. Further questions concerning enrollment procedures should be directed to the Office of Admissions at 561-237-7900 or [admission@lynn.edu](mailto:admission@lynn.edu).

In addition to the requirements for admission to Lynn University, applicants to the Conservatory of Music need an audition and must submit an additional Conservatory of Music application. Please refer to the conservatory's profile for audition and application requirements.

### Visitors Are Welcome

All prospective students and their parents, guardians, families and friends are encouraged to visit Lynn University. The recommended time for high school students to see the university is during the spring of their junior year or during the fall of their senior year. Although campus interviews are not required, they are strongly encouraged. It is recommended that visits be scheduled while the university is in session and students are on campus. If time or other obligations do not comply with the academic calendar, visitors are still welcome throughout the year. Students are requested to write, e-mail or call the Office of Admissions at least one week in advance of their visits. The office is open from 8 a.m. to 6:30 p.m., Monday through Friday, and by appointment on Saturday.

## I. Undergraduate Day Division

### General Acceptance

Applicants must meet all of the following:

- Earned a high school diploma or GED
- Minimum GPA of 2.5
- Minimum SAT 850 or ACT 18 \*(Based on Critical Reading and Math Sections)
- Official high school transcript
- At least one letter of recommendation from a guidance counselor or teacher
- A personal statement or essay
- Bachelor of Music applicants are also required to have a live audition

### Institute for Achievement and Learning

- **Comprehensive Support Program**
- **Metamorphosis Program**
- **Probationary Support Program**

Applicants must submit documents that apply. The final decision for acceptance into the Comprehensive Support and Metamorphosis Programs is made by the Office of Admissions based upon review and recommendation by the Institute for Achievement and Learning.

- Official high school transcript
- Official SAT or ACT score report
- At least one letter of recommendation from a guidance counselor or teacher
- A personal statement or essay
- An interview may be required
- Minimum TOEFL score of 500 (paper-based), 173 (computer-based) or 61 (Internet-based), or IELTS score of 5.5 if English is not the applicant's first language

Comprehensive Support Program applicants must submit:

- Current (within three years) psychoeducational testing (WISC/WAIS) (ALL testing is housed confidentially by the Institute for Achievement and Learning.)

Applicants will be considered for acceptance to the Probationary Support Program if they fall under the following categories:

- Students who score below an 850\* on the SAT, or below an 18 on the ACT \*(Based on Critical Reading and Math Sections)
- Students whose high school GPA is below a 2.5
- Students who have a 3.25 GPA of 1050 SAT/22 ACT may be considered for General Acceptance

### Application Procedures

Lynn University encourages high school students to apply during the fall of their senior year.

1. Complete Lynn University's application form and mail it to the Office of Admissions with the \$35 nonrefundable application fee or apply online at [www.lynn.edu](http://www.lynn.edu).
2. All candidates for admission must submit official transcripts indicating all secondary school course work and graduation dates.
3. SAT I (Scholastic Assessment Test) or ACT (American College Test) scores are required and may be included on the official transcript or sent separately. Lynn University's school code for the SAT is 5437; the school code for the ACT is 0706.
4. A letter of recommendation from the candidate's guidance counselor or a teacher also is required. The letter of recommendation is most useful for the university to recognize the effects of determination and motivation on a student's academic performance.
5. Applicants also are required to submit a personal statement or essay.
6. Applicants and their families are strongly encouraged to visit Lynn University; please call, write, fax or e-mail to arrange an interview and a campus tour.
7. When school records, test scores, letters of recommendation and personal statement or essay are received, the university will notify applicants of their admission status.
8. Upon acceptance, the applicant is required to submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for new freshman applicants for the fall semester.
9. Final acceptance is contingent upon successful graduation from high school and is confirmed through receipt of the applicant's final transcript.

## Transfer Students

### General Acceptance

Applicants must meet all of the following:

- 2.0 cumulative GPA and 12 or more transferable credits
- A demonstrated readiness to pursue studies
- Official college transcripts
- Completed Dean's Recommendation Form
- A personal statement or essay

## Application Procedures

Transfer students are welcome at Lynn University, and every effort is made to make the transfer of credits and completion of the degree requirements as easy as possible.

1. Complete the application form and mail it to the Office of Admissions with the \$35 nonrefundable application fee or apply online at [www.lynn.edu](http://www.lynn.edu).
2. Official transcripts from the candidate's current college and from all previous colleges/universities attended must be sent directly to the Office of Admissions. The Dean of Students Recommendation Form must be submitted. SAT or ACT scores are not necessary if 12 or more transferable college credits have been successfully completed with a C average or better. Applicants also are required to submit a personal statement or essay.
3. Applicants and their families are strongly encouraged to visit Lynn University; please call, write, fax or e-mail to arrange an interview and campus tour.
4. When the college transcripts, the Dean of Students Recommendation Form and personal statement or essay are received, Lynn University will notify the student of his or her admission status.
5. Upon acceptance, the applicant is required to submit a deposit to reserve a place in the class. This deposit is credited to the student's account, and is nonrefundable after May 1.
6. In general, transfer credits will be granted for all work completed in comparable courses with a grade of C or better at other accredited colleges, insofar as these courses fit the curriculum requirements for a student's intended major. Credit will not be given for developmental courses that are intended to prepare a student for college level work.
7. Upon acceptance to Lynn University, students will receive a preliminary evaluation of transfer/credits. Students will meet with their advisor during the first week of classes; the advisor will finalize the transfer of credits toward the students' chosen major. At this time, any changes or revisions to transfer credits will be made, and the final evaluation will be sent to the registrar's office to finalize the process. Last-minute applicants will be handled on an individual basis as part of the admissions process.

## International Students

### General Acceptance

Applicants must meet all of the following:

- Earned a high school diploma or GED
- Minimum GPA of 2.5
- Minimum SAT 850 or ACT 18 \*(Based on Critical Reading and Math Sections)
- Official high school transcript
- At least one letter of recommendation from a guidance counselor or teacher
- A personal statement or essay
- Minimum TOEFL score of 500 (paper-based), 173 (computer-based) or 61 (Internet-based), or IELTS score of 5.5 if English is not the applicant's first language

Bachelor of Music applicants also are required to have a live audition.

### International Students

International students are important and vital members of the Lynn community who comprise a significant portion of the student body and represent more than 85 countries.

International applicants are classified into the following two categories:

- a. A citizen of a country other than the United States who holds a passport from that country.
- b. Any U.S. or non-U.S. citizen whose permanent home address is outside of the United States.

## International Application Requirements

An international application for admission is considered complete and ready for review when the following documents and records have been received:

1. A completed application form signed, dated and accompanied by a nonrefundable application fee of \$35. This fee must be drawn from a U.S. bank account, be an international money order or be paid by credit card.
2. Educational documents, including official transcripts and mark sheets from each secondary school, college, or university attended, and official report of scores from all national school leaving examinations, if applicable. All educational documents must be accompanied by original English translations, and documents submitted must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are not acceptable. NOTE: Transfer applicants with more than one year of university level study are not required to submit secondary school records but upon acceptance, must submit official English translated course descriptions for course evaluation.
3. A letter of recommendation from a counselor, class tutor, career advisor, or head of school for freshman applicants or a letter of recommendation from a professor at the university most recently attended.
4. A personal statement or essay.
5. Official test results of the TOEFL (Test of English as a Foreign Language), or IELTS if English is not the applicant's first language. Applicants with TOEFL scores of 470-499 (paper based) or 150-170 (computer-based) will be placed in the English for Academic Purposes Program. Applicants with TOEFL scores of 500+ (paper-based) or 173 (computer-based) will be considered for regular admission. For a registration form, contact:  
TOEFL Services  
P.O. Box 6151  
Princeton, NJ 08541-6151  
609-771-7760  
e-mail: [toefl@ets.org](mailto:toefl@ets.org)  
[www.toefl.org](http://www.toefl.org)
6. Official test results of the SAT I or ACT are required and used for the purpose of academic advising. For a registration form, contact:

College Board SAT Programs	ACT Universal Testing
P.O. Box 6200	P. O. Box 4028
Princeton, NJ 08541-6200	Iowa City, IA 52243-4028
609-771-7600	319-337-1321
<a href="http://www.collegeboard.org">www.collegeboard.org</a>	

The Lynn University code for SAT and TOEFL is 5437.

The Lynn University code for ACT is 0706.

The SAT I and ACT are not required of transfer applicants who have completed 12 or more university credits with a grade of C or better.

7. Completed Certification of Finances form properly endorsed by the appropriate bank with the official bank seal or stamp.
8. Copy of the biographical page of a prospective student's passport. Please note: Passport must be valid for a six-month period prior to enrollment date.

**Note:** This requirement does not apply to U.S. Permanent Residents who are required to submit a notarized copy of their **Permanent Resident Card (green card)**.

9. Transfer Eligibility Form for International Students. All international students who are currently studying in the United States on an F-1 student visa and who are transferring from other U.S. high schools, colleges and/or universities are required to submit this form.

### The SEVIS I-20 Form

1. Upon admission to Lynn University, applicants are sent a letter of acceptance and are requested to submit an admission deposit to reserve their place.
2. When the student's certification of finances is submitted to the Office of Admissions, the SEVIS Immigration I-20 form (Certificate of Eligibility) is issued.



- To obtain the F-1 student visa necessary for study in the United States, the SEVIS I-20 form, a valid passport, and a certification of finances must be presented at the nearest U.S. Embassy or Consulate in the student's country of citizenship or permanent residence.
- To understand the F-1 visa process, visit [www.lynn.edu/CIPS](http://www.lynn.edu/CIPS). Students admitted to the United States on an F-1 student visa must attend the university on a full-time basis and may not engage in unauthorized employment without permission from the U.S. immigration authorities.
- Immigration questions may be e-mailed to [ISS@lynn.edu](mailto:ISS@lynn.edu)

### Evaluation of the Applicant

When the application forms and other required records of the applicant are complete, the application will be submitted to the Admission Committee for evaluation. Final acceptance of each applicant will be determined by the director of admissions. The acceptance of admission by the transfer student is also an agreement of the evaluation of credits accepted by Lynn University.

### Application Procedures

It is the student's responsibility to request official transcripts from every school attended. Transcripts should be sent to the student's academic advisor. Transcripts that are not received directly from the sending institutions are unofficial and will not be officially evaluated. When all transcripts are received, the official transfer evaluator will review the student's file. An evaluation will be completed, and a copy will be forwarded to the student. Credits will be accepted in transfer from other institutions under the following conditions:

- Transfer credits will be granted for all work completed in comparable courses with a grade of C or better at other accredited colleges, insofar as these courses fit the curriculum requirements for a student's intended major.
- Credit will not be given for vocational courses or for courses listed below the acceptable college level degree.
- Credits evaluated as Experiential Credit are not transferable from another institution into Lynn University degree programs.
- Lynn University reserves the right to accept or reject courses completed at any other institution of higher education; however, as a rule, credits from regionally accredited institutions are transferable.

### Readmission

Students who voluntarily or involuntarily withdraw from Lynn University for one or more full semesters lose degree-seeking status. Students wishing to return to the university must submit an application for readmission to update information. Students who have attended another institution during any absence from Lynn University must have all academic credentials sent to the Office of Admissions. In addition, they must have completed the Dean of Students Recommendation Form from the last college/university attended or a letter from an employer verifying employment during any absence is requested, along with a personal statement explaining why the individual wishes to return to Lynn University.

Students who have been dismissed for academic deficiencies or suspended for disciplinary reasons for one or more semesters must submit an application for readmission of dismissed or suspended student and include a letter of appeal with their application for readmission. The application for readmission must be approved by the dean of students and by the academic dean. Students who are readmitted to the university return at the same academic standing status they had prior to leaving the university.

### Americans with Disabilities Act (ADA)

Every effort will be made to reasonably accommodate students requesting services to meet their special needs. Students must make their disclosures at the time of application to the university. Documentation will be required. During the first week of classes students should disclose to their instructors that they are requesting services to meet their special needs. The ADA coordinator for Lynn is the dean of the Institute for Achievement and Learning.

## Additional Admission Procedures and Contact Information

The Office of Admissions confirms the receipt of admission deposits in writing. Medical forms from the University Health Services Department are sent to Day Division students, as well as information about health insurance. Lynn University strongly advises that all students have adequate U.S. medical insurance during the duration of their enrollment. International students are required to maintain accident/sickness insurance coverage. Prior to the applicant's term of enrollment, the university mails information about living accommodations, student services and campus activities. If questions arise prior to their arrival on campus, students are encouraged to contact the appropriate offices at any time.

Lynn University	561-237-7000
Office of Student Administrative Services	561-237-7184/7185
Office of Academic Affairs	561-237-7793
Disabilities Services	561-237-7064
Office of International Student Services	561-237-7075
Office of Residence Life	561-237-7236
Office of Student Services	561-237-7230
Office of Intercollegiate Athletics	561-237-7281
Office of the Dean of Freshman	561-237-7289

### Application Processing

Application inquiries may be directed to:

Office of Admissions  
Lynn University  
3601 North Military Trail  
Boca Raton, FL 33431-5598

## Placement and Testing

### Advanced Placement

Lynn University invites applications from students who have taken College Board Advanced Placement examinations or who have participated in a secondary school advanced placement program. Students with a score of 3 or higher on a CEEB placement exam will be awarded credit. Actual course application will be assigned by the appropriate college dean. Other AP programs will be assigned on an individual basis.

### CLEP

University credit also may be earned by taking the College Level Examination Program (CLEP) tests. Students may earn up to 30 credits from the general examination and meet all the requirements of the freshman year. Information may be obtained by writing to CLEP, Box 6600, Princeton, NJ 08541-6600.

### English and Math Placement

To ensure proper preparation for college level English and math, freshmen Day Division students are administered English and math placement tests during their first semester. Results will determine whether students are placed in 099 level English and/or math or at the beginning college level English and math. ENG 099 and MAT 099 will not count toward a student's graduation requirement. For further information regarding placement in 099 level courses, contact the coordinator for the First Year Experience at 561-237-7315.

### Music Placement Exams

Placement exams are given in music theory, solfège, ear training, music history and secondary piano (or keyboard skills for pianists) to determine placement of students in appropriate classes and to award credit for those courses in which students meet the minimum requirements. Placement testing in music history pertains only to transfer students. Students earn degree credit for successfully passing placement exams. Placement exams are held during fall orientation and at the beginning of the spring semester, if needed. Placement exams may be taken only once by a given student.

## International Baccalaureate

Lynn University reviews, evaluates and accepts International Baccalaureate (IB) higher level credentials for possible transfer credit on an individual basis in the context of a student's proposed area of study. The credit amount and placement level are subject to approval by the appropriate college. Course credit is generally granted for each higher level examination passed with a score of 5, 6 or 7 in courses comparable to Lynn University courses and appropriate to the degree program. A score of 4 may qualify a student for advanced placement without credit, subject to departmental review. Credit is awarded only for courses at the higher level; no credit is awarded for IB Subsidiary examinations, regardless of the scores earned. Lynn University recognizes the academic excellence of students participating in the IB program. Students who receive a full IB diploma with a score of 30 or higher may receive 30 credit hours and sophomore standing.

## Specialized Programs

### Early Admission

Students who wish to enter Lynn University directly after the 11th grade may apply for early admission, if their guidance counselor recommends such action. They should arrange with their high school to receive a high school diploma when they complete one semester (or one year) of university work. Students wishing to pursue this option should apply early in the 11th grade.

### Dual Enrollment

Lynn University's Dual Enrollment Program offers high school juniors and seniors an opportunity to take undergraduate Day Division courses for college credit. Admission requirements include: high school junior or senior status, a GPA of 3.0 or higher, recommendation by the high school principal or his/her designee, and submission of a Dual Enrollment Program application. Students may earn up to seven credit hours per semester and must maintain a minimum GPA of 2.0 to continue in the program. Students will have access to Lynn University resources, including the Lynn Library and all student facilities and services. Students' grades will be posted to their Lynn University transcripts and be available for transfer to other colleges and universities. Tuition for the 2006-2007 academic year is \$350 per three credit hour course. Applications for Dual Enrollment should be submitted to the Office of Admissions.

### Freshman Honors

The Freshman Honors Experience provides highly motivated first-year students an opportunity to take courses in which they can experience the challenge and exhilaration of the regular Honors Program while fulfilling core requirements. These students also will be able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students.

### Honors Program

Students who are highly motivated and seek an enriching academic experience may apply for the Honors Program. Accepted candidates experience an innovative curriculum encompassing the full breadth of the liberal arts and sciences. The curriculum permits in-depth exploration as well as broad intellectual synthesis. Rigorous honors courses are coupled with integrative, interdisciplinary seminars and individualized projects.

### The Comprehensive Support Program of the Institute for Achievement and Learning

This program offers students with learning challenges an extraordinary opportunity to excel at the college level. It provides a select number of motivated students with the additional support they need to achieve and maintain academic success and earn a university degree.

The program provides these students with academic mentoring; a separate testing room and extended time for examinations; verbal exams; specialized core courses with a low pupil-to-teacher ratio (called Z courses); and individualized tutorials in most courses.

All students accepted into the Comprehensive Support Program are required to take EDU 100 Language and Learning Development, a three-credit college level course. This course is diagnostic in nature and focuses on the theories of

behavioral psychologists and the relationship between intelligence and learning. It is designed to help students understand and identify their own individual learning styles, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed.

Additionally, freshmen in the Comprehensive Support Program are required to attend one-on-one tutoring sessions to further their academic success. All tutors hold professional, master's or doctoral degrees. The Tutoring Center keeps parents informed of students' tutorial use by sending updates home twice a semester.

### The Alpha Center

In keeping with the mission of Lynn University to encourage and offer opportunities for lifelong learning, the Alpha Center was created.

The mission of the Alpha Center is to develop a personalized profile of each student through the evaluation of abilities and interpretation of each student's potential for success. The Alpha Center's vision is to help students develop an understanding and knowledge about themselves to empower them to become lifelong learners. The Alpha Center is the first step toward this lifelong learning goal. The center will help students explore, discover and learn about themselves in order to excel in the culture of the Lynn University campus.

Evaluations and inventories are designed to measure learning styles, cognitive potential, multiple intelligence clusters, and personal interests, and are administered by the Alpha Center staff.

After this process, the Alpha Center will provide each student with a profile that reflects individual interests and values and suggests learning environments, campus activities and study methods that may be most effective.

The long-range goal of the Alpha Center is to significantly enhance the likelihood of each student succeeding in the pursuit of a university level education, thereby providing a more solid foundation for lifelong learning, professional success and personal growth. The Alpha Center is housed within the Institute for Achievement and Learning.

### Probationary Support Program

This program, also housed in the Institute for Achievement and Learning, is designed to offer a smooth transition to the university environment. The Admission Committee will consider students who score below an 850 on the SAT, or below an 18 on the ACT, and/or have a high school GPA below a 2.5. These students may be admitted to the Probationary Support Program. Incoming probationary students meet biweekly with their assigned advisors/mentors and attend First Year Experience classes to review their academic progress and plan individual study strategies. These students also are encouraged to participate in group activities offered through the institute.

## II. Lynn PM Evening Undergraduate

### General Information

The colleges at Lynn University are responsible for coordinating and scheduling programs for adults who seek higher education for training or degree completion. Evening programs operate on an accelerated schedule of six eight-week terms throughout the year, taught in the evenings, weekends and online.

The following degrees are offered in the evening undergraduate program: Bachelor of Science in Business Administration, Bachelor of Science in Criminal Justice, Bachelor of Science in Elementary Education, Bachelor of Arts in Human Services and Bachelor of Science in Psychology.

To accommodate working professionals, classes are offered Monday through Thursday from 6 p.m. to 10 p.m. and online. In validation of the professional competencies working adults accumulate outside the classroom, it is possible for individuals to earn up to 30 credits for work experience.

Credit hours are earned through traditional classroom or distance learning instruction and transfer credits. At the bachelor's level, certain military service course credits (DANTES), CLEP (College Level Examination Program), ACE (American Council on Education), FDLE (Florida Department of Law Enforcement), Series 7 License, and other professional certifications may qualify for academic credit.

## Evening Undergraduate Division

### Application Procedures

- Applicants must submit all required documentation to be considered for admission.
- Students must meet with the program coordinator to plan out a program of study prior to program enrollment.
- Individual degree programs may have additional admission requirements.
- Students, prior to registration, must submit an Immunization Form signed by a licensed health care provider, to comply with Florida Administrative Code 6C-6.001(4). This code requires that all students born after 1956 submit documented proof of immunity/vaccination to measles (rubeola) and rubella (German measles).
- Graduates of foreign schools must submit an International Transcript Evaluation, a course equivalency report and an official TOEFL score report.

### Application Requirements for Evening Undergraduate Division

Applicants must meet all of the following:

- Proof of an earned high school diploma, GED or
- Official transcripts from all institutions of higher learning for students who have attended college
- Minimum GPA of 2.0
- Current resume
- At least one letter of recommendation from an employer or professor
- A personal statement or essay
- Official test results of the TOEFL (Test of English as a Foreign Language), or IELTS if English is not the applicant's first language. Applicants with TOEFL scores of 500 (paper-based), 173 (computer-based) or 61 (Internet-based) will be considered for regular admission.

## Evening Undergraduate Programs

### Admissions Classifications

**Regular or Full Admission:** Applicants who have submitted all application materials, met or exceeded the required standards and have been accepted by and admitted to a bachelor's degree program of study at Lynn University.

**Conditional Acceptance:** Applicants who have not submitted all admission requirements may be considered for conditional acceptance. This acceptance is limited to enrolling in a maximum of 6 credits as a Special Student. A student offered conditional acceptance must submit the required documentation by the date indicated on his/her acceptance letter in order to be considered for regular admission and continue to enroll in his/her program of study. Once a student has submitted the necessary information, an updated acceptance letter will be sent to the student.

**Probationary Acceptance:** Applicants may be considered for probationary acceptance if their cumulative grade point average is below 2.0. Students admitted on a probationary basis will be allowed to take a maximum of 6 credits and must achieve a minimum 2.0 grade point average in those courses. If they achieve the required grade point average, their probationary status will be removed. Failure to achieve the required grade point average will result in dismissal from the program.

## Reservation Agreements

Students enrolling at Lynn University do so with the understanding that they are in agreement with, and subject to, the following reservations by the university:

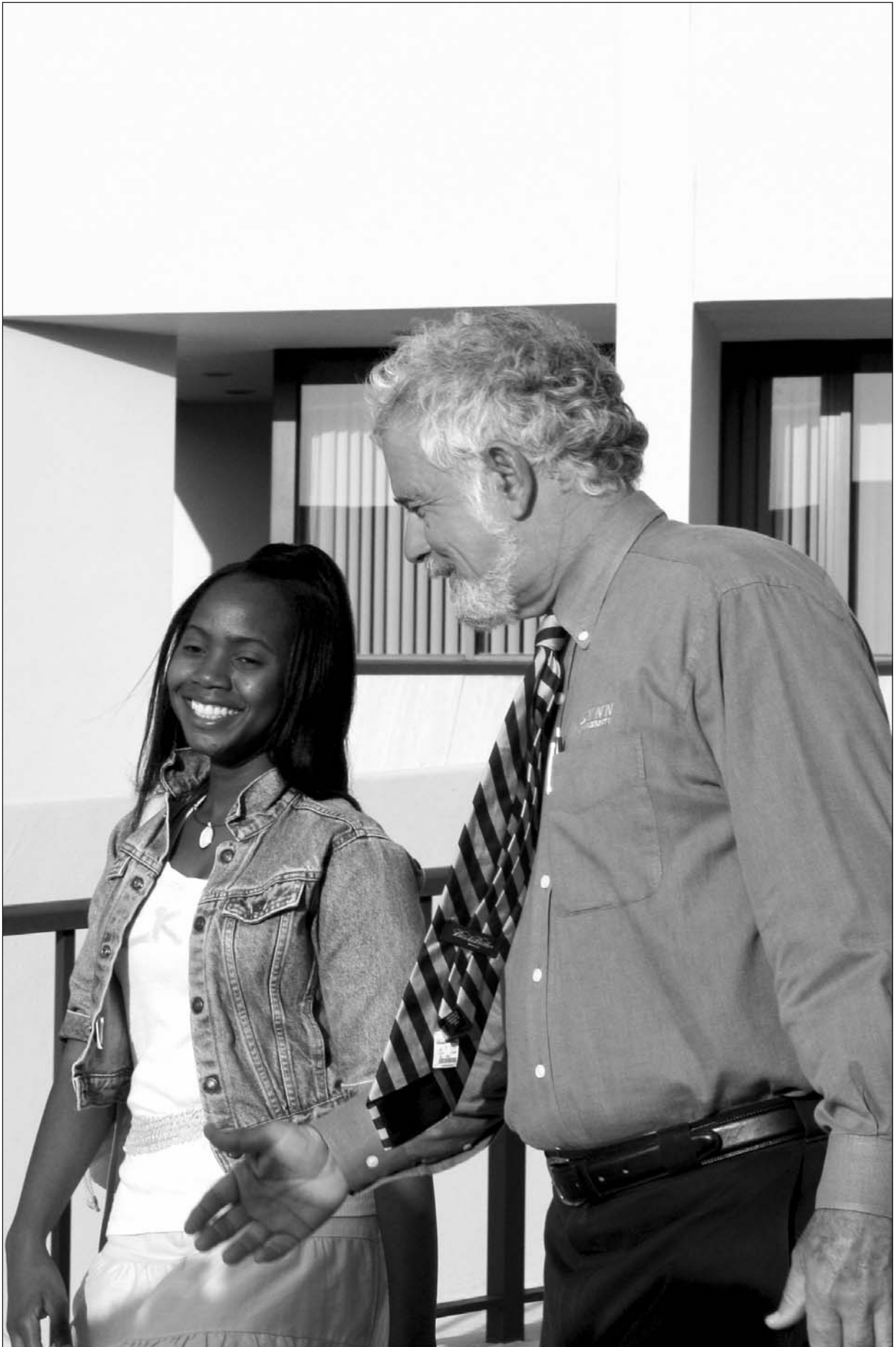
- Lynn University reserves the right of final decision in accepting candidates for admission. The student is subject to dismissal for submitting false or misleading information.
- The university reserves the right of final decision regarding course requirements for any degree program offered by the university and the content of individual courses.
- Enrolled students will abide by all Lynn University regulations and comply with all local, state and federal laws. The university reserves the right to suspend or dismiss students for violations of regulations. In such instances, tuition and fees paid to the university will not be refunded.
- Attendance at Lynn is a privilege granted solely by the university. The university reserves the right to withdraw, dismiss or suspend at any time a student whose conduct is deemed inconsistent with the standards, policies, rules and regulations of the university.

**Notice:** The university makes every effort to assure completeness and accuracy in the catalog. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints or omissions may occur, for which the university shall not be held liable.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the university. The university reserves the right to change any provision or requirement, including fees, contained in this catalog at any time with or without notice.

Credits and degrees earned from colleges within the State of Florida that are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the college granting the degrees, prior to approving teacher certification; and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations. Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, FL 32301. Any student interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, FL 32301.

Additional information regarding the university may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, FL 32399; 850-488-8695.



## Chapter V.

# Financial Information

All student charges must be paid in full before the student is allowed to register or attend classes. ALL STATEMENTS OF ACCOUNT ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT. Since the university incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from tuition and fees be assured in order to plan and maintain these services over the entire academic year. For this reason, it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance. Furthermore, the university will not grant a degree or issue transcripts until all financial obligations have been satisfied. The university reserves the right to change, with or without notice, any of the fees printed in this catalog, and increases should be expected in subsequent years.

### 2006-2007 Fee Schedule

	Year	Semester
<b>Resident Student</b>		
Tuition	\$26,200	\$13,100
Room & Board (Double Occupancy)	9,650	4,825
Double with bathroom	10,700	5,350
Triple with bathroom	9,650	4,825
Private with community bathroom	11,800	5,900
Private with shared bathroom	12,300	6,150
Private with private bathroom	12,850	6,425
Student Services Fee	1,000	500
Technology Fee	500	250

<b>Commuter Student</b>		
Tuition	\$26,200	\$13,100
Student Services Fee	1,000	500
Technology Fee	150	75
TOTAL	\$27,350	\$13,675
Mandatory International Student Insurance	\$984	

<b>Comprehensive Support Programs</b>		
Component A		
(1 year required, or enrolled in 3 Z courses)	\$11,750	\$5,875
Component B		
(returning or enrolled in 2 Z courses)	\$8,350	\$4,175
One summer Z course	\$600	
Evening Term Per Term	\$980	

<b>Other Programs</b>		
Daytime, Part-time or Overload	\$760 per credit hour	
Undergraduate Evening	\$270 per credit hour	
Graduate	\$525 per credit hour	
Ph.D. Tuition	\$735 per credit hour	

### Special Fees for All Programs

#### Application for Admission for each program

Day Undergraduate	\$35
Evening Undergraduate	\$50
Graduate	\$50

### Registration

Evening Undergraduate, Ph.D. and Graduate	\$50
Portfolio/CLEP	\$75
Laboratory	\$30-750
Lost ID	\$10
Parking Fines	\$50
Return Check	\$20
Lost Key	\$50
Adirondack Experience	\$300
Lock Change	\$50-100
Audit Fee	\$650

### Deposits 2006-2007

Deposits are applied against tuition and/or room and board costs. Deposits are **NONREFUNDABLE**; however, students may request a refund by submitting a written request to the SAS office or Office of Admissions prior to May 1 before the beginning of the academic year.

Tuition Deposit for New Students	\$200 per semester
Resident Student Deposit	\$300 per semester
Comprehensive Support Program Deposit	\$150 per semester
(in addition to one of the above amounts)	

### Day Division Undergraduate

#### Early Payment Discount Plan

An early payment discount of \$50-\$650 is available. Tuition prepayment discounts are allowed for

Single tuition payment for the ENTIRE 2006-2007 academic year if paid by:

April 1, 2006	\$650
May 1, 2006	\$550
June 1, 2006	\$450
July 1, 2006	\$350

Single tuition payment for the Fall 2006 semester only if paid by:

April 1, 2006	\$375
May 1, 2006	\$275
June 1, 2006	\$225
July 1, 2006	\$175

Single tuition payment for the Spring 2007 semester only if paid by:

Oct. 1, 2006	\$100
Nov. 1, 2006	\$50

**Note:** Tuition discounts earned will be credited to the student's account in the succeeding month.

Room and board should be paid as early as possible to ensure a room assignment. All private rooms and double rooms with bathrooms must be paid in full for the full year as soon as possible to guarantee the room. Rooms are assigned on a first-come basis. A waiting list will be generated for these special rooms. All tuition, room and board charges, and fees for the Fall 2006 semester, as well as all other fees, are due no later than July 14, 2006, and for the Spring 2007 semester by Dec. 1, 2006.

Financial aid from third parties will not arrive before the expiration of

prepayment deadlines. Therefore, individuals who would like to receive the tuition discount must pay the full tuition within the specified time frame and wait for a refund that will be generated by the receipt of financial aid. Institutional aid awarded by Lynn University will not be considered prepayment of tuition when computing the tuition discount. Individuals who would like to receive the tuition discount must pay the full tuition within the time frame specified and wait for a refund of the overpayment that will be generated when tuition charges are posted and the financial aid award is credited to the student's account at the start of each semester.

## Lynn University Payment Arrangements

### Evening Program Discount Plans

**Family Discount**—Applies to immediate family members who are enrolled in credit-bearing classes during the same term. Two family members—10 percent discount for each. Three family members—15 percent discount for each. The discount is applied against the balance of payable tuition.

**Referral Bonus**—Applies to the Evening Division only. Once a referred student applies for admission and pays for the term, the individual who referred the new student is eligible for a book voucher not to exceed \$100 for the term once the referred student's first-term tuition is paid.

**Early Payment Discount**—Applies to evening students who have paid in full 30 days before the term commences. Registered for one class—\$50 discount. Registered for two classes—\$100 discount.

**Lynn University Payment Plan (undergraduate evening program only)**—One-third tuition at the beginning of the term, one-third tuition in the middle of the term and one-third tuition at the end of the term. Processing fee is \$50 and is due at the beginning of each term in which the payment plan is utilized. The student will provide post-dated checks at the beginning of the term for all tuition due for the term.

**Corporate Reimbursement**—All students on the corporate reimbursement program will be required to pay 50 percent of the tuition at the beginning of the term. The remainder will be due three weeks after the end of the term. The student will provide a post-dated check at the beginning of the term for the balance due. The student must provide proof that he or she is eligible for corporate reimbursement from his or her employer before he or she can be enrolled in this program.

### Submitting Payments

Payments are accepted in cash, check, money order, credit card or electronic wire transfers in U.S. dollars only. Credit cards that are accepted: VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER. Please include the student's Lynn University identification number with all payments. Payments may be submitted by mail to:

Cashier  
Lynn University  
3601 North Military Trail  
Boca Raton, FL 33431

By phone: 561-237-7187

By Internet: [www.lynn.edu/payments](http://www.lynn.edu/payments)

By wire: Bank of America, Boca Raton, Fla.

Routing transit #0260-0959-3

Lynn University Checking account #003446423293

To help ensure that the appropriate student's account is credited on a timely basis, include the student's name and Lynn University student identification number on wiring instructions; fax confirmation to the Office of Student Administrative Services at 561-237-7189.

## Monthly Payment Program

Parents who prefer to pay educational costs out of their monthly income may do so through the program of an educational loan company, such as Tuition Pay at 1-800-635-0120 or [www.tuitionpayenroll.com](http://www.tuitionpayenroll.com).

\* This is only offered to day students.

## Tuition Refund Plan

Lynn University has arranged with AWG Dewar to offer tuition insurance to our students and parents to minimize the financial burden of losses incurred when a student suffers a serious illness or accident and has to leave the university.

For more information call 617-774-1555 or [www.collegerefund.com](http://www.collegerefund.com).

## Student Course Load (Full-time vs. Part-time)

Day Division full-time undergraduate program students enroll each semester in a minimum of three courses for nine credit hours to a maximum of five courses for 16 credit hours. Approval from the student's academic advisor and academic dean is required for a student to enroll in more than 16 credit hours per semester. There is a charge for the additional credit hours (overload) at a tuition rate of \$760 per credit hour.

Students requesting a special exception to enroll in the Day Division for less than nine credit hours must receive written authorization from the Registrar. The full-time tuition rate is \$13,100 per semester.

## Drop/Add Process/Overload

Students are permitted to drop/add prior to the beginning of the term without any penalty toward the regular daytime tuition charge. Once the term has begun, fees will be assessed. Additional changes will be determined by the end of drop/add process by the following dates:

<b>Day Students:</b>	Sept. 8, 2006
	Jan. 23, 2006
	May 16, 2006

By the above dates, students will be billed for the credits as of this date for the remainder of the semester. Any courses added subsequently will be assessed at the full rate. Drops will not be permitted after these dates for that term, but the student may wish to withdraw from the course. In those instances, there will not be any credit assessed on fees.

**Evening Undergraduate Students:** On the first day of term, the tuition is fully charged for all courses enrolled. If the course is subsequently dropped during the drop/add period, the student will be entitled to a 75 percent credit on tuition on the dropped course. After the drop/add period, all tuition remains as assessed. There will not be any credit assessed on fees for course withdrawals.

## Technology Fee (Mandatory)

Resident Student: \$250 per semester

Day Student (Commuter): \$75 per semester

This fee is for e-mail address and Internet access. The telephone service is through STC Services in Allentown, Pa. E-mail addresses may be obtained from the Information Technology Department located in the Green Center.

## Student Services Fee (Mandatory)

Resident or Commuter Student: \$500 per semester

This fee is assessed to all students. It covers the use of the library, fitness center and pool. It also pays for intramurals, student activities and student government, and provides funds for the Student Finance Committee.

## Summer Session 2007

The tuition rate is \$760 per credit hour. Students may take up to six credit hours. The Summer Internship rate is also \$760 per credit hour.

## Room and Board Fee

The room and board fee covers the room, residence, electricity, water, maintenance of furniture and 19 meals throughout the week. The student will be able to have three meals a day during each of the designated times throughout the week and twice on each weekend day. All resident students are charged a meal plan whether or not they choose to eat. Commuter students wishing to purchase a meal plan may do so at the cashier's office. The 10-meal plan costs \$54 for every 10 meals.

## Residence Hall Fees

If a student requests a lock to be changed, vacates a residence hall without turning in his or her key or duplicates his or her room key off campus, a lock change fee from \$50 to \$100 will be placed on the student's account.

A student locked out of his or her room more than three times per semester will incur a lock-out fee of \$10 on his or her account.

Any change of any room at any time without written approval from the Office of Residence Life will be subject to a fee of \$50.

Students will be charged replacement costs for missing or damaged room items.

## International Students

International students are required to obtain injury/sickness insurance, which is provided by Cultural Insurance Services International. The estimated cost is \$984 per year.

## Comprehensive Support Program

This program requires the following special accommodations fees for each program component in addition to Day Division Full-Time Undergraduate Program tuition and fees. Entering freshman students in the Comprehensive Support Program are required to be enrolled for the full year in Component A, which includes their first and second semesters.

	Year	Semester
Component A	\$11,750	\$5,875
Component B	\$8,350	\$4,175
Component C	\$980/term	

(Undergraduate/Evening /Weekend, 8 weeks)

Non-freshman students required to be in the program for the full year have until the end of the add/drop period to request to be reviewed to be withdrawn from the program in order to receive a full Comprehensive Support Program refund. After the drop/add period ends, there will not be any refund. Students enrolled in six credits or less will be charged one-half the Component A or B semester rate, depending on their status.

## Miscellaneous Fees

### Course Audit Fee

The audit fee per course is \$650.

### Laboratory Fees

Laboratory fees are charged for the use of computer labs and certain other lab courses and texts as listed in course descriptions and semester/term class schedules. Required field trips also are included. Fees per lab range from \$30 to \$750.

### Credit by Examination Fee

Credit earned through CLEP scores, work experience, studies in military service, etc. is \$75 per credit hour.

### Transcript Fee

There is no charge for an official transcript. These are covered by the Alumni Fund. Lynn University encourages all students to donate to the fund so that this service can be offered to future students. All student accounts must be current before a transcript can be issued.

## Portfolio Administration Fee

The charge for each portfolio credit is \$75.

## Lost Identification Card

An ID (Knight Card) is required for all students. It must be presented at any office for assistance, at the library, for classroom and dining hall entry, and to security for after-hours campus entry. It is critical that students carry their IDs at all times. A lost or damaged card can be replaced with a \$10 fee. Students must go to the Cashier to make their payment. If the lost card is found, please return it to the Office of Student Administrative Services, as it will no longer be valid on campus.

## Knight Card

This card is designed to provide the following services:

- Meal plans
- Prepaid debit card sales at the bookstore and deli
- Self inquiry/identification
- Library card
- After-hours access to campus
- Room key for certain residence halls

ID cards are only for your use. A student should NOT loan or give his or her card to anyone else at any time. To protect cardholders, university and dining staff will examine ID cards when presented to confirm that the card is being used by the person to whom it was issued.

## Debit Card

- The debit portion of the ID card will not be activated until the cashier receives payment (cash, check, credit card payment or payroll deduction).
- Cardholders closing accounts incur a \$10 service fee each and are not able to reactivate the debit portion of the ID card until the following school year.
- Refunds on closed accounts will be made at the full value of the unused balance, less the \$10 service fee.
- Refunds do not apply when balances are less than \$1.
- Refunds are mailed to the student's last known address.

For questions regarding the campus ID card, e-mail [campuscardadministrator@lynn.edu](mailto:campuscardadministrator@lynn.edu) or visit [www.lynn.edu/campuscard](http://www.lynn.edu/campuscard).

## Late Payment Fee for Preregistered Students

All Day Division students who are preregistered for courses must pay their student accounts by July 14, 2006, for the Fall 2006 semester and by Dec. 1, 2006, for the Spring 2007 semester. If payment is not received by the due date, there will be a late payment fee of \$500 assessed to the account.

## Finance Charges

A finance charge will be computed at the rate of 10 percent per annum on the unpaid balance of each student's account at the end of the preceding month, less any credits applied and payments received during that preceding month.

## Financial Policy

If a student's account shows a past due balance of any nature, the university will not issue a transcript, diploma, certificate or recommendation to that student and will not allow the student to enroll for subsequent terms until the student's account is paid in full or until satisfactory arrangements are made with the Office of Student Administrative Services to resolve the indebtedness. Indebtedness is defined as any money or property owed to the university for any reason (i.e. lab fees, library fines, parking fines, unreturned health supplies or athletic equipment, etc.). Students are responsible for checking with the Office of Student Administrative Services on questions of indebtedness.

The university may utilize the services of a collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection fees including fees and expenses incurred by Lynn University.

## Books

Textbooks may be purchased in the university bookstore with cash, check, credit card or Knight Card. A large selection of school and personal supplies is also available.

## Art and Design Supplies

Art and design supplies cost an average of \$200 per semester.

## Flight Training Expenses

Students who elect the Flight Option will receive their ground school instruction on campus as part of the regular curriculum (i.e., Primary, Instrument, and Commercial Flight Theory). Flight training is conducted at the nearby Boca Raton Airport under Part 141 of the FARs. New students who elect the Flight Option in September will begin flight training approximately two to three weeks into the fall semester. Expenses are paid directly to Lynn University.

Flight training expenses can differ considerably from student to student because of varying proficiency levels. Therefore, estimated flight training costs are based upon what is considered a reasonable average of instructional hours for the majority of flight students. These costs reflect current flight instruction fees and aircraft rental rates, and are subject to change without notice.

Flying Rates are based on \$115/hour for the aircraft, \$45/hour for the instructor and \$45/hour in the flight training device.

### Private Pilot:

	Hours	Per Hour	Total
Dual Instruction	50	\$149	\$7,450
Solo Flight	10	\$109	\$1,090
Pre/Post Flight Briefing	17	\$40	\$680
Supplies			\$600

**Total for Private Certificate:** \$9,820

### Instrument Rating:

	Hours	Per Hour	Total
Dual Instruction	30	\$159	\$4,770
Flight Training Device	15	\$80	\$1,200
Pre/Post Flight Briefing	15	\$45	\$675
Supplies			\$700

**Total for Instrument Certificate:** \$7,345

### Commercial Rating:

	Hours	Per Hour	Total
Dual Instruction	40	\$160	\$6,400
Solo Flight	65	\$115	\$7,475
Complex Aircraft	15	\$180	\$2,700
Pre/Post Flight Briefing	13	\$45	\$585
Supplies			\$425

**Total for Commercial Certificate:** \$17,585

**Total for all ratings:** \$34,750

A \$250 Federal Aviation Administration Designated Flight Examiner Fee will be added to the flight time charge for each flight examination. This fee will cover the FAA Designated Flight Examiner's services for all ground evaluation and certificate paperwork.

Please visit [www.lynn.edu](http://www.lynn.edu) or call for the current fees.

## Flight Training Deposit

Students electing to obtain their flight certificates through the Burton D. Morgan School of Aeronautics must place a \$2,000 deposit on their account specifically for flight training prior to beginning flight training in each certificate. Students may use this deposit to cover flight training costs. The student does not need to keep the full deposit amount on account. Any

portion of the flight training deposit not used for flight training is fully refundable.

The curriculum lists the flight theory and related flight training course work in the first two years.

Students are not bound by this schedule and may complete their ratings at any time prior to graduation. However, students should schedule their flight training courses to coincide with the related ground school courses and should note that not all ground school and flight training courses are available every semester.

A new Flight Option student who already has a pilot's certificate and rating(s) can apply for and receive credit for equivalent courses in the curriculum. However, prior to the award of any credit, the chief flight instructor will administer the standard Part 141 diagnostic evaluation to determine whether any review (ground school or flight) is necessary. The flight school director has final authority over all flight-related credit awards. Students enrolling in Lynn University and pursuing pilot certificates and ratings outside the university's flight program will not receive credit for any equivalent flight courses in the curriculum.

Students are required to obtain personal liability coverage to protect them from liability costs that may occur as a result of operating an aircraft. No student will be allowed to fly until proof of liability coverage is placed in the student's record at Lynn University.

## Frasca Flight Training Device (FTD Simulator)

Students in the Flight Option who are enrolled in any of the three flight training courses may utilize the FTD as required by the instructor. A lab fee will apply in accordance with the following scale:

### Course Lab Fees

AVM 120 Primary Flight Theory and Training, Solo	\$100
AVM 121 Primary Flight Theory and Training, PPL	\$100
AVM 220 Instrument Flight Theory and Training, PPL	\$100
AVM 221 Instrument Flight Theory and Training, Advanced	\$100

Payment of the appropriate lab fee will entitle the flight student to use the Frasca FTD during private pilot training at no additional charge. During instrument training, the student may use the Frasca FTD as required by the syllabus at a discounted rate.

Payment of the appropriate lab fee will entitle the flight student to use the Frasca FTD as required or recommended by the instructor, at no additional charge, either for FTD use or instructor time. When using an instructor not employed by Lynn University, however, a \$30 per hour fee will apply.

Any Lynn University student who is not enrolled in one of the above listed courses may use the FTD at the rate of \$25 per hour to increase flight proficiency. There will be no instructor charge for using Lynn University instructors; using outside instructors carries a \$30 per hour fee.

## Day Division Refund Policy

In cases of withdrawal from the university, a student must file a Request for Withdrawal form that establishes the date to which the university refund schedule applies. It is also the student's responsibility to make a written refund request to the Office of Student Administrative Services before refunds will be made.

REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL SEMESTER CHARGES PAYABLE AFTER DEDUCTIONS FOR NONREFUNDABLE DEPOSITS AND OTHER NONREFUNDABLE FEES SUCH AS LAB FEES, SERVICE AND TECHNOLOGY FEES.

When a withdrawing student has been awarded financial aid and the student withdraws prior to completing 60 percent of the term and if Title IV financial aid has been used to pay for all or any portion of the charges, financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.



If a student withdraws anytime during a semester, all Lynn University grants and scholarship funds will be prorated to the university accounts. This policy may result in a financial obligation that is payable to the university at the time of a student's withdrawal.

## Calculation of Refundable Amounts for Day Program

The table below is based on accounts paid in FULL.

	Fall 2006	Spring 2007
<b>Tuition, Board and the Comprehensive Support Program</b>		
Prior to the first day of classes		
100 %	8/28/06	1/16/07
Within seven days from the first day of classes		
75 %	9/5/06	1/23/07
Within 14 days from the first day of classes		
50 %	9/12/06	1/30/07
Within 25 days from the first day of classes		
25 %	9/25/06	2/12/07
After 25 days from the first day of classes		
NO REFUND		

### Room Charges

Prior to 8/28/06 for FALL 2006	100 %
Prior to 1/16/07 for SPRING 2007	100 %
After the above dates	NO REFUND

### Refund

There are no refunds for withdrawals after 9/25/06 for Fall 2006 and 2/12/07 for Spring 2007. The refund amount will be reduced by any financial aid that is cancelled due to the withdrawal. Refund checks will be mailed to the billing address on file within four to six weeks of the withdrawal date. Any remaining balance due after the refund adjustment is the obligation of the parent/student.

## Calculation of Refundable Amounts for Summer Terms

### Tuition and Board

Prior to the first day of classes		
100 %	05/11/07	
During the first day of classes		
75 %	05/15/07	
During the second day of classes		
50 %	05/16/07	
During the third day of classes		
25 %	05/17/07	
After the fourth day of classes		
NO REFUND	05/18/07	

### Room Charges

Prior to the date publicized as the first day of classes	
100 %	05/11/07
After that date	
NO REFUND	05/12/07

### Summer Internship Tuition

Prior to the date publicized as the first day of internship	
100 %	06/08/07
During the first week of internship	
75 %	06/15/07
After the first week of internship	
NO REFUND	06/16/07

## Undergraduate Evening Refund Policy

Students receive 100 percent of the tuition paid if they drop courses prior to the date publicized as the first day of the term. For courses dropped during the first week of the term (add/drop) period, students receive 75 percent of the tuition. There is no refund after the first week of the term.

## Undergraduate Evening Withdrawal

Withdrawals from Evening Division classes must be accomplished through SAS and are only permitted through the seventh (7th) week of a term. It is the student's responsibility to properly file a Request for Withdrawal form from the Office of Student Administrative Services. THERE IS NO REFUND AFTER THE FIRST WEEK OF THE TERM.

When a withdrawing student has been awarded financial aid and the student withdraws prior to completing 60 percent of the term, and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.

If a student withdraws at any time during a semester, all Lynn University grants and scholarship funds will be prorated to the university accounts. This policy may result in a financial obligation that is payable to the university at the time of a student's withdrawal.

## Evening Division Enrollment Requirements for Financial Aid

For undergraduate degrees, a minimum of six credit hours in a given term is required for the loan programs. A student must stay enrolled in at least three credits each consecutive term thereafter to maintain in-school status for the loan programs. For graduate programs, a minimum of three credit hours is required in a given term; however, the graduate student must register for two consecutive terms. Maintaining in-school status refers to not going into repayment. It does not indicate that a student can be enrolled in three-credit courses and be eligible for a loan. For the Florida Programs (Florida Resident Access Grant), credit hour requirements are as follows:

Spring I	(January - March)	eight weeks	6 credits
Spring II	(March - April)	eight weeks	6 credits
Fall I	(August - October)	eight weeks	6 credits
Fall II	(October - December)	eight weeks	6 credits

Scholarships also are available for evening students. Applications are available in the Office of Admissions.

## Financial Aid

Lynn University participates in most Title IV financial aid programs. The purpose of these programs is to supplement the resources of applicants and their families. Financial aid awards are made on the basis of need, and applicants must file a financial statement reflecting the family's resources. Since financial aid is limited, applicants are encouraged to apply as early as possible (preferably by March 1 for entrance the following academic year). Tentative awards are made when the student has filed all required forms and the analysis of need has been received from the Federal Processing Center. Aid is generally awarded in a combination of loans, employment and/or grants. Students also are encouraged to apply for state grants or loans open to them and to investigate educational loans from local banks.

## Standards of Satisfactory Academic Progress for Financial Aid - Day and Evening Divisions

Financial aid is awarded contingent upon the recipient maintaining satisfactory academic standing and progress toward a degree. Students on financial aid will have their cumulative grade point averages evaluated at the end of the spring semester for Day Division students and in June for Evening Division students each academic year. At that point, students must have a cumulative grade point average of 2.0. If a student falls below a 2.0, he or she will be placed on financial aid probation for the following academic year. Students will be allowed Title IV financial assistance during the probationary period. A student is removed from probationary status when his or her cumulative grade point average is 2.0 or better. If a student has completed a second academic year of attendance at Lynn University, he or she must have a 2.0 cumulative grade point average at the end of the spring semester for Day Division students and in June for Evening Division students to retain Title IV funding for the following academic year. There is no probationary semester. Students receiving Title IV funding must complete their degrees within a specific time frame as follows:

### Bachelor Degree

Full-time: 12 semesters (6 years)

Part-time: 24 semesters (12 years)

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

### Bachelor Degree

Full-time: 20 credits (annually)

Part-time: 10 credits (annually)

Course withdrawal(s) or incomplete(s) are evaluated as non-completed courses and are not counted toward the time frame requirement.

Repeat courses are evaluated as any other normal course. A student may appeal these standards if there has been undue hardship (i.e., medical, death, divorce). Appeals must be directed to the Office of Student Administrative Services for review by the Financial Aid Committee. Students will be notified by the Office of Student Administrative Services within thirty (30) days of the Financial Aid Committee's decision.

In addition, specific financial aid programs require the following academic achievements for renewals:

### Presidential Scholarship and National Merit Finalist Scholarship

3.5 cumulative grade point average at the end of the spring semester

### Florida Resident Academic Incentive Scholarship, Dean's Scholarship, Academic Scholarship, Transfer Scholarship

3.0 cumulative grade point average at the end of the spring semester

### Lynn University Grant

2.75 cumulative grade point average at the end of the spring semester

### Athletic Scholarship

2.0 cumulative grade point average each semester

### Music Scholarship

2.75 cumulative grade point average, a B or better in Applied Music Instrument lessons, and fulfill requirements set forth in the Conservatory Student Handbook

### Florida Programs

A renewal student must have a 2.0 cumulative grade point average and have completed 24 credit hours during two semesters (fall and spring). A student is eligible for one probationary year if he or she falls below a 2.0 cumulative grade point average after the end of the spring semester.

## The Standards of Academic Progress apply to the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Stafford Loans (Subsidized and Unsubsidized)
- Federal Parental Loan for Undergraduate Students (PLUS)
- Federal Work Study Program

If a student is unable to meet the above requirements, he or she must contact the Office of Student Administrative Services to investigate if other arrangements are possible.

## Applying for Financial Aid

1. All applicants for admission are requested to complete a Free Application for Federal Student Aid (FAFSA). This also can be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. The FAFSA must be returned to the appropriate processing agency. The agency will process this form and send the university a report on what the family can be expected to contribute to the educational costs.
3. Students should make sure that their transcripts and recommendations are on file at the university because financial aid decisions are not made until students have been accepted to the university.
4. When students have been accepted and the financial analysis has been received from the processing agency, the university determines the financial aid award and notifies the students. If a student wishes to accept the award, he or she must submit a nonrefundable deposit to the admissions office within 15 days. This deposit is credited to the student's account.
5. Before federal financial aid funds can be credited to a student's account, information submitted on the FAFSA is sometimes verified. The university is responsible for coordinating this federal verification process. In order to clarify the family's financial situation, the Office of Student Administrative Services may request a copy of the parents' and student's tax returns and other information. All financial aid is awarded on the condition that the above information is provided when requested.

Upon receipt of the information, it is reviewed and compared with the information noted on the need analysis. If this new information changes data previously submitted, a revised financial aid award may be sent. Timely response to requests will avoid delays in an accurate assessment of need.

## Types of Financial Aid

Applicants do not apply for the various types of awards individually. The university determines the types and amounts of awards based on the amount of aid available in the various programs and the family's expected contribution.

## Federal Programs

### Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)

The Pell Grant is a federal aid program for those with substantial need. The grant may be worth up to \$4,050 a year, depending on the family's resources and the federal funds actually available. The FAFSA, which the university requires for its aid program, also is used to determine eligibility for the FSEOG Grant. Therefore, students do not have to file separate applications for this award. The Federal Supplemental Grant provides additional assistance to those with severe need who cannot meet college costs with the other forms of aid. The average award is \$1,500 per year. Priority awarding is given to undergraduate Day Division students.

### Federal Perkins Loan

The Federal Perkins Loan program provides low-interest loans to students who demonstrate financial need. Repayment of the loan begins nine months after the student ceases to be at least a half-time student. The university allocates these loans to those who are most eligible. An average award is \$1,200 per year.

### **Federal Stafford Loans**

The Federal Stafford Loan is available to students who demonstrate financial need. The maximum allowed for the first year of undergraduate study is \$2,625; for the second year of undergraduate study it is \$3,500; and after two years, it is \$5,500 per year. A fifth-year student will have the loan prorated according to federal regulations. Eligibility is based on other sources of financial aid received and a parental contribution factor. The university may help by providing information regarding participating lenders. Priority awarding is given to undergraduate Day Division students.

### **Federal Unsubsidized Stafford Loan**

This loan is not based on financial need; however, the limit is the same as the Federal Stafford Loan. The Stafford and Unsubsidized Stafford loans combined cannot exceed these limits. For independent students, the limits are as follows: a first-year student limit is \$6,625, a second-year student limit is \$7,500, and a third- or fourth-year student limit is \$10,500. Fifth-year students will have their loan prorated according to federal regulations.

The unsubsidized loan has a variable interest rate but is not to exceed 8.25 percent. The variable rate changes every July 1. The interest may be added to the principal at the end of studies. Repayment of the principal begins six months after the student ceases to be at least a half-time student. Applications may be obtained at participating lending institutions or at the Office of Student Administrative Services.

### **Parental Loan for Undergraduate Students (PLUS)**

This loan is not based on financial need but must be within the cost of attendance determined by the university. The maximum interest rate is not to exceed 9 percent. It is a variable rate that changes every July 1. The amount a parent may borrow is the difference between the cost of attendance less any financial aid. Repayment usually begins within 60 days of the second disbursement. Loans are disbursed in two payments and made copayable to the parent and the university. The parent may not have any adverse credit to qualify for the loan. Applications may be obtained at participating lending institutions or at the Office of Student Administrative Services. Parents must be eligible citizens to apply. If a parent is denied, a student will be eligible to apply for an additional Unsubsidized Stafford Loan for a maximum of \$4,000 as a first- or second-year student or up to \$5,000 as a third- or fourth-year student. A parent may seek preapproval via the Web site at [www.lynn.edu/loans](http://www.lynn.edu/loans).

### **Federal College Work Study**

Under this program, a student is assigned a job on campus depending on financial need and the availability of funds. Students usually work eight to 12 hours per week. Pay rates start at \$6.40 per hour. Priority awarding is given to undergraduate Day Division students.

## **Florida Programs**

### **Florida Resident Access Grant**

Dependent students whose parents are residents of Florida or independent students who are residents of Florida for at least 12 months for other than educational purposes may be eligible to receive up to \$2,850 per year from the State of Florida.

### **Florida Student Assistance Grant**

The Florida Student Assistance Grant is based on financial need and the same residential and academic requirements as the Florida Resident Access Grant with grants up to \$1,672 per year. The student must file the FAFSA prior to May 15 to be considered for aid for the next academic year.

### **State Grants and Loans**

Most states have grant and loan programs that may be used for state residents to attend out-of-state colleges. Students should investigate these programs through their high school guidance office or contact the Department of Education in their state capital.

### **Monthly Payment Program**

Parents who prefer to pay educational costs out of their monthly income may do so through the program of an educational loan company, such as Tuition pay at 1-800-635-0120 or [www.tuitionpayenroll.com](http://www.tuitionpayenroll.com).

## **Institutional Programs**

Available for undergraduate Day Division programs only.

### **Florida Resident Academic Incentive Scholarship Program**

These scholarships are awarded to Florida high school graduates. The award is \$8,400. Students must meet two of the following three requirements:

1. 3.0 GPA
2. 1000 SAT
3. Standings in the top 30 percent of their graduating class. A 3.0 cumulative grade point average is required for renewal each year.

### **National Merit Finalist Scholarship**

These scholarships are awarded to high school seniors who are National Merit Award finalists. The award amount is \$26,200 (tuition). The grant is renewable if the student maintains a 3.5 cumulative grade point average at the end of the spring semester each year.

### **Presidential Scholarships**

These scholarships are awarded to high school seniors. The award amount is \$26,200 (first year's tuition). Students must meet two of the following three requirements: (1) 1200 SAT, (2) 3.75 GPA, and (3) a ranking in the top 10 percent of their senior class. The scholarship is renewable if the student maintains a 3.5 cumulative grade point average at the end of the spring semester each year. Seventy percent will be allocated to tuition costs, and 30 percent will be allocated to dormitory costs.

### **Lynn University Grant**

These grants are awarded to upperclassmen who are worthy of scholarship consideration and in need of financial assistance. The average award is \$1,000 per year. The grant is renewable if the student maintains a 2.75 cumulative grade point average each year.

### **Athletic Scholarships**

These scholarships are available in men's soccer, baseball, tennis, basketball and golf, and in women's soccer, tennis, basketball, volleyball, golf and softball. Awards range from \$100 to \$35,850 per year. A 2.0 grade point average is required to maintain an athletic scholarship.

### **Dean's Scholarship**

These scholarships are awarded to high school seniors. The award amount is \$10,000. Students must meet two of the following three requirements: (1) 3.25 GPA, (2) 1100 SAT, and (3) a ranking in the top 20 percent of their high school class. The scholarship is renewable if the student maintains a 3.25 cumulative grade point average. Seventy percent will be allocated to tuition costs, and 30 percent will be allocated to dormitory costs. All freshmen who receive a Dean's Scholarship will have the opportunity to participate in the Freshman Honors Experience.

### **Academic Scholarship**

These scholarships are awarded to high school seniors. The award amount is between \$6,000 and \$8,000. Students must meet two of the following three requirements: (1) 2.8 GPA, (2) 950 SAT or ACT score of 20 or more, and (3) a ranking in the top 30 percent of their high school class. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. Seventy percent will be allocated to tuition costs, and 30 percent will be allocated to dormitory costs.

### **Honors**

Students in the Honors Program may be eligible to receive a \$500 stipend at the completion of each semester.

### **Music Scholarship**

These scholarships are awarded to students primarily on the basis of musical ability and artistic talent as demonstrated in their audition. Students must complete the Free Application for Federal Student Aid, FAFSA, (or International Student Financial Review Form for international applicants) in order to be considered. Applicants are encouraged to apply by the priority deadline of February 15 for entrance the following academic year. The scholarship is renewable if the student maintains a 2.75 minimum cumulative grade point average each semester; earns a B or better in their applied major instrument lessons; and attends classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other conservatory performances and activities as required. An evaluation of each student will take place at the end of each academic year by the dean of the Conservatory of Music with the recommendation of the major instrument instructor.

### **Lynn University Institutional Loan**

This loan program is awarded on the basis of financial need as determined by the Office of Student Administrative Services. The funds for this program are limited. The loan represents money borrowed by the student and must be repaid with interest after leaving school. The current rate is 5 percent. The student must sign a promissory note for this loan that must be returned to the Office of Student Administrative Services prior to registration. Perkins recipients are ineligible for this loan.

### **Transfer Scholarship**

These scholarships are awarded to transfer students with a grade point average of 2.8 or higher who have successfully completed a minimum of 15 college credits. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. The award may range from \$3,000 to \$8,000.

### **University Financial Aid**

These grants are awarded to students who demonstrate financial need on the Free Application for Student Federal Assistance application. Awards range from \$1,000 to \$10,000.

### **Private Scholarships**

Scholarships are available from private organizations or individuals for students with academic promise. The selection of recipients and the award amounts are determined by the university or the donor, or both.

#### **Business**

William Randolph Hearst Scholarship

Available to undergraduate students with a business or communications major

James Oussani Scholarship

Available to undergraduate students with a business major

Leigh Palmer Scholarship

Available to undergraduate students with a business major

#### **Communications**

The Gordon and Mary Henke Scholarship

Available to undergraduate students who major in international communications

William Randolph Hearst Scholarship

Available to undergraduate students with a business or communications major

#### **Hospitality**

The Cottrell Family Scholarship

Available to undergraduate students majoring in hotel/restaurant management; the student must be in good academic standing and demonstrate financial need.

### **Music**

M. Elizabeth Maddy Cumpton Memorial Scholarship  
Available to undergraduate string studio students in the Conservatory of Music

Ellman Family Scholarship

Available to undergraduate students in the Conservatory of Music

Daniel and Shirlee Cohen Freed Scholarship

Available to undergraduate students in the Conservatory of Music

Herbert Gleckman Scholarship

Available to undergraduate students in the Conservatory of Music

### **Miscellaneous**

Evening Undergraduate Current Student Scholarship

Available to current full-time students of Lynn University in the evening undergraduate program and in good academic standing

Evening Undergraduate New Student Scholarship

Available to new full-time students in the evening undergraduate program

Burton D. Morgan Endowed Scholarship Fund

Available to undergraduate students majoring in Aviation

Excalibur Society Endowed Scholarship Fund

Available to an incoming freshman with good academic standing and financial need

Excalibur Non-Traditional Scholarship

Available to students in the evening undergraduate program with good academic standing and financial need

Lynne Fuente Endowed Scholarship

Available to female undergraduate students with a major in graphic or visual design

Royale Women's Club Scholarship

Available to undergraduate students with a health-related major

Van Gorden Scholarship

Available to undergraduate students who are upperclassmen in good academic standing

Keith and Elaine Wold Endowed Scholarship

Available to undergraduate students who live off campus and are residents of Palm Beach County

## **Veterans Benefits (Available for All Credit Programs)**

Lynn University is approved to administer veterans benefits. Students who fail to achieve the desired level of academic performance will be terminated for Veterans Administration purposes. Questions regarding veterans' educational benefits may be directed to the Office of Student Administrative Services or the Regional Veterans Administration Office at 1-888-442-4551.

## **Credit for Previous Training**

Students who are eligible to receive educational benefits from the U.S. Department of Veterans Affairs with previous post-secondary training/experience must request that official transcript(s) be sent to Lynn University. All transcripts must be received by the end of the first term or the student's educational benefits will be terminated until all transcript(s) are received. Should credits be accepted, the student's training time and total tuition costs will be reduced proportionately. The VA and the student will receive a written notice of allowed credits. This reduction refers to total costs involved in obtaining the degree. Costs are reduced when credits from another institution are applied toward a Lynn University degree. This does not imply a credit reduction allowance for veterans or eligible dependents.

## **Tax Law (U.S. Citizens and International Students)**

Under current Internal Revenue Service regulations, scholarships or grants that exceed tuition, fees, books and supplies must be reported on the student's tax return as taxable income. Any international student from a non-treaty country receiving a scholarship will have withholding tax assessed and will be responsible for complying with Internal Revenue Service regulations and deadlines.

## **International Student Loans**

Private loan programs are available for international students. The amount that can be borrowed is up to the cost of attendance at our university. Students will need to obtain an American resident as a cosigner. Students may contact the Office of Student Administrative Services for applications.

## **International Students Scholarship Policy**

International students who receive scholarships for their education at a U.S. university may be liable for paying taxes to the U.S. government if they meet these criteria:

- If the student is from a treaty country, they will usually be exempt for a period not exceeding five years.
- The amount of the award that is not exempt has a withholding of 14 percent.

Currently, the countries that do have a reciprocal scholarship tax treaty with the United States are: Belgium, China, Commonwealth of Independent States, Cyprus, Czech Republic, Egypt, Estonia, France, Germany, Iceland, Indonesia, Israel, Japan, Kazakstan, Korea, Latvia, Lithuania, Morocco, Netherlands, Norway, Pakistan, Philippines, Poland, Portugal, Romania, Russia, Slovak Republic, Slovenia, Spain, Thailand, Trinidad and Tobago, Tunisia, Ukraine, Venezuela. Students from any other country will have 14 percent taxes withheld and billed to their school account. If the student is from a non-treaty country, any scholarships in excess of amounts used for tuition, fees, books and supplies will be taxed at the 14 percent rate. Every international student must apply for a Social Security number. The Lynn University Center for International Programs and Services can help the students apply for this number. Applications are available at the Center for International Programs and Services. A student must complete a W-4 form, sign an IRS statement in the Office of Student Administrative Services and pay the required tax to the Office of Student Administrative Services. Students must pay the taxes to Lynn University within 30 days or they will be penalized by the IRS and have to pay additional interest charges. All international students will be required to file a 1040NR with the IRS by April 15, 2006. These tax forms are available in the Center for International Programs and Services or the Payroll office. Any student who does not comply with the filing of the tax returns will not have his/her scholarships renewed. The student may contact an international student advisor for more information.

## **Remedial Courses**

Students who must take remedial classes may have their financial aid reduced if credit course load toward their degree is less than 12 hours for the semester.

## **Renewal of Financial Aid**

To have financial aid renewed, a new FAFSA must be submitted each year, preferably by March 1. Students must be in good standing at the university, both academically and socially.

## Chapter VI.

# General Academic Policies and Regulations

Courses, programs and requirements described in this catalog may be suspended, deleted, restricted, supplemented or changed in any manner at any time at the sole discretion of the university.

### General Academic Information

#### Attendance Regulations

Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding absences. The instructor's absence policy is explained on the course syllabus at the first class meeting. Exceeding the allowable number of class absences may subject the student to a failing grade.

Effective Sept. 1, 2004, Lynn University implemented an Administrative Withdrawal Policy. This policy was implemented in order to be in compliance with the return to Title IV federal regulations. All students will be affected by this policy. An administrative withdrawal will be defined as a student who has stopped attending all classes for three consecutive weeks. If a student is administratively withdrawn, he/she will be issued a grade of WF in all of his/her classes and these grades will calculate as an F in his/her GPA.

#### Directory Information

The following directory information may be released without the student's written authorization:

- Student's full name
- College or school of enrollment
- Class
- Full/part-time status
- Date of graduation
- Merit scholarships
- Major
- E-mail address
- Degrees and/or honors awarded
- Dates of attendance

In order to withhold the release of the above information, the student must present a letter to the Office of Student Administrative Services within two weeks of the registration period. This information will be withheld until it is released by the student.

#### Observance of Religious Holidays

Lynn University respects the rights of all individuals to observe customarily recognized religious holidays throughout the academic year. If a student intends to be absent from university activities or classes as a result of any such observance, other than those noted on the academic calendar, the student should notify the dean of students and the current professors in writing prior to the specific holiday.

#### Student Responsibility

Each student is responsible for a knowledge of and adherence to the regulations covering registration, withdrawal, degree plan, curriculum and graduation requirements.

Lynn University does not grant certification or licensure for the practice of any profession. Regulations governing certification and/or licensure are under the sole control of the appropriate boards in each state authorized to oversee these processes.

It is the student's responsibility to:

- Contact the appropriate professional boards in the state(s) in which they

intend to practice.

- Determine all requirements related to certification and/or licensure.
- Determine whether or not the degree program in which they are enrolled at Lynn University meets all program requirements for certification and/or licensure for the state(s) in which they intend to practice.

### Academic Advisement and Registration

#### Academic Accommodations

Lynn University strives to meet the needs of students with disabilities in compliance with the requirements of Section 504 of the Rehabilitation Act and The Americans with Disabilities Act (ADA). An ADA Policy Board has been established to:

- Help determine academic accommodations for students with disabilities.
- Develop programs for increasing faculty understanding of disabilities.
- Assist in resolving disagreements that might arise concerning accommodations.

The ADA Policy Board consists of the following members: the vice president for academic affairs; the senior vice president for administration and student services; the dean of administration; the academic dean; and the dean of the Institute for Achievement and Learning, who is the ADA Compliance Officer. This board is guided by legal counsel familiar with the ADA. The ADA compliance officer is responsible for resolving "modification" of accommodation matters on an informal basis. However, if such effort is unsuccessful, an instructor or student services employee may be referred to the board to review the matter and advise the academic dean of the final decision. Accommodations must be addressed on an individual basis. NOTE: Issues regarding employment are handled through the Office of Human Resources.

#### Academic Advising

Day Division academic counseling for the students at Lynn University begins even before prospective students enroll. High school grades, class rank, scores on entrance examination board tests, and other information included in the application for admission are reviewed for placement purposes in freshmen courses in English and mathematics. Students with deficient backgrounds in mathematics or English may be placed in fundamentals courses not listed in the core curriculum. These fundamental courses are not counted toward degree requirements. In some instances, a review of students' records may result in their being advised to consider more appropriate programs of study.

Each first-year student of the Day Division is assigned to a section of FYE 101 First Year Experience. The instructor serves as the mentor/advisor for that group of students during their first year. Following the completion of the first year, students who have selected a major will work in conjunction with an advisor from that academic program area.

Any student under probationary status will be referred to the Institute for Achievement and Learning as well as to his/her academic advisor.

Evening Division students are advised by a designated counselor in the college of their major. After an initial interview and registration, students may register online for the following term.

### Combined Bachelor's/Master's Program

Lynn University offers an option for undergraduate students to enroll in the bachelor's/master's program. This program will allow the students to complete up to 9 graduate credits which will count toward both their bachelor's and master's degree programs. In order to apply for the program, a new student must:

- Have a minimum of 90 credits completed toward their degree
- Have a GPA of at least 3.25 in their last 15 undergraduate credits completed at Lynn University,
- Completed the graduate application procedures as described in the current Academic Catalog.

The student must maintain a graduate course GPA of 3.0 or higher. Approval must be received by the dean of that college.

### English and Math Requirements

Degree-seeking students who have not met English 101 or 102 requirements will be evaluated to assure that they have the minimum prerequisite skills. If the evaluation indicates that the student would benefit from further instruction, he or she will be required to successfully complete ENG 099 before enrolling in ENG 101. In addition, degree-seeking students will need to fulfill the college algebra requirement and will be tested to evaluate prerequisite elementary algebra skills. If it is determined that additional skills are needed, the student will be required to successfully complete MAT 099. ENG 099 and MAT 099 will not count toward a student's graduation requirement.

### Admission to Classes

Registered students are permitted to enter class only after obtaining financial clearance from the Office of Student Administrative Services and completing the formal registration process. If a student is withdrawn, this may result in an additional financial obligation to the university.

### Audit

Students who wish to audit a class must receive permission from their faculty advisor and the instructor of the course and, if in excess of a 15 credit-hour load, permission from the appropriate college dean. A student who officially audits a course, although not required to take examinations, is expected to attend class regularly and to participate in a manner that is agreeable to the instructor. An AU will be recorded on the permanent record of courses officially audited. A full-time student will not be charged for auditing a course. Students not enrolled on a full-time basis will be charged an audit fee (see the Tuition and Fees section for current fee).

### Cancellation of Courses

The university reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary. No charge is made to a student for a registration change necessitated by such course cancellation.

### Change of Registration

Changes in registration are permitted online or in the SAS office only with the consent of the student's faculty advisor/mentor. Course additions or section changes must be made during the official add/drop period as noted on the academic calendar. A student who drops a course during this period will not receive a grade and the course will not appear on the permanent university record. Evening students will not receive a full refund if dropping a course after the first day of the term. To drop, add, or change a course section, the student must obtain the appropriate form from the Office of Student Administrative Services or go online to [www.lynn.edu/mylynn](http://www.lynn.edu/mylynn). The form must be signed by the faculty advisor/mentor. To change a load to less than three courses requires the approval of the registrar.

### Classification of Students

Matriculated students are those who have met all admission requirements and have declared their intention to obtain a degree.

In some instances, students may be undecided concerning their degree program. In order for both the student and the faculty advisor to plan appropriate course distribution for each degree area, it is recommended that students declare their degree program upon completion of 30 credit hours for bachelor's degree programs at the time of registration. Transfer students who have already completed at least 30 credit hours should declare a major in a degree program at the time of registration.

Matriculated students are classified according to the following number of semester hours of credit completed toward their degree:

Classification	Credit Hours
Freshman	0 to 30
Sophomore	31 to 60
Junior	61 to 90
Senior	At least 91

Non-matriculated students are full- or part-time students. Non-matriculated students include those who enroll in courses for self-enrichment and are not following any specific degree program requirements.

Students seeking to matriculate into a degree program must declare their intent with the Office of Admissions after completing the number of credits specified in the matriculated category. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified.

### Course Load

**Day Division:** The normal semester academic load for full-time students is nine to 16 credit hours per semester with a three to five course load. Students at their discretion and after consultation with their academic advisor may register for up to 18 credit hours per semester. The student will be billed additionally for credit hours in excess of 16 in each semester at the prevailing tuition rate per credit hour.

In order to register for 19, or more credit hours, students must have a cumulative grade point average of 3.0 or better and permission from the vice president of academic affairs or the academic dean. If permission is granted, the student will be billed for the additional credit hours in excess of 16 in each semester at the prevailing tuition rate per credit hour.

Prior to the beginning of a term, students may not reduce their semester course load to less than three courses without written permission from the registrar. During the term, a student must have the approval of the Dean of Students if living in the residence halls.

A student enrolled in summer session(s) may not exceed a total of six credit hours for the entire summer term. A summer internship with a maximum of six credit hours may be taken after the summer session.

The standard course load for the Evening Division is six credits. A course load exceeding six credits requires the advisor's approval.

**Evening Division:** The normal term is eight weeks long. Three credit classes meet for 32 hours; four credit lecture classes meet for 40 hours. These hours are supplemented with additional contact hours on Saturdays or online.

### Course Withdrawal

After the add/drop period, students may withdraw from a course by completing the withdrawal form from the Office of Student Administrative Services. The completed form should be submitted to the Office of Student Administrative Services within the designated time frame. Students who withdraw from a course will receive a W on their permanent university records. Refer to the academic calendar for the deadline to withdraw from a course. A student can have no more than eight course withdrawals during his or her undergraduate enrollment in the university or three course withdrawals during each graduate enrollment in the university.

### Computation of Grade Point Average

At the end of each semester, a scholarship index (GPA-Grade Point Average) is computed for each student.

A= 4.00 points for each credit	C= 2.00 points for each credit
A-= 3.67 points for each credit	C-= 1.67 points for each credit
B+= 3.33 points for each credit	D+= 1.33 points for each credit
B= 3.00 points for each credit	D= 1.00 point for each credit
B-= 2.67 points for each credit	F= 0.00 points
C+= 2.33 points for each credit	WF= 0.00 points

Thus, a grade of A in a three-credit course would be assigned 12 points.

The GPA is determined by dividing the total number of earned quality points by the number of attempted credits. Grades of AU, I and W are excluded from the calculations. Other symbols in use (not included in computation of average):

WX	Officially withdrawn from the university
W	Officially withdrawn from the course
WF	Administrative Withdrawal
AU	Audit
I	Incomplete
P	Pass (used only for selected practicum, internship and 099 courses)

A grade of P designates passing and is issued in selected courses to students whose work record and other course requirements reflect non-failing quality. The credit hours are recorded but not used in the calculation of the grade point average.

A student who has not met the course requirements by the end of the semester and/or term may receive an I. The grade of I reflects neither passing nor failing work, and it will not be included in the calculation of the grade point average. The student is responsible for completing the course requirements during the first three weeks of the following semester and/or term. Spring semester students have three weeks into the following fall semester to complete their course work. Failure to complete the course requirements within this time results in the student receiving an F for the course.

### Grade Review Process

A request for a final course grade to be reviewed may be submitted during the first three weeks of the following term only on the basis of error or prejudice. The process is as follows: (1) The student requesting a final course grade review must meet with the instructor who determined the grade, and must present evidence of prejudice or error. The instructor may change the grade, if deemed appropriate, or reaffirm the original grade. (2) If the student wishes to pursue an additional review, a written request with all supporting evidence may be submitted to the instructor's immediate supervisor (normally the college dean). The supervisor will review the evidence and may support the instructor's decision or return the evidence to the instructor for a change of the grade. If an agreement cannot be reached, the supervisor and the instructor may consult with the academic dean before rendering a decision. (3) If the student's request is denied, the student may submit the written request and supporting evidence through the academic dean to the Academic Appeals Committee for review. The committee will convene within two weeks of receipt of the request and render a decision. The decision will be documented and returned to the student within one week of the completion of deliberations. The decision of the Academic Appeals Committee will be final.

For a disputed test or paper grade, the student must first meet with his or her instructor. Then the student may meet with the instructor's immediate supervisor (normally the college dean) by submitting a written statement. This process must take place within seven days from the date of the student's notification of the grade.

### Independent Study and Directed Study

Independent Study involves scholastic or research endeavors apart from regular courses offered at Lynn University. Students should pursue Independent Study with direction from their supervising professor with the approval of the appropriate college dean and the academic dean.

Directed Study (regular courses taken by special arrangement) involves the

student and instructor in virtually a one-on-one relationship (i.e., frequent conferences regarding the study are needed in order to complete a regularly offered course). Appropriate request forms for Independent and Directed Study are available in the Student Administrative Services Office. Signatures denoting approval by the instructor, appropriate college dean and academic dean must be obtained before a student can register for either course of study.

The time limit for completing an Independent or Directed Study is one semester or term. If additional time is required for completion, the student must formally request an extension from the faculty member involved. Extensions must be approved in writing and filed with the Office of Student Administrative Services. Independent studies may be proposed for one or more credit hours, although they generally will be valued at three credit hours.

### Letters for Verification of Enrollment

Letters for verification of enrollment at the university must be requested and signed by students or their parents if they are listed on the Buckley Form. Forms are available in the Office of Student Administrative Services and take approximately three working days to process.

### Permission to Study at Other Institutions

Students who desire to attend another collegiate institution while enrolled at Lynn University and want to ensure that those credits will apply to their Lynn University degree program must complete the form and obtain the appropriate signatures. Only credit hours transfer, not grades. The last 30 credits must be taken at Lynn University.

### Repeat Courses

When a student repeats a course because of failure, both the original and the subsequent grades are recorded on the official university transcript; however, only the passing grade is included in the grade point average calculation. The student's GPA will be affected only if the course is repeated at Lynn University.

### Required Courses Must Be Repeated If Failed

If a student repeats a course with a D grade and fails the repeat course, the D grade will be included in the cumulative grade point average. The F grade will appear on the transcript but will not be included in the cumulative grade point average.

### Student Records

The Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) is designed to protect the privacy of education records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate and misleading data. Lynn University makes every effort to comply with this legislation. Certain information is considered public and is released at the university's discretion. Unless a student files written notification to withhold disclosure, the university will release directory information which include the following:

- Student's full name
- Class
- Date of graduation
- Major
- Degrees and/or honors awarded
- College or school of enrollment
- Full/part-time status
- Merit scholarships
- E-mail address
- Dates of attendance

Only transcripts of academic records and statements of academic status pertaining to Lynn University course work are released to third parties, and then only with the written authorization of the student.

A student has the right to challenge any content of the student's education record that is considered to be inaccurate, misleading, or in violation of the student's privacy or other rights. Such challenge may be directed to the Office of Student Administrative Services.

A student's permanent record includes the transcript and application for admittance. These are maintained in the Office of Student Administrative Services. All documentation used in the admission and placement processes, while considered non-permanent, is also maintained in the Office of Student Administrative Services during the student's period of enrollment.



## Transcripts

Transcripts must be requested in writing by the student or alumnus. There is a \$5 fee per copy for Official Transcripts, which bear the signature of the registrar and the Official University Seal. The \$5 fee for each transcript is graciously paid for by the Alumni Association. Transcripts are typically processed within five working days after receipt of the request. During busy times in the office, requests may take up to two weeks to be processed. Lengthier processing periods typically occur at the beginning and end of a semester. Request forms are available in the Student Administrative Services Office or at [www.lynn.edu/transcript](http://www.lynn.edu/transcript). The following information is required:

- Name while attending the university
- Current name, if different
- Lynn University ID number or Social Security number
- Approximate dates of attendance
- Degrees received, if applicable
- Address where the transcript(s) must be sent
- Current address and phone number
- Student or alumnus signature

## Transfer Credits

Lynn University will accept credits in transfer from other institutions under the following conditions:

1. Transfer credit will be awarded only for courses in which the final grade was C or better with the understanding that if a particular course does not meet specific curriculum or elective requirements in the planned program of study, the student may need to take more than the minimum number of courses stipulated in the chosen program of study in order to graduate.
2. For course titles not specifically listed in the catalog and curriculum, the appropriate college dean must determine equivalence before transfer credit will be awarded.
3. Credits from schools not accredited by one of the regional associations will be evaluated only after a student has submitted a school catalog and a course syllabus for each course to be evaluated. In certain instances competency testing may be required.
4. Students should keep in mind that only course credits transfer, not course grades. Grades of courses taken elsewhere are not considered in determining the student's grade point average at Lynn University.

## Withdrawal from the University

Students who withdraw from Lynn University are required to obtain proper clearance. The appropriate representative(s) of the following offices must sign clearance forms, available in the Dean of Students office in the E. M. Lynn Residence Hall:

- Vice President for Academic Affairs
- Coordinator for the First Year Experience
- Director of Counseling
- Dean of Students
- Director of Residence Life
- Librarian
- Student Administrative Services Office

A student who officially withdraws from the university prior to the deadline for withdrawal without academic penalty will receive a grade of W on his or her transcript for each of the courses enrolled. A student who officially withdraws from the University after the deadline will receive a grade of WX on his or her transcript for each of the courses enrolled. Extenuating circumstances (medical/family emergencies) will be reviewed by the academic dean. If those documented circumstances warrant, the grades will be changed to Ws for that term. A student who has withdrawn from the university and wishes to return as an enrolled student must undergo the process for readmission with the appropriate Office of Admissions.

## Academic Standards

### Minimum Academic Requirements

The minimum standard for satisfactory progress for all students is a GPA of 2.0. A student who achieves a term or cumulative GPA below a 2.0 for two consecutive semesters will be academically suspended from the university for two semesters.

After the period of two semesters has expired, the student may apply for readmission. If accepted, the student must achieve a semester GPA of a 2.0 in order to continue at the university. The student will also be required to meet weekly with an academic advisor in the Institute for Achievement and Learning. If the student fails to meet any of these requirements, he/she will be academically dismissed at the end of the semester.

For Lynn P.M. students, one semester is equivalent to two evening sessions (terms).

### Minimum Academic Requirements for Conservatory of Music Students

A minimum semester GPA (grade point average) of 2.75 is necessary in order for a student to remain "in good standing." Caveat: a student who earns below a B for two consecutive semesters in Applied Music-Major Instrument may be subject to dismissal pending review by the dean of the Conservatory of Music and the major teacher.

### Academic Probation and Dismissal

A student on academic probation is required to interact with the dean of students and the assistant director of the Institute for Achievement and Learning by participating in Institute for Achievement and Learning programs. A student on academic probation is prohibited from participating in intercollegiate competitions and from seeking or holding a student government or class office but may participate in extracurricular activities as long as this participation does not impair his or her studies.

If a student does not achieve an aggregate GPA of 2.0 by the end of his or her second probationary semester, the registrar will provide that individual with a written notification of academic dismissal, and Veterans Administration payments, if applicable, will be terminated. The student has a right to appeal a decision of academic dismissal and must do so by writing to the vice president for academic affairs.

The vice president for academic affairs and the Appeals Committee decide whether or not the appeal will be heard. If the decision is to hear the appeal, the committee reviews the circumstances and facts of the appeal and makes a recommendation to the vice president for academic affairs, who notifies the student in writing of the result of the appeal. Extraordinary circumstances beyond the control of the student or significant academic progress are the only reasons for considering an appeal. If a student's appeal is granted, the student must meet with the assistant director of the Institute for Achievement and Learning, and meet standards and conditions set forth by the the Institute for Achievement and Learning. Failure to reach the minimum requirement for satisfactory progress (AGPA 2.0) by the end of the subsequent semester would result in the student being notified of academic dismissal.

### Change of Major/Specialization Forgiveness Policy

The change of major specialization forgiveness policy allows an undergraduate student who has changed his/her major to discount up to two courses in the abandoned major. The transcript will reflect the student's complete record with an added notation of "Academic Forgiveness Declared" by the selected course(s); however, the grade(s) will not be calculated in the cumulative GPA. Neither the grades nor the credits will be counted toward graduation requirements. Students who wish to declare change of major forgiveness may pick up the required form in the Registrar's office and will need the signature of the dean of the school of the newly chosen major, as well as registrar approval. A student may declare change of major forgiveness only once in his/her college career and must have a minimum of 30 credits to qualify for the policy. The academic dean and registrar have final approval.

### Day Division Midterm Reports

At the midterm point each semester, all undergraduate students will be issued a midterm grade viewable on the Web at [www.lynn.edu/mylynn](http://www.lynn.edu/mylynn). All first-year students will be mailed an interim grade report to their home and local addresses.

### Academic Dishonesty

To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the university imposes strict penalties for academic dishonesty.

Academic dishonesty includes but is not limited to:

- Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication: intentional and unauthorized invention or falsification of any information or citation in an academic exercise.
- Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- Plagiarism: intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise.
- Infringing on the academic rights of others, such as defacement or theft of library material.

### Academic Dishonesty Penalties

A student found responsible for any act of academic dishonesty may be subject to the following maximum penalties:

- First offense: a grade of F may be given for the course in which the irregularity occurred.
- Second offense: dismissal from the university. Information about a second offense may become a part of the student's permanent academic record.

### Falsification of Academic Records

A student who has falsified academic records will be subject to dismissal from the university.

### Appeal of a Decision Relating to the Application of Degree Requirements for Admission to, Progression through, or Dismissal from a Degree Program

The academic requirements and regulations set forth in this catalog are the minimal requirements established by the university. Students are also obligated to meet all additional requirements established for degree programs (see the Degree Requirements section in this catalog). These may include specific admission requirements, standards for satisfactory progress (progression requirements), and graduation requirements. It is the student's responsibility to know the academic standards of his or her degree program.

Prior to initiating a review and appeal process, students are encouraged to discuss the decision or academic requirement with the degree program coordinator. This may be by appointment or by telephone conversation.

Any Lynn University student requesting relief from any degree requirements as it relates to that student, or claiming to be aggrieved by any decision relating to his or her own admission to, progression through, or dismissal from a degree program, shall have the right to request review of such decision in accordance with the following procedures:

1. All appeals shall be in writing and shall be delivered to the appropriate program coordinator. The student shall deliver a written request for review of the decision with the program coordinator of the appropriate degree program within 30 days after the date the decision became effective. The written request for review shall include: (i) a written justification as to why the student believes the decision is erroneous or he or she should be granted relief from a degree requirement, (ii) the relief requested by the student, (iii) and all other relevant information. Any student who fails to request review of the decision within 30 days after the date the decision became effective, shall be deemed to have waived the right to request review of the decision.
- 1.1 Upon receipt of a written request for review and justification, the program coordinator shall place the request in the student's

counseling records in the respective degree program and shall forward a copy to the dean of the appropriate college

- 1.2 In considering the student's request, the program coordinator shall consult with the dean of the respective college, may consult with faculty members of the respective degree program and may consider any other evidence the program coordinator determines to be relevant. Also, at his or her sole discretion, the program coordinator may hold a meeting with the student, or with appropriate faculty members, or both, in person or by telephone conference, to obtain any other information or evidence the program coordinator determines to be necessary.
- 1.3 If the program coordinator determines that sufficient grounds exist such that relief would be appropriate, the program coordinator may grant the relief requested, or may grant any other relief the program coordinator finds to be appropriate under the circumstances. Sufficient grounds for relief include any extraordinary or extenuating circumstances, but shall not include a student's lack of knowledge of the academic program standards.
- 1.4 The program coordinator shall send a written decision on the request to the student, including the reasons supporting the decision, within five days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written request with the program coordinator.
2. Any student who is not satisfied with the decision of the program coordinator on his or her request for review may deliver a written appeal with the dean of the appropriate college. Such appeal shall be delivered within five days (excluding Saturdays, Sundays, and holidays) of receipt of the written decision of the program coordinator. The written appeal shall include a copy of the student's written request for review to the program coordinator and accompanying documentation, as well as a copy of the written decision of the program coordinator.
- 2.1 The dean shall consider all of the information and evidence considered by the program coordinator. In addition, the dean may consult independently with the program coordinator and other faculty members of the college and may consider any other evidence the dean determines to be relevant to the appeal. Also, at his or her sole discretion, the dean may hold a meeting with the student, with the program coordinator, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the dean determines to be necessary to the proper disposition of the appeal.
- 2.2 The dean may uphold or modify, in whole or in part, the decision of the program coordinator.
- 2.3 The dean shall send a written decision on the appeal to the student within five days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the dean.
3. Any student who is not satisfied with the decision of the dean on his or her appeal may deliver a written appeal to the academic dean. Such appeal shall be delivered within five days of receipt of the written decision of the dean. The written appeal shall include:
  - (i) a copy of the student's request for review to the program coordinator and accompanying documentation,
  - (ii) a copy of the written decision of the program coordinator,
  - (iii) a copy of the written appeal to the dean and accompanying documentation, and (iv) a copy of the written decision of the dean.
- 3.1 The academic dean shall consider all of the information and evidence considered by the program coordinator and the dean. In addition, the academic dean shall consult with the Vice President for Academic Affairs, and may consult independently with the program coordinator, the dean of the college, and other faculty members of the college. The academic dean may consider any other evidence the academic dean determines to be relevant to the appeal. Also, at his or her sole discretion, the academic dean may hold a meeting with the student, with the program coordinator, the dean of the college, with

appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the academic dean determines to be necessary to the disposition of the appeal.

- 3.2 The academic dean may uphold or modify, in whole or in part, the decision of the dean.
- 3.3 The academic dean shall send a written decision on the appeal to the student within five days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the academic dean. The decision of the academic dean is final.
4. In cases where the degree program coordinator and the dean are the same person, step 2 is skipped and the appeal shall proceed from the program coordinator directly to the academic dean.
5. No aspect of the above proceedings may be audio or video recorded without the expressed, written permission of each person involved.

**Note:** Dismissal from a degree program constitutes dismissal from the university. (See Dismissal Policy of the University in this catalog).

## Academic Recognition

The administration and the faculty recognize superior academic achievement at Lynn University through the following known designations.

### Academic Honors and Honor Society

In order to qualify for Academic Honors, a student must have completed a minimum of two consecutive terms with an aggregated GPA of 3.5 or higher. The eligible student must have no incompletes, WF's or grades below C.

In order for a student to be considered for Academic Honors:

- Daytime undergraduate students must complete a minimum of 12 credits per semester for the spring and fall of 2006. (099 courses do not count toward the 12 credit minimum.)
- Evening undergraduate students must complete a minimum of 24 credits per year from January to December of 2006. New evening undergraduate students must have a minimum of 12 credits in the fall semesters to be eligible.
- Students must be currently enrolled in the spring semester.

The Academic Honors list is publicized within the university and distributed to news agencies in the local and regional area. Honor students receive a certificate of recognition at the Honors Convocation held each spring semester. Students who have achieved honor status for two consecutive years and whose aggregate grade point average is at least 3.5 are eligible for membership in the Honor Society.

### President's Honor Society

A student who has achieved academic honors his/her first year, honor society his/her second year and whose aggregate grade point average is at least 3.75 is eligible for the President's Honor Society. Continuing membership in these honor organizations is dependent on a student's aggregate grade point average.

## Graduation

Student Right-to-Know graduation rates are available in the Institutional Research Office.

### Requirements for Degrees\*

#### Overall Requirements for the Baccalaureate Degree

A candidate for a baccalaureate degree must:

- Complete a minimum of 120 semester hours. MAT 099 and ENG 099 credits do not count toward these 120 hours.
- Attain a minimum cumulative grade average of C (2.0 AGPA) for all courses taken.
- Earn at least a minimum of the last 30 credits at Lynn University through course enrollment.
- Satisfy all Lynn University undergraduate curriculum requirements for the baccalaureate degree including core curriculum requirements.

- Complete a minimum of 45 credits that are upper division (300+Level).
- Satisfy the requirements for a major that includes at least 30 credits. In consultation with the degree program coordinator or other designated advisor, the student shall enroll in courses for the major according to a suggested curriculum plan.
- Complete graduation audit by the Office of Student Administrative Services two semesters (or four terms) prior to graduation.

\* Requirements for graduate degrees are found in the graduate section of this catalog.

### Completion of Undergraduate Requirements

Students may choose to graduate under the catalog in effect at the time of their first enrollment or any subsequent Catalog provided that the student graduates within eight years from the date of the first enrollment. If students do not graduate within this eight-year period, they may be subject to fulfilling any new program requirements in effect.

### Departmental/Program Requirements

The requirements and regulations set forth above are the minimal requirements established by the university. Students are also obligated to meet all additional requirements established by the appropriate degree program.

### Residence and Degree Requirements

In addition to specific courses and scholastic requirements, each bachelor's degree candidate must spend the last year two semesters or the equivalent earning not less than 30 credit hours in academic residence at the university. These academic residence credit hours must be uninterrupted by any work at another institution and are required in order to be eligible for a degree from Lynn University.

### Graduation Audit

Students must satisfactorily complete all program requirements for graduation and have a graduation audit completed by the advisor two semesters prior to graduation. A student is not considered a candidate for a degree if his or her aggregate GPA is below 2.0.

### Commencement Honors

At commencement, baccalaureate degree students attaining the standards designated below will graduate with honors:

Cum Laude	3.50 to 3.64
Magna Cum Laude	3.65 to 3.79
Summa Cum Laude	3.80 to 4.00

Commencement honors are awarded on the basis of at least 60 credit hours in academic residence at Lynn University. Students who have fewer than 60 credit hours may apply for commencement honors by documenting that the overall GPA earned at previous institutions and at Lynn University meets designated standards, and the AGPA earned at previous institutions meets the minimum standards for honors. If the student has fewer than 60 credit hours at Lynn University and does not apply for commencement honors, the student will not be considered eligible for honors.

### Commencement Awards

**The Bradley Middlebrook II Student Service Award** is presented to the student who has exhibited outstanding service to fellow students, Lynn University and the community at large.

**The College of Education Outstanding Graduate Student Award** is given to the person who displays outstanding potential for scholarship and leadership in the field of education.

**The Count and Countess de Hoernle Humanitarian Award** is given at graduation to the student who has exhibited outstanding loyalty to the university.

**The Dean's Award for Excellence in Undergraduate Education Award** is given to the person who displays outstanding potential for scholarship and leadership.

**The Gordon and Mary Henke Excellence in Communications Award** recognizes the student who has excelled in the communications program and has the potential for an outstanding career in the field of communications.

**The James J. Oussani Award** is presented to the student deemed most innovative and motivated in completing a degree program.

**The M. Elizabeth Maddy Cumpton Endowed Memorial Award** is presented to the outstanding conservatory student of strings.

**The Medina McMenimen Bickel Fashion Marketing Award** is presented to the graduating senior who exhibits outstanding leadership and the potential for a successful career in fashion marketing.

**The President's Award** is presented to the student exhibiting extraordinary service and commitment to the university.

**The Professional and Continuing Education Award** is presented to the candidate who has maintained the highest grade point average in the undergraduate continuing education program and has demonstrated community service and dedication to lifelong learning.

**The Scholastic Award** is presented to the undergraduate degree candidates and master's degree candidate who has attained the highest cumulative grade point average for their entire degree course work. Students having transfer hours from other institutions are ineligible for this award. Students also will be evaluated on other factors that may include community involvement at Lynn University and within the local community.

**The Trustees' Medal** is presented to the student who has exhibited outstanding scholarship, leadership, loyalty and service to the university.



# Academic Support Services and Special Programs

## Institute for Achievement and Learning

The mission of the Institute for Achievement and Learning is to provide an innovative strategic menu of services that creatively links all aspects of Lynn University student life and academic achievement. To ensure positive opportunities to embrace, engage and empower students, the institute offers diagnostic information, personal profiles and assessments, and a menu of comprehensive, creative and diverse support services that are available for students. The institute also provides professional development and training, with opportunities for educational research that extend from faculty workshops to seminars designed to include the greater community. The institute has been created as the vehicle to promote the idea of label-free learning, encouraging academic excellence both in and out of the classroom and celebrating the uniqueness of every mind and potential of every student. The institute is the coordinating body for existing and new campus support services and the primary source for student support outside of direct classroom instruction. All students have access to the institute, which includes the following resources and programs:

- **The Alpha Center:** the institute's diagnostic branch and the beginning of the Lynn University educational journey. The Alpha Center offers profiles to identify and support students' strengths and affinities.
- **The Comprehensive Support Program:** designed to offer academic support services, specialized classes and a large staff of advisors, teachers and professional tutors for students with learning differences.
- **The Probationary Support Program:** designed for incoming freshmen who need special advising, mentoring, academic support and a creative environment in which to study as they transition on to the college campus.
- **The Academic Status Support Program:** created to offer academic and social support, advising and mentoring for students who are working to increase their GPAs.
- **The Metamorphosis Program:** designed to offer weekly individual coaching sessions, tutoring and experiential activities for students with issues surrounding attention, distractibility and organization.
- **First Year Experience (FYE):** a two-semester academic program for all new students that helps them make connections with other students, faculty/staff members and Lynn resources.
- **The Discovery Learning Center:** open to all students at Lynn University and offers writing support, creative writing programs, math, fee-based tutorials and workshops.
- **The Lynn University Tutoring Program:** makes content-area tutoring and group strategy sessions by subject area available to all Lynn University students (now housed in the Discovery Learning Center).
- **ADA Office:** available to students who need special accommodations for learning and testing.

## The Alpha Center

The mission of the Alpha Center, which is housed within the Institute for Achievement and Learning, is to develop a personalized profile of each student by evaluating abilities and interpreting each student's potential for success. The Alpha Center's vision is to help students develop an understanding and knowledge about themselves to empower them to become lifelong learners. The Alpha Center is the first step toward this lifelong learning goal. The center helps students explore, discover and learn about themselves so that they may excel in the culture of the Lynn University campus.

Each student completes a series of evaluations and personality inventories during their FYE experience. These evaluations and inventories are designed to measure learning styles, cognitive potential, multiple intelligence clusters and personal interests. After this initial process, the Alpha Center provides each student with a profile that reflects individual interests and values, and suggests learning environments and study methods that may be most effective.

## Comprehensive Support Program

This program offers students with learning differences an extraordinary opportunity to excel at the college level. It provides a select number of motivated students with the additional support they need to achieve and maintain academic success and earn a university degree.

The program provides these students with academic mentoring; a separate testing area and extended time for examinations; verbal exams; specialized core courses with a low pupil-to-teacher ratio called Z courses; and one-on-one tutorials in most subject areas. Z courses are taught by professors who have training in learning style differences, as well as expertise in the content area. They use the same syllabi and teach the same content as other sections of the same courses offered to all students at Lynn University.

All students accepted into the Comprehensive Support Program are required to take EDU 100 Language and Learning Development, a three-credit college level course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. It is designed to help students understand and identify their own individual learning styles, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed as students and beyond.

First-year students in the Comprehensive Support Program should attend a minimum of two one-on-one tutoring sessions per week to further their academic success. The Comprehensive Support Program Tutoring Center is located in the Count and Countess de Hoernle International Center. Students may schedule as many half-hour tutoring sessions as they like. Tutoring sessions are scheduled with the Tutoring Center coordinator. Tutoring Center hours are 8 a.m. to 8 p.m. Monday through Thursday, 8 a.m. to 5 p.m. Friday. All tutors hold professional, master's or doctoral degrees. The Tutoring Center keeps parents informed of students' tutorial usage by sending home two updates per semester.

The Testing Center is located on the third floor of the Count and Countess de Hoernle International Center. Testing Center hours are 8 a.m. to 6 p.m. Monday through Friday.

### **Probationary Support Program**

This program is designed to offer a smooth transition to the university environment. The Admission Committee will consider students who score below an 850 on the SAT, or below an 18 on the ACT, and/or have a high school GPA below a 2.5. These students may be admitted to the Probationary Support Program. These students meet with their assigned advisors to review their academic progress and plan individual study strategies. They also are encouraged to participate in group study sessions, tutoring, advising workshops and Institute for Achievement and Learning activities.

### **The Academic Status Support Program**

The mission of the Academic Status Support Program is to provide students with probationary status: advising, strategies for learning/test taking, and mentorship. Students are encouraged to complete the Alpha Center profile to help them develop an understanding and knowledge about themselves.

### **METAMORPHOSIS Coaching Program**

The Metamorphosis Coaching Program is designed for students with issues surrounding attention, organization and distractibility. The program allows students to explore the creation of personal learning-living environments through various intelligences. An individual learning coach is assigned to each student through the First Year Experience Program. Students meet weekly with their coach/mentor to discuss such topics as personalized learning strategies, learning behaviors, time management and organizational skills. Students also attend weekly one-on-one tutoring sessions in any content area with professionals holding a minimum of a master's degree.

Students accepted into this program also participate in weekly experiential learning activities in South Florida habitats such as Gumbo Limbo, various beaches and the butterfly garden located on campus. During these activities, students are encouraged to explore themselves in relation to living things in nature and identify issues that could impact their "survival" of their first semester of college. Students reflect on themselves and their learning habitats through journaling, group discussions and other interactive assignments. Additional experiences, such as group activities and guest lecturers focusing on Howard Gardner's multiple intelligences, expand the learning process.

### **First Year Experience (FYE)**

This two-semester academic program for all new students helps them make connections with other students, faculty/staff members and Lynn resources. It offers guidance and practical experience in how to get the most out of their college careers. Each FYE class is led by a mentor and structured around a theme or affinity.

### **The Discovery Learning Center**

This center is located on the second floor of the de Hornle International Building. The primary mission is one-to-one instruction in writing for all students. The meetings between the center staff and students are face-to-face and work to enable students to learn productive habits in pre-writing activities, drafting, revising and editing. The center uses both directive and nondirective instructional techniques as the student composes work and seeks consultation. The center supports writing across the curriculum, serving both day and evening students.

Along with the writing process, modeled, shared, interactive, guided and independent writing will be investigated and then implemented. Writing strategies and skills will be identified concentrating on spelling, handwriting, and dictionary usage. A focus of the center's activities is the goal to help all students discover the "writer within" themselves.

### **Lynn University Tutoring Center**

The Lynn University Tutoring Center offers individual and group tutoring to all Lynn University students. Daytime undergraduate students are allowed one session of tutoring at no charge. Evening and graduate students are allowed one hour of tutoring at no charge. After these limits are reached, students are charged \$36 per session, which will be billed directly to their Lynn University account. Students can attend on a walk-in basis or make an appointment by signing up with the Lynn University Discovery Learning Center Personnel. In the

event that a student cannot attend a scheduled appointment, he or she must notify the Lynn Tutoring Lab staff within 24 hours, or be charged the normal fee.

These sessions are held at regularly scheduled times posted in the lab. Hours are 9 a.m. to 8 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday.

### **American Disabilities Act (ADA) Accommodations**

The ADA coordinator reviews each student's documentation to determine if he or she is eligible to receive ADA services and reasonable accommodations provided at the college level. Accommodations provided by the Testing Center may include, but are not limited to: extended time testing in a separate testing and distraction-reduced environment; reader; scribe; computer access for recording answers to test questions; and alternative test formats. \* It is important to note that no tests are altered in either format or content by the Testing Center staff and that readers are only permitted to read the questions exactly as they are written. Testing Center staff members proctor all exams.

Each professor provides individual written instructions to the Testing Center on how to administer each test. While taking the tests, students must follow established rules and procedures outlined by the Testing Center. They are as follows:

- Students must disclose to their professor evidence of their eligibility for testing accommodations by submitting to the professor an accommodation sheet signed by the ADA Coordinator.
- For each test, students must notify their professor prior to test day that they will take their test in the Testing Center.
- For each test, students must notify and set an appointment with the Testing Center prior to test day.
- The test must be taken during the student's regularly scheduled class time for the test being administered, unless stated otherwise by the professor.
- Students must arrive on time for their test appointment.
- Students must sign in at the Testing Center before they may begin the test.
- No books or notes are allowed at the student's desk unless stated otherwise in the professor's instructions to the Testing Center.
- If a student is caught cheating, his or her test will end immediately, and the Testing Center will notify the professor.
- Upon completion of a test, students are required to sign out of the Testing Center. Each test is then sealed in an envelope for security and returned to the appropriate professor as per his or her written instructions.

### **Hannifan Center for Career Development & Internships**

The Hannifan Center for Career Development & Internships is a one-stop career center, serving all students and alumni of Lynn University. The center is located on the first floor of Trinity Hall. Its overall purpose is to provide students and alumni access to state-of-the-art technologies to ensure a competitive edge in job markets; to help students and alumni make the most of their educational experience by helping them develop, evaluate, initiate and implement their career plans; to offer programs and services for students and alumni to gain greater understanding of their beliefs and values, skills and aptitudes, personality characteristics, and knowledge of the work world; and to promote a greater awareness within the university community of the needs for, and nature of career development and life planning as a lifelong, self-directed process.

The staff of the Hannifan Center for Career Development & Internships assists students with their career selection and works with students in career and job placement. It is recommended that students who are "undeclared" majors contact the Hannifan Center for Career Development to begin examining career alternatives, thus enabling them to make appropriate course selections.

The Hannifan Center for Career Development & Internships provides a variety of services to assist the student in evaluating, choosing and planning a career. Professional staff are available to help students and alumni set their

career goals, investigate employment opportunities in the field they wish to enter, and interview with companies for which they would like to work. The Internship Coordinator provides assistance for students in applying for an internship and manages the process, including teaching the Internship classes.

The Hannifan Center for Career Development & Internships is also a valuable career information and resource center. A library in the center provides information about a broad cross-section of employers, careers, internship opportunities, salary surveys, corporate training programs and career and online job opportunities.

## Center for International Programs and Services

The Center for International Programs and Services promotes and coordinates international programs and services at Lynn University. It is located on the second floor of the de Hoernle International Building. The center's purpose is to provide external programs and international resources for Lynn University undergraduates and faculty seeking educational/cultural exchange and to advise students about study abroad programs. In addition, the center assists international students with immigration procedures, provides intensive English studies classes, and offers a supportive environment for non-native English speakers.

The center comprises several programs and services, including Intensive English Program (IEP), English for Academic Purposes, the Study Abroad office and the International Student Services office (ISS). Detailed information regarding all of the center's programs and services can be obtained by contacting the office directly.

### International Student Services

The International Student Services (ISS) office is an important source of information and provides assistance to international students while they are in the United States.

ISS is an integral part of the Center for International Programs and Services. The purpose of ISS is to develop and deliver international student support services and programs outside the classroom and to contribute to student leadership. ISS is also a source of comprehensive and up-to-date immigration and tax information.

## Study Abroad Program

The purpose of the Study Abroad Program is to augment the Lynn University curriculum through an international educational experience. Studying abroad offers students the opportunity to extend their cultural, linguistic and geographic horizons while earning Lynn University credit. Credit may be earned toward a Lynn University degree through study abroad programs approved by the student's advisor and the Center for International Programs and Services. All programs are open to Lynn University students. All students are eligible to attend after completing their first semester of their freshman year. Study abroad opportunities are available in several locations.

### American College Dublin, Ireland

American College Dublin lends another dimension to the international perspective offered to Lynn University students. Located on prestigious Merrion Square in the heart of Dublin, the school is headquartered in the childhood home of Oscar Wilde.

American College Dublin offers a Bachelor of Arts degree in several disciplines and concentrations. The college is designated by the Higher Education Training and Awards Council (HETAC), the state body responsible for third level educational and training institutions in Ireland. The following degrees are fully accredited by HETAC:

- Bachelor of Arts in Behavioral Science
- Concentration in Psychology
- Bachelor of Arts in International Business
- Concentrations in International Management and International Marketing

In addition to the degrees listed above, the college offers a Diploma in Hospitality Management that is accredited by the Educational Institute of the American Hotel and Motel Association.

Students not majoring in one of these fields are still able to take a wide

range of liberal studies courses during their study abroad semester to help fulfill their Lynn requirements. Terms of study include a fall and spring semester, and four-week summer and six-week summer programs. Semester programs are designed to carry 12 to 15 credit hours, while summer programs carry six to nine credit hours. Optional ACD study tours in Ireland and Italy are offered during all terms of study.

### Faculty-Led Academic Study Tours

The faculty of Lynn University provide opportunities to incorporate an international education experience into each degree program. Colleges of the university host short-term Academic study tours where a faculty member conducts a tour for students to experience and learn while gaining academic credit. Each tour consists of course content pertinent to the specific region of the world. Prior academic preparation is required. Tours range from three to nine credits and encompass two to six weeks. Each major requires three credits of study abroad.

## Counseling Center

The Counseling Center, located in E.M. Lynn Residence Center, offers a variety of services, including individual and group counseling for academic, personal and social issues, such as substance abuse, mood disorders, relationships, self-esteem and stress management. Referrals to community resources are available by request. All information is strictly confidential. Individual counseling is available to Lynn University students without cost. Evening appointments may be scheduled.

## Honors Programs

### University Honors Program

The goal of the Honors Program is to create a dynamic academic environment that may serve to awaken intellectual curiosity, promote free and active inquiry, and stimulate creative discovery. The innovative curriculum encompasses the full breadth of the liberal arts and sciences while promoting both an in-depth exploration and a wide intellectual synthesis of the ideas and concepts that have created the dilemmas and choices of our past, present and future.

This particular emphasis is seen as the groundwork for developing the intellectual skills necessary to confront the global transformation currently taking place. By design, the Honors Program provides a process through which selected student-scholars engage in and experience the entire learning cycle of concrete experience, reflective observation, abstract conceptualization and active experimentation which then can be applied to any area of interest.

The outcome of the process is the development of a broadened liberal arts and sciences perspective along with a greater appreciation and grasp of the complex variables, phenomena and issues that continuously dominate the dynamics of global change. It is intended that all qualified students, regardless of major or area of concentration, have the opportunity to participate in the Honors Program and thereby gain these enormous advantages.

### Eligibility for the Honors Program

All freshmen on a Dean's Academic Scholarship automatically participate in the Freshman Honors Experience. The university also invites other freshmen, who meet at least two of the following criteria:

- A cumulative high school GPA of 3.25 or higher
- A minimum SAT Score of 1100 (or ACT equivalent)
- And/or graduated in the top 20 percentile of their class

### Transfer Students

Transfer students who wish to enter the Honors Program must have a minimum GPA of 3.5. They may apply to the Honors Program by mail. They will be notified of their application's status prior to fall registration. In addition, all transfer students are required to interview with the honors committee, and will be considered for eligibility on a case-by-case basis.

### Currently Enrolled Lynn Students

Currently enrolled Lynn students who perform particularly well during their first semester and have a minimum GPA of 3.5 on all college work completed will be invited to join the Honors Program. Each student also must provide

recommendations from two Lynn University faculty members in support of his or her candidacy. Applicants must also provide a written statement in which they describe their interest in the program.

### Non-Honors Program Students

Undergraduate degree students may participate in the Honors Program. Non-Honors Program students may take honors courses, so long as they have a minimum GPA of 3.5 and if there are openings in the course they wish to take. The student must receive permission from both the instructor in charge of the course and a designated Honors Committee member and take up to nine credits (three courses).

### Honors Curriculum

Honors students pursue a rigorous and exciting course of study. Honors classes focus upon specific themes that are investigated from different perspectives. Guided by distinguished faculty members, students are encouraged to design their own programs of study. Honors students receive an individualized education and are expected to demonstrate leadership abilities.

### Honors Courses by Contract

A student may elect to fulfill up to four of the required Honors Program credits by contract. An honors course by contract is one that is offered in the regular curriculum, in which an enrolled Lynn honors student enters into a formal agreement with the instructor to complete requirements well beyond those expected from other students. The student and the instructor jointly formulate a written contract specifying exactly what the student will do to receive honors credit in a course. Contracts must be approved by the Honors Program director or the Honors Council, and endorsed in writing by the above parties.

### Application Procedure

Students apply for admission to the Honors Program during the spring semester. The deadline for application is April 15. Transfer students have an extended application period with a deadline of June 15. An application consists of the following:

- A completed application form, available from the office of the secretary of the College of Arts and Sciences.
- Two letters from faculty, supporting the applicant's admission to the Honors Program.
- A written statement of the applicant's interest in the Honors Program and his or her self-assessed creativity and imagination.
- An interview with the Honors Committee.

### Freshman Honors Experience

The Freshman Honors Experience provides highly motivated first-year students an opportunity to fulfill core requirements with courses in which they can experience the challenge and exhilaration of the regular Honors Program. These students also are able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students. During their first semester at Lynn University, participants in the Freshman Honors Experience enroll in:

- ENG 101H Honors English Composition
- FYE 101H The Freshman Honors Experience

During the second semester of their freshman year, Freshman Honors Experience students enroll in:

- ENG 102H Honors English Composition II/Studies in Literature

The Freshman Honors Experience prepares qualified students for entrance into the university Honors Program at the beginning of the sophomore year.

### Graduation for Honors Program Students

Graduates of the Lynn University Honors Program having earned a GPA of 3.5 for the required 52 to 53 Honors Credits and in addition to having attained an AGPA of at least 3.5 shall receive an Artium Baccalaureus Honoris, Scientiae Baccalaureus Honoris or Honoris Generalis depending upon their major.

### Honors Curriculum, 2006-2007

#### FALL 2006

ENG 101H	English Composition 1
FYE 101H	First Year Experience
PSY 150H	Introduction to Psychology
IRPS 250H	Geo/Political Structure
MAT 110H	College Algebra
COM 111H	Fundamentals of Public Speaking
COM 130H	Film Appreciation
BUS 210H	Entrepreneurship
HUM 107H	World Philosophy
HUM 240H	Philosophy and Popular Culture
INB 390H	Honors International Business
SCI 260H	Anatomy and Physiology 1
PSY 360H	Social Psychology
SCI 201HAX	Introduction to Human Biology

#### SPRING 2007

ENG 102H	English Composition II
FYE 102H	First Year Experience
PSY 150H	Introduction to Psychology
IRPS 250H	Geo/Political Structure
MAT 110H	College Algebra
COM 111H	Fundamentals of Public Speaking
COM 130H	Film Appreciation
CMS 360H	Spreadsheet Design
BUS 210H	Entrepreneurship
HUM 107H	World Philosophy
SCI 261H	Anatomy and Physiology II
HNR 295	Honors Seminar
HNR 395	Honors Seminar
HNR 495	Honors Seminar

### Information Technology

The Information Technology (IT) Department aims to fulfill the university's mission "to create and constantly improve educational experiences in a living-learning environment with state-of-the-art information and communication technologies that provide access to worldwide networks." IT coordinates faculty development sessions in order to facilitate the technological sophistication of the university community by ensuring that electronic education and information technology education are integrated into the teaching and learning experience at Lynn University. This team approach to technological excellence equips students and faculty for the emerging application of technology in the classroom and affords an opportunity to develop distance learning modalities parallel to traditional instruction. IT provides resources for satisfying the computing needs of students and faculty. In so doing, our professionals assist with the use of hardware and software available to faculty, students and staff, while improving administrative effectiveness and efficiency through the innovative use of sophisticated approaches to institutional management.



### Computer Laboratories

Computer laboratories are available in the Ritter Business Complex, de Hoernle International Center, library and the Assaf Academic Center. Hospitality-oriented software is available in Assaf. The library also has a bibliographic research system designed for literature searches. Computer stations are available with the latest versions of Windows and Microsoft Office Suite. Internet is available on campus. If not scheduled for a class, computer laboratories are available in the Ritter Business Complex, the de Hoernle International Center and the Coleman Electronic Classroom (library). An additional 26+ computers are available within the Lynn Library during regular library hours for access to research databases, the Internet and selected Windows applications. Four library carrels with network drops are provided in the library's periodical area (main floor) for Internet access using the university's high-speed Ethernet connection.

### Institute for Distance Learning

The Institute for Distance Learning (IDL) facilitates the delivery of Distance and Distributed Learning at Lynn University. IDL provides regularly scheduled training workshops in course design, course content, and Blackboard software. Course delivery is primarily Internet-based, asynchronous, interactive and collaborative. In addition, IDL provides student tutorials and instruction for first-time participants in Internet-based learning. In conjunction with the respective colleges, IDL supports the deployment of targeted programs selected for delivery online. IDL works closely with faculty in their course development to ensure high-quality programs that meet the needs of learners seeking alternate course delivery.

### Internship Program

The Internship Office in the Career Center supports Lynn University's overall educational purpose to produce graduates who possess the knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for lifelong learning. The Internship Program helps students achieve these goals by enabling them to gain real world work experience whereby they take on temporary roles as workers in an organization and reflect on these experiences in an academic setting.

Student reflections are made in written and online assignments. Written employer evaluations enable students to identify their professional competencies and personal characteristics, and measure their development in these areas throughout the internship experience.

Internship requirements vary by college or major within the university. In general, however, students who wish to register for an internship must:

- Be a full-time student at Lynn University
- Have successfully completed at least 30 credit hours at Lynn University
- Have a minimum GPA of 2.5 in their major
- Receive the approval of their college internship liaison
- Meet with the internship coordinator before the internship begins and receive an approval form for registration
- Attend regular class meetings and successfully complete a required academic course
- Attend the internship orientation session
- Receive approval (DSO) from International Student Affairs office (CFI- students only)

### Eugene M. and Christine E. Lynn Library

The Eugene M. and Christine E. Lynn Library supports the university's academic programs by providing learning resources and services that meet the information needs of students and faculty. The library serves as the academic nexus of the campus, by providing a vibrant one-stop place for students and faculty to study, read, write, watch, listen, meet, research, learn, and socialize.

The library fulfills an essential role in the university by selecting and organizing a collection of materials that is continually evaluated and augmented to ensure its relevance to the curriculum.

The library promotes the use of these materials by:

- making them easily accessible,
- providing effective instruction and orientation,
- and delivering efficient and courteous service.

The library houses approximately 240,000 items on the Boca Raton campus. This collection includes books, periodicals, audiovisual materials and music. Our award-winning building was completed in 1996 and was designed to fully accommodate advances in information technology.

The library's rapidly developing collection of research databases contains journal articles, documents, images, reference materials and more. The databases in this collection are carefully evaluated and chosen for content that supports the curriculum.

A comprehensive program of information literacy instruction is provided to assist students in becoming proficient in using library and Internet resources. The library uses Mandarin Library Automation's Oasis to efficiently organize and create descriptive data that promote the use of the library's collections. This catalog provides access to the library's resources from anywhere in the world via the Internet.

Wireless Internet access is available throughout the library building. In addition, 75 computer workstations are provided on the first floor in the Coleman Electronic Classroom (24/7) and in the reference and periodicals areas.

As a member of the Southeast Florida Library Information Network (SEFLIN), Lynn Library provides students with direct access and borrowing privileges in academic libraries in the region through the SEFLIN card program. SEFLIN membership supports Lynn's instructional program by providing direct access to regional libraries with holdings in excess of 12 million items.



# Educational Programs

## Definitions of Majors, Minors and Specializations

### Definition of a Major

A major consists of a minimum of 30 credits within a well-defined discipline or group of disciplines. The major allows students to develop a significant degree of expertise in an area of study. The exact courses, credit requirements, prerequisites and electives for each major will vary. An outline of these requirements is included in the departmental program areas in the university catalog. In some majors, the opportunity for a concentration in the discipline is accommodated via a specialization. (see below).

### Definition of a Dual Major

In addition to satisfying all admission, progression and graduation requirements of the program offering the first major in a baccalaureate degree program, students may enroll in a second major. To do so, the student must:

- Earn a minimum of 30 credit hours at Lynn University beyond those required for the first baccalaureate degree or a minimum of at least 150 credit hours
- Satisfy the admission, progression and graduation requirements of the program or college offering the second major

Students may be enrolled in two major programs simultaneously. Each graduating undergraduate student receives only one academic transcript. For double majors, the academic transcript lists both majors.

### Definition of Related Requirements

With the core requirements, related courses support the major. Related courses are in a discipline or group of disciplines other than the field of study or may be a specialized area within the discipline. The number of related courses varies with each major but should not outweigh the number of courses in the major.

### Definition of a Minor

A minor consists of a minimum of 15 credit hours outside of the major. The minor enables a student to develop a secondary degree of expertise in an area of study in addition to his or her major academic program of study. While a minor program is intended to enable students to develop some degree of expertise in one area of study, it may be interdisciplinary. The completion of a minor is optional. The minor may be chosen to support the major, to offer greater job opportunities to the student on graduation, or to provide recognition of study in a second academic area.

To receive a minor, a student must also complete the requirements of a major of a baccalaureate degree concurrently from the university. Course work must include a minimum of nine upper divisional level (300+) credits and be specified by the appropriate college or department in which the minor courses will be acquired. The student's transcript shall indicate the minor.

### Definition of a Specialization

Some majors may include an area of specialization. A specialization consists of a sequence of a minimum of 15 credit hours of course work within the major. Course work must include a minimum of nine upper divisional level (300+) credits and be specified by the appropriate college or department in which the specialization will be taken. Where appropriate, the transcript shall indicate the major and the specialization (ie. Major: Business Administration and Specialization in International Business).

## Degrees

The following degrees are offered by Lynn University upon completion of degree requirements:

### Bachelor's Degrees

Bachelor of Arts (BA) in English, Human Services, International Relations, Liberal Arts, Music, Mass Communication, Communication

Bachelor of Science (BS) in Biology, Criminal Justice, Psychology, Business Administration, Elementary Education, Hospitality Management, Graphic and Visual Communication

Bachelor of Music (BM) in Music Performance

### Graduate Degrees

Master of Business (MBA) in Business Administration

Master of Education (M.Ed.) in Educational Leadership, Exceptional Student Education with ESOL Endorsement

Master of Science (MS) in Administration, Applied Psychology, Communication and Media

Master of Music (MM) in Performance

Doctor of Philosophy (Ph.D.) in Global Leadership

## Academic Organization

Below are the academic units administered through the Office of Academic Affairs. These units (disciplines) are responsible for the associated course and program offerings.

### College of Arts and Sciences

Undergraduate Degree	Major	Specialization Options
BA	English International Relations Human Services	
	Liberal Arts	History/International Relations Humanities
BS	Biology Psychology Criminal Justice	
Certificate	Emergency and Disaster Management	

Graduate Degree	Major	Specialization Options
MS	Administration	Criminal Justice Administration Emergency Planning and Administration
Certificate	Emergency Planning and Administration	
MS	Applied Psychology	

### College of Business and Management

Undergraduate Degree	Major	Specialization Options
BS	Business Administration	Aviation Management Fashion Management General Management International Business Marketing
Graduate Degree	Major	Specialization Options
MBA	Business Administration	Aviation Management Financial Valuation and Investment Management Hospitality Management International Business Marketing Mass Communication and Media Management Sports and Athletics Administration
Ph.D.	Global Leadership	Corporate and Organizational Management

## Donald E. and Helen L. Ross College of Education

### Undergraduate Degree      Major      Specialization Options

BS	Elementary Education	Grades K-6 Grades K-6 Plus pre-K/Primary (Age 3-Grade 3)
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### Graduate Degree      Major      Specialization Options

M.Ed.	Exceptional Student Education with ESOL Endorsement	
	Educational Leadership	Higher Education Administration School Administration School Administration with ESOL Endorsement

## The Eugene M. and Christine E. Lynn College of International Communication

### Undergraduate Degree      Major      Specialization Options

BA	Communication	Advertising and Public Relations Drama International Communication
	Mass Communication	Advertising and Public Relations Broadcasting Drama Film Studies Journalism
BS	Graphic and Visual Communication	Graphic Design Illustration/Computer Animation Photography

### Graduate Degree      Major

MS	Communication and Media
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## College of Hospitality Management

### Undergraduate Degree      Major      Specialization Options

BS	Hospitality Administration	Culinary Arts Hotel, Resort, and Food Service Management International Golf Management International Hotel and Tourism Management Sports Administration
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## Conservatory of Music

### Undergraduate Degree      Major      Specialization Options

BM	Music-Performance	Piano, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Trombone, Bass Trombone, Tuba, Percussion
BA	Music	

### Graduate Degree      Major

MM	Performance	
Certificate	Professional Performance Certificate (PPC)	Piano, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Trombone, Bass Trombone, Tuba, Percussion

## Undergraduate Curriculum

### General Education and Study in the Major

#### Perspectives and Academic Skills

The university believes that a liberal arts education is an essential foundation for, and complement to, its many career-oriented programs. General education and study in the major contribute to achieving the university's overall educational purpose: To produce graduates who possess knowledge, confidence, competencies and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for lifelong learning.

General education knowledge and academic skills are developed within a diverse learning community of students and faculty in order to foster diversity of thought and provide the opportunity to integrate varied perspectives, experiences and breadth of learning. The major provides in-depth learning within a discipline or group of disciplines and further develops perspectives and academic skills. General education and education in the major contribute to students attaining the following baccalaureate degree competencies:

#### Perspectives

- Acquisition of an outlook that shows reflective respect for individual differences, diversity of opinion and thought, multicultural and global awareness, and breadth and depth of learning.
- Cultivate the development of values and ethical consciousness for responsible participation in a complex, changing society.
- Awareness of and appreciation for people, cultures, and contemporary issues to prepare for participation in global transformations.
- Breadth of learning in a variety of disciplines that informs judgments and encourages inquiry.
- Depth and application of learning in a discipline or group of disciplines (mastery of specialized knowledge) to effectively serve and lead in a chosen profession.
- Preparation for positions of responsibility and leadership as productive global citizens who value lifelong learning.

#### Academic Skills

- Communication: Reading, writing, speaking and interpersonal / relationship skills.
- Mathematical Computation: Computing, interpreting and drawing conclusions from quantitative data.
- Computer Technology: Using computing hardware and software applications as tools in personal and professional environments.
- Information Literacy: Identifying, locating, evaluating and using relevant information.
- Intellectual Strategies: Problem-solving, critical and creative thinking, and inquiry.

## Core Curriculum

		Credits
English Composition I	ENG 101	3
English Composition II/World Literature	ENG 102	3
Expressions of Humanity (select two)**		6
Art Appreciation	HUM 101	3 or
Music Appreciation	HUM 102	3 or
Dance Appreciation	HUM 104	3 or
World Philosophy	HUM 107	3 or
Acting I	COM 104	3 or
Theatre Appreciation	COM 113	3 or
Film Appreciation	COM 130	3
Fundamentals of Public Speaking	COM 111	3
Entrepreneurship	BUS 210	3
Contemporary Geopolitical Affairs	IRPS 250	3
Foundations of Behavioral Science (select one)		3
Introduction to Psychology	PSY 150	
Introduction to Sociology	SOC 110	
Math Requirement (select one)***		
College Algebra	MAT 110	3
Probability and Statistics	MAT 221	3
Computer Applications	CMS 200	3
Science (select one)		
Introduction to Biology	SCI 201	4 or
Introduction to Physical Science	SCI 202	4 or
Introduction to Human Biology	SCI 203	4
First Year Experience I	FYE 101	1
First Year Experience II	FYE 102	1
Transfer Seminar	TSR 101	0
International Experience	IRPS 100*	1
International Experience in the Major	IRPS 365	3

Total Credits 40

\*Failure to attend Academic Adventure in January will result in an additional fee to complete this requirement.

\*\* Students may enroll in only one performance course (HUM 104 or COM 103) to satisfy the two-course requirement.

\*\*\* Please check with your advisor to determine which math class is required by your department.

### First Year Requirements

For students who have matriculated as new freshmen, the following courses must be completed within the first 30 credit hours earned:

First Year Experience I, First Year Experience II and International Experience (IRPS 100), (for day students) or core elective (for evening students) and either:

ENG 101\* English Comp. I (3 credits)  
and ENG 102\* English Comp. II (3 credits)

\* ENG 101 and ENG 102 must be passed with a C- or better to meet graduation requirements and must be taken sequentially.

Beginning with the first semester of the freshman year, a student must enroll in one of the above English sequences, repeatedly and in consecutive semesters, until the aforementioned requirement is fulfilled.

## COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences provides a meaningful interpretive context for all programs within the university in the best tradition of liberal education. Through the programmatic initiatives and curricula described in this section, the college seeks to support the university's international and multicultural perspectives, thereby preparing students for responsible living in the 21st century. In addition to supporting the general education curriculum in English, Psychology, History, Natural Social Sciences, Mathematics and Humanities, the following degree programs are offered:

Bachelor of Arts with a major in Liberal Arts; Bachelor of Arts with a major in English; Bachelor of Science with a major in Psychology; Bachelor of Arts with a major in International Relations (minors in International Communications and International Business); Bachelor of Arts with a major in Human Services, Bachelor of Science with a major in Biology, Bachelor of Science with a major in Criminal Justice.

### BACHELOR OF SCIENCE

#### MAJOR: BIOLOGY

The Bachelor of Science in Biology is designed for students whose career goals generally involve professional education beyond the bachelor's degree. These careers include but are not limited to allopathic, osteopathic, dental, veterinary, and podiatric medicine; pharmacy, physical therapy, occupational therapy, optometry, chiropractor, physician's assistant, and environmental science/health, and positions in research, education, and industry.

#### MAJOR: BIOLOGY

##### DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

**MAJOR REQUIREMENTS: BIOLOGY 59 CREDITS**

___ SCI 110	THE BIOLOGICAL WORLD AND LAB	4
___ SCI 111	BIOLOGICAL PATTERN AND PROCESS AND LAB	4
___ SCI 130	GENERAL CHEMISTRY I AND LAB	4
___ SCI 131	GENERAL CHEMISTRY II AND LAB	4
___ SCI 260	HUMAN ANATOMY AND PHYSIOLOGY I AND LAB	4
___ SCI 261	HUMAN ANATOMY AND PHYSIOLOGY II AND LAB	4
___ SCI 360	ECOLOGY AND LAB	4*
___ SCI 325	MICROBIOLOGY AND LAB	4
___ SCI 450	GENETICS AND LAB	4
___ SCI 490	BIOLOGY SENIOR SEMINAR	3
___ MAT 320	METHODS OF CALCULUS	4
___ SCI 350	PHYSICS I AND LAB	4
___ SCI 351	PHYSICS II AND LAB	4
___ SCI 390	ORGANIC CHEMISTRY I AND LAB	4
___ SCI 391	ORGANIC CHEMISTRY II AND LAB	4

#### FREE ELECTIVES

#### 22-23 CREDITS

___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE (300+)	4
___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE	3-4 **
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3

**TOTAL CREDITS 121-122**

\* 45 upper division credits (300+ level) are required for degree completion.

\*\* Transfer students may need an additional elective credit to satisfy the 122-credit requirement. This may be satisfied by transferring an additional elective, enrolling in a one-credit HUM 399 course, or taking a four-credit elective instead of a three-credit elective.

### BIOLOGY SPECIALIZATION/

#### MINOR IN EXERCISE AND HEALTH

**17 CREDITS**

___ SCI 235	ANATOMY OF HUMAN MOVEMENT	3
___ SCI 260	ANATOMY AND PHYSIOLOGY I	4
___ SCI 301	MEDICAL TERMINOLOGY I	3
___ SCI 330	SELECTED TOPICS IN HEALTH CARE	3
___ SCI 340	PRINCIPLES OF EXERCISE	4

**TOTAL CREDITS 17**

### BACHELOR OF ARTS

#### MAJOR: HUMAN SERVICES

The Human Services BA degree program prepares students for entry-level positions in the social service field. The Human Service program offers practical hands-on learning experiences through a connection between Lynn University, our community and its agencies. Human Service professionals can work in a variety of roles in a range of private, nonprofit, for-profit, and governmental service agencies. Common employment opportunities include case management, crisis intervention, assessment and advocacy in community organizations serving individuals and families at risk or who are coping with social problems such as poverty, child maltreatment, family dysfunction, substance abuse, mental illness, aging and disabilities.

#### MAJOR: HUMAN SERVICES

##### DEGREE REQUIREMENTS

**CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

**MAJOR REQUIREMENTS 57 CREDITS**

___ HS 100	INTRODUCTION TO HUMAN SERVICES	3
___ HS 301	PROFESSIONALS AS ADVOCATES	3
___ HS 325	GROUP WORK AND FAMILY SYSTEMS	3
___ HS 360	ASSESSMENT AND INTERVIEWING	3
___ HS 340	PERSONAL & PROFESSIONAL DEVELOPMENT	3
___ HS 410	CASE MANAGEMENT STRATEGIES	3
___ HS 420	ETHICAL & LEGAL ISSUES IN HUMAN SERVICES	3
___ HS 450	HUMAN SERVICES INTERNSHIP PLACEMENT I	6
___ HS 475	HUMAN SERVICES INTERNSHIP PLACEMENT II	6
___ HS 482	HUMAN SERVICES SENIOR SEMINAR	3
___ PSY 150	INTRO TO PSYCH	3 or
___ SOC 110	INTRO TO SOC	3
___ PSY 250	DEVELOPMENTAL PSYCHOLOGY	3
___ PSY 370	ABNORMAL PSYCHOLOGY	3
___ SOC 220	FAMILY & SOCIETY	3
___ SOC 261	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3
___ SOC 450	RACE & ETHNIC RELATIONS	3
___ CRJ 450	RESEARCH METHODS	3

#### FREE ELECTIVES

#### 15 CREDITS

___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3

**TOTAL CREDITS 121**

**BACHELOR OF ARTS****MAJOR: INTERNATIONAL RELATIONS**

International Relations at Lynn University introduces students to the peoples, places and events that shape the political, historical, cultural, social and economic dynamics of the world. Students will be prepared for the multifaceted world in which they will become local, national and global citizens and leaders. This is accomplished through a multi- and interdisciplinary approach relying on courses in political science, history, modern languages and economics/business. An emphasis on student-centered learning and flexibility of the curriculum – through a set of upper level major electives – provide an individualized orientation for studying International Relations.

Lynn University offers a BA degree in International Relations that is designed to maximize graduates' opportunities for advanced study or employment. The department also offers a minor in International Relations that complements any one of several majors. A second minor in Regional Geopolitics, which is available to all students at Lynn University. It provides a broad yet detailed foundation in regional political and cultural affairs. The various curricula may include courses completed as part of a study abroad program, either through Lynn University or other international higher education institutions.

**MAJOR: INTERNATIONAL RELATIONS  
DEGREE REQUIREMENTS****CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS****MAJOR REQUIREMENTS 66 CREDITS**

___ IRPS 150	INTRO. TO INTERNATIONAL RELATIONS	3
___ IRPS 220	GLOBAL HUMAN RIGHTS	3
___ IRPS 310	INTERNATIONAL LAW	3 or
___ IRPS 300	INTERNATIONAL ORGANIZATION(S)	3
___ IRPS 325	INTERNATIONAL DIPLOMACY	3
___ IRPS 330	THE POLITICS OF DEVELOPMENT	3
___ IRPS 380	THEORIES OF INTERNATIONAL RELATIONS	3
___ IRPS 350	COMPARATIVE POLITICAL SYSTEMS	3 or
___ IRPS 470	UNITED STATES FOREIGN POLICY	3
___ IRPS 483	SEMINAR IN INTERNATIONAL RELATIONS	3
___ BUS 171	MACROECONOMICS	3
___ HIS 113	20TH CENTURY WORLD	3
___ HUM 230	WORLD RELIGIONS	3
___ PSY 440	RESEARCH AND STATISTICS IN PSYCHOLOGY	3
___ IRPS ELECTIVE		3
___ IRPS ELECTIVE		3
___ IRPS ELECTIVE		3
___ IRPS ELECTIVE		3
___ IRPS ELECTIVE		3
___ IRPS ELECTIVE		3
___ IRPS ELECTIVE		3

**FREE ELECTIVES 15 CREDITS**

___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ LAN FOREIGN LANGUAGE 12 (courses must be in one language)	

**TOTAL CREDITS 121****REGIONAL GEOPOLITICS MINOR**

The minor in Regional Geopolitics is designed to further Lynn University's goal of preparing our students to be global leaders. Available to all students at Lynn University, the program will provide individuals with the opportunity to study the politics, culture, history and economics of specific geopolitical regions. Thus, students will be able to understand their primary course work in a broader context. In addition, as a student's career develops, the minor in Regional Geopolitics will prepare her/him to meet unexpected challenges posed by ever increasing globalization dynamics.

**MINOR REQUIREMENTS 15 CREDITS**

___ IRPS 150	INTRODUCTION TO INTERNATIONAL RELATIONS	3 or
___ IRPS 250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3

Four of the following five courses

___ IRPS 315	AFRICAN HISTORY AND POLITICS	3
___ IRPS 320	LATIN AMERICAN HISTORY AND POLITICS	3
___ IRPS 335	MIDDLE EAST HISTORY AND POLITICS	3
___ IRPS 340	EUROPEAN HISTORY AND POLITICS	3
___ IRPS 395	ASIAN HISTORY AND POLITICS	3

**BACHELOR OF ARTS****MAJOR: LIBERAL ARTS**

The Liberal Arts major is designed to provide students with a broad background in a variety of disciplines that includes literature; the arts; history; philosophy; contemporary social issues and concerns; and historical, social, and political epochs. The major in Liberal Arts facilitates competency in critical thinking skills, analytical skills, communication skills of speaking, writing and aesthetic appreciation. Further, the Liberal Arts major fosters an appreciation for lifelong learning and prepares students to use criteria and rules from the specializations in communication arts, history and humanities to judge the quality and impact of information. The Liberal Arts major is appropriate for those students who intend to pursue a law degree, graduate studies or careers in a broad range of areas, including information-based agencies and human and cultural communication.

**MAJOR: LIBERAL ARTS  
DEGREE REQUIREMENTS****CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS****MAJOR REQUIREMENTS: LIBERAL ARTS 48 CREDITS**

___ COM 111	FUNDAMENTALS OF COMMUNICATION	3
___ COM 381	COMMUNICATION ANALYSIS AND CRITICISM	3
___ COM 451	INTERCULTURAL COMMUNICATION	3
___ ENG 330	AMERICAN LITERATURE I or	3
___ ENG 331	AMERICAN LITERATURE II	3 or
___ ENG 340	BRITISH LITURATURE I	3 or
___ ENG 341	BRITISH LITURATURE II	3
___ ENG 470	WRITING FOR THE MAJOR THESIS	3
___ HIS 221	AMERICAN HISTORY I or	3
___ HIS 222	AMERICAN HISTORY II	
___ HIS 360	AMERICAN EXPERIENCE THROUGH FILM	3
___ HIS 481	SEMINAR IN HISTORICAL STUDIES	3
___ HUM 221	INTRODUCTION TO PHILOSOPHY	3
___ HUM 230	WORLD RELIGIONS	3
___ HUM 201	LOGIC	3
___ HUM 399	COMMUNITY AWARENESS	3
___ LAN LANGUAGE ELECTIVE		
___ LAN LANGUAGE ELECTIVE		3
___ SOC 220	FAMILY AND SOCIETY***	3
___ SOC 330	THE SOCIAL WELFARE SYSTEM*** or	
___ SOC 335	CONTEMPORARY SOCIAL PROBLEMS***	3



## LIBERAL ARTS MINORS

### HISTORY/INTERNATIONAL RELATIONS MINOR

Designed to complement any degree program, the History/International Relations minor enhances the marketability of a student's major. With this minor, students will have the opportunity to pursue study in areas affecting the American and international communities. Available courses deal with a variety of issues, including social, economic and geo-political concerns. These study areas expand students' knowledge of the world and enrich their tools of critical thinking and analysis. To earn the History/International Relations minor, students must take 15 hours as follows:

HISTORY/INTERNATIONAL RELATIONS	15 CREDITS
___ HIS/IRPS 200+(NOT INCLUDING IRPS 250)	3
___ HIS/IRPS 300+	12

### HUMANITIES MINOR

Designed to complement any degree program, the Humanities minor enhances the marketability of a student's major. A minor in Humanities is an excellent choice for those who major in more specialized subjects. A broad combination of courses in art, music, philosophy and world religions provides students with a perspective for understanding the diversity in the complex world in which they live. It also prepares them for any profession where sensitivity to other cultures and values are a major concern. Those who are planning a career in the arts may wish to take all 15 hours required for a major in Art History. A suggested program for a broader Humanities minor includes:

HUMANITIES	15 CREDITS
___ HUM 221 INTRODUCTION TO PHILOSOPHY	3
___ HUM 230 WORLD RELIGIONS	3
___ HUM 315 MODERN ART HISTORY: POST-IMPRESSIONISM TO 1945	3
___ MUH 361 MUSIC HISTORY III: TWENTIETH CENTURY MUSIC	3
___ HUM 411 ART HISTORY: 1945 TO THE PRESENT	3

### PHILOSOPHY MINOR

Designed to complement any degree program, the Philosophy minor enhances the marketability of a student's major. Grounded in fundamental analytical, critical, and interpretive abilities essential to countless professions, from corporate management and computer systems analysis to investment banking and public policy research, as well as graduate study, a minor in philosophy is clear evidence of a disciplined and rigorous mind. Yet students also choose to minor in philosophy for personal enrichment. The study of philosophy fosters intellectual abilities important for life as a whole, including a capacity for self-expression and examination, for debate and the exchange of ideas, and for approaching problems for which there are no easy answers.

PHILOSOPHY	15 CREDITS
___ HUM 200+	6
___ HUM 300+	9

## BACHELOR OF ARTS

### MAJOR: ENGLISH

Designed to provide students with a strong background in analyzing literature and to facilitate competency in communication, literary studies engage students in examining structural elements in literary genres and literary movements in the English language. The program also provides an opportunity for focused study on particular authors, gender-related issues and cultural perspectives of literature. Students develop sound critical thinking skills, analytical skills and research skills to enable them to best communicate their thoughts in the classroom and beyond. Exciting career paths can begin with English studies, and this program will prepare students for any career path or continuing education plans.

## MAJOR: ENGLISH

### DEGREE REQUIREMENTS

#### CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS

#### MAJOR REQUIREMENTS 39 CREDITS

___ ENG 201	STUDIES IN POETRY	3
___ ENG 202	STUDIES IN SHORT FICTION	3
___ ENG 203	STUDIES IN DRAMA	3
___ ENG 204	STUDIES IN THE NOVEL	3
___ ENG 311	CREATIVE WRITING	3
___ ENG 325	SHAKESPEARE	3
___ ENG 330	AMERICAN LITERATURE I	3
___ ENG 331	AMERICAN LITERATURE II	3
___ ENG 340	BRITISH LITERATURE I	3
___ ENG 341	BRITISH LITERATURE II	3
___ ENG 350	INTRO TO GENDER AND MULTICULTURALISM	3
___ ENG 405	SEMINAR IN GENDER AND LITERATURE	3
___ ENG 420	TOPICS IN LITERATURE	3

#### ELECTIVES

42 CREDITS

___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE (300+)	3
___ FREE ELECTIVE (300+)	3

TOTAL CREDITS 121

\* Suggested electives include six hours of foreign language beyond the 100 level, or a minor in History, Philosophy, Humanities or Psychology.

### ENGLISH MINOR

Designed to complement any degree program, the English minor enhances the marketability of a degree while providing students with specialized knowledge in the field of English studies. Specifically, students will be provided the opportunity to focus studies on two particular genres of literature. Students may choose from studies in poetry, short fiction, drama and novels. Additionally, students gain expertise in a particular era of American or British literature and may focus entirely on the literature of one nation. Students cap their English studies with one of Lynn University's highest-level classes, narrowing the focus of study around an author, a genre, a literary movement or a theme. To earn the English minor, students must take 15 hours in the following manner:

ENGLISH	15 CREDITS	
___ ENG 200+	3	
___ ENG 200+	3	
___ ENG ELECTIVE (SELECT TWO)	6	
___ ENG 330	AMERICAN LITERATURE I	
___ ENG 331	AMERICAN LITERATURE II	
___ ENG 340	BRITISH LITERATURE I	
___ ENG 341	BRITISH LITERATURE II	
___ ENG 400+		3

**BACHELOR OF SCIENCE**  
**MAJOR: PSYCHOLOGY**

The Bachelor of Science degree in Psychology is designed to expose students to the biopsychological, developmental, cognitive and sociocultural domains of psychology, as well as research methodology. The student also comes to understand the relevance of psychology in contemporary society. This major prepares a student for employment in human services or for graduate school in counseling or psychology.

**MAJOR: PSYCHOLOGY**  
**DEGREE REQUIREMENTS**

**CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

**MAJOR REQUIREMENTS: PSYCHOLOGY**

**51 CREDITS**

___ PSY 150	INTRODUCTION TO PSYCHOLOGY	3*
___ PSY 200	ORIENTATION TO THE STUDY OF PSYCHOLOGY	3
___ PSY 225	HUMAN SEXUALITY	3
___ PSY 250	DEVELOPMENTAL PSYCHOLOGY	3
___ PSY 260	PERSONALITY THEORY	3
___ PSY 280	MIND-BODY MEDICINE	3
___ PSY 300	EXPRESSIVE STUDIES: MUSIC, ART AND MOVEMENT or	3
___ PSY 305	EXPRESSIVE STUDIES: DRAMA AS EXPRESSION or	3
___ PSY 310	EXPRESSIVE STUDIES: POETRY AND NARRATIVE	3
___ PSY 315	PSYCHOLOGICAL TESTS and MEASUREMENTS	3
___ PSY 349	INTRODUCTION TO APPLIED COUNSELING	3
___ PSY 355	PRINCIPLES OF LEARNING	3
___ PSY 360	SOCIAL PSYCHOLOGY	3
___ PSY 370	ABNORMAL PSYCHOLOGY	3
___ PSY 400	PROCESS: PERSONAL GROWTH PSYCHOLOGY	3
___ PSY 420	PHYSIOLOGICAL PSYCHOLOGY	3
___ PSY 440	RESEARCH AND STATISTICS IN PSYCHOLOGY	3
___ PSY 460	EXPERIMENTAL PSYCHOLOGY	3
___ PSY 490	SEMINAR IN PSYCHOLOGY	3

**ELECTIVES**

**30 CREDITS**

___ FREE ELECTIVE (300 +)	3
___ FREE ELECTIVE (300 +)	3
___ FREE ELECTIVE (300 +)	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE OR INTERNSHIP	3

**TOTAL CREDITS 121**

\*Courses taken in core may not apply toward major requirements.

**PSYCHOLOGY MINOR**

Designed to complement any degree program, the Psychology minor enhances the value of a degree while providing students with specialized knowledge in the field of psychological and behavioral studies. Specifically, students are provided the opportunity to focus studies on a broad range of psychology courses. Orientation to the Study of Psychology and Developmental Psychology are foundational courses for the minor. Students may choose two courses from studies in the areas of Facilitator Training, Social Psychology, Industrial and Organizational Psychology, or Abnormal Psychology. Students enhance their knowledge of psychology by examining various in-depth topics in a capstone Seminar in Psychology course. To earn the psychology minor students must take 15 credits in the following manner:

___ PSY 200+		3
___ PSY 200	ORIENTATION TO THE STUDY OF PSYCHOLOGY	3
___ PSY ELECTIVE (CHOOSE THREE FROM THE FOLLOWING)		9
___ PSY 354	INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY	3
___ PSY 355	PRINCIPLES OF LEARNING	3
___ PSY 360	SOCIAL PSYCHOLOGY	3
___ PSY 370	ABNORMAL PSYCHOLOGY	3
___ PSY 440	RESEARCH AND STATISTICS IN PSYCHOLOGY	3
___ PSY 490	SEMINAR IN PSYCHOLOGY	3

**BACHELOR OF SCIENCE**  
**MAJOR: CRIMINAL JUSTICE**

The Criminal Justice degree is an interdisciplinary degree that introduces students to the study of agencies, personnel, philosophies, procedures and methods that comprise the criminal justice system in the United States. The Criminal Justice program is designed to expose students to various aspects of existing law enforcement systems, judicial systems and correctional systems within an ethical and constitutional context. Students acquire depth and breadth of learning following the guidelines and goals of the Criminal Justice major.

The Criminal Justice program is designed to provide a curriculum that focuses on interpreting norms, laws and rules that govern behavior in a civil society and that helps students develop a general understanding of a systems process within criminal justice. The program introduces students to diverse crime and causation theories, emphasizes critically examining and evaluating the ethical implications of various societal issues, and enhances effective written and oral communication skills as well as mathematical computations, information literacy, intellectual strategies and computer use.

The Criminal Justice program is consistent with the vision and mission of Lynn University in that its academic programs reflect the importance of global transformation, multicultural awareness and international exchange and include the breadth and depth that are a basis for competencies in all programs.

Through the Criminal Justice program, students become able to describe the agencies and processes involved in criminal justice administration; explain the Bill of Rights and the impact on criminal justice system defendants; describe the nature, extent, etiology and control of law-breaking behavior, and compare and contrast the law enforcement systems of countries throughout the world.

Criminal Justice students learn to describe the structure and process of the American judicial system from a local, state and federal perspective; explain how gender affects women as offenders, victims and professionals in the criminal justice system; and analyze diverse ethical issues encountered in the criminal justice profession. These issues include discretion, affirmative action, use of deadly force, misconduct, civil disobedience, undercover operations and privacy. The program also helps students develop independent research study in the criminal justice field.

Graduates of the Criminal Justice program are able to apply ethical values in a diverse, complex and interconnected society and leave Lynn University with the knowledge, confidence, competencies and ethical consciousness to assume positions of responsibility and leadership.

**MAJOR: CRIMINAL JUSTICE**  
**DEGREE REQUIREMENTS**

**CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

**MAJOR REQUIREMENTS: CRIMINAL JUSTICE 54 CREDITS**

___ PSY 150	INTRODUCTION TO PSYCHOLOGY or	3
___ SOC 110	INTRODUCTION TO SOCIOLOGY	
___ SOC 220	FAMILY AND SOCIETY	3
___ SOC 335	CONTEMPORARY SOCIAL PROBLEMS	3
___ PSY 261	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3
___ PSY 370	ABNORMAL PSYCHOLOGY	3
___ CRJ 101	INTRODUCTION TO CRIMINAL JUSTICE	3
___ CRJ 201	CRIME AND DELINQUENCY	3

___ CRJ 203	CRIMINAL LAW AND PROCEDURE	3
___ CRJ 302	ISSUES IN CORRECTIONS	3
___ CRJ 320	CRIMINOLOGY	3
___ CRJ 321	COMPARATIVE POLICE SYSTEMS	3
___ CRJ 330	THE AMERICAN JUDICIARY	3
___ CRJ 400	GENDER, CRIME, AND CRIMINAL JUSTICE	3
___ CRJ 420	ETHICS IN CRIMINAL JUSTICE	3
___ CRJ 450	RESEARCH IN CRIMINAL JUSTICE	3
___ CRJ 300+	CRIMINAL JUSTICE ELECTIVE	3
___ CRJ 300+	CRIMINAL JUSTICE ELECTIVE	3
___ CRJ/PSY/SOC 300+	ELECTIVE	3

**FREE ELECTIVES 27 CREDITS**

___ FREE ELECTIVE 300+	3
___ FREE ELECTIVE 300+	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3
___ FREE ELECTIVE	3

**TOTAL 121 CREDITS**

All graduating seniors will be required to take the Educational Testing Service Major Field Test for Criminal Justice before their degree is conferred.

**CRIMINAL JUSTICE MINOR 15 CREDITS**

___ CRJ 101	INTRODUCTION TO CRIMINAL JUSTICE	3
___ CRJ 203	CRIMINAL LAW AND PROCEDURE	3
___ CRJ 320	CRIMINOLOGY	3
___ CRJ 300+	ELECTIVE	3
___ CRJ +	ELECTIVE	3

**UNDERGRADUATE CERTIFICATE PROGRAM**

**CERTIFICATE IN EMERGENCY AND DISASTER MANAGEMENT**

The Undergraduate Certificate in Emergency and Disaster Management consists of a series of upper division online courses in emergency and disaster management. Students complete three core courses, and then select course work in one of two concentrations, for a total of 15 credits. An internship course, providing a practical component with a suitable organization, is also offered as an option. Applicable to both the public and private sectors, the courses that comprise the undergraduate certificate program provide a foundation for the rapidly growing field of emergency management. Various emergency management theories, concepts and contemporary practices will be examined, thereby providing an understanding of crises within an intergovernmental framework. Students who complete the undergraduate certificate program are also eligible to receive a minor in Emergency and Disaster Management.

**EDM CERTIFICATE REQUIREMENTS 15 CREDITS**

**CORE**

___ EDM 300I	Theory and Principles of Hazards, Disasters and U.S. Emergency Management
___ EDM 310I	Principles and Practice of Hazard Identification and Mitigation
___ EDM 320I	A Social Vulnerability Approach to Emergency Management

\* Students must then select either the Homeland Security Concentration or the Business and Industry and Industry Crisis Management Concentration:

**Homeland Security Concentration**

___ EDM 410I	Terrorism and Homeland Security
___ EDM 420I	Disaster Response Operations and Management

**Business and Industry Crisis Management Concentration**

___ EDM 450I	Crisis Management and Business Continuity Planning
___ EDM 460I	Emergency Management Principles and Applications for Tourism, Hospitality, and Travel Management

**EMERGENCY AND DISASTER MANAGEMENT MINOR 15 CREDITS**

___ EDM 300I	Theory and Principles of Hazards, Disasters, and U.S. Emergency Management
___ EDM 310I	Principles and Practice of Hazard Identification and Mitigation
___ EDM 320I	A Social Vulnerability Approach to Emergency Management

**AND any two of the following:**

___ EDM 410I	Terrorism and Homeland Security
___ EDM 420I	Disaster Response Operations and Management
___ EDM 450I	Crisis Management and Business Continuity Planning
___ EDM 460I	Emergency Management Principles for Tourism, Hospitality, and Travel Management
___ EDM 470Q	Internship in Emergency and Disaster Management

**Note:** Students who complete the Minor in Emergency and Disaster Management may also qualify for the Undergraduate Certificate in Emergency and Disaster Management, provided that they meet the concentration requirements.

**COLLEGE OF BUSINESS AND MANAGEMENT**

The College of Business and Management's mission is to provide an environment of collaborative learning among students, faculty and staff, and the greater community for the purpose of creating personal and professional success for all stakeholders.

The College of Business and Management and its associated Burton D. Morgan School of Aeronautics focus on offering quality career specializations at the undergraduate and graduate levels. The college supports the mission of the university through its long-range goal to be recognized for career preparation excellence by the diverse stakeholders, communities and clients we serve in terms of:

- providing quality instruction;
- maintaining continuous improvements in programs and curricula;
- providing timely career-based skills and knowledge for undergraduate and graduate students so that they will be viewed as desirable prospects for career growth opportunities by their current and/or future employers;
- supporting continuing education outreach programs (credit and non-credit) for the business community within the university's service area;
- providing students from around the world with a global awareness of domestic and international business.

The college's programs are not standardized, prescriptive formulas—they are customized career plans. The college offers a range of experiences that is both wide and substantive. Students of the College of Business and Management have the flexibility to design a course of study that matches their interests and career objectives.

The College of Business and Management is also responsible for the

Corporate and Organizational Management specialization for the Ph.D. in Global Leadership. See the graduate section of the catalog for a detailed description of the MBA and Ph.D.

The Bachelor of Science in Business Administration (BS) requires the completion of 120 credit hours. Forty of the 120 credit hours are to meet the general education requirements completed by all undergraduate students of the university. Fifty of the 120 credit hours are the requirements for the major in Business Administration. With the remaining 30 credit hours, the student has six options: 1) complete a specialization in business and a minor in another academic discipline; 2) complete two specializations in business; 3) complete two minors in other academic disciplines; 4) complete a specialization in business and complete credits in course work that is customized to personal preference; 5) complete a minor in another academic discipline and complete credits in course work that is customized to personal preference; and 6) complete all of the 30 credit hours in course work that is customized to personal preference.

The College of Business and Management offers specializations for the undergraduate degree in the following areas:

- Fashion Management
- General Management
- International Business
- Marketing
- Aviation Management

The College of Business and Management offers a Master of Business Administration (MBA) program with specializations in:

- Aviation Management
- Financial Valuation and Investment Management
- Hospitality Management
- International Business
- Marketing
- Mass Communication and Media Management
- Sports and Athletics Administration

The College of Business and Management is also responsible for the Corporate and Organizational Management specialization for the Ph.D. in Global Leadership.

Students may be able to earn a BS and MBA in four years from the time they enter the university. Students can determine a schedule of summer classes, along with those of the regular academic year, that can lead to earning the two degrees in four years. Students who are interested in this four-year program of study should contact an academic advisor from the College of Business and Management.

## **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

### **MAJOR: BUSINESS ADMINISTRATION**

Each Business Administration major completes all degree requirements including core curriculum requirements, requirements for the Business Administration major, and requirements for a specialization in business and/or a minor in another academic discipline and/or course work customized to personal preference. Business Administration major requirements aim to provide breadth of knowledge in the discipline of business and its context, as well as learning activities that promote the integration of business knowledge. The specializations provide in-depth study in an area of business. A minor in another academic discipline and the course work customized to personal preference provide students with the opportunity to explore areas of learning outside of the business discipline for the purpose of complementing the knowledge acquired in the Business Administration major requirements. All candidates for the BS should work closely with their academic advisors to assure that their programs of study have met the established guidelines for the degrees.

## **MAJOR: BUSINESS ADMINISTRATION**

### **DEGREE REQUIREMENTS**

#### **CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

#### **MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION 50 CREDITS**

___ ACC 201	ACCOUNTING FOR FINANCIAL REPORTING	3
___ ACC 202	ACCOUNTING FOR DECISION MAKING	3
___ BUS 171	MACROECONOMICS	3
___ BUS 228	COMMUNICATIONS AND PROFESSIONAL BUSINESS PRESENTATIONS	3
___ BUS 270	MANAGING ORGANIZATIONS	3
___ BUS 311	FINANCIAL MANAGEMENT	3
___ BUS 314	PORTFOLIO OF PROFESSIONAL EXCELLENCE	1
___ BUS 322	STATISTICS FOR BUSINESS AND ECONOMICS	3
___ BUS 372	THE LEGAL ENVIRONMENT OF BUSINESS	3
___ BUS 435	PROJECT MANAGEMENT	3
___ BUS 446	ENTREPRENEURSHIP, CREATIVITY, AND ETHICS	3
___ BUS 460	BUSINESS STRATEGY	3
___ BUS 498	BUSINESS INTERNSHIPS	3
___ CMS 350	SPREADSHEET DESIGN AND APPLICATION	3
___ HIS 332	HISTORY OF AMERICAN CAPITALISM	3
___ HUM 399	COMMUNITY AWARENESS	1
___ INB 390	GLOBAL BUSINESS ENTERPRISE	3
___ MKT 250	PRINCIPLES OF MARKETING	3

#### **SPECIALIZATIONS 15 CREDITS**

#### **FASHION MANAGEMENT, GENERAL MANAGEMENT, INTERNATIONAL BUSINESS, MARKETING AND AVIATION MANAGEMENT**

#### **ELECTIVES 15 CREDITS**

Elective courses may be customized to personal preference, including completing a specialization in business or completing a minor in another academic discipline; however, students must complete a minimum of 45 credits (of the 120 required) that are upper division (300 + level). Students should confer with their academic advisors to assure that all academic requirements are met.

#### **SPECIALIZATIONS IN BUSINESS**

#### **FASHION MANAGEMENT 15 CREDITS**

___ BUS 101	APPAREL INDUSTRY	3
___ BUS 260	FUNDAMENTALS OF APPAREL	3
___ BUS 301	RETAIL BUYING	3
___ BUS 316	RETAILING MANAGEMENT	3
___ BUS 320	TEXTILE KNOWLEDGE FOR MANAGERS	3

#### **GENERAL MANAGEMENT 15 CREDITS**

___ BUS 255	FUNDAMENTALS OF E-BUSINESS	3
___ BUS 310	SMALL BUSINESS MANAGEMENT	3
___ BUS 350	HUMAN RESOURCE MANAGEMENT	3
___ BUS 425	OPERATIONS MANAGEMENT	3
___ CMS 315	MANAGEMENT INFORMATION SYSTEMS	3

#### **INTERNATIONAL BUSINESS 15 CREDITS**

___ INB 393	INTERNATIONAL MONETARY RELATIONS	3
___ INB 491	MULTINATIONAL CORPORATION - EVOLUTION AND CURRENT ISSUES	3
___ INB 492	LEGAL ASPECTS OF INTERNATIONAL BUSINESS	3
___ INB 496	INTERNATIONAL STUDY ABROAD IN BUSINESS	3
___ MKT 392	GLOBAL MARKETING	3

<b>MARKETING</b>		<b>15 CREDITS</b>
___ MKT 305	CONSUMER AND ORGANIZATIONAL BEHAVIOR	3
___ MKT 350	INTEGRATED AND ELECTRONIC MARKETING COMMUNICATIONS	3
___ MKT 392	GLOBAL MARKETING	3
___ MKT 430	MARKETING RESEARCH	3
___ MKT 444	BUSINESS MARKETING MANAGEMENT	3

<b>AVIATION MANAGEMENT</b>		<b>15 CREDITS</b>
___ AVM 102	AVIATION HISTORY	3
___ AVM 331	AVIATION REGULATIONS AND LAW	3
___ AVM 346	FIXED BASE OPERATIONS MANAGEMENT	3
___ AVM 441	AIRLINE AND AIRPORT OPERATIONS MANAGEMENT	3
___ AVM 481	AVIATION SEMINAR	3

<b>FLIGHT TRAINING ELECTIVES</b>		<b>16 CREDITS</b>
___ AVM 120	PRIMARY FLIGHT THEORY AND TRAINING, SOLO	3
___ AVM 121	PRIMARY FLIGHT THEORY AND TRAINING, PPL	3
___ AVM 220	INSTRUMENT FLIGHT THEORY AND TRAINING, BASIC	3
___ AVM 221	INSTRUMENT FLIGHT THEORY AND TRAINING, ADVANCED	3
___ AVM 230	COMMERCIAL FLIGHT THEORY	3
___ AVM 231	COMMERCIAL FLIGHT TRAINING	1

<b>CERTIFIED FLIGHT INSTRUCTOR OPTION (4 HOURS) *</b>		
___ AVM 310	FLIGHT INSTRUCTION METHODS AND PROCEDURES	4

<b>ADDITIONAL AVM ELECTIVES **</b>		
___ AVM 226	AVIATION WEATHER	3
___ AVM 250	AVIATION SAFETY AND HUMAN FACTORS	3
___ AVM 471	AIRLINE EMERGENCY CABIN TRAINING	3
___ AVM 472	B-727 PILOT FAMILIARIZATION COURSE	3
___ AVM 473	B-727 PILOT SIMULATOR FAMILIARIZATION	3
___ AVM 474	B-737 PILOT FAMILIARIZATION COURSE	3
___ AVM 475	B-737 PILOT SIMULATOR FAMILIARIZATION	3
___ AVM 476	B-747 PILOT FAMILIARIZATION COURSE	3
___ AVM 477	AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE	3

\* If a student elects to obtain the Flight Instructor rating, AVM 310 substitutes for AVM 481, provided the student passes the FAA written and practical exams.

\*\* Simulator courses are taught in the same semester as the familiarization ground school as a lab and culminate with a check-ride to ensure basic handling objectives are met. These courses have a corresponding lab fee. Students may obtain a total of 6.0 hours of academic credit from ONE aircraft type training (i.e. 727 ground and simulator familiarization or 737 ground and simulator familiarization only). If the student takes AVM 477, he or she may not receive credit for any familiarization or simulator course. AVM 471, Airline Emergency Cabin Training, is separate from this, and may result in an additional three semester hours of credit.

## BUSINESS MINORS

Students pursuing a degree in an academic discipline other than one offered by the College of Business and Management may elect to complete one of the following minors. Students should consult with their academic advisors to assure that the Business minor meets the requirements of their degree program.

<b>GENERAL MANAGEMENT MINOR</b>		
___ BUS 270	MANAGING ORGANIZATIONS	3
___ BUS 310	SMALL BUSINESS MANAGEMENT	3
___ BUS 350	HUMAN RESOURCE MANAGEMENT	3
___ BUS 425	OPERATIONS MANAGEMENT	3
___ CMS 315	MANAGEMENT INFORMATION SYSTEMS	3

<b>INTERNATIONAL BUSINESS MINOR</b>		
___ BUS 270	MANAGING ORGANIZATIONS	3
___ INB 390	GLOBAL BUSINESS ENTERPRISE	3
___ INB 393	INTERNATIONAL MONETARY RELATIONS	3
___ INB 491	MULTINATIONAL CORPORATIONS - EVOLUTION AND CURRENT ISSUES	3
___ INB 496	INTERNATIONAL STUDIES IN BUSINESS	3

<b>MARKETING MINOR</b>		
___ MKT 250	PRINCIPLES OF MARKETING	3
___ MKT 305	CONSUMER AND ORGANIZATIONAL BEHAVIOR	3
___ MKT 350	INTEGRATED AND ELECTRONIC MARKETING COMMUNICATIONS	3
___ MKT 392	GLOBAL MARKETING	3
___ MKT 444	BUSINESS MARKETING MANAGEMENT	3

<b>AVIATION MANAGEMENT MINOR</b>		
___ BUS 270	MANAGING ORGANIZATIONS	3
___ AVM 331	AVIATION REGULATIONS AND LAW	3
___ AVM 346	FIXED-BASE OPERATIONS MANAGEMENT	3
___ AVM 441	AIRLINE AND AIRPORT OPERATIONS MANAGEMENT	3
___ AVM 481	AVIATION SEMINAR	3

## DONALD E. AND HELEN L. ROSS COLLEGE OF EDUCATION

The Ross College of Education offers degree programs at the bachelor's, master's and doctoral levels as well as certificate programs. Curricula are offered in the day and evening through a variety of venues. Members of the college share a common commitment to academic excellence. Faculty facilitate learning, practice and engage in scholarly activity, and provide university and community service.

Learner-centered educational experiences promote depth and breadth of knowledge within a discipline or group of disciplines; development of academic skills; cultivation of values and ethical consciousness; awareness of diverse cultures, international perspectives, and contemporary and future issues; and opportunities for study abroad. Educational experiences enable development and expansion of critical thinking skills to facilitate application of theory to practice and acquire a technologically oriented frame of reference to identify, access and use knowledge and databases efficiently and appropriately. A synergistic learning environment challenges students to develop and maximize their administrative talents and leadership abilities. Students cultivate a comprehensive understanding of the dynamics of global change to be able to distinguish its causes, effects, magnitude and cultural significance. The college's programs blend academic and career preparation to equip graduates to manage change and meet the dynamic needs of the emerging global society of the 21st century.

The college's educational purpose is for graduates to: (1) leave with the knowledge, confidence and competencies necessary to become successful educators in the 21st century; (2) practice in an ethical, competent, equality-focused, cost-effective way; (3) be prepared for positions of responsibility and leadership as productive global citizens; and (4) leave the university committed to continue personal and professional growth through lifelong learning.

Committed to individualized student attention and mentoring, the college's faculty foster and help learners realize the development of their innate leadership talents and intellectual abilities. Each student acquires the associated skills to communicate, inspire and educate those for whom they have professional responsibility. Clearly these skills are couched within a moral and ethical context that governs their choices and decisions as professionals, individuals and members of the greater community.

Since its inception in 1962, the Donald E. and Helen L. Ross College of Education has fulfilled the mission of Lynn University by providing its students

with knowledge, competencies and skills needed for educational leadership in the 21st century. Our synergistic learning environment stimulates and challenges students to:

- Understand and analyze the dynamic nature of our contemporary transformation into a global society.
- Experience creativity that fosters academic achievement and social awareness.
- Create new alternatives to address diversity and the importance of a global perspectives.
- Integrate theory and practice through experiential learning.

More specifically, education students are expected to develop competencies in critical thinking and analysis related to educational theory and practice. This enables them to understand and utilize a variety of knowledge bases developed to deal with contemporary and future issues, problems and dilemmas.

The Ross College of Education offers the following undergraduate degree and certificate programs:

- Bachelor of Science in Education Major: Elementary Education Grades K-6
- Bachelor of Science in Education Major: Grades K-6 Specialization: Pre-K/Primary (age 3 - grade 3)

(See the Graduate Degree section of this catalog for a listing of the graduate degrees offered by the Ross College of Education.)

### Admission and Graduation Requirements

Admission to Lynn University does not admit the student to the Ross College of Education. For students interested in teacher education, the Ross College of Education has State of Florida-approved teacher preparation programs leading to teacher certification. All education students are required to take the General Knowledge portion of the Florida Teacher Certification Examination by the beginning of the second semester of the freshman year. In accordance with Florida Statute 1004.04, Public accountability and state approval for teacher preparation programs, students are required to meet the following prerequisites for admission to the program:

1. Have a grade point average of 2.5 on a 4.0 scale for the general component of undergraduate studies.
2. Demonstrate mastery of general knowledge, including the ability to read, write and compute by passing the General Knowledge portion of the Florida Teacher Certification Examination.

In addition, the student must demonstrate that they have:

1. Completed at least 45 undergraduate credit hours.
2. A grade point average of 2.5 on a 4.0 scale in all teacher preparation courses, with no grade lower than a C-.
3. Submitted a completed application prior to the deadline date. Using a portfolio assessment that demonstrates effective teaching principles, the faculty of the Ross College of Education will review the candidate's file to determine the status of admission to the state-approved teacher education programs.

### Graduation Requirements for All Teacher Education Programs

Students in all education programs must pass all three portions of the Florida Teacher Certification Examination, consisting of General Knowledge, Professional Skills and a Subject Area.

The State of Florida may require additional courses in the field for certification, prior to issuing the five-year certificate. Program requirements may change in order to comply with any changes made by the State of Florida Department of Education. Grandfather provisions do not apply when such program changes are made.

Note: Credits and degrees earned from colleges within the State of Florida

that are licensed by the State Board of Independent Colleges and Universities do not automatically qualify an individual for a Florida Teaching Certificate. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the college granting the degrees prior to approving teacher certification. Any student interested in obtaining a Florida Teaching Certificate should contact the Florida Department of Education, Bureau of Educator Certification, Suite 201, Turlington Building, 325 West Gaines St., Tallahassee, FL 32399-0400.

## BACHELOR OF SCIENCE IN EDUCATION MAJOR: ELEMENTARY EDUCATION SPECIALIZATION: GRADES K-6

The Elementary Education major is designed to prepare students to teach in grades kindergarten through six. Elementary Education students have experiences that combine learning theory with practical applications, promote the integration of technology and ESOL performance standards, and encompass a variety of field activities. Students enrolled in the Elementary Education program will be encouraged to recognize and appreciate the diversity of today's children and to be able to meet their varied educational needs in our multicultural society. The courses in this state-approved program are designed to meet the requirements for certification in Florida. This program is offered in both the day and evening programs.

Students majoring in Elementary Education, Grades K-6 Plus Pre-K/Primary Education must fulfill the following core and certification requirements:

### CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS

BECAUSE OF STATE TEACHER CERTIFICATION REQUIREMENTS, THE FOLLOWING COURSES WILL BE SUBSTITUTED FOR BUS 210:

___EDU 330	CROSS-CULTURAL COMMUNICATION	3
___EDU 101	INTRODUCTION TO EDUCATION	3

### CERTIFICATION REQUIREMENTS 12 CREDITS

___HUM 221	INTRODUCTION TO PHILOSOPHY	3
___MAT 221	PROBABILITY AND STATISTICS	3
___HIS 221	AMERICAN HISTORY I	3 or
___HIS 222	AMERICAN HISTORY II	3
___PSY 260	PERSONALITY THEORY	3

### PROGRAM REQUIREMENTS FOR ELEMENTARY EDUCATION K-6 57 CREDITS

___ZEDU 001	GENERAL KNOWLEDGE PREPARATION	0
___EDU 160	CHILD DEVELOPMENT	3
___EDU 211	LANGUAGE ARTS	3
___EDU 214	ART AND MUSIC IN THE ELEMENTARY SCHOOL	3
___EDU 219	SOCIAL STUDIES IN THE ELEMENTARY SCHOOL	3
___EDU 257	P.E./HEALTH AND SAFETY IN SCHOOLS	3
___EDU 260	EDUCATIONAL COMPUTER APPLICATIONS	3
___EDU 314	CHILDREN'S LITERATURE, EDUCATIONAL MEDIA AND LIBRARY	3
___EDU 315	READING IN THE PRIMARY GRADES ( LAB)	3
___EDU 316	READING IN THE INTERMEDIATE GRADE	3
___EDU 317	SCIENCE IN THE ELEMENTARY SCHOOLS	3
___EDU 318	MATHEMATICS IN THE ELEMENTARY SCHOOLS	3
___EDU 417	DIAGNOSIS AND EVALUATION OF READING PROBLEMS	3
___EDU 420	EDUCATIONAL MEASUREMENT AND EVALUATION	3
___EDU 461	EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM	3
___EDU 470	CLASSROOM BEHAVIOR MANAGEMENT AND ELEMENTARY CURRICULUM	3
___EDU 480	PRACTICUM	3
___EDU 481	STUDENT TEACHING	9

<b>ESOL COURSES</b>		<b>12 CREDITS</b>
___ EDU 300	APPLIED LINGUISTICS	3
___ EDU 310	METHODS OF ESOL	3
___ EDU 400	CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL	3*
___ EDU 410	TESTING AND EVALUATION IN ESOL	3*
<b>TOTAL HOURS 121</b>		

**MAJOR: ELEMENTARY EDUCATION**  
**SPECIALIZATION: GRADES K-6 PLUS PRE-K/PRIMARY (AGE 3-GRADE 3)**

The Elementary Education Plus Pre K/Primary Education program combines theoretical components of both K-6 grades with age 3 through grade 3, along with practical application appropriate to each developmental level. Students in this degree program have extensive field experiences in the community and in local private and public schools (Pre-K through grade 6). Emphasis is placed on the use of developmentally appropriate materials designed to incorporate all newly required competencies, thus leading to eligibility for certification in the State of Florida in the area of age 3 to grade 3 as well as the already established competencies for K-6 certification. This sequence of courses has been accepted by the Florida Department of Education for program approval.

Students fulfill the core requirements and certification requirements listed in the Elementary Education program in addition to the following program requirements.

**CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

BECAUSE OF STATE TEACHER CERTIFICATION REQUIREMENTS, THE FOLLOWING COURSES MAY BE SUBSTITUTED WITH THE ADVISOR'S CONSENT:

___ EDU 330	CROSS CULTURAL COMMUNICATION	3
___ EDU 101	INTRODUCTION TO EDUCATION	3

**CERTIFICATION REQUIREMENTS 12 CREDITS**

___ HUM 221	INTRODUCTION TO PHILOSOPHY	3
___ MAT 221	PROBABILITY AND STATISTICS	3
___ HIS 221	AMERICAN HISTORY I	3 or
___ HIS 222	AMERICAN HISTORY II	3
___ PSY 260	PERSONALITY THEORY	3

**PROGRAM REQUIREMENTS 72 CREDITS**

___ ZEDU 001	CLAST PREPARATION	0
___ EDU 105	INTRO TO EARLY CHILDHOOD EDUCATION	3
___ EDU 160	CHILD DEVELOPMENT	3
___ EDU 211	LANGUAGE ARTS	3
___ EDU 214	ART AND MUSIC IN THE ELEMENTARY SCHOOL	2
___ EDU 219	SOCIAL STUDIES IN THE ELEMENTARY SCHOOL	3
___ EDU 250	PREK PRIMARY MATH AND SCIENCE	3
___ EDU 257	P.E./HEALTH AND SAFETY IN SCHOOLS	3
___ EDU 260	EDUCATIONAL COMPUTER APPLICATIONS	3
___ EDU 270	PRE-PRIMARY LANGUAGE ARTS AND CREATIVE ACTIVITIES	3
___ EDU 314	CHILDREN'S LITERATURE, EDUCATIONAL MEDIA AND LIBRARY	3
___ EDU 315	READING IN THE PRIMARY GRADES ( LAB)	4
___ EDU 316	READING IN THE INTERMEDIATE GRADE	3
___ EDU 317	SCIENCE IN THE ELEMENTARY SCHOOLS	3
___ EDU 318	MATHEMATICS IN THE ELEMENTARY SCHOOLS	3
___ EDU 355	CHILD GUIDANCE AND CLASSROOM MANAGEMENT	3
___ EDU 356	LEARNING PRINCIPLES FOR EDUCATORS	3
___ EDU 417	DIAGNOSIS AND EVALUATION OF READING PROBLEMS	3
___ EDU 420	EDUCATIONAL MEASUREMENT AND EVALUATION	3
___ EDU 460	CHILDREN AT RISK	3
___ EDU 461	EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM	3

___ EDU 470	CLASSROOM BEHAVIOR MANAGEMENT AND ELEMENTARY CURRICULUM	3
___ EDU 480	PRACTICUM	3
___ EDU 481	STUDENT TEACHING	9

<b>ESOL COURSES</b>		<b>12 CREDITS</b>
___ EDU 300	APPLIED LINGUISTICS	3
___ EDU 310	METHODS OF ESOL	3
___ EDU 400	CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL	3
___ EDU 410	TESTING AND EVALUATION IN ESOL	3
<b>TOTAL HOURS 136</b>		

**PROFESSIONAL EDUCATION MINOR**

EDU 101	INTRODUCTION OF EDUCATION	3
EDU 231	SECONDARY CURRICULUM AND EFFECTIVE TEACHING	3
EDU 334	SECONDARY CLASSROOM BEHAVIOR MANAGEMENT	3
EDU 356	LEARNING PRINCIPLES FOR EDUCATORS	3
EDU 420	EDUCATIONAL MEASUREMENT AND ASSESSMENT	3
EDU	SPECIFIC METHODS COURSE	3

A MINOR IN PROFESSIONAL EDUCATION DOES NOT CONSTITUTE ADEQUATE PREPARATION FOR TEACHER PREPARATION IN FLORIDA OR ANY OTHER STATE. To find out what is needed in your particular case for certification in any area of education, contact the Florida DOE, Bureau of Educator Certification, Room 201, Florida Education Center, 325 W. Gaines St., Tallahassee, FL 32399

## COLLEGE OF HOSPITALITY MANAGEMENT

The College of Hospitality Management, founded in 1991, offers baccalaureate and graduate degree programs. Programs are offered in the day, evening and graduate divisions through a variety of venues. We share a common commitment to academic excellence. The college facilitates learning, practice and engagement in scholarship, and provides university and community service (to organizations, professions, communities and evolving societies). Blending academic and career preparation, the college equips graduates to manage change and exercise leadership and service to meet the dynamic needs of the 21st century global society.

Graduates leave the program with the knowledge, confidence and competencies to provide quality hospitality tourism and recreation management services. Prepared to meet the needs of the community-at-large, graduates practice hospitality, tourism and recreation management services in an ethical, competent, equality-focused and cost-effective manner, and are committed to continue personal and professional growth through lifelong learning.

**BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT**  
**MAJOR: HOSPITALITY MANAGEMENT**

The College of Hospitality Management was established in the fall of 1991. Academic programs include a major in Hospitality Management (BS) with specializations in Culinary Arts, Hotel, Food Service, and Resort Management; International Hotel and Tourism Management; International Golf Management; and Sports Administration. The BS is offered in the Day Division program only. Graduate degree programs include the MBA specialization in Hospitality Management (see the Graduate section of this catalog). To obtain a bachelor's degree in Hospitality Management, students must fulfill the following core and program requirements:

**MAJOR: HOSPITALITY MANAGEMENT  
DEGREE REQUIREMENTS**

**CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

**MAJOR REQUIREMENTS 45 CREDITS**

___HA 100	INTRODUCTION TO HOSPITALITY AND TOURISM	3
___HA 201	HOSPITALITY FINANCIAL ACCOUNTING	3
___HA 231	HOSPITALITY MANAGEMENT AND ORGANIZATION	3
___HA 261	FOOD SERVICE OPERATIONS II	3
___HA 263	FOOD SERVICE OPERATIONS III	3
___HA 290	HOSPITALITY INTERNSHIP	3
___HA 310	HOSPITALITY LAW	3
___HA 311	MANAGERIAL ACCOUNTING FOR HOSPITALITY	3
___HA 345	FOOD PRODUCTION	3
___HA 350	MIS FOR THE HOSPITALITY INDUSTRY	3
___HA 365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
___HA 375	HOSPITALITY STRATEGIC MARKETING	3
___HA 390	HOSPITALITY INTERNSHIP	3
___HA 481	HOSPITALITY SEMINAR	3
___HA 490	HOSPITALITY INTERNSHIP	3

**SPECIALIZATIONS 15 CREDITS (Select One )**

**CULINARY ARTS**

**15 CREDITS**

___HA ___	HOSPITALITY ELECTIVE (300+)	3
___HA 347	FOOD SERVICE SANITATION	3
___HA 445	ADVANCED FOOD PRODUCTION	3
___HA 447	INTERNATIONAL BAKING AND PASTRY	3
___HA 449	INTERNATIONAL CUISINE	3

**HOTEL, RESORT AND FOOD SERVICE MANAGEMENT 15 CREDITS**

___HA 140	FRONT OFFICE OPERATIONS	3
___HA 322	SECURITY MANAGEMENT	3
___HA 343	HOSPITALITY PURCHASING	3
___HA 347	FOOD SERVICE SANITATION	3
___HA 370	GROUP AND CONVENTION MANAGEMENT	3

**INTERNATIONAL GOLF MANAGEMENT 15 CREDITS**

___HA 250	GOLF MANAGEMENT SEMINAR I	3
___HA 300	HOSPITALITY ELECTIVE (300+)	3
___HA 455	CLUB FACILITIES MANAGEMENT	3
___HA 460	GOLF SEMINAR II	3
___HA 485	TURF AND LANDSCAPE MANAGEMENT	3

**INTERNATIONAL HOTEL AND TOURISM MANAGEMENT 15 CREDITS**

___HA 300	HOTEL SPECIAL TOPICS	3
___HA 302	TOURISM SPECIAL TOPICS	3
___HA 331	HOSPITALITY STUDY TOUR	3
___HA 380	WORLD TOURIST ATTRACTIONS	3
___HA 385	TOURISM PLANNING AND DEVELOPMENT	3

**SPORTS ADMINISTRATION 15 CREDITS**

___HA ___	HOSPITALITY ELECTIVE (300+)	3
___HA 306	SPORTS - SPECIAL TOPICS	3
___HA 308	RECREATION - SPECIAL TOPICS	3
___HA 416	SPORTS AND RECREATION FACILITIES	3
___HA 446	SPORTS AND RECREATION SEMINAR	3

**HOSPITALITY MINOR 15 CREDITS**

___HA 100	INTRODUCTION TO HOSPITALITY AND TOURISM	3
___HA ___	SELECT COURSE FROM HOTEL, RESORT, FOOD SERVICE SPECIALIZATION (300+)	3
___HA ___	SELECT COURSE FROM INTERNATIONAL HOTEL, AND TOURISM SPECIALIZATION (300+)	3
___HA ___	SELECT COURSE FROM CULINARY ARTS SPECIALIZATION (300+)	3

___HA ___	SELECT COURSE FROM INTERNATIONAL GOLF MANAGEMENT OR SPORTS ADMINISTRATION SPECIALIZATION (300+)	3
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**ELECTIVES**

**21 CREDITS**

___	FREE ELECTIVE	3
___	FREE ELECTIVE	3
___	FREE ELECTIVE	3
___	FREE ELECTIVE	3
___	FREE ELECTIVE	3
___	FREE ELECTIVE (300+)	3
___	FREE ELECTIVE (300+)	3

**EUGENE M. AND CHRISTINE E. LYNN  
COLLEGE OF INTERNATIONAL COMMUNICATION**

The Lynn College of International Communication (CIC) provides students with the knowledge, skills and experience necessary to build successful communications careers in the global media marketplace. The college is committed to blending a strong liberal arts concentration with hands-on experience in radio, television, film, theatre, print, graphic design, photography and the new media in order to best prepare students for leadership roles.

Communication theory courses, both domestic and international in scope, enable students to develop and enhance critical thinking skills and gain a comprehensive command of written and oral expression. The college also provides students with invaluable training in the latest communications technology, with an emphasis on journalism, radio, television/video production, and graphic design. The unique combination of theory, practice and internships gives students a solid foundation for success in the competitive fields of international communications.

**Facilities**

A state-of-the-art digital facility houses broadcast and cinema production and postproduction centers that enable students to develop pre-professional skills and an advanced understanding of studio, field, and news production and non-linear editing. The faculty provides educational experiences in producing, directing, writing, camera work, lighting, set design, editing, media performance, journalism, public relations, advertising, photography, computer animation and graphic design. Instructional facilities for the new media promote the early adoption of developing technologies into the mass media mix, including Web design and maintenance, audio/video streaming on the Internet, interactive business presentations and interactive mass media.

**Undergraduate Program**

The Lynn College of International Communication offers courses leading to a Bachelor of Arts in Communication, a Bachelor of Arts in Mass Communication, and a Bachelor of Science in Graphic and Visual Communication. Academic programs are designed for students who seek career-building or graduate school preparation. The Communication major offers a foundation in the process of communication, including the study of interpersonal, intercultural and international communication systems. The Mass Communication major emphasizes the flow of information through the mass media with a goal of achieving professional competency in media production, including broadcast and print journalism, radio and television programming, management, advertising, public relations, and film development. The Graphic and Visual Communication major focuses on the various media and techniques for commercial art production and animation, the necessary interpretive skills, rules and principles of graphic design and visual communication, as well as the history and development of the field. Each program also provides academic preparation toward graduate study in communication, mass communication, visual communication and related disciplines. Additionally, the college facilitates the placement of students in both domestic and international internship positions. With a faculty composed



of teacher-scholars and academically trained media practitioners, the college prepares students for successful careers in a rapidly changing global community. Students majoring in the programs complete the following requirements:

- A university core curriculum of 40 credits
- A major curriculum of 30 credits
- A minimum of 24 credits of college electives in one of nine specializations:

Advertising and Public Relations, Broadcasting, Drama, Film Studies, International Communication, Journalism, Graphic Design, Illustration/Computer Animation, and Photography

- An additional 26 elective credits that may include courses toward a minor, general electives from other university programs, a second specialization, or additional courses in the Lynn College of International Communication

#### Policy Regarding Internship

Up to six credits of internship are available to students who have completed 90 credit hours and a minimum GPA of 2.5. Students who do not meet the GPA requirement may take additional upper-level courses in the major. A maximum of six credits of internship may apply toward graduation.

#### Policy Regarding Transfer of Credits

A grade of C or higher is required for course work transferred from other schools. Credits earned toward an associate degree or at a two-year college transfer as freshman and sophomore (100 and 200) level courses. Students transferring an associate degree in communication, journalism, graphic design or a related field must complete 45 credit hours of upper-level (300 and 400) course work.

### BACHELOR OF ARTS (BA) MAJOR: COMMUNICATION

**CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

**MAJOR REQUIREMENTS 30 CREDITS**

___COM 101	FUNDAMENTALS OF COMMUNICATION	3
___COM 130	FILM APPRECIATION	3
___COM 301	INTERPERSONAL COMMUNICATION	3
___COM 221	ORAL INTERPRETATION	3
___COM 233	WORLD DRAMA	3
___COM 350	COMMUNICATION LAW AND ETHICS	3
___COM 360	COMMUNICATION THEORIES	3
___COM 381	COMMUNICATION ANALYSIS AND CRITICISM	3
___COM 451	INTERCULTURAL COMMUNICATION	3
___COM 475	SENIOR COMMUNICATION SEMINAR	3

Courses taken in the university core or the major may not apply toward specialization requirements.

**SPECIALIZATIONS 24 CREDITS**

Specializations include Advertising and Public Relations, Drama and International Communication.

**FREE ELECTIVES MINIMUM 26 CREDITS**

Electives may be a minor, general elective, a second specialization or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university overall requirements.

**TOTAL CREDITS 120**

### BACHELOR OF ARTS (BA) MAJOR: MASS COMMUNICATION

**CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

**MAJOR REQUIREMENTS 30 CREDITS**

___COM 105	INTRODUCTION TO MASS MEDIA	3
___COM 110	INTRODUCTION TO JOURNALISM	3
___COM 130	FILM APPRECIATION	3
___COM 140	AUDIO PRODUCTION	3
___COM 145	TV PRODUCTION I	3
___COM 150	FILM PRODUCTION I	3
___COM 305	MEDIA AND SOCIETY	3
___COM 350	COMMUNICATION LAW AND ETHICS	3
___COM 360	COMMUNICATION THEORIES	3
___COM 475	SENIOR COMMUNICATION SEMINAR	3

Courses taken in university core or the major may not apply toward specialization requirements.

**SPECIALIZATIONS 24 CREDITS**

Specializations include Advertising and Public Relations, Broadcasting, Drama, Film Studies and Journalism.

**FREE ELECTIVES MINIMUM 26 CREDITS**

Electives may be a minor, general electives, a second specialization or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper-division (300+ level) and fulfill university overall requirements.

**TOTAL CREDITS 120**

### BACHELOR OF SCIENCE (BS) MAJOR: GRAPHIC AND VISUAL COMMUNICATION

**CORE CURRICULUM REQUIREMENTS (see page 54) 40 CREDITS**

**MAJOR REQUIREMENTS 30 CREDITS**

___GVC 105	DRAWING	3
___GVC 120	DESIGN	3
___GVC 220	COMMERCIAL LAYOUT AND DESIGN	3
___GVC 240	COLOR THEORY	3
___GVC 230	GRAPHICS I	3
___GVC 360	DIGITAL IMAGING	3
___GVC 265	PHOTOGRAPHY	3
___GVC 390	TYPOGRAPHY	3
___GVC 490	PORTFOLIO AND EXHIBITION	3
___GVC 493	PROFESSIONAL PRACTICES	3

Courses taken in university core or the major may not apply toward specialization requirements.

**SPECIALIZATIONS 24 CREDITS**

Specializations include Graphic Design, Illustration/Computer Animation and Photography.

**FREE ELECTIVES MINIMUM 26 CREDITS**

Electives may be a minor, general electives, a second specialization or additional courses in the college and should be selected after consultation with an academic advisor.

Students must complete a minimum of 45 credits that are upper division (300+ level) and fulfill university overall requirements.

**TOTAL CREDITS 120**

**SPECIALIZATION REQUIREMENTS****ADVERTISING AND PUBLIC RELATIONS****MINIMUM 24 CREDITS**

___COM 140	AUDIO PRODUCTION	3
___COM 145	TELEVISION PRODUCTION I	3
___MKT 250	PRINCIPLES OF MARKETING	3
___COM 280	CONTENT DESIGN	3
___COM 299	TOPICS IN COMMUNICATION	3
___COM 310	ONLINE AND PRINT JOURNALISM I	3
___COM 321	GENDER COMMUNICATION	3
___COM 330	ORGANIZATIONAL COMMUNICATION	3
___COM 340	ADVERTISING WRITING AND DESIGN	3
___COM 341	PERSUASION AND PROPAGANDA	3
___MKT 350	ADVERTISING	3
___GVC 350	ADVERTISING DESIGN AND PRODUCTION	3
___COM 365	MAGAZINE PRODUCTION	3
___COM 375	ADVERTISING AND SOCIETY	3
___COM 399	ISSUES IN COMMUNICATION	3
___COM 440	PUBLIC RELATIONS	3
___COM 451	INTERCULTURAL COMMUNICATION	3

**BROADCASTING****MINIMUM 24 CREDITS**

___COM 210	BROADCAST NEWS REPORTING	3
___COM 243	BROADCAST PERFORMANCE	3
___COM 245	TELEVISION PRODUCTION II	3
___COM 255	FILM AND TV EDITING	3
___COM 299	TOPICS IN COMMUNICATION	3
___COM 300	AUDIO PRACTICUM	3
___COM 315	NARRATIVE WRITING FOR FILM AND TV	3
___COM 325	WRITING FOR RADIO-TV-FILM	3
___COM 345	TV PRACTICUM	3
___COM 370	MEDIA PROGRAMMING	3
___COM 380	DOCUMENTARY PRODUCTION	3
___COM 399	ISSUES IN COMMUNICATION	3
___COM 435	MEDIA MANAGEMENT	3
___COM 450	ADVANCED RADIO/TV/FILM PRODUCTION	3
___COM 490	BROADCAST NEWS PROJECT	3
___COM 495	COMMUNICATION RESEARCH	3

**DRAMA****MINIMUM 24 CREDITS**

___COM 113	THEATRE APPRECIATION	3
___COM 103	ACTING I	3
___COM 150	FILM PRODUCTION	3
___COM 203	ACTING II	3
___COM 213	STAGECRAFT	3
___COM 221	ORAL INTERPRETATION	3
___COM 223	DIRECTING THE ACTOR	3
___COM 233	WORLD DRAMA	3
___COM 243	BROADCAST PERFORMANCE	3
___COM 299	TOPICS IN COMMUNICATION	3
___COM 303	ACTING III	3
___COM 315	NARRATIVE WRITING FOR FILM AND TV	3
___COM 325	WRITING FOR RADIO-TV-FILM	3
___COM 363	DRAMA PRACTICUM	3
___COM 399	ISSUES IN COMMUNICATION	3

**FILM STUDIES****MINIMUM 24 CREDITS**

___COM 135	STORYBOARDING	3
___COM 235	FILM HISTORY (1895-1950)	3
___COM 255	FILM AND TV EDITING	3
___COM 265	FILM PRODUCTION II	3
___COM 299	TOPICS IN COMMUNICATION	3
___COM 300	AUDIO PRACTICUM	3
___COM 315	NARRATIVE WRITING FOR FILM AND TV	3
___COM 325	WRITING FOR RADIO-TV-FILM	3

___COM 335	FILM HISTORY (1950-PRESENT)	3
___COM 355	FILM PRACTICUM	3
___COM 380	DOCUMENTARY PRODUCTION	3
___COM 399	ISSUES IN COMMUNICATION	3
___COM 410	FILM THEORY	3
___COM 430	INTERNATIONAL FILM HISTORY	3
___COM 450	ADVANCED RADIO/TV/FILM PRODUCTION	3
___COM 495	COMMUNICATION RESEARCH	3

**INTERNATIONAL COMMUNICATION****MINIMUM 24 CREDITS**

___LAN	FOREIGN LANGUAGE I	3
___LAN	FOREIGN LANGUAGE II	3
___COM 299	TOPICS IN COMMUNICATION	3
___COM 305	MEDIA AND SOCIETY	3
___COM 320	WORLD MEDIA	3
___COM 321	GENDER COMMUNICATION	3
___COM 325	WRITING FOR RADIO-TV-FILM	3
___COM 330	ORGANIZATIONAL COMMUNICATION	3
___COM 341	PERSUASION AND PROPAGANDA	3
___COM 375	ADVERTISING AND SOCIETY	3
___COM 399	ISSUES IN COMMUNICATION	3
___COM 430	INTERNATIONAL FILM HISTORY	3
___COM 435	MEDIA MANAGEMENT	3
___COM 440	PUBLIC RELATIONS	3
___COM 495	COMMUNICATION RESEARCH	3

**JOURNALISM****MINIMUM 24 CREDITS**

___COM 210	BROADCAST NEWS REPORTING	3
___COM 243	BROADCAST PERFORMANCE	3
___COM 299	TOPICS IN COMMUNICATION	3
___COM 310	ONLINE AND PRINT JOURNALISM I	3
___COM 320	WORLD MEDIA	3
___COM 341	PERSUASION AND PROPAGANDA	3
___COM 365	MAGAZINE PRODUCTION	3
___COM 380	DOCUMENTARY PRODUCTION	4
___COM 385	ONLINE AND PRINT JOURNALISM II	3
___COM 390	PHOTOJOURNALISM	3
___COM 399	ISSUES IN COMMUNICATION	3
___COM 440	PUBLIC RELATIONS	3
___COM 490	COMMUNICATION SEMINAR	3
___COM 495	COMMUNICATION RESEARCH	3

**GRAPHIC DESIGN****MINIMUM 24 CREDITS**

___GVC 260	HISTORY OF GRAPHIC DESIGN	3*
___GVC 299	TOPICS IN GRAPHIC AND VISUAL COMMUNICATION	3
___COM 305	MEDIA AND SOCIETY	3
___GVC 330	GRAPHICS II	3*
___GVC 340	DIGITAL ILLUSTRATION	3*
___CMS 340	WEB SITE DESIGN	3
___GVC 350	ADVERTISING DESIGN AND PRODUCTION	3
___COM 350	COMMUNICATION LAW AND ETHICS	3
___CMS 360	COMPUTER ETHICS AND LAW	3
___GVC 370	CORPORATE IDENTITY	3
___GVC 399	ISSUES IN GRAPHIC AND VISUAL COMMUNICATION	3
___GVC 430	GRAPHICS PRACTICUM	3
___GVC 440	GRAPHIC DESIGN PRODUCTION	3
___GVC 450	ADVANCED GRAPHIC DESIGN	3*
___GVC 460	ADVANCED TYPOGRAPHY	3
___GVC 480	VISUAL COMMUNICATION SEMINAR	4
___GVC 499	MAJOR THESIS	4

\* Required courses

**ILLUSTRATION/COMPUTER ANIMATION****MINIMUM 24 CREDITS**

___COM 135	STORYBOARDING	3
___GVC 205	RENDERING TECHNIQUES	3

___ GVC 299	TOPICS IN GRAPHIC AND VISUAL COMMUNICATION	3
___ COM 299	TOPICS IN COMMUNICATION	3
___ GVC 305	RENDERING FUNDAMENTALS	3
___ GVC 335	ILLUSTRATION	3
___ GVC 340	DIGITAL ILLUSTRATION	3
___ GVC 363	PAINTING MATERIALS	3
___ GVC 380	THREE DIMENSIONAL DESIGN	3
___ GVC 399	ISSUES IN GRAPHIC AND VISUAL COMMUNICATION	3
___ COM 399	ISSUES IN COMMUNICATION	3
___ GVC 480	VISUAL COMMUNICATION SEMINAR	4
___ GVC 499	MAJOR THESIS	4

**PHOTOGRAPHY** **MINIMUM 24 CREDITS**

___ COM 145	TELEVISION PRODUCTION I	3
___ COM 150	FILM PRODUCTION I	3
___ GVC 299	TOPICS IN GRAPHIC AND VISUAL COMMUNICATION	3
___ COM 305	MEDIA AND SOCIETY	3
___ GVC 365	COLOR PHOTOGRAPHY	3
___ GVC 375	HISTORY OF PHOTOGRAPHY	3
___ GVC 385	HISTORY OF ANIMATION	3
___ COM 390	PHOTOJOURNALISM	3
___ GVC 399	ISSUES IN GRAPHIC AND VISUAL COMMUNICATION	3
___ GVC 445	APPLIED PHOTOGRAPHY	3
___ COM 450	ADVANCED RADIO/TV/FILM PRODUCTION	3
___ GVC 455	ADVANCED PHOTOGRAPHY	3
___ GVC 480	VISUAL COMMUNICATION SEMINAR	4
___ GVC 499	MAJOR THESIS	4

Courses taken in university core or major may not apply toward specialization requirements.

**MINOR**

Students pursuing the bachelor's degree in other colleges and/or academic programs at Lynn University may complete a minor in Communication, Graphic and Visual Communication and Mass Communication. The curriculum requires students to complete five courses/15 credits. Students can select courses that parallel their major academic requirements and career interests.

**COMMUNICATION** **15 CREDITS**

**FOUNDATION REQUIREMENT** **6 CREDITS**

___ COM 101	FUNDAMENTALS OF COMMUNICATION	3
___ COM 221	ORAL INTERPRETATION	3

**THEORY REQUIREMENT** **9 CREDITS**

___ COM 301	INTERPERSONAL COMMUNICATION	3
___ COM 321	GENDER AND COMMUNICATION	3
___ COM 341	PERSUASION AND PROPAGANDA	3
___ COM 360	COMMUNICATION THEORY	3
___ COM 381	COMMUNICATION ANALYSIS AND CRITICISM	3
___ COM 451	INTERCULTURAL COMMUNICATION	3

**MASS COMMUNICATION** **15 CREDITS**

**FOUNDATION REQUIREMENT** **3 CREDITS**

___ COM 105	INTRODUCTION TO MASS MEDIA	3
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**PRODUCTION REQUIREMENT** **3 CREDITS**

___ COM 140	AUDIO PRODUCTION	3
___ COM 145	TV PRODUCTION I	3
___ COM 150	FILM PRODUCTION I	3

**THEORY REQUIREMENT** **3 CREDITS**

___ COM 305	MEDIA AND SOCIETY	3
___ COM 360	COMMUNICATION THEORIES	3
___ COM 410	FILM THEORY	3

**LAW REQUIREMENT** **3 CREDITS**

___ COM 350	COMMUNICATION LAW AND ETHICS	3
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**ELECTIVE** **3 CREDITS**

___ COM 335	FILM HISTORY (1950 - PRESENT)	3
___ COM 370	MEDIA PROGRAMMING	3
___ COM 375	ADVERTISING AND SOCIETY	3
___ COM 435	MEDIA MANAGEMENT	3
___ COM 440	PUBLIC RELATIONS	3

**GRAPHIC AND VISUAL COMMUNICATION** **15 CREDITS**

**FOUNDATION REQUIREMENT** **6 CREDITS**

___ GVC 105	DRAWING	3
___ GVC 120	DESIGN	3
___ GVC 220	COMMERCIAL LAYOUT AND DESIGN	3
___ GVC 230	GRAPHICS I	3
___ GVC 265	PHOTOGRAPHY	3

**PRODUCTION REQUIREMENT** **9 CREDITS**

___ GVC 340	DIGITAL ILLUSTRATION	3
___ GVC 360	DIGITAL IMAGING	3
___ GVC 365	COLOR PHOTOGRAPHY	3
___ GVC 330	GRAPHICS II	3
___ GVC 390	TYPOGRAPHY	3
___ GVC 399	ISSUES IN GRAPHIC AND VISUAL COMMUNICATION	3
___ GVC 445	APPLIED PHOTOGRAPHY	3
___ GVC 455	ADVANCED PHOTOGRAPHY	3

**CONSERVATORY OF MUSIC**

The mission of the Conservatory of Music at Lynn University is to provide high-quality professional performance education for gifted young musicians and set a superior standard for music performance education worldwide. Primary among the goals of the conservatory is the nurture and education of the student body with a thorough attention to musicianship, artistry and skills needed to be competitive in the field of music performance. The aim is to train instrumental music students of high achievement through intensive programs of study in order to prepare them for performance careers. The conservatory faculty forms a community of exceptionally accomplished and dedicated individuals striving toward similar goals. The artist-faculty maintain active performance careers and bring their experience and expertise to the aspiring student body.

The conservatory offers baccalaureate and post-baccalaureate level programs of study to music students who have previously had extensive preparation in musical performance. The program focuses on rigorous, professional performance instruction and offers a full and progressive curriculum leading to the Bachelor of Music - Performance Degree, Professional Performance Certificate or Master of Music in Performance Degree. Students are selected for enrollment from across the United States and globally through a stringent audition process. Artistic talent and ability are the primary criteria for admission. In addition to the Bachelor of Music degree, the conservatory offers a Bachelor of Arts degree with a major in music. This latter degree is designed for the undergraduate music student who is interested in a liberal arts education with a broad range of topics. The Bachelor of Arts degree also offers the music student the opportunity to have a minor in a different discipline. Following are the requirements for obtaining degrees from the conservatory:

**BACHELOR OF MUSIC (BM)**  
**MAJOR: MUSIC PERFORMANCE**

**CORE CURRICULUM REQUIREMENTS 40 CREDITS\***

**MAJOR REQUIREMENTS 60 CREDITS**

___MUS 301	APPLIED MUSIC-MAJOR INSTRUMENT	32
___MUG 280	MUSIC ENTREPRENEURSHIP	3***
___MUG 301	BASIC CONDUCTING	3
___MUG 329	PEDAGOGY	3
___MUH 300	MUSIC HISTORY I	3**/***
___MUH 301	MUSIC HISTORY II	3**/***
___MUH 302	MUSIC HISTORY III	3**
___MUH 303	MUSIC HISTORY IV	3**
___MUR 200	JURY	0
___MUR 300	JUNIOR RECITAL	0
___MUR 301	PERFORMANCE FORUM	0
___MUR 400	SENIOR RECITAL	0
___MUT 150-251	EAR TRAINING I-IV	4**
___MUT 200	FUNDAMENTALS OF MUSIC I	3**/****
___MUT 201	FUNDAMENTALS OF MUSIC II	3**
___MUT 300	FUNDAMENTALS OF MUSIC III	3**
___MUT 301	FUNDAMENTALS OF MUSIC IV	3**

**ELECTIVES 3 CREDITS**

___MUH 300+ /MUT 300+	MUSIC HISTORY OR MUSIC THEORY ELECTIVE	3
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**FOR STRINGS, WINDS, BRASS, AND PERCUSSION 20 CREDITS**

___MUR 312	MOCK AUDITION	0
___MUS 131-232	SECONDARY PIANO I-IV	4**
___MUS 311	SMALL ENSEMBLE	8
___MUS 321	LARGE ENSEMBLE	8
___MUS 322	BRASS REPERTOIRE (BRASS STUDENTS ONLY)	0
___MUS 323	WIND ENSEMBLE (WIND, BRASS and PERCUSSION STUDENTS ONLY)	0

**FOR PIANISTS 18 CREDITS**

___MUP 313-414	KEYBOARD SKILLS FOR PIANISTS I-IV	4**
___MUS 311/MUP 311	SMALL ENSEMBLE/ENSEMBLE ARTS FOR PIANISTS	8
___MUP 325	PIANO LITERATURE	3
___FREE ELECTIVE		3

**STRINGS, WINDS, BRASS, AND PERCUSSION TOTAL CREDITS: 123**

**PIANO TOTAL CREDITS: 121**

\*Note: Some major requirements substitute for core requirements.

\*\*Credits may be awarded through placement examination. MUH courses pertain to transfer students only.

\*\*\*MUH 300 and 301 take the place of the six-credit HUM requirements in the Core Curriculum Requirements. MUG 280 takes the place of BUS 210 in the Core Curriculum Requirements.

\*\*\*\*A student may also be required to register for MUT 099 (Rudiments of Theory) based on his or her music theory placement exam results. MUT 099 is taken in addition to Freshman-Level Theory (MUT 200). Credit does not count toward the degree.

**BACHELOR OF ARTS (BA)**

**MAJOR: MUSIC**

This four-year program of study includes music and academic courses firmly rooted in the liberal arts. The program is designed for undergraduate students who are interested in a broad program of general education rather than intense specialization. Because of the

program's flexibility, music majors also are able to minor in a different discipline.

Students completing this program will be able to:

- Think, speak and write clearly and effectively
- Understand mathematical, physical and biological concepts
- Address culture and history from a variety of angles
- Understand and experience arts other than music
- Develop and defend musical judgments
- Understand the compositional process and the different musical styles and how these shape and are shaped by cultural sources
- Work conceptually and in practice with the elements of music - rhythm, melody, harmony and structure
- Perform in a variety of musical styles

**CORE CURRICULUM REQUIREMENTS 40 CREDITS\***

**MAJOR REQUIREMENTS 42 CREDITS**

___MUS 303	PRINCIPAL INSTRUMENT	12
___MUS 230/311/321	ENSEMBLE (CHORUS, SMALL or LARGE)	2
___MUH 300	MUSIC HISTORY I	3**
___MUH 301	MUSIC HISTORY II	3**
___MUH 302	MUSIC HISTORY III	3**
___MUH 303	MUSIC HISTORY IV	3**
___MUT 150-251	EAR TRAINING I-IV	4**
___MUT 200	FUNDAMENTALS OF MUSIC I	3**/***
___MUT 201	FUNDAMENTALS OF MUSIC II	3**
___MUT 300	FUNDAMENTALS OF MUSIC III	3**
___MUT 301	FUNDAMENTALS OF MUSIC IV	3**

**FOR PIANISTS 3 CREDITS**

___MUP 325	PIANO LITERATURE	3
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**FOR NON-PIANISTS 2 CREDITS**

___MUS 131-132	SECONDARY PIANO I-II	2
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**ELECTIVES 36 CREDITS**

___FREE ELECTIVE (NON-MUSIC)		3
___FREE ELECTIVE (NON-MUSIC)		3
___FREE ELECTIVE (NON-MUSIC)		3
___FREE ELECTIVE		3
___GVC	GRAPHIC AND VISUAL COMMUNICATION ELECTIVE	3
___MU- 300+	MUSIC ELECTIVE	3
___ENG 300+	ENGLISH ELECTIVE	3
___HIS/IRPS 300+	HISTORY/INTERNATIONAL RELATIONS/ POLITICAL SCIENCE ELECTIVE	3
___PSY/SOC/CRJ 300+	BEHAVIORAL SCIENCE ELECTIVE (PSY /SOC/ CRJ)	3
___HUM 300+	HUMANITIES ELECTIVE	3
___HUM/GVC 300+	HUMANITIES OR GRAPHIC AND VISUAL COMMUNICATION ELECTIVE	3
___300+	FREE ELECTIVE	3

**PIANO TOTAL CREDITS: 121**

**NON-PIANISTS TOTAL CREDITS: 120**

\*HUM 102 may not be taken by BA students with a major in music in fulfillment of core requirements.

\*\*Credits may be awarded through placement examination. MUH courses pertain to transfer students only.

\*\*\*\*A student may also be required to register for MUT 099 (Rudiments of Theory) based on his or her music theory placement exam results. MUT 099 is taken in addition to Freshman-Level Theory (MUT 200). Credit does not count toward the degree.

## MUSIC MINOR

Designed to complement any degree program, the Music minor allows a student with an interest in music and/or a previous background in music performance to enhance their appreciation and understanding by taking courses in the fundamentals of music history and music theory. While applied music instruction is not required as part of the Music minor, private instrumental lessons are available to the student as a general elective with the course MUS 100--Elective in Instrumental Lessons. A minor in Music consists of a minimum of 15 credit hours in music. Course work includes a minimum of nine (9) upper divisional level (300+) credits and is specified by the Conservatory of Music as:

___MUT 200	FUNDAMENTALS OF MUSIC I: COUNTERPOINT/ELEMENTARY HARMONY	3
___MUT 201	FUNDAMENTALS OF MUSIC II: ADVANCED HARMONY	3

**Two courses selected from the following four courses  
(6 credits total):**

___MUH 300	MUSIC HISTORY I: MUSIC OF THE MEDIEVAL, RENAISSANCE AND BAROQUE PERIODS	3
___MUH 301	MUSIC HISTORY II: MUSIC OF THE CLASSICAL PERIOD	3
___MUH 302	MUSIC HISTORY III: MUSIC OF THE ROMANTIC PERIOD	3
___MUH 303	MUSIC HISTORY IV: MUSIC OF THE TWENTIETH CENTURY	3

**One course selected from the following six courses  
(3 credits total):**

___MUH 300	MUSIC HISTORY I: MUSIC OF THE MEDIEVAL, RENAISSANCE AND BAROQUE PERIODS	3
___MUH 301	MUSIC HISTORY II: MUSIC OF THE CLASSICAL PERIOD	3
___MUH 302	MUSIC HISTORY III: MUSIC OF THE ROMANTIC PERIOD	3
___MUH 303	MUSIC HISTORY IV: MUSIC OF THE TWENTIETH CENTURY	3
___MUT 300	FUNDAMENTALS OF MUSIC III: TONAL ANALYSIS	3
___MUT 301	FUNDAMENTALS OF MUSIC IV: 20th CENTURY THEORY	3



## SECTION II

### GRADUATE CATALOG





## Chapter I.

# Graduate Admissions

### Admissions Philosophy

Lynn University seeks to admit students who can benefit from and are qualified for admission to the institution's graduate programs. The graduate programs are organized within several colleges or are interdisciplinary. Each college is headed by a dean, and each program has a program director and/or program coordinator. Thus, the various institutional units cooperatively seek students whose maturity, academic ability, motivation and discipline qualify them for admission into the graduate programs of Lynn University.

The graduate programs of Lynn University focus on career and professional development, application of knowledge bases, clarification and development of professional and personal values, and the enhancement of intellectual and professional skills. As such, the graduate programs reflect increasing levels of complexity; require students to analyze, examine, question, synthesize and conduct research; think creatively and problem solve; evidence appropriate communication and information technology skills; and engage in active, collaborative and individual learning activities.

### Conditions of Acceptance of Admission and Enrollment

Students accepted for graduate study are expected to attend, participate in and be prepared for the graduate classes for which they are enrolled. The specific policies governing each course are set forth in the syllabus distributed by the instructor, and they will govern the conduct of the course as long as they do not conflict with institutional policy. Graduate students are expected to evidence maturity, responsibility and discipline, and, as such, must assume responsibility for communicating individual problems or issues to the instructor and pursue them to resolution, as well as be responsible for complying with the policies and procedures of the program and the institution.

### Application Information

- Send application-related documents to the Office of Admissions.
- Immediately notify the Office of Admissions of name, address or phone number changes.
- All documents submitted become the property of the university and cannot be copied or returned.
- To check on the status of an application, please call 561-237-7900.
- Meet requirements specified for international applications, master's degree applications, and Ph.D. program applications.

**Note:** Applications are not given full consideration until all materials are received.

### Readmission

Students who voluntarily or involuntarily withdraw from Lynn University for two or more terms lose degree-seeking status unless they had an approved leave of absence. Students wishing to return to the university must submit an application for readmission and a personal statement explaining the circumstances that caused them to leave and why they wish to return. Students who have attended another institution during their absence from Lynn University must have all academic credentials sent to the Office of Admissions. Additional documentation may be required.

Students who have been dismissed for academic deficiencies or suspended for disciplinary reasons for one or more terms must submit an application for readmission of dismissed or suspended student and include a letter of appeal

with their application for readmission. All applications for readmission must be approved by the academic dean and the dean of the college offering the program. Students who are readmitted to the university return at the same academic standing they had prior to leaving the university.

A student applying for readmission due to an extended leave of absence, or applying for readmission after dismissal, may be held to any new requirements in effect and/or may be required to validate prior learning.

### American Disabilities Act (ADA)

Every effort is made to reasonably accommodate students requesting services to meet their special needs. Students must make their disclosures at the time of application to the university. Documentation will be required. Students also should disclose to their instructors during the first week of classes if they are requesting services to meet their special needs. The ADA coordinator for Lynn University is the dean of the Institute for Achievement and Learning.

### International Graduate Application Requirements

In addition to ALL of the application requirements for graduate certificate, master's and doctoral degree programs, international graduate applicants must also submit:

- Official International Transcript Evaluation and course equivalency report
- Official test results of the TOEFL (Test of English as a Foreign Language), or IELTS if English is not the applicant's first language. Applicants with TOEFL scores of 550 (paper-based), 213 (computer-based) or 80 (Internet-based) will be considered for regular admission (not required for Professional Performance Certificate Applicant).
- A completed Foreign Student Financial Statement, along with a Certificate of Finance letter from a financial institution on official letterhead, indicating enough funds to pay for study in the United States. Note: This requirement does not apply to U.S. resident aliens, who are required to submit a notarized copy of their Green Card.

### Financial Aid

- International students are NOT eligible for U.S. federal or state aid.
- The Student Administrative Services Office must receive applications for graduate assistantships no later than the second Friday in June for the subsequent fall term. Applications are available from the Office of Admissions or from the Student Administrative Services Office.
- Applicants who are citizens of a country other than the United States, but who are U.S. resident aliens (Green Card holders) may apply for all U.S. subsidized aid programs. A financial aid brochure is available from the Office of Admissions or from the Student Administrative Services Office.

### The SEVIS I-20 Form

Upon acceptance by the university, applicants are sent a letter of acceptance with a request for payment of a required enrollment deposit of \$200. The deposit is required and assures a place is reserved in the entering class. The deposit is submitted to the Office of Admissions. A SEVIS I-20 Form (Certificate of Eligibility) is then issued to the student. This form, a valid passport and financial certification must be presented at the nearest U.S. Embassy or Consulate in the student's country of residence to obtain the

required F-1 student visa for study in the United States.

The Office of Admissions confirms the receipt of admission deposits in writing. At that time, the University Health Services Department sends medical forms, as well as information on health insurance. The university requires international students to have adequate medical insurance throughout their enrollment.

Prior to an applicant's term of enrollment, information about living accommodations, student services or campus activities is available and may be requested from the Office of Student Services.

Students are encouraged to contact the Office of Admissions should questions arise prior to their arrival on campus.

**Note:** International students are not eligible for enrollment as non-degree seeking students.

## Criteria for Admission to a Master's Degree or Graduate Certificate Program

Admission to a master's degree or graduate program is based on submission of all required documents. An admissions decision cannot be reached until the admission file is complete. Specific programs may require additional documentation. Undergraduate prerequisites are required for specific programs, including the MBA, MS in Applied Psychology and the M.Ed.

Official test scores must be received directly from the testing organization. It is the student's responsibility to ensure that ALL required application materials are forwarded to the Office of Admissions in a timely manner. All undergraduate and graduate transcripts of all academic course work attempted must be submitted. Transcripts must be official and must be received in a sealed envelope by the issuing institution. Letters of recommendation will only be accepted if they are written by a supervisor or professor. All submitted application-related documents become the property of Lynn University and cannot be returned to the applicant.

## Application Requirements for a Master's Degree Program, Graduate Certificate, or Non-Degree Seeking Applicant

### Application Requirements for Master's Degree Applicants

Applicants must submit all of the following documentation:

- Completed graduate application form
- Nonrefundable application fee
- Proof of an earned bachelor's degree from an accredited or internationally listed college or university
- Official undergraduate and graduate transcripts of all academic course work attempted
- Current resume
- Statement of professional goals (minimum one-page essay)
- Two letters of recommendation from previous professors or supervisors
- Appropriate entrance examination score report (GRE, GMAT, MAT, or all four sections of the General Knowledge Test for M.Ed. applicants only)
- Master of Music applicants are required to have a live audition in lieu of a standardized entrance exam.
- Master of Applied Psychology applicants are required to have an interview with the Graduate Admissions Committee.

### Application Requirements for Graduate Certificate Programs

Applicants must submit all of the following documentation:

- Completed graduate application form
- Nonrefundable application fee
- Proof of an earned bachelor's degree from an accredited or internationally listed college or university
- Official undergraduate and graduate transcripts of all academic course work attempted
- Current resume
- Statement of professional goals (minimum one-page essay)
- Two letters of recommendation from previous professors or supervisors
- Applicants for the Professional Performance Certificate also are required to have a live audition.

## Application Requirements for Graduate Non-Degree Applicants

- Completed graduate application form
- Nonrefundable application fee
- Proof of an earned bachelor's degree from an accredited or internationally listed college or university

Additional documents may be required, in which case, the applicant will be notified accordingly. Non-degree enrollment is limited to a maximum of 9 credit hours.

All application materials should be sent to the following address:

Lynn University  
Office of Admissions  
3601 N. Military Trail  
Boca Raton, FL 33431-5598 USA  
Telephone: 561-237-7900  
Toll free in the U.S.: 1-800-888-LYNN (5966)  
Fax: 561-237-7100  
E-mail: [admissionpm@lynn.edu](mailto:admissionpm@lynn.edu)  
[www.lynn.edu/pm](http://www.lynn.edu/pm)

## Application Evaluation Process for Master's Degree, Graduate Certificate and Non-Degree Seeking Applicants

### Master's Degree Program and Graduate Certificate Programs

The Office of Admissions, college program coordinators, the dean and/or designee review each applicant on a case-by-case basis when the applicant's file is complete. Based on a review of the materials, additional information may be requested or an interview required. Applicants who do not meet the minimal requirements for admission may be considered for probationary admission.

### Non-Degree Seeking Applicants

Students may enroll in a limited number of graduate level course work without pursuing a degree.

Non-degree seeking status is limited to nine credits, with the exception of those seeking ESOL endorsement. Non-degree seeking students are not eligible for financial aid. Once a file has been reviewed, the applicant will be notified of the admissions decision.

## Master's Program Admissions Classifications

**Regular or Full Admission:** Applicants have submitted all application materials, met or exceeded the required standards and have been accepted by and admitted to a master's degree or a graduate certificate program of study at Lynn University.

**Conditional Acceptance:** Applicants who have not submitted all admission requirements may be considered for conditional acceptance. This acceptance is limited to enrolling in a maximum of 6 credits as a Special Student. Students offered conditional acceptance must submit the required documentation by the date indicated on his/her acceptance letters in order to be considered for regular admission and continue to enroll in his/her program of study. Once a student has submitted the necessary information, an updated acceptance letter will be sent to the student.

**Probationary Acceptance:** Applicants may be considered for probationary acceptance if they fall under these categories: (1) minimum cumulative grade point average is below 3.0 and/or (2) the official entrance examination score is below recommended minimum.

**Admissions Decisions:** Admissions decisions for probationary acceptance will be made by the Graduate Admissions Committee. Students admitted on a probationary basis will be allowed to take a maximum of six credits and must achieve a minimum cumulative grade point average of 3.0. If the student achieves the required grade point average, his/her probationary status will be removed. Failure to achieve the required grade point average will result in dismissal from the program.

**Dean's Admission:** Based on review of all admission requirements, a college dean may consider an applicant who has not satisfied all admission criteria, but demonstrates potential for success in a master's or graduate certificate program for dean's admission. This admission is limited to six credits. The student must achieve a

minimum grade point average of 3.0 and will be evaluated upon completion of the course work to determine eligibility for continued study.

## Criteria for Admission to the Ph.D. Program

Admission to a doctoral program is based on submission of all required documents. Proof of a master's degree from a regionally accredited college or internationally listed university is required. An admissions decision cannot be reached until the admission file is complete. Specific programs may require additional documentation. Specific prerequisites or competencies are necessary for success in the Ph.D. Program. These include statistics, communication (writing and speaking) and computer application competencies. (Review Additional Degree Program Competency Requirements in the program description of the Ph.D. in Global Leadership.)

Official test scores must be received directly from the testing organization. It is the student's responsibility to ensure that ALL required application materials are forwarded to the Office of Admissions in a timely manner. All undergraduate and graduate transcripts of all academic course work attempted must be submitted. Transcripts must be official and must be received in sealed envelope by the issuing institution. Letters of recommendation will only be accepted if they are written by a supervisor or professor. All submitted application-related documents become the property of Lynn University and cannot be returned to the applicant.

## Application Requirements for the Ph.D. Program

Applicants must submit all of the following documentation:

- Proof of a master's degree from an accredited or internationally listed college or university
- Official undergraduate and graduate transcripts of all academic course work attempted
- Appropriate entrance examination score report (GRE, GMAT, or MAT)
- Two letters of recommendation from previous professors or supervisors
- Current resume
- Professional overview. Minimum three-page essay reflecting the applicant's philosophy and commitment to organizational innovation through a description and analysis of related professional experience.
- Statement of professional goals (minimum one-page essay)

All application materials should be sent to the following address:

Lynn University  
Office of Admissions  
3601 N. Military Trail  
Boca Raton, FL 33431-5598 USA  
Telephone: 561-237-7900  
Toll free in the U.S.: 1-800-888-LYNN (5966)  
Fax: 561-237-7100  
E-mail: admissionpm@lynn.edu  
www.lynn.edu/pm

## Application Evaluation Process for the Ph.D. Program

Applications and associated documentation are reviewed to evaluate the applicant's GPA and entrance examination scores. Consideration also may be given to those who do not have the required GPA or entrance examination scores, but do show promise and ability to do doctoral level work as demonstrated through their supporting application materials. In addition to these minimum qualifications, applicants for the Ph.D. program must have the following:

- A minimum of five years' professional experience as a practitioner, administrator, educator or researcher, whether academic or nonacademic. (This requirement may be waived in certain circumstances.)
- A completed master's degree in an appropriate area of specialization or field of intended study.

The Graduate Admissions Committee reviews each applicant on a case-by-case basis when the applicant's file is complete. Based on a review of the materials, additional information may be requested or an interview required. Applicants who do not meet the minimal requirements for admission may be considered for probationary admission.

## Doctoral Program Admissions Classifications

**Regular or Full Admission:** Applicants have submitted all application materials, met or exceeded the required standards and have been accepted by and admitted to the doctoral program of study at Lynn University.

**Conditional Acceptance:** Applicants who have not submitted all admission requirements may be considered for conditional acceptance. This acceptance is limited to enrolling in a maximum of six credits as a Special Student. A student offered conditional acceptance must submit the required documentation by the date indicated on his/her acceptance letter in order to be considered for regular admission and continue to enroll in his/her program of study. Once a student has submitted the necessary information, an updated acceptance letter will be sent to the student.

**Probationary Acceptance:** Applicants may be considered for probationary acceptance if they fall under these categories: (1) minimum cumulative master's level grade point average is below 3.25 and/or (2) the official entrance examination score is below the recommended minimum.

Admissions decisions for probationary acceptance will be made by the Graduate Admissions Committee. Students admitted on a probationary basis will be allowed to take a maximum of six credits and must achieve a minimum cumulative grade point average of 3.25. If the student achieves the required grade point average, his/her probationary status will be removed. Failure to achieve the required grade point average will result in dismissal from the program.

**Dean's Admission:** Based on review of all admission requirements, a college dean may consider an applicant who has not satisfied all admission criteria, but demonstrates potential for success in a doctoral program for dean's admission. This admission is limited to six credits. The student must achieve a minimum grade point average of 3.25 and will be evaluated upon completion of the course work to determine eligibility for continued study.



## Chapter II.

# Financial Aid Information

### Tuition and Payment Policies

#### Graduate Tuition and Fees

Fees are determined on an annual basis. The university reserves the right to change, with or without notice, any of the fees printed in this catalog. Increases should be expected in subsequent years. All application fees and tuition deposits are nonrefundable. Room deposits are refundable up to May 1 prior to the start of the academic year if received in writing in the SAS office.

All student charges must be paid in full before a student is allowed to register or attend classes. All statements of account are due and payable in full on or before the date shown on the statement. Statements are sent to the address on record for each student.

Limited student housing space is available for graduate students. For information on costs of room and board, contact the Student Administrative Services Office.

#### Request for Course Withdrawal from Graduate Programs

Course withdrawals from graduate programs must be processed through the academic advisor. The student is responsible for properly filing a Course Withdrawal form with the Office of Student Administrative Services. Withdrawals are permitted through the end of the seventh week of a term. There is no refund after the first week of the term.

#### Withdrawal from the University

Withdrawal from the university is a formal procedure that requires submission of a Request for Withdrawal form available in the Office of the Dean of Students. Students not enrolled for two consecutive terms will be withdrawn from the university and must apply for readmission.

#### Leave of Absence

The student may request a Leave of Absence from study in a graduate degree program. A letter requesting the leave, with the reasons for the leave, should be given to the program coordinator for approval. Each student may request up to one year of leave. Any financial aid student receiving leave of absence status will be reported as not enrolled at Lynn University.

#### Financial Aid Withdrawal

When a withdrawing student has been awarded financial aid and has withdrawn prior to the completion of 60 percent of the term, and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV programs based on the number of calendar days not attended. The order of refunds is: Federal Unsubsidized Stafford Loan and Federal Subsidized Stafford Loan. All students who withdraw must report to the Office of Student Administrative Services for an exit interview.

#### Refund Policy for Withdrawals

When withdrawal is made prior to the start of the term, the refund is 100 percent. When withdrawal is made through the first week of the term, the refund is 75 percent. No refunds are granted after the first full week of classes. Refer to the Graduate Academic Calendar for exact dates.

#### Refund Calculation

Refunds are calculated on the basis of the total term charges payable after deductions for nonrefundable deposits and fees. This policy may result in a financial obligation to the university that is payable at the time of a student's withdrawal.

### 2006-2007 Fee Schedule

Graduate Studies	\$525 per credit hour
Ph.D. Tuition	\$735 per credit hour
International Student Insurance	\$984 per year estimates (mandatory)

Other fees are specified in the fees section in the undergraduate portion of the catalog.

#### Submitting Payments

Payments are accepted in cash, check, money order, credit card or electronic wire transfers in U.S. dollars only. Credit cards that are accepted include VISA, MasterCard, American Express and Discover. Please include the student's Lynn University identification number with all payments.

Payments may be submitted by mail to:

#### Cashier

Lynn University  
3601 North Military Trail  
Boca Raton, FL 33431

**By Phone:** 561-237-7187

**By Internet:** [www.lynn.edu/payments](http://www.lynn.edu/payments)

**By Wire:** Bank of America, Boca Raton, FL  
Routing transit #: 0260-0959-3  
Lynn University Checking account #:  
003446423293

To help ensure that the appropriate student's account is credited timely, please include the student's name and Lynn University student identification number on wiring instructions. Confirmation of payments should be faxed to the Office of Student Administrative Services at 561-237-7189. Evening payment options and the university's corporate reimbursement policy are listed in the undergraduate portion of the catalog.

### Financial Aid

For all financial aid programs, the Free Application for Federal Student Aid (FAFSA) form must be completed and submitted to the Federal Processing Center. In approximately two weeks, a report will be sent to the student and to Lynn University. The university will then determine the student's eligibility for the loan programs. The student will receive an award letter. All verification items (financial and eligibility status) must be completed before loan applications are submitted to the bank. International students are not eligible for federal financial aid. Grants and scholarships information is available on the Web site for the Office of Student Administrative Services. Graduates should review the financial aid section of this catalog for specific financial aid loans, policies and university regulations. Certificate programs do not qualify for federal funding. Students can apply at [www.fasfa.ed.gov](http://www.fasfa.ed.gov).

#### Graduate Assistantships

A limited number of graduate assistantships are available each year. Applications for a graduate assistantship must be submitted before June 15 for the next academic year, which begins in late August. To be eligible, applicants must have completed the application process with all appropriate documentation; be fully admitted to the university for enrollment in one of the graduate programs; demonstrate financial need; maintain a 3.0 grade point average or higher; and meet specific qualifications. Students with a probationary admission are not eligible to apply.

Assistantships cover the cost of full-time tuition (six credits for each term). Applications can be obtained in the Office of Student Administrative Services. Applicants should consult the Office of Student Administrative Services for policies governing graduate student assistantships. Graduate assistantships require a 3.0 grade point average be achieved at the end of each graduate term.

## Scholarships

### Conservatory of Music

Scholarships are awarded to students primarily on the basis of musical ability and artistic talent as demonstrated in their auditions. To be considered, students must fill out the Free Application for Federal Student Aid (FAFSA) form (or International Student Financial Review form for international applicants) in order to be considered. Applicants are encouraged to apply by the priority deadline of March 1 for entrance the following academic year. The scholarship is renewable if the student maintains the minimum cumulative grade point average each semester; earns a B or better in their Applied Major Instrument lessons; and attends classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other conservatory performances and activities as required. An evaluation of each student will take place at the end of each academic year by the dean of the Conservatory of Music with the recommendation of the major instrument instructor.

### Education Scholarships

Master's or doctoral students who are active, full-time employees of an educational institution may qualify for an Educational Scholarship tuition reduction of \$135 and \$145 respectively per credit hour. For qualified M.Ed. students, the tuition is \$390 per credit hour; for qualified doctoral students, the tuition is \$590 per credit hour. In addition, doctoral students who are employed full-time as corporate training and development specialists also may be eligible. For scholarship approval, students must submit a current employment verification letter each year to the Office of Student Administrative Services.

### Criminal Justice Administration Scholarships

Graduate students in the MS in Administration with Specialization in Criminal Justice Program may qualify for a scholarship reduction of \$125 per credit hour from the usual tuition of \$525 per credit hour. Courses with NIA are not eligible. The scholarship rate of \$375 per credit hour is available if the applicant in this program meets one of the following criteria: is sworn as a law enforcement officer for a municipal, state or federal agency or is employed in the administration of police or security work at the municipal, state or federal level or through a private agency engaged in the protection of life or property. For scholarship approval, the student must submit a current employment verification letter to the Office of Student Administrative Services each year.

### EPA Scholarships

Graduate Students in the MS in Administration with Specialization in Emergency Planning and Administration Program may qualify for a scholarship reduction of \$125 per credit hour from the usual tuition of \$525 per credit hour. The scholarship rate of \$375 per credit hour is available if the student in this program is employed in an organization in which the job responsibility involves emergency and disaster training and planning. For scholarship approval, the student must submit a current employment verification letter to the Office of Student Administrative Services each year.

## Veterans' Benefits

Lynn University is approved for veterans training. Students are required to achieve a specified level of academic performance. Failure to do so will result in termination of benefits.

## Standards of Satisfactory Academic Progress for Financial Aid

Financial aid is awarded contingent upon the recipient maintaining satisfactory academic standing and progress toward a degree. Every student on financial aid will have his or her cumulative grade point average evaluated at the end of the Spring II term each academic year. At that point, a GPA below 3.0 places a master's student on academic and financial aid probation (below 3.25 for doctoral students). These GPAs are also the GPAs that must be maintained in order to matriculate and graduate from Lynn University.

A student receiving Title IV funding must complete his or her degree within a specific time frame as follows:

Ph.D. full-time: 15 terms (five years)

Master's full-time: 18 terms (three years); part-time: 36 terms (six years)

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

Ph.D. full-time: 12 credits (annually)

Master's full-time: 24 credits (annually); part-time: 5 credits (annually)

Part-time: Less than 24 credits (annually)

Course withdrawal(s) or incomplete(s) are evaluated as a non-completed course and will not be counted toward the time frame requirement. A repeated course will be counted as a regular course.

In instances of undue hardship (i.e. medical, death, divorce), a student may appeal these standards to the Financial Aid Committee. Students must direct appeals to the Office of Student Administrative Services for review. The Office of Student Administrative Services will notify the student within 30 days of the Financial Aid Committee's decision.

The Standards of Academic Progress applies to Federal Stafford Loans (Subsidized and Unsubsidized).

## International Tax Law

Under current Internal Revenue Service regulations, any scholarships or grants that exceed tuition, fees, books and supplies must be reported as taxable income on the student's tax return. For a student who resides in a country that does not have a tax treaty with the United States, the university must withhold 14 percent of the award in excess of the amounts used for tuition, fees, books and supplies. The university remits this 14 percent to the IRS as federal income tax withheld. Each year, international students will be required to file a 1040NR with the Federal Internal Revenue Service by April 15. Failure to file this form will jeopardize future scholarship awards to a student. If a student fails to pay the university within 30 days of the tax bill, they will incur interest penalty charges from the IRS.

# Academic and Records Information

## The Mission of the Graduate Programs of Lynn University

Lynn University provides an intellectually stimulating environment where students gain knowledge and competencies necessary to become global leaders and lifelong learners. Lynn attracts students from a variety of backgrounds who aim to become leaders in their fields. Lynn University seeks to enhance the career advancement of working professionals.

The overall mission of Lynn University is to provide its graduates with the knowledge, competencies and skills needed for leadership in the 21st century. In order to achieve these purposes, the curricula of the university's graduate degree and certificate programs are reviewed on a regular basis to assure the academic quality and relevance of course offerings. The university is committed to individualized student attention and mentoring. Faculty members foster and help learners realize the development of their innate leadership talents and intellectual abilities. A synergistic learning environment stimulates and challenges students to:

- Discover and maximize administrative talents and leadership abilities.
- Develop and expand critical thinking skills to facilitate application of theory to practice.
- Acquire a technologically-oriented frame of reference to identify, access and use knowledge and databases efficiently and appropriately.
- Cultivate a comprehensive understanding of the dynamics of global change in order to distinguish its causes, effects, magnitude and cultural significance.

In this integrative learning process, students gain an understanding of the dynamic nature of contemporary transformation into a global society, demonstrate effective leadership in addressing the ensuing opportunities and dilemmas, and make choices that foster innovative alternatives to address changing human needs. More specifically, graduate students are expected to develop advanced competencies in critical thinking and analysis that enable them to use and contribute to a variety of knowledge bases developed to deal with contemporary and future challenges.

## Degrees, Programs and Certificates

### Degrees

The Graduate Programs at Lynn University offer five types of degrees: the Master of Business Administration (MBA), Master of Education (M.Ed.), Master of Science (MS), Master of Music (MM) and Doctor of Philosophy (Ph.D.), as well as two Certificate Programs.

The 36-credit MBA is available with specializations in Aviation Management, Mass Communication and Media Management, Hospitality Management, International Business, Marketing and Sports, Financial Valuation and Investment Management and Sports and Athletics Administration. Students may also choose to participate in optional internships.

The two M.Ed. programs include a minimum 36-credit practitioner-oriented degree in Exceptional Student Education with a Teaching Endorsement in ESOL and a 36-credit Educational Leadership degree with three specializations: School Administration, Higher Education Administration and School Administration with an ESOL endorsement. This degree focuses on leadership-related theory, knowledge and clinical experiences in the field, as well as practical application of theory and knowledge.

The 36-credit MS in Administration is available with specializations in Criminal Justice Administration, and Emergency Planning and Administration.

The 36-credit MS in Communication and Media is offered with either the creative project or thesis option.

The 36-credit MM in performance is offered with two variations designed for "pianists" or "strings, winds, brass, and percussion."

The 60-credit Ph.D. in Global Leadership is offered with one specialization in: Corporate and Organizational Management.

In addition to the degree programs, an 18-credit hour certificate is offered in Emergency Planning and Administration. A post-baccalaureate diploma course of study, known as the Professional Performance Certificate, is available through the Conservatory of Music at Lynn University. This two-year program's primary focus is advanced music performance education.

### Introduction to the Lynn Graduate Educational Model

Lynn University has developed a conceptual model for differentiating the goals, expectations and outcomes for baccalaureate, master's and doctoral level learning. This model represents the way in which Lynn University faculty members set standards and expectations for learners' performances, construct course syllabi, choose the learning experiences for students, design projects to maximize learning and set criteria for evaluating student performance and mastery of the requirements. Similarly, learners can use these dimensions to evaluate their knowledge and skill levels, as well as their learning experience and progress.

The model employs seven dimensions that define the learning experience and its expected outcomes:

**Course Requirements:** Those expectations for the level of mastery to be achieved through completion of the course.

**Teaching Methodology:** Those roles and relationships that shape the learning domain along with the nature of the exchange and flow of ideas, thought, information, knowledge and data during a course.

**Learner Goal:** The primary and overriding goal of the learning process.

**Course Text(s) or Literature in the Field:** The level and modalities used to access ideas, concepts, theories, information and knowledge exchange.

**Technology Infusion:** The expectations for use of technology in courses and independent scholarly work.

**Expected Course Outcomes:** The specific knowledge and skills to be developed during the course.

**Evaluative Measures:** Those ways and means in which knowledge and skills acquisition are cultivated.

Undergirding each level is the minimum knowledge to be achieved for the specified degree program. This model provides a basis for assuring that students and faculty understand and share the expectations for the appropriate level of education and its outcomes.

**Table 1. Lynn University's Conceptual Distinction Between and Among Undergraduate, Master's and Doctoral Level Expectations.**

<b>Dimensions</b>	<b>Undergraduate Level</b>	<b>Master's Level</b>	<b>Doctoral Level</b>
<b>Course Requirements</b>	Grasp of discipline knowledge, its purposes and basic competencies	Mastery of knowledge, evaluation of its application and results	Scholarship/research contributing to the knowledge base
<b>Teaching Methodology</b>	Teacher as expert: lecture, discussion, frequent testing and feedback, learner-centered, group learning	Shared mastery: seminars, active learning, mentoring, individualized	Shared expertise: mentoring, learner-centered, conceptual block-busting, practica, nurturing, scholarly and intellectual development
<b>Learner Goal</b>	To access and use field resources/knowledge to understand and analyze a problem or issue	To use knowledge and research in practice to solve problems or pose alternatives	To develop conceptual models for effective practice and research that informs the knowledge base
<b>Course Text(s) or Literature in the Field</b>	Introductory-intermediate texts, anthologies, videotapes, Internet, Web page construction	Advanced texts, professional journals, bibliographies, videotapes, Internet	Internet, experts in the field, professional and electronic journals, writing annotated bibliographies
<b>Infusing Technology</b>	To access and use computer as a course resource for learning, designing and using Web pages	Internet as data source for information to address professional and practice trends/issues	Internet as source for collegial discourse, statistics, databases, information gathering and dissemination
<b>Course Outcomes</b>	Ability to summarize, describe/integrate core curriculum knowledge and skills with major, develop critical thinking skills	Ability to analyze research, examine questions and synthesize course knowledge, use critical thinking effectively	Ability to conceptualize and critique theory and practice, critical thinkers, knowledge builders, innovators
<b>Evaluative Measures</b>	Substantive knowledge development: objective tests, presentations, research papers and the major thesis	Applied theory to practice: oral and written, individual and group presentations, graduate projects	Applied research to practice: individual projects, practica, comprehensive examination, dissertation proposal and the dissertation
<b>Knowledge Level to be Achieved</b>	<b>Introductory/Intermediate</b>	<b>Advanced</b>	<b>Expert</b>



## Graduate Policies Relating to Academic Integrity

### Student Responsibility

Lynn University encourages its students to take the primary responsibility for their own academic activities and to accept the resulting consequences. No student should behave in a manner that can harm the educational environment or diminish the learning experience of any other member of the academic community. Each student is responsible for a knowledge of and adherence to regulations regarding registration, withdrawal, degree plan, deadlines, graduation requirements and payments of tuition and fees.

### Grade Review Process

A request for a final course grade to be reviewed may be submitted during the first three weeks of the following term only on the basis of error or prejudice. The process is as follows: (1) The student requesting a final course grade review must meet with the instructor who determined the grade and present evidence of prejudice or error. The instructor may change the grade, if deemed appropriate, or reaffirm the original grade. (2) If the student wishes to pursue an additional review, he or she may submit a written request with all supporting evidence to the instructor's immediate supervisor (typically the college dean). The supervisor will review the evidence and may support the instructor's decision or return the evidence to the instructor for a change of the grade. If agreement cannot be reached, the supervisor and the instructor may consult with the academic dean before rendering a decision. (3) If the academic dean denies the student's request, the student may submit the written request and supporting evidence through the academic dean to the Academic Appeals Committee for review. The committee will convene within two weeks of receipt of the request and render a decision. The decision will be documented and returned to the student within one week of completed deliberations. The decision of the Academic Appeals Committee is final.

For a disputed test or paper grade, the student must first meet with his or her instructor. The student may then meet with the instructor's immediate supervisor (typically the college dean) by submitting a written statement. This process must take place within seven days from the date of the student's notification of the grade.

### Appeal of a Decision Relating to the Application of Degree Requirements for Admission to, Progression through, or Dismissal from a Degree Program

The academic requirements and regulations set forth in this catalog are the minimal requirements established by the university. Students also are obligated to meet all additional requirements established for degree programs (degree requirements). These may include specific admission requirements, standards for satisfactory progress (progression requirements), and graduation requirements. It is the students' responsibility to be knowledgeable about the academic standards in their degree programs.

Prior to initiating the following review and appeal process, students are encouraged to discuss the decision or academic requirement with the degree program coordinator. The discussion may be held by appointment or by telephone conversation.

Any student enrolled in Lynn University requesting relief from degree requirements as they relate to that student, or claiming to be aggrieved by any decision relating to his or her own admission to, progression through, or dismissal from a degree program, has the right to request a review of such decision in accordance with the following procedures:

1. All appeals shall be in writing and shall be delivered to the appropriate program coordinator. The student shall deliver a written request for review of the decision to the program coordinator of the appropriate degree program within 30 days after the date the decision became effective. The written request for review shall include: (i) a written justification as to why the student believes the decision is erroneous or he or she should be granted relief from a degree requirement; (ii) the relief requested by the student; (iii) all other relevant information. Any student who fails to request review of the decision within 30 days after the date the decision became effective shall be deemed to have waived the right to request a review of the decision.

- 1.1 Upon receipt of a written request for review and justification, the program coordinator shall place the request in the student's counseling records in the respective degree program and shall forward a copy to the dean of the appropriate college.
- 1.2 In considering the student's request, the program coordinator shall consult with the dean of the appropriate college, may consult with faculty members of the respective degree program and may consider any other evidence the program coordinator determines to be relevant. Also, at his or her sole discretion, the program coordinator may hold a meeting with the student, or with appropriate faculty members, or both, in person or by telephone conference, to obtain any other information or evidence the program coordinator determines to be necessary.
- 1.3 If the program coordinator determines that sufficient grounds exist such that relief would be appropriate, the program coordinator may grant the relief requested, or may grant any other relief the program coordinator finds to be appropriate under the circumstances. Sufficient grounds for relief include any extraordinary or extenuating circumstances, but shall not include a student's lack of knowledge of the academic program standards.
- 1.4 The program coordinator shall send a written decision on the request to the student, including the reasons supporting the decision, within five days (excluding Saturdays, Sundays and holidays) of the date the student filed the written request with the program coordinator.
2. Any student who is not satisfied with the decision of the program coordinator on his or her request for review may deliver a written appeal with the dean of the appropriate college. Such appeal shall be delivered within five days (excluding Saturdays, Sundays and holidays) of receipt of the written decision of the program coordinator. The written appeal shall include a copy of the student's written request for review to the program coordinator and accompanying documentation, as well as a copy of the written decision of the program coordinator.
- 2.1 The dean shall consider all of the information and evidence considered by the program coordinator. In addition, the dean may consult independently with the program coordinator and other faculty members of the college and may consider any other evidence the dean determines to be relevant to the appeal. Also, at his or her sole discretion, the dean may hold a meeting with the student, with the program coordinator, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the dean determines to be necessary to the proper disposition of the appeal.
- 2.2 The dean may uphold or modify, in whole or in part, the decision of the program coordinator.
- 2.3 The dean shall send a written decision on the appeal to the student within five days (excluding Saturdays, Sundays and holidays) of the date the student filed the written appeal with the dean.
3. Any student who is not satisfied with the decision of the dean on his or her appeal may deliver a written appeal with the academic dean, Office of Academic Affairs. Such appeal shall be delivered within five days of receipt of the written decision of the dean. The written appeal shall include: (i) a copy of the student's request for review to the program coordinator and accompanying documentation, (ii) a copy of the written decision of the program coordinator, (iii) a copy of the written appeal to the dean and accompanying documentation, and (iv) a copy of the written decision of the dean.
- 3.1 The academic dean shall consider all of the information and evidence considered by the program coordinator and the dean. In addition, the academic dean shall consult with the vice president for academic affairs, and may consult independently with the program coordinator, the dean of the appropriate college, and other faculty members of the college. The academic dean may consider any other evidence the academic dean determines to be relevant to the appeal. Also, at his or her sole discretion, the academic dean may hold a meeting with the student, with the program coordinator, the dean of the appropriate college, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the academic dean determines to be necessary to the disposition of the appeal.

- 3.2 The academic dean may uphold or modify, in whole or in part, the decision of the dean.
- 3.3 The academic dean shall send a written decision on the appeal to the student within five days (excluding Saturdays, Sundays and holidays) of the date the student filed the written appeal with the academic dean. The decision of the academic dean is final.
4. In cases where the degree program coordinator and the dean are the same person, step 2 is skipped and the appeal shall proceed from the program coordinator directly to the academic dean.
5. No aspect of the above proceedings may be audio or video recorded without the expressed, written permission of each person involved.

**Note:** Dismissal from a degree program does imply dismissal from the university. (See Dismissal Policy of the University).

### Academic Integrity

All members of the university community—faculty, administrators, staff and students—are obliged to adhere strictly to the highest standards of academic integrity in study, research, instruction and evaluation. To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the university imposes strict penalties for academic dishonesty.

### Academic Probation

1. Master's degree students are expected to maintain a cumulative GPA of 3.0 each term and throughout their graduate academic careers. Ph.D. students are required to maintain a cumulative GPA of 3.25 each term and throughout their graduate academic careers. Students whose cumulative GPA falls below the required minimum standard at the end of a given term are automatically placed on academic probation, effective with the next term of course enrollment. A grade of C or higher must be achieved in all course work in the degree program. Any grade below a C must be repeated.
2. A student whose cumulative GPA falls below the minimum standard at the end of a term may continue in the program only with the approval of his or her assigned advisor or the program coordinator for a maximum of two probationary terms. It is the student's responsibility:
  - a. To be knowledgeable about his or her academic performance during a course in progress and at the end of a course;
  - b. To be knowledgeable about his or her cumulative GPA at the end of each term;
  - c. To contact his or her assigned advisor or the program coordinator, and establish a plan for remediation in order to continue course work, should the minimum cumulative GPA standards not be attained.
3. In the event that a student preregistered for course(s) prior to completion of a given term and is subsequently placed on academic probation at the end of the term, the student is still responsible to contact his or her advisor or program coordinator to establish a plan for remediation in order to continue in further course work.
  - a. A student at risk for academic probation (borderline cumulative GPA) and is unsure of his or her final course grade prior to enrollment in the next term, must contact the course instructor, advisor or program coordinator for academic status (such as course grades for the term, or cumulative GPA).
  - b. A student who does not contact his or her advisor for approval for further continuation in course work, yet maintains enrollment in subsequent courses may be withdrawn from courses and/or dismissed from the program.
  - c. Students who are withdrawn from courses or dismissed after a term begins will be refunded their money for the course(s).
  - d. A student on financial aid who is academically removed from a graduate program may have a financial obligation for the previous term.
4. Upon advisor or program coordinator approval to continue in further course work, at the end of the first probationary term of enrollment while on academic probation:

- a. The student must demonstrate graduate level work, 3.0 for master's and 3.25 for Ph.D. students. If the student's cumulative GPA is at least 3.0 for master's and 3.25 for Ph.D., he or she will be removed from academic probation. The student may enroll in the next term with approval from the advisor or program coordinator. Advisor approval to preregister thereafter is not required if the student maintains good academic standing.
  - b. If the student's cumulative GPA is not at least 3.0 for master's and 3.25 for Ph.D. students, he or she will remain on academic probation and must obtain advisor or program coordinator approval to register for a second probationary term. During the second probationary term, the student may not preregister for the next term.
5. At the end of the second probationary term, the student's cumulative GPA must be at least 3.0 for master's and 3.25 for Ph.D. students.
    - a. If the student's cumulative GPA is at least 3.0 for master's and 3.25 for Ph.D. students, he or she will be removed from academic probation and may enroll in the next term with approval from the advisor or program coordinator. Advisor approval to preregister thereafter is not required if the student maintains good academic standing.
    - b. If the student's cumulative GPA is not at least 3.0 for master's and 3.25 for Ph.D. students, the student will be dismissed from the university.

### Dismissal from the University

A graduate student may be subject to academic dismissal due to a lack of academic progress, specifically when the graduate student has a second consecutive term on academic probation. The student's advisor or program coordinator and the dean of the appropriate college review the academic records of such students and based on their recommendations, the academic dean will make a final decision.

If the student wishes to appeal the decision, the student follows the procedures outlined in the graduate catalog section, Appeal of a Decision Relating to the Application of Degree Requirements for Admission to, Progression through, or Dismissal from a Degree Program.

Dismissed students, with the exception of anyone dismissed for academic dishonesty, may apply to the university for readmission after one year from the term of dismissal. Veteran students will have their benefits terminated if they fail to attain a 3.0 GPA (master's) or 3.25 GPA (Ph.D.) after two consecutive terms on probation. A student applying for readmission may be held to any new requirements in effect and/or may be required to validate prior learning.

### The Institutional Review Board

All human subject research and research-related activities involving human subjects conducted within or under the auspices of Lynn University by any faculty, employees or students, is subject to the Institutional Review Board for the Protection of Human Subjects in Research (IRB) review, recommendations if warranted, and final approval.

The purpose of the IRB is to safeguard the safety, privacy, health, and welfare of the human subjects involved in research and research-related activities. IRB reviews three categories of research: new projects, periodic review on a continuing project, and procedural revision to a previously approved project. IRB members are selected for their experience, expertise, diversity and breadth in backgrounds and represent individuals with primary concerns in both scientific and non-scientific areas. Under no conditions can proposed research begin prior to IRB review and written approval.

Investigators have many obligations, including designing the study so that the incidence of risk and stress are minimized to the greatest degree possible and that these risks are accurately described in the protocol. Moreover, the investigator bears responsibility for terminating the study when hazards or risks to the subjects become apparent or may be incompatible with the study's benefits; further, investigators must report any adverse reactions associated with the study to the IRB.

Information regarding the IRB Policies is available in the appropriate college and the IRB Web site (contact the IRB for the URL to this site). These procedures are briefly summarized as follows:

- Prior to submission to the IRB, a research proposal must be approved by an advisor in the case of student research or by the supervisory vice president in the case of a university employee .
- Completed IRB application including the research protocol, certifications and signatures, and curriculum vitae of principal investigator is submitted to the IRB. Reviews may be by convened full board review (11 copies), expedited review (five copies), or request for exempt status (three copies).
- The deadlines for submission of the application for IRB review are the 15th day of each month in order to be considered at the next monthly IRB meeting. If the IRB has any special concerns or questions, the researcher may be asked to attend the meeting.
- The IRB notifies the investigator and the institution in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision, and provide the investigator an opportunity to respond in person or in writing. Institutional notification for employees is to the investigator's supervisory vice president and to the research advisor in the case of students. For students, once approved, a copy of the approval letter is sent to the Office of Student Administrative Services for the student's permanent file.
- Currently approved protocols must be reviewed annually.

### **Lynn University Code of Computing Practice**

All Lynn University students and staff are expected to practice responsible and ethical behavior in their computing activities. While most computer users act responsibly, those who do not, either through ignorance or intent, can potentially disrupt others or even steal or damage their work.

To a reasonable and economically feasible degree, the university is responsible for securing its computing systems against unauthorized access and/or abuse while making them accessible for authorized and legitimate uses. This responsibility includes informing users of the expected standards of conduct and the punitive measures for not adhering to them. For specific information on information technology policies, see [www.lynn.edu/student](http://www.lynn.edu/student).

## **Academic Programmatic Policies**

### **General Information**

The university reserves the right to impose probation on any student whose conduct is unsatisfactory. The university further reserves the right, subject to university procedures, to require a student to withdraw at any time. Admission of a student that is premised upon false statements or documents is null and void upon discovery of the fraud, and credit previously earned by the student is voided.

There is no refund of tuition, fees, charges or any other payments made to the university in the event the operation of the university is suspended at any time as a result of any act of God, strike, riot, disruption or for any other reason beyond the control of the university.

Upon dismissal or suspension from the university, there will be no refund of tuition and fees. Further, in the event that there has been only a partial payment of fees and tuition, the university will consider the balance due.

Admission of a student to Lynn University for any academic year does not imply that the student will be re-enrolled in any succeeding academic year.

The university makes every effort to assure completeness and accuracy in the catalog; however, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints or omissions may occur, for which the university shall not be held liable.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the university. The university reserves the right to change any provision or requirement, including fees, contained in this catalog at any time with or without notice.

### **Enrollment in Class**

Students are permitted to enter class only after obtaining financial clearance from the Office of Student Administrative Services and completing the formal registration procedure.

## **Campus Housing**

A limited number of campus accommodations are available to graduate students on a space-available basis. For applications and information about costs for room and board, contact the Office of Student Administrative Services.

## **Cancellation of Courses**

The university reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary. No charge is made to a student for a registration change necessitated by such course cancellation.

## **Change of Name, Address or Marital Status**

To ensure that the university maintains accurate records, students who change their personal status (name, marital status, home address, etc.) should notify their advisor and the Office of Student Administrative Services as soon as possible.

## **Classification of Graduate Students**

A master's or doctoral student is classified as full-time if registered for six or more credits a term for five of the six terms during an academic year. A minimum of three credits each term is the requirement for two terms sequentially to qualify for federal financial aid. A student registered for less than six credits per term is considered part-time.

## **Course Schedule Changes**

Graduate students may change their course schedule only within the one-week add/drop period following registration at the beginning of each term. The deadline is posted on the appropriate college academic calendar ([www.lynn.edu](http://www.lynn.edu)).

## **Policy and Procedures for Failing Grades**

Students who receive a grade of F are in serious academic jeopardy. When this happens, their advisor(s) conducts a thorough review of the student's academic progress, in order to determine whether or not and under what circumstances the student(s) will be allowed to remain in the program. In turn, the advisor shares the review results with the dean of the appropriate college, where a final determination is made. The student is informed of the decision in writing either to: (a) remain in the program with a plan for remediation; or (b) be dismissed from their program and the university. For those who remain in the program, the failed course must be repeated the next term the course is offered.

For doctoral students, a grade of F is unacceptable for any reason. Receipt of this grade requires an immediate review of the student's progress by the advisor who reports these results to the dean of the appropriate college for a final determination and action.

### **Incomplete (I)**

An I is given for a course only under the following conditions: A student who is passing a course, but has not met the course requirements by the end of the term receives an I. I's are used only in extenuating circumstances. This grade reflects neither passing nor failing work. An I is not included in the calculation of the grade point average.

The student is responsible for completing the course requirements during the first three weeks of the following term. Failure to complete the course requirements within this time frame results in a grade of F for the course.

### **Internship and Doctoral Dissertation Grading**

A grade of P (designating passing) is used for all internships and doctoral dissertation course work . The P indicates that the student has fulfilled all academic requirements, professional obligations, and work associated with the internship or dissertation, including the completion of the required hours in the field. The credit hours are recorded, and the P is not used in the calculation of the grade point average.

A grade of F is used when the requirements, professional obligations, and work associated with the internship or doctoral dissertation course work have not been completed successfully. Neither the credit hours nor any quality points are entered in a student's record.

A designation of IP is used to denote that an internship or dissertation requirement has not been completed in one term and is continuing for an additional term(s).

## Graduate Grade Point Average (GPA)

At the end of each term a GPA is computed and based on the following grade quality points for each credit:

A	4
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0
WF	0

The university maintains a cumulative record of each student's quality point standing. Students who fail to meet minimum standards are placed on academic probation and their enrollment may be terminated if satisfactory progress is not made.

Other symbols in use and not included in computation of average include the following:

W	Officially withdrawn from the course
AU	Audit
R	Repeated
I	Incomplete
IP	In Progress (for internships or dissertation work extending over one term)
P	Passing

## Graduation

Graduate Students in master's degree programs who complete their course work by Summer II are eligible to participate in the May commencement. Ph.D. students must complete all degree requirements prior to the May commencement and should consult the Doctoral Student Handbook for the specific deadline dates. All students anticipating graduation must apply for graduation at the Office of Student Administrative Services and have an academic program audit completed. Students should comply with the application deadline indicated on the academic calendar.

Applications for graduation are available in the Office of Student Administrative Services. Deadlines for applications are posted on the appropriate college academic calendar.

## Registration

Registration begins several weeks prior to the beginning of each of the six terms. Schedules of class offerings are posted on the Web site [www.lynn.edu/mylynn](http://www.lynn.edu/mylynn) as soon as they are finalized.

Each student must first meet with her or his advisor for approval of course selections. The student may then proceed to the Office of Student Administrative Services to pay the tuition and registration fee and then to complete the registration process.

## Add/Drop Period

The add/drop period takes place during the first week of the term. At this time a student may change or drop a course; however, when the add/drop period concludes, a student cannot change his or her schedule. There is a 75 percent tuition refund during the first week of classes. There are no refunds after the first week of classes.

## Residency Requirement

The residency requirement in graduate programs is intended to ensure that students become integrally involved in the academic life of their program and of the university. In residence, students are more likely to become fully immersed in graduate study for a substantial period of time and develop a relationship of

scholarly and professional collegiality with faculty and fellow students. During the residency period, students are expected to take courses and participate in other aspects of the intellectual life of their discipline and of the university community. Students should review the established requirements for their respective programs.

## Special Student Status

Graduate students who wish to take courses for the purposes of continuing education, teacher certification or transfer of credits to another institution may register as Special Students. Special Students are classified as non-degree seeking students and must show evidence of graduation from an accredited college or university in order to be eligible for this classification and take graduate courses at Lynn University. Special Students must complete a Special Student form available in the Office of Admissions and may be limited to six credit hours, except under the following circumstances:

- Educators seeking ESOL certification or taking courses for certification or recertification purposes are limited to 15 credit hours (five three-credit courses).

Those interested in enrolling as non-degree seeking students should contact the Office of Admissions for a Special Student form and registration materials. Term schedules of classes are available in the Office of Admissions, the Office of Student Administrative Services, the appropriate college and on the university's Web site.

Financial aid is not available to Special Students. Because of immigration regulations, a foreign student with either an F-1 or J-1 Visa may not register as a Special Student and must be degree seeking. Students who would like to change their status to degree seeking must complete a graduate application, provide all necessary documentation, including entrance testing if appropriate, and meet all admission requirements. Enrollment as a Special Student in no way implies a right for future admission to the university or a graduate program.

Credit earned as a Special Student does not automatically count as fulfilling graduate degree requirements unless approved by the program coordinator or dean of the appropriate college. All such proposed courses must have a grade of B or better and meet specific course requirements for the degree. This determination is made after the applicant has been accepted to the university or by the end of his or her first term as a matriculating student.

## Second Master's Degree

Currently matriculated graduate students who wish to pursue a second master's degree may do so. The primary requirement is that the second degree include a minimum of 24 unique credits. An Application for Readmission and submission of the Lynn University graduate transcript must be completed and sent to the graduate admission coordinator, who sends formal notification of the acceptance into the second master's program.

## Security Telephone

The Security Office is open 24 hours a day. A security station is located at the southeast corner of the Freiburger parking lot and adjacent to the baseball complex. Security can be reached at 561-237-7226.

## Student Participation in Sports

Many of our graduate students are interested in participating in athletics. With the changes outlined in the 1998-1999 NCAA manual, graduate students may now compete using the one-time transfer rule of eligibility, which follows:

**Graduate Student or Post-Baccalaureate Participation:** A student-athlete who is enrolled in a graduate or professional school of the institution he or she previously attended as an undergraduate (regardless of whether the individual has received a United States baccalaureate degree or its equivalent), a student-athlete who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution, or a student-athlete who has graduated and is continuing as a full-time student at the same institution while taking course work that would lead to the equivalent of another major or degree as defined and documented by the institution, may participate in intercollegiate athletics, provided the student has eligibility remaining and such participation occurs within the applicable five-year or 10-semester period set forth in 14.2.

**One-Time Transfer Exception:** A graduate student who is enrolled in a graduate program or professional school of an institution other than the institution he or she previously attended as an undergraduate may participate in intercollegiate athletics if the student fulfills the conditions of the one-time transfer exception set forth in 14.5.5.3.11 and has eligibility remaining per 14.2 (Adopted: 1/9/96 and effective 8/1/96 for those student-athletes who transfer to the certifying institution on or after 8/1/96).

The Higher Education Amendments of 1992 necessitated the development of the Equity in Athletics Disclosure Act of 1994. This disclosure of data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at Lynn University is available in the Athletics Office.

The Student Right-To-Know Act of 1990 requires disclosure of graduation or completion rates and transfer-out rates for: (1) the general population of full-time, degree-seeking undergraduate students, and (2) students who receive athletically related student aid, broken down by race and gender within sports. This information is available at the Office of Student Administrative Services.

## Transcripts

Transcripts must be requested in writing by the student or alumnus. There is a \$5 fee per copy for Official Transcripts, which bear the signature of the registrar and the Official University Seal. The \$5 fee for each transcript is graciously paid for by the Alumni Association. Transcripts are typically processed within five working days after receipt of the request. During busy times in the office, requests may take up to two weeks to be processed. Lengthier processing periods typically occur at the beginning and end of a semester. Request forms are available in the Student Administrative Services Office or at [www.lynn.edu/transcript](http://www.lynn.edu/transcript). The following information is required:

- Name while attending the university
- Current name, if different
- Lynn University ID number or Social Security number
- Approximate dates of attendance
- Degrees received, if applicable
- Address where the transcript(s) must be sent
- Current address and phone number
- Student or alumnus signature

## Transfers to Another Specialization Within a Degree Program

Should a graduate student wish to transfer to another specialization within the MBA, MS or Ph.D. degree program, a Request for Change of Specialization form must be completed and approved by both his or her current advisor and the dean of the college which sponsors the academic specialization.

A copy of the approved form is filed with the Office of Student Administrative Services. The new advisor and the student also receive copies of the approved form.

## Transfer of Graduate Credits from Other Colleges and Universities

### Master's Degree Criteria for Transfer Credits

Up to six hours of graduate credits from a fully accredited graduate school may be transferred into the MBA, M.Ed. and MS programs if they meet the following criteria:

- The course(s) must be at the graduate level from either a master's degree program initiated at another school but not completed, or a completed master's degree;
- The course(s) must have a grade of B or better and be taken no more than four years prior to admission to Lynn University.

Transfer credit will be awarded only for those courses that are comparable in title and content to those in the Lynn University Academic Catalog and are part of the proposed course of study. For course titles not specifically listed in the catalog and curriculum, the program coordinator or the dean of the appropriate college determine whether any transfer credit will be awarded.

Credits taken at schools not accredited by one of the regional associations will be evaluated only after a student has submitted a school catalog and a course syllabus for each. In certain instances, competency testing may be required.

### Ph.D. Degree Criteria for Transfer Credits

Credit hours may be transferred into the Ph.D. degree program if they meet the following criteria:

- A maximum of six graduate credit hours may be transferred from course work applied to a completed master's degree.
- A maximum of 12 graduate credit hours from a fully accredited graduate school may be transferred into the Ph.D. degree program (only six of which were applied to a completed master's degree). Transfer credit will be awarded only for those courses that are comparable in title and content to those in the Lynn University Academic Catalog and are part of the proposed course of study.

All other criteria for the transfer of credit from the university catalog also apply to the transfer of graduate credit hours into the Ph.D. Program.

### Transfer of Credit Procedure

Requests for transfer of credits should be directed in writing to the faculty advisor or degree program coordinator during the first term of master's or doctoral study. Appropriate documentation should accompany the request and include an official transcript and one or more of the following: a course description, a catalog, a syllabus for the course or completed written assignments for the course.

Prospective and enrolled graduate students are reminded that the general academic, financial and student behavioral policies and rules of the institution as stated in the catalog remain in force and effect unless specifically modified by graduate rules and policies included in the graduate section of the catalog.



## Chapter IV.

# Graduate Degree Programs

### Master's Degree Completion Requirements

#### MBA

1. Complete any necessary prerequisites.
2. Complete the degree in four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
3. Maintain a cumulative 3.0 GPA and achieve a C (2.0) grade or higher in each course.
4. Complete 12 three-credit courses, including seven to nine foundation courses (21 to 27 credits) and three to five specialization courses (nine to 15 credits).
5. Develop and successfully demonstrate a range of critical thinking skills to complete an oral and written presentation reflecting the integration and application of theory to practice in MBA 690 Strategic Management Seminar.

#### M.Ed.

1. Complete the degree in four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 GPA and achieve a C (2.0) grade or higher in each course.
3. The third requirement varies, depending upon the M.Ed. degree program.
  - a. For the M.Ed. with an ESOL Endorsement, complete a minimum of 36 graduate credits and successfully pass the Florida Teacher Certification Examinations and the ESE subject exam.
  - b. For the M.Ed. in Educational Leadership, complete 36 graduate credits.
4. All students in the M.Ed. in Exceptional Student Education degree program must pass the Florida Teacher Certification Examinations in Exceptional Student Education, in General Knowledge and in Professional Skills.
5. All students in the M.Ed. in Educational Leadership in School Administration or School Administration with an ESOL endorsement must pass the Florida Educational Leadership Examination (FELE) in order to graduate.

#### MS

1. Complete the degree in four calendar years from the date of a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 GPA and achieve a C (2.0) grade or higher in each course.
3. The third requirement varies according to MS specialization, as follows:
  - a. Criminal Justice Administration: Complete 36 graduate credits, including 15 credits of foundation courses for the administration major and 18 credits (with a three-credit graduate project) of specialization courses or 21 credits of specialization credits.
  - b. Criminal Justice Administration/Technical Intelligence Operations: Complete 36 graduate credits, including 18 credits of foundation courses for the administration major and 18 credits of specialization courses.
  - c. Emergency Planning and Administration: Complete 36 graduate credits, including 15 credits of foundation courses for the administration major, 18 credits of specialization courses and a three-credit graduate project or 21 credits of specialization courses.

- d. Mass Communication: Complete 36 graduate credits, including 30 credits of required courses in the MS program and six credits of a creative project/thesis.

#### MM

1. Complete the degree in four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 GPA and achieve a C (2.0) grade or higher in each course.
3. Complete 36 credits of music courses, including four semesters of applied music study (16 credits), four academic music courses (12 credits) and various performance requirements (a full recital, a concerto performance, a chamber work performance—each 0 credit). String, wind, brass and percussion students are required to complete four semesters of large ensemble (4 credits), four semesters of small ensemble (4 credits) and perform a mock audition (0 credit). Piano students are required to complete four semesters of small ensemble or ensemble arts for pianists (4 credits), perform a sight reading jury for pianists (0 credit) and complete 4 credits of free electives.

### 1. MASTER OF BUSINESS ADMINISTRATION (MBA)

The modern business enterprise is constantly transforming as it responds to technological innovations linking local communities with the global marketplace. The Lynn University MBA, delivered on ground and online, is an advanced degree designed to prepare and equip managers with the knowledge and competencies needed to administer controllable forces within their organizations in order to successfully adapt to variables and changes in an uncontrollable environment. Practitioners develop skills for deciphering and forecasting external forces and in the process become effective leader managers in the increasingly multicultural, multinational environment of the 21st century.

Located at the crossroads of world trade, Lynn University offers an unparalleled laboratory for learning. The university's expert faculty challenge graduate students, many with international backgrounds, to examine a broad spectrum of issues confronting modern business managers.

The 36-credit MBA program comprises 12 three-credit courses, of which seven to nine are foundation courses (21 to 27 credits) for the Business Administration major, and three to five are specialization courses (nine to 15 credits). Specializations are available in Aviation Management, Mass Communication and Media Management, Hospitality Management, Financial Valuation and Investment Management, International Business, Marketing, and Sports and Athletics Administration. Students also may choose to participate in an optional internship.

The Lynn University MBA Program is designed to prepare qualified students for middle and upper-level management leadership responsibilities in business, not-for-profit and governmental organizations. Using a general management focus and strategic approach, students demonstrate: (1) broad and integrated knowledge of business functions, (2) knowledge of ethical and legal considerations and the social responsiveness to resolve corporate and public issues, (3) analytical, problem-solving and critical thinking skills and use of technology related to business decision-making, (4) communication and interpersonal skills to lead groups and business organizations, (5) foundations and tools to make and implement strategy, and (6) the depth and critical importance of the dynamic and global environment as they influence organizations, decisions and operations.

### Prerequisites for Those Without an Undergraduate Business Degree

Undergraduate transcripts from MBA applicants are reviewed to determine whether the applicant has completed prerequisite course work in financial accounting, macroeconomics and statistics.

\*Proficiency in the use of computer applications such as Word, Access, Excel and PowerPoint is essential.

#### I. MBA FOUNDATION COURSES 27 CREDITS

MBA 600	Leadership and Management of Business Organizations	3
MBA 605	Managing for Human Resources	3
MBA 610	Legal, Ethical, and Social Issues of Business	3
MBA 620	Marketing Management in a Global Economy	3
MBA 630	Managing Technology for Business Transformation	3
MBA 640	Managing for Financial Accountability	3
MBA 645	Managing for Financial Performance	3
MBA 650	Operations Management	3
MBA 690	Strategic Management Seminar	3

#### II. SPECIALIZATION COURSES 9 CREDITS

##### MARKETING SPECIALIZATION

MBA 621	International Marketing	3
MBA 625	Integrated Marketing Communications	3
MBA 628	Special Topics in Marketing	3

##### INTERNATIONAL BUSINESS SPECIALIZATION

MBA 661	International Trade and Investment	3
MBA 665	International Finance	3
MBA 668	Special Topics in International Business	3

##### FINANCIAL VALUATION AND INVESTMENT MANAGEMENT

MBA 646	Measuring and Managing Value	3
MBA 647	Portfolio Management and Analysis	3
MBA 648	Development Strategies	3

##### MASS COMMUNICATION AND MEDIA MANAGEMENT SPECIALIZATION

COM 500	Mass Communication Theory	3
COM 515	Mass Communication Law and Regulation	3
COM 520	Mass Communication Technology	3

##### HOSPITALITY MANAGEMENT

HA 525	Food Service Administration	3
HA 530	Resort Development and Management	3
HA 575	Service Management	3

##### SPORTS AND ATHLETICS ADMINISTRATION

SAM 530	Sports Administration	3
SAM 535	Issues in Intercollegiate Athletics and Professional Sports	3
SAM 680	Beginning Internship in Sports and Athletics Administration or	
SAM 681	Advanced Internship in Sports and Athletics Administration	3

**Note:** Sports Administration students may substitute SAM 530 Sports Administration for MBA 605 and SAM 630 Legal Aspects of Athletics for MBA 610. Program Coordinator approval is needed for these substitutions.

##### AVIATION MANAGEMENT SPECIALIZATION

MBA 671	Aviation Organization Operation	3
MBA 675	Airport Operations	3
MBA 678	Special Topics in Aviation Management	3

##### INTERNATIONAL STUDY OPPORTUNITY

MBA 660	International Business Studies Abroad	3
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### INDEPENDENT STUDY

MBA 697 Independent Study (non-degree credit hours) 1-3

### BUSINESS INTERNSHIP

MBA 698 Business Administration Internship (non-degree credit hours) 1-2

## 2. MASTER OF EDUCATION (M.Ed.)

### a. Master of Education in Exceptional Student Education with ESOL Endorsement

Because of the increase in linguistically diverse students in Florida schools, the state has mandated that all classroom teachers serving ESOL students have additional training. Teachers with no prior experience teaching ESOL may be required to take 15 credit hours to obtain an ESOL endorsement. Exceptional Student Education represents a distinct category of certification provided by the State of Florida Department of Education. Certification requires completing 27 credit hours of course work in Exceptional Student Education. Included in this category are students who may be emotionally handicapped, mentally handicapped or learning-disabled.

The intent is to produce graduates who, as teachers, are able to address the needs of this increasingly diverse student population and can provide leadership for innovative programs to coordinate professional activities to better serve these students. By developing these advanced competencies, graduates are able to use critical thinking skills to understand and employ a variety of knowledge bases to deal with contemporary issues, problems and dilemmas in diverse learning environments.

#### Prerequisites for Those Without an Undergraduate Degree in Education

For applicants without an undergraduate degree in Education, the Donald E. and Helen L. Ross College of Education requires that the following courses be taken as corequisites for the master's degree:

- EDU 211 Language Arts in the Elementary School
- EDU 315 Reading in the Elementary School
- EDU 316 Diagnosis and Evaluation of Reading Problems
- EDU 318 Math in the Elementary School

In addition, the student must take EDU 581 Student Teaching in Exceptional Student Education.

The State of Florida may require additional courses in the field for certification, prior to issuing the five-year certificate. Program requirements may change in order to comply with any changes made by the State of Florida Department of Education. Grandfather provisions do not apply when such program changes are made.

**Note:** Credits and degrees earned from colleges within the State of Florida that are licensed by the State Board of Independent Colleges and Universities do not automatically qualify an individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the college granting the degrees prior to approving teacher certification and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations.

Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, FL 32301. Any student interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, FL 32301.

#### I. M.Ed. Curriculum Overview and Degree Options 42 Credits

EDU 500 Foundations of Exceptional Student Education	3
EDU 510 Language Development and Learning	3
EDU 511 Characteristics and Needs of Students with Mild Disabilities	3
EDU 512 Instructional Strategies for Students with Emotional Disabilities	3



EDU 513 Instructional Strategies for Students with Mental Disabilities	3
EDU 514 Instructional Strategies for Specific Learning Disabilities	3
EDU 521 Methods of Teaching ESOL	3
EDU 522 Curriculum and Materials Development for ESOL	3
EDU 523 Cross-cultural Communication and Understanding	3
EDU 524 Applied Linguistics	3
EDU 525 Testing and Evaluation in ESOL	3
EDU 534 Classroom Behavior Management	3
EDU 561 Assessment of Exceptional Students	3
EDU 570 Career Management and Transition Planning for Exceptional Students	3

All students must pass the Florida Teacher Certification Examinations in Exceptional Student Education, General Knowledge and Professional Skills.

### Graduate Project

For those students not seeking initial certification from the State of Florida, a graduate project must be completed in lieu of the ESOL courses. A graduate project provides graduate students with an opportunity and the means to demonstrate the acquisition, mastery and integration of the knowledge and skills required by their degree program. The project focuses on an area of student interest that meets the acceptable standards for graduate level research. See program coordinator for specific guidelines on this option.

### b. Master of Education in Educational Leadership

The Master of Education in Educational Leadership degree program consists of 36 credit hours of course work with a focus on educational leadership-related theory, knowledge and clinical experiences in the field, as well as practical application of that theory and knowledge. The three specializations in this degree program are School Administration, School Administration with ESOL endorsement and Higher Education Administration. Students successfully completing the required course work in the M.Ed. program in Educational Leadership with a specialization in School Administration are eligible for Florida Certification in Educational Leadership: Administrative Class.

The goals of the Educational Leadership program are to provide a curriculum that:

- Introduces students to a body of diverse theory regarding educational leadership.
- Focuses on the interpretation of laws and rules that govern the educational institution.
- Enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies and use of computers.
- Emphasizes the critical examination and evaluation of ethical issues and implications in today's educational establishment.

After completing the M.Ed. in Educational Leadership, students will be able to:

- Develop a knowledge base of basic leadership theories and concepts and apply them to leadership behaviors.
- Enhance the relationship between communication and interpersonal relationships.
- Compare and contrast the strategies for evaluating curricular and instructional innovations.
- Develop the ability to plan, develop, implement and evaluate the financial status of an educational institution.
- Analyze the federal, state constitutional, statutory and regulatory provisions governing educational systems.
- Develop knowledge of management policies and procedures for appropriate use of technology.

The Educational Leadership Masters Degree School Administration specialization program of study ensures that students seeking administrative certification obtain the competencies needed to become strong, competent administrative and instructional leaders successful at improving public schools.

The knowledge and skills acquired through the course work also improve the likelihood of School Administration students passing the FELE certification examination given by the State of Florida.

### I. MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP

#### CURRICULUM OVERVIEW 24 CREDITS

EDU 605	INTRODUCTION TO EDUCATIONAL ADMINISTRATION	3
EDU 621	HUMAN RESOURCE MANAGEMENT IN EDUCATIONAL ORGANIZATIONS	3
EDU 622	CULTURAL DIVERSITY IN EDUCATIONAL SYSTEMS *	3
EDU 630	TRANSFORMATIONAL LEADERSHIP AND INNOVATION	3
EDU 635	TECHNOLOGY AND COMMUNICATION FOR EDUCATIONAL SYSTEMS	3
EDU 699	INTERNSHIP **	3
EDU 624	COMMUNICATION SKILLS	3
EDU 625	EDUCATIONAL FINANCE	3

### II. SPECIALIZATION COURSES

12 CREDITS

#### SCHOOL ADMINISTRATION SPECIALIZATION COURSES

EDU 698	THE PRACTICAL PRINCIPAL	3
EDU 623	LEGAL ASPECTS OF EDUCATIONAL SYSTEMS	3
EDU 670	SPECIAL EDUCATION FOR ADMINISTRATORS	3
EDU 626	ADMINISTRATION OF CURRICULUM AND INSTRUCTION	3

#### SCHOOL ADMINISTRATION WITH

#### ESOL ENDORSEMENT COURSES

12 CREDITS

EDU 524	APPLIED LINGUISTICS	3
EDU 522	CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL	3
EDU 525	TESTING AND EVALUATION IN ESOL	3
EDU 623	LEGAL ASPECTS OF EDUCATIONAL SYSTEMS	3

All students in the M.Ed. in Educational Leadership in School Administration or School Administration with an ESOL endorsement must pass the Florida Educational Leadership Examination (FELE) in order to graduate.

#### HIGHER EDUCATION ADMINISTRATION COURSES

12 CREDITS

EDU 650	HIGHER EDUCATION LAW	3
EDU 651	AMERICAN HIGHER EDUCATION CURRICULAR ISSUES	3
EDU 652	ADMINISTRATION AND GOVERNANCE OF HIGHER EDUCATION INSTITUTIONS	3
EDU 653	TEACHING AND LEARNING AT THE HIGHER EDUCATION LEVEL	3

\*EDU 523 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING FOR ESOL TRACK STUDENTS

\*\*EDU 521 METHODS OF TEACHING ESOL FOR ESOL TRACK STUDENTS

\*\*\*EDU 627 HIGHER EDUCATION ECONOMICS AND FINANCE FOR HIGHER EDUCATION TRACK STUDENTS

### 3. MASTER OF SCIENCE (MS) WITH A MAJOR IN ADMINISTRATION

The MS with a major in Administration is designed to develop leaders and managers who serve in the private or public sector and understand the impact of global transformations that affect our daily lives. Dedicated to professional leadership development, the program is designed to empower graduate students to cultivate their unique potential and talents as well as to promote mastery of the knowledge, skills and aptitudes necessary for effective leadership. Lynn University believes that this balance enables graduates to make a difference by creating new opportunities and providing workable solutions to current and future 21st century dilemmas.

#### Curriculum

The MS with a major in Administration has a unifying curriculum foundation shared among the specializations. One additional MS course in Applied

Research Methodology is required by all MS specializations, but some required foundation course variations exist within specializations. Variations reflect the acknowledged specific requirements for knowledge and skills needed for effective administration and management in that particular discipline. Included in the MS in Administration foundation courses are a total of nine courses, of which five or 15 credits are designated as required by each discipline.

#### OVERVIEW OF THE MS IN ADMINISTRATION FOUNDATION

##### CREDITS\*

MS 500 Management and Administration	3
MS 505 Applied Research Methods	3
MS 510 Administrative and Regulatory Law	3
MS 530 Public Institutions, Public Policy and Democracy	3
MS 560 Financial Management (Foundation for CJA students)	3

\*Course requirements vary by specialization.

Foundation requirements for the MS in Administration are designed to assure that students have the requisite theoretical and applied knowledge to pursue their individual interests in their specializations. Building on the breadth and depth of the foundation, specialization courses enable students to continue to expand and deepen their mastery through practical applications, simulations, case studies, applied research in areas of individual interest through the graduate projects, and in some specializations, internships.

Major requirements for the MS in Administration and specialization courses complement each other and address increasingly complex contemporary and future societal challenges and opportunities faced by 21st century managers-administrators. Through the development of critical thinking skills and a commitment to lifelong learning, graduates are able to understand changing trends and focus on institutional and human needs.

#### Graduate Project/Publishable Paper

A graduate project provides graduate students with an opportunity and the means to demonstrate the acquisition, mastery and integration of the knowledge and skills required by their specialization. The project focuses on an area of student interest that meets the acceptable standards for graduate level research.

#### Project Proposal Development

During MS 505 Applied Research Methods, the student identifies a specific research question or professional problem to be pursued for the graduate project, if this option is selected. This topic requires approval by both the course instructor and the student's advisor.

The student develops a plan (the methodology) for the way in which the question or problem is to be addressed, the type(s) of data needed and the form in which the final project is to be presented. At the conclusion of MS 505, the student will have a draft of the project proposal. The graduate project proposal is submitted to the student's advisor for review, recommendations and final approval. After approval and if warranted by the nature of the research and its use of human subjects, the student submits the proposal to the Institutional Review Board to review the proposal for final approval before the research can commence.

Once approved, the student must follow the project plan. The advisor must approve any changes or deviations from the plan. A copy of the proposal is placed in the student's permanent record in the Office of Student Administrative Services.

#### The Graduate Project Components

A completed project must have the following sections:

- An Abstract, summarizing the research and its results.
- An Introduction, consisting of the problem or question to be addressed in the project, its professional importance and relevance.
- A Literature Review, including the latest theories, research and contemporary thinking about the problem or question in terms of its cause(s), effect(s) and methods of investigation.
- The Methodology section, involving a description of the research design including Subjects, Instruments and Procedures sections. The Subjects

section includes how the subjects were selected and a detailed description of the subject sample with means and standard deviations of numerical parameters. The Instruments section identifies each variable in the study, how it is to be measured and a detailed description of the instruments to be used and/or references. The validity and reliability of the instruments also must be addressed. The Procedures section includes a detailed description of how the research was conducted and how the data was collected. Protection of human subjects must also be addressed if the Institutional Review Board has approved the proposal.

- The Results section, reporting the analysis of the data from the study. This may include descriptive statistics, such as means and standard deviations, as well as the statistical analysis used to test the hypotheses and its statistical significance. Tables and graphs are used to present the findings.
- A list of References, concluding the graduate project and preceding the Appendixes, which should include the approval letter of the Institutional Review Board (see the Project Proposal Development section). The final project also may include such additional products as a videotape or computer program. However, complementing this type of project will be a written Abstract summarizing the six elements listed above.

#### Oral Defense of the Graduate Project

As a completion requirement for the MS in Administration, students make an oral presentation of their graduate project findings to a panel of graduate faculty. The purpose of the presentations is to demonstrate the student's ability to draw from the major requirements and specialization courses and integrate research findings with professional practice. The expected outcome is that students will be able to synthesize theory with practice and contribute to the knowledge base of the specialized field in administration.

Graduate projects require a second reader. Students are responsible for finding a professor or expert in the field outside the university to read their projects.

#### Completion of the Graduate Project

The advisor approves the final rendition of the graduate project. The student is responsible for providing the university with two approved bound copies of the graduate project, one for the university library and the other for the MS in Administration specialization. Projects must be completed within one year of the date of the accepted proposal.

#### Grading of the Graduate Project

The project is graded on the basis of a pass or fail. A pass is equivalent to a B or better, a fail to less than a B. In the event that a completed graduate project does not meet university standards and receives a grade of fail, the student will meet with the advisor to review the problems that must be addressed and will resubmit the revised project within 90 days of the meeting.

#### Specialization Options

Within this context, students cultivate their particular areas of professional interest while developing the talents, abilities and competencies essential for skilled, effective practitioner-leaders. Specializations are available in the following:

- a. Criminal Justice Administration (CJA)
- b. Emergency Planning and Administration (EPA)

The MS degree in Administration requires the completion of 36 credits.

#### MS IN ADMINISTRATION SPECIALIZATIONS

##### a. MS IN ADMINISTRATION WITH A SPECIALIZATION IN CRIMINAL JUSTICE ADMINISTRATION

The Master of Science in Administration with a specialization in Criminal Justice Administration prepares individuals for leadership roles in a variety of fields within the profession of criminal justice. Despite the broad spectrum of careers within the profession, success and leadership is predicated on an individual's verbal and written mastery of the concepts, principles and functions involved in the management of criminal justice organizations. This

specialization focuses on preparing the student to effectively integrate proven business methods with a genuine respect for dynamic and innovative approaches to issues facing the criminal justice executive in the 21st century.

Lynn University's South Florida location typifies the experiences of modern criminal justice agencies in diverse, densely populated urban centers. Using this laboratory for learning, expert faculty challenge graduate students to examine a broad spectrum of issues confronting the modern criminal justice administrator. By applying sound business and administration principles and practices, students debate and evaluate alternate solutions.

The required culminating graduate project enables our graduate students to demonstrate mastery of these complexities in a specific area of scholarly interest.

Undergraduate prerequisites for CJA Students are CMS 200 Introduction to Computers and MAT 221 Probability and Statistics.

#### **MS IN ADMINISTRATION WITH A SPECIALIZATION IN CJA CURRICULUM OVERVIEW**

##### **I. MS IN ADMINISTRATION FOUNDATION COURSES 15 CREDITS**

MS 500	Management and Administration	3
MS 505	Applied Research Methods	3
MS 510	Administrative and Regulatory Law	3
MS 530	Public Institutions, Public Policy and Democracy	3
MS 560	Financial Management (foundation for CJA students)	3

##### **II. SPECIALIZATION COURSES 18-21 CREDITS**

CJA540	Terrorism: Its Effect on Criminal Justice and Emergency Planning	3
CJA 608	Ethics in the Administration of Criminal Justice	3
CJA 636	Civil Rights and Civil Liberties	3
CJA 656	Conflict Resolution in Criminal Justice	3
CJA 657	Criminal Justice and the Community	3
CJA 659	Global Perspectives in Criminal Justice	3
CJA 661	Youth and Delinquency Control	3

##### **III. GRADUATE PROJECT (OPTIONAL) 3 CREDITS**

CJA 665	Graduate Project in Criminal Justice Administration	3
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#### **b. THE MS IN ADMINISTRATION WITH A SPECIALIZATION IN EMERGENCY PLANNING AND ADMINISTRATION**

The field of Emergency Management is changing at an unprecedented rate. Complex changes in technology, demographics and public policy have significantly influenced the management of emergencies and disasters. Responding to the needs of diverse populations experiencing increased complexity suggests the need for insightful examination of relevant issues in Emergency Planning and Administration.

Today's society is in constant transformation as it responds to technological innovations linking local communities to the global marketplace. Public agencies and private companies require knowledgeable and skilled administrators who can effectively deal with the demands of growing challenges in the management of emergencies and disasters. This master's degree program is designed to create administrators able to meet the complex demands of the 21st century.

#### **MS IN ADMINISTRATION WITH A SPECIALIZATION IN EPA CURRICULUM OVERVIEW**

##### **I. MS IN ADMINISTRATION FOUNDATION COURSES 15 CREDITS**

MS 500	Management and Administration	3
MS 505	Applied Research Methods	3
MS 510	Administrative and Regulatory Law	3
MS 530	Public Institutions, Public Policy and Democracy	3
MS 560	Financial Management	3

##### **II. SPECIALIZATION COURSES 18-21 CREDITS**

EPA 540	Terrorism: Its Effect on Criminal Justice and Emergency Planning	3
EPA 630	Technology in Emergency Planning and Administration	3
EPA 640	Planning Processes for Emergency Administration	3

EPA 651	The Social Dimensions of Disaster	3
EPA 652	Political and Public Policy Basis of Emergency Planning and Administration	3
EPA 654	Living in a Hazardous Environment	3
EPA 655	Vulnerability Analysis and Hazard Mitigation	3
EPA 620	Internship in Emergency planning and Administration (optional)	3

##### **III. GRADUATE PROJECT (OPTIONAL) 3 CREDITS**

EPA 665	Graduate Project in Emergency Planning and Administration	3
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IV. STUDENTS WHO COMPLETE THE SIX EPA SPECIALIZATION COURSES, LISTED UNDER SECTION II ABOVE, ARE ALSO ELIGIBLE TO RECEIVE A GRADUATE CERTIFICATE IN EMERGENCY PLANNING AND ADMINISTRATION. PLEASE REFER TO P. 96 FOR ADDITIONAL INFORMATION.

#### **4. MASTER OF SCIENCE (MS) IN COMMUNICATION AND MEDIA**

The Master of Science in Communication and Media is an advanced degree designed for media professionals and recent baccalaureate graduates who plan careers as mass media practitioners. The program emphasizes the application of technology and new media delivery systems in the evolving mass media environment.

##### **Curriculum**

The curriculum seeks a balance of theory and practice by incorporating a substantive foundation of mass communication theory, research, law, and history with multiple layers of practical application in content production and delivery.

The interdisciplinary nature of the degree permits students who have undergraduate degrees in a variety of majors to enter the program without penalty. Students without an undergraduate degree in a media-related discipline may be required to complete a limited number of lower-level courses.

The MS in Communication and Media is made up of 30 credit hours of academic courses and six credit hours of a creative project or thesis. The creative project/thesis is determined and evaluated by the candidate's graduate committee. MS graduate committees are composed of the candidate's major professor and two members of the graduate faculty.

##### **CURRICULUM OVERVIEW: MS IN COMMUNICATION AND MEDIA**

COM 500	Mass Communication Theory
COM 505	Mass Communication History
COM 510	Mass Communication Technology
COM 515	Mass Communication Law and Regulation
COM 520	Mass Communication Research Methods
COM 525	International Mass Communication
COM 540	Topics in Mass Communication I
COM 545	Topics in Mass Communication II
COM 560	Graduate Media Practicum I
COM 565	Graduate Media Practicum II
COM 590	Creative Project/Thesis Seminar I
COM 595	Creative Project/Thesis Seminar II

##### **Creative Project/Thesis**

Students have the option to complete a creative project or a thesis. The project/thesis must adhere to the guidelines established by the Eugene M. and Christine E. Lynn College of International Communication.

The creative project offers candidates an opportunity and the means to demonstrate the acquisition, mastery and integration of knowledge and skills in communication and media. Students are expected to select a creative project that fits professional and career objectives.

The thesis is an original work conducted with scholarly rigor. The work must demonstrate the mastery of research skills and be theoretically significant. Students who wish to pursue doctoral studies are encouraged to choose the thesis option.

### Grading of the Creative Project/Thesis

All projects/theses must be completed within one year of the date of the accepted proposal. The creative project culminates in a public screening and the thesis project in an oral defense. The creative project/thesis is graded on a pass/fail basis. In the event of a failing grade, students can resubmit their work within 90 days of the decision.

### Completion of the Creative Project/Thesis

Upon successful completion of the creative project/thesis, the student must submit two copies, one for the university library and one for the Lynn College of International Communication.

## 5. MASTER OF MUSIC (MM) IN PERFORMANCE

The main focus of this program is advanced performance and the preparation of students for the professional world. Students will hone their technical skills, expand their repertoire, acquire performance experience, and develop the ability to communicate an artistic vision. Each student will have the opportunity to bring his/her talent to fruition through extensive performance experiences and through expanded theoretical and historical knowledge. Academic and practical training will provide comprehension, application and synthesis of knowledge.

The Master of Music degree in Performance is designed to prepare each candidate for a variety of music and music-related professions. Its purpose is to train the graduate student and to provide this student with the tools needed to attain professional competence and specialization in the area of performance.

### Master of Music Program Learning Outcomes

- Analyze career goals.
- Develop music entrepreneurial perspectives.
- Develop professional orchestral etiquette, including the responsibilities of the principal chairs, professional behavior in rehearsal and on stage, and experience of playing in multiple locations with different conditions of space, acoustics, lighting, etc.
- Obtain experience in simulated auditions for acceptance into a professional symphony orchestra.
- Demonstrate ability to communicate with an audience both affectively and intellectually.
- Achieve artistic and technical independence through analysis of practical/technical problems and independent development of solutions.
- Demonstrate application of problem-solving methods offered by instructor and of the student's own device.
- Recognize categories of technical challenges and application of learned procedures to overcome the problems.
- Critique work and evaluate performance and progress.
- Gain extensive public performance experience.
- Gain experience in various aspects of orchestral music performance, including tone color, articulation, dynamics, phrasing and pacing.
- Demonstrate technical mastery of the instrument.
- Apply teaching methods and techniques.
- Analyze and evaluate educational challenges, educational materials and curricula.
- Analyze, both theoretically and historically, works to be prepared for performance, and base performance on this analysis by using available audio/visual resources to stay abreast of artistic developments.
- Gather and analyze music historical material from available electronic databases.
- Perform major chamber music works, accomplishing above goals as a part of a group and without a conductor.
- Perform at least one full solo concerto within a public context.
- Perform a full recital in public as a capstone project.
- Demonstrate profound knowledge of the repertoire for his or her specific instrument and plan as a professionally presented degree recital.

- Recognize music entrepreneurial and educational cycles caused by the expanding and fluctuating cultural experience.
- Demonstrate depth of knowledge of historical styles of composition and performance.
- Demonstrate sensitivity in performance to compositional structure.
- Analyze music academic enrichment in Music History and Music Theory.
- Demonstrate mastery of classical music performance in the chosen instrument via performance of four prerequisites:
  - Concerto
  - Chamber Music
  - Mock Audition/Sight-Reading for Pianists
  - Full Recital
- Investigate opportunities in the field of music education in institutions of higher education.
- Demonstrate preparation for acceptance to doctoral music performance programs.
- Demonstrate preparation for advanced professional classical music performance positions in society.
- Demonstrate preparation for teaching positions in institutions of higher education.

### MM IN PERFORMANCE

#### MAJOR REQUIREMENTS

	28 CREDITS
MUS 501 Applied Music-Major Instrument	16
MUG 580 Music Entrepreneurship	3
MUH 530 Bibliography and Research Skills	3
MUR 501 Performance Forum	0
MUR 511 Performance Requirement: Concerto	0
MUR 513 Performance Requirement: Chamber Work	0
MUR 600 Performance Requirement: Graduate Recital	0
MUH/MUT 500+ Music History/Theory Elective	3
MUH/MUT 500+ Music History/Theory Elective	3

#### ADDITIONAL REQUIREMENTS

8 CREDITS

#### FOR STRINGS, WINDS, BRASS, AND PERCUSSION

MUR 512 Performance Requirement: Mock Audition	0
MUS 511 Small Ensemble	4
MUS 521 Large Ensemble	4
MUS 522 Brass Repertoire (Brass students only)	0
MUS 523 Wind Ensemble (Wind, Brass and Percussion students only)	0

#### FOR PIANISTS

MUS / MUP 511 Small Ensemble / Ensemble Arts for Pianists	4
MUR 514 Performance Requirement: Sight Reading Jury for Pianists	0
Free Electives	4

**TOTAL CREDITS: 36**

## 6. MASTER OF SCIENCE (MS) IN APPLIED PSYCHOLOGY

Lynn University offers students an environment focused on the enhancement of educational goals and practical application of knowledge in preparation for lifelong learning. In keeping with the university's mission, the master's degree in Applied Psychology provides students with the training and necessary course work to pursue professional and educational goals in the fields of psychology and counseling. The primary objective of this program is to inform students' thinking on the principles and techniques of psychological research and counseling in the hopes of preparing them for careers within the field of psychology.

### Curriculum

#### MS IN APPLIED PSYCHOLOGY COURSES

36 CREDITS

### YEAR 1 – FALL

PSY 500	Personality Theories	3
PSY 520	Psychopathology	3
PSY 540	Research and Statistics in Applied Psychology	3

### YEAR 2 – SPRING

PSY 560	Developmental Psychology	3
PSY 580	Psychobiology	3
PSY 600	Thesis Class	3

### YEAR 2 – FALL

PSY 620	Testing and Assessment in Psychology	3
PSY 640	Social and Cultural Foundations in Psychology	3
PSY 660	Psychological Consultation	3

### YEAR 2 – SPRING

PSY 680	Techniques and Interventions in Psychology	3
PSY 690	Legal and Ethical Issues in Psychology	3
PSY 699	Practicum in Psychology	3

### Outcomes

Through the implementation of a master's program in Applied Psychology, Lynn University will provide students with opportunities for enhanced learning experiences and additional prospects for career advancement. Students will become knowledgeable in the dynamics of the field of applied psychology and become expert in their area of concentration. Higher education possibilities as well as superior status in occupational endeavors are expected for graduates of this program.

### Master Thesis

Each student will conduct an independent research study. A research proposal must first be submitted and accepted by the student's master's thesis committee and then completed and formally presented to the master's thesis committee. This study will be supervised by the student's thesis advisor.

## 7. Ph.D. IN GLOBAL LEADERSHIP WITH A SPECIALIZATION IN CORPORATE AND ORGANIZATIONAL MANAGEMENT

### Purpose

The Doctor of Philosophy (Ph.D.) degree in Global Leadership prepares graduates to lead academic and non-academic organizations in an ever-changing global society. The doctorate offers a comprehensive, multifaceted, multi-level curriculum designed to provide scholar-practitioners with the complex knowledge, skills and competencies to create opportunities for ongoing learning in a variety of organizational settings and locations. The program is offered by the College of Business and Management.

### Professional Development Needs of Professionals in the Public and Private Sector

Students entering into a course of study in this Ph.D. degree program do so to meet several different professional development needs:

- Advanced training in research, organizational leadership and business-related course work culminating in the terminal degree. This degree enables students to serve as professors in business, leadership or administration-related programs offered by colleges and universities.
- A terminal degree in order to gain a key credential for advancing or changing a career (e.g. teaching or consulting).
- A terminal degree to obtain or further develop an executive leadership position in for-profit or not-for-profit public, private, corporate or professional organizations.
- Since most, if not all, of the concepts and skills of research and leadership delivered by this doctoral program also pertain to the public sector, this degree is appropriate to meet the professional development needs of those in health care, criminal justice or public service-related organizations.

## Program Components

### Ph.D. Degree Completion Requirements

Nine requirements for the successful completion of the Ph.D. in Global Leadership degree program include:

1. Meet the statistics competency prerequisite.
2. Complete a minimum of 60 doctoral credit hours of course work, consisting of 15 credit hours of required research core, 21 credit hours of required leadership core, 18 credit hours of the specialization, and a minimum of six credits of dissertation course work. Dissertation topic choices must reflect the application of the core curriculum and the area of specialization.
3. Maintain a cumulative 3.25 GPA and a grade of C or higher for all course work in the degree program. Any grade below a C (2.00) must be repeated.
4. During the Ph.D. program, no more than two different courses may be repeated. No course may be repeated more than once, regardless of cumulative GPA. Students may not withdraw from more than three (3) courses.
5. Complete the residency requirement.
6. Maintain continuous program enrollment.
7. Prepare an acceptable qualifying paper.
8. Prepare and defend the dissertation proposal.
9. Successfully defend and complete the dissertation and obtain the signatures of approval from all members of the Dissertation Committee.
10. Comply with all pertinent regulations of the university as specified in the university catalog. Among these regulations are the following:
  - a. Complete the degree within six calendar years from the date of the student's initial registration in the Ph.D. degree program. Students are also eligible for up to one year Leave of Absence from study in the degree program, and may request a one-year extension of this time requirement.
  - b. Meet all financial obligations before graduation.

### Curriculum

The Ph.D. in Global Leadership requires a minimum of 60 credits of graduate course work consisting of four program components:

I. RESEARCH CORE		15 CREDITS
RES 700	Research Process and Critique (Prerequisite: Statistics Competency)	3
RES 702	Writing for Research (Prerequisite: RES 700)	3
RES 703	Critical Analysis of Literature (Prerequisite: RES 702)	3
RES 704	Quantitative/Qualitative Methods of Research (Prerequisite: RES 703)	3
RES 800	Advanced Statistical Software Applications: SPSS (Prerequisite: RES 704)	or 3
RES 801	Advanced Statistical Applications: Structural Equations Modeling (SEM) (Prerequisite: RES 704)	
RES 897	Continuous Development of Qualifying Paper (1 credit taken as permitted)	
II. GLOBAL LEADERSHIP CORE		21 CREDITS
LDR 710	Leadership Theory and Research	3
LDR 714	Leadership in Public Administration Environments	3
LDR 715	Leadership for Organizations in Crisis and Reputation Management	3
LDR 720	Project Management and Leadership	3
LDR 721	Leading and Managing Innovation and Technology	3
LDR 722	Organizational Governance, Ethics and Performance	3
LDR 790	Leadership and the Execution of Strategic Plans	3
III. SPECIALIZATION COURSE REQUIREMENTS		18 CREDITS
CORPORATE AND ORGANIZATIONAL MANAGEMENT SPECIALIZATION		
BUS 710	Organizational Behavior and Culture Theory and Research	3
BUS 730	21st Century Enterprise	3
BUS 732	Sustainable Organizational Practices	3

BUS 733 Corporate Entrepreneurship	3
BUS 735 Marketing Theory and Research	3
BUS 746 Managing for Financial Accountability and Performance	3

#### IV. DISSERTATION 6 CREDITS (MINIMUM)

RES 900 Doctoral Research Seminar (Prerequisite: Doctoral Candidacy)	3 *
RES 901 Dissertation Continuation (1 credit taken as permitted)	
RES 902 Defense and Completion of the Dissertation (Prerequisite: RES 900)	3

\*Requires successful completion of all required core and specialization course work, the additional degree program requirements, residency and continuous enrollment, progression requirements, the qualifying paper and recommendation to doctoral candidacy.

#### Additional Degree Program Competency Requirements

In addition to the course requirements listed above, all Ph.D. students must demonstrate the following competencies:

- Writing and speaking skills commensurate with graduate-level course work. Students with observed deficiencies will be referred to the English and Communication departments, Writing Center or Center for International Programs and Services at Lynn University. Students may be required to enroll in writing and speaking courses to ensure competency development. Enrollment in these courses may be concurrent with doctoral course work. Students also are encouraged to seek assistance at the centers independently.
- Adherence to APA Style and professional, legal, ethical and educational standards in academic writing.
- Proficiency in computer applications using Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet searches and Information Literacy. Students who do not have these skills:
  - Enroll in computer application course work at Lynn University (CMS 200) or at other colleges.
  - Enroll in computer application training courses (non-credit) at Lynn University or other colleges.
  - Complete Information Literacy tutorials (See Lynn Library home Web page) or schedule instruction with a librarian.
  - Complete Blackboard tutorials (Web-based instruction).
  - Enrollment in course work may be concurrent with doctoral course work.
- Competency in statistics (prerequisite requirement): Understanding of descriptive and inferential statistics in order to read and interpret empirical studies. This may be evidenced by:
  - Successfully completing a graduate statistics course that includes descriptive and inferential statistics; OR
  - Completing RES 602 Statistical Methods or a comparable course; OR
  - Successfully completing the Ph.D. Statistics Qualifying Examination.

**Note:** Any credit hours of statistics used to meet this requirement may not be applied toward the 60 credit hours required by the Ph.D. degree program.
- Complete the qualifying paper (PHD QP 009) for 0 credits.  
 Note: Students who complete all course requirements except the dissertation but did not complete the qualifying paper must enroll in consecutive terms of RES 897.

#### Ph.D. Residency Requirement, Continuous Enrollment Requirement and Leave of Absence

**Required Course Enrollment Residency.** The "enrollment" residency requirement in the doctoral program consists of two consecutive terms with enrollment in six credits of required course work each term. This excludes course work for RES 897, RES 900, RES 901, or RES 902. Students who are unable to meet this enrollment requirement may develop an alternative plan with the respective program coordinator.

**Required Campus Residency for Online Students.** Four required on-campus immersions consist of three to five days each and a fifth for defense of the dissertation. These immersions are associated with a program orientation and the research core: RES 700, 703, 704, 900, and RES 902 (dissertation defense).

**Continuous Enrollment.** The continuous enrollment requirement necessitates that students are enrolled each term throughout the duration of the program. The requirement is intended to ensure that students become integrally involved in the academic life of their programs and of the university. By being in residence and continuously enrolled, students are more likely to become fully immersed in doctoral study for a substantial period of time and to develop a relationship of scholarly and professional collegiality with faculty and fellow students. During their residency period students are expected not only to take courses, but also to participate in other aspects of the intellectual life of their disciplines and of the university community.

Students are also eligible for up to one year Leave of Absence from study in a degree program (a total of six terms). The student must submit a written request to the program coordinator or dean and the request granted.

A student who does not complete the degree program requirements in six calendar years from the date of enrollment in his or her first doctoral program course at Lynn University, may be dismissed from the program, held to any new requirements in effect and/or may be required to validate prior learning.

#### PH.D. PROGRAM PROGRESSION REQUIREMENTS

##### I. Research Core: RES 700, RES 702, RES 703, RES 704, RES 800, RES 900, and RES 902

- RES 700 Research Process and Critique is taken early in the program (within the first 0 to 18 credits). Statistics is a prerequisite.
- RES 702 Writing for Research and RES 703 Critical Analysis of Literature are taken approximately midway through the program (between 19 to 36 credits). RES 700 is a prerequisite.
- RES 704 Quantitative/Qualitative Methods of Research is taken after completion of 36 credits of the Ph.D. program. RES 703 and the completion of 36 credits are prerequisites.
- RES 800 is taken after RES 704.
- RES 900 Doctoral Research Seminar: Doctoral Candidacy is a prerequisite.
- RES 902 Defense and Completion of the Dissertation: RES 900 is a prerequisite.

##### II. Business and Leadership Core: BUS 710, LDR 710 and LDR 790

- BUS 710 Organizational Behavior and Culture Theory and Research is taken early in the program (within the first 0-18 credits)
- LDR 710 Leadership Theory and Research is taken early in the program (within the first 0 to 18 credits).
- LDR 790 Leadership and the Execution of Strategic Plans is taken after completion of 36 credits of the Ph.D. program, and preferably near the end of the program, in the last or next to the last term. Completion of 36 credits is a prerequisite.

##### III. Qualifying Paper PHD QP 009 (0 credits)

- May be submitted after successfully completing 42 credits and RES 704.
- The student must be in good academic standing.
- The qualifying paper should be completed during the last course (before dissertation), preferably in LDR 790.
- Upon successful completion of the qualifying paper, the paper and signature page with original signatures is sent to the program coordinator by the qualifying paper advisor.
- The program coordinator processes a grade of P (pass) for PHD QP 009.

##### IV. Complete all course work with a grade of C or higher or a P (pass) grade

**V. RES 897 Continuous Development of Qualifying Paper: (Continuous Enrollment During the Period of Completion of Qualifying Paper)**

- a. Students who have completed all 54 credit hours of required course work except RES 900 and 902 and who are in good academic standing but did not complete the qualifying paper, must enroll in consecutive terms of RES 897 Continuous Development of Qualifying Paper (one credit each term).
- b. A maximum of nine credits may be taken.
- c. Upon successful completion of the qualifying paper, a grade of P (pass) will be submitted by the qualifying paper advisor for PHDQP009.
- d. In order to receive a passing grade with each enrollment in RES 897, students must demonstrate progress toward completion of qualifying papers.

**VI. Doctoral Candidacy**

- a. Complete all 54 credit hours of required course work except RES 900 and RES 902.
- b. Cumulative GPA of 3.25.
- c. Good academic standing, including a grade of C or higher or a P (Pass) grade in all course work.
- d. Successful completion of the qualifying paper (PHD QP 009).
- e. Complete the residency requirement.
- f. Recommendation for Admission to Candidacy in Doctoral Program form is processed.
- g. Doctoral Candidacy must be achieved prior to first class meeting of RES 900.

**VII. RES 900 Doctoral Research Seminar: Prerequisite: Doctoral Candidacy Requirements for course completion:**

- a. Appointment of a Dissertation Committee form is processed.
- b. Completion and successful defense of the dissertation proposal.
- c. Dissertation Proposal Transmittal form (Approval of Proposal Defense) is processed.
- d. IRB proposal is submitted to IRB after successful defense of dissertation proposal.
- e. Grading: Pass/Fail. Grading is the responsibility of the course coordinator, who seeks input from the Dissertation Committee chair.
- f. In-Progress Grade: Students who have not successfully completed the course requirements during the term receive a grade of IP (course in progress) and must next enroll in consecutive terms (one credit each term as permitted) of RES 901. After successfully completing RES 900 course requirements, the student is issued a grade. RES 900 must be completed within one year of initial enrollment in order to pass the course.
- g. Although not required, students have the option to complete the "sequential" dissertation continuation requirements stated in RES 901 during their initial enrollment in RES 900. (See Continuous Enrollment During the Implementation Phase of Dissertation Study, and Development of Chapters 4 and 5 of the Dissertation in this section).

**VIII. RES 901 Dissertation Continuation. Prerequisites: RES 900 with IP Grade (one credit each term) and/or RES 902 with an IP Grade (one credit each term); range: one to 12 credits**

This course is designed for two purposes:

- a. Continuous Enrollment During the Period of Completion of RES 900 requirements as follows:
  - i. Students who have not completed RES 900 (have a course in progress grade) must enroll in consecutive terms of RES 901 (one credit each term).
  - ii. Grading is pass/fail.
  - iii. Grading: In order to receive a passing grade with each enrollment in RES 901, students must demonstrate progress toward dissertation. Grading is up to the discretion of the committee chair.
  - iv. Students may not enroll in RES 901 for more than six consecutive

terms after initial enrollment in RES 900.

- v. A maximum of six credits of RES 901 may be used for this purpose.
- b. Continuous Enrollment During the Implementation Phase of Dissertation Study, and Development of Chapters 4 and 5 of the Dissertation: Upon completion of RES 900, if necessary, students enroll in RES 901 for consecutive terms (one credit each term) until the following requirements are completed:
  - i. Documentation of Approval from IRB to initiate dissertation study.
  - ii. Approval by dissertation chair to implement dissertation methodology emphasizing data collection and submission of final dissertation proposal to Ph.D. coordinator.
  - iii. Maintain compliance with IRB data collection policies.
  - iv. Complete data collection.
  - v. Documentation of IRB notification when data collection is completed.
  - vi. Document significant development of Chapters 4 and 5 of the dissertation.
  - vii. The student must complete all six of the above requirements no later than one year after successful completion of RES 900.
  - viii. Students may not enroll in RES 901 for more than six consecutive terms after completion of RES 900.
  - ix. A maximum of six credits of RES 901 may be used for this purpose.

**IX. RES 902 Defense and Completion of the Dissertation [Prerequisites: Completion of the eight dissertation requirements stated in RES 901 (three credits)]**

- a. Prerequisites (see RES 901)
  - i. Completion of dissertation data collection and significant development of Chapters 4 and 5.
  - ii. Evidence of IRB approval and student notification to IRB of data collection completion.
- b. Requirements:
  - i. Finalize dissertation with committee.
  - ii. Distribution of Announcement of Dissertation Defense.
  - iii. Successfully defend dissertation.
  - iv. Process Dissertation Transmittal form (Approval) Dissertation Completion.
  - v. Submit information checklist upon submission of dissertation (to Ph.D. director or coordinator).
  - vi. Satisfy all financial requirements with the university.
  - vii. Complete RES 902 within six months of initial enrollment.
  - viii. Process Recommendation for Conferral of Doctoral Degree form to the Office for Student Administrative Services.
- c. Grading: Pass/fail grade submitted by the Dissertation Committee chair.

**Qualifying Paper**

Completion and approval of the qualifying paper is a requirement of the Ph.D. degree program. The qualifying paper should be completed before the student is enrolled in LDR 790, but may not be completed until the student has completed a minimum of 42 credit hours of course work in the Ph.D. program of study. The qualifying paper is a substantial critical analysis of the theoretical and empirical literature of approximately 50 pages to be written on a topic that may or may not be related to the student's dissertation topic. In RES 702- 703, students are oriented to requirements and procedures and begin developing the qualifying paper. The Qualifying Paper Committee consisting of the student's qualifying paper advisor and one other Lynn University full-time faculty member must approve the qualifying paper. This paper is one of the requirements that must be completed and approved prior to advancing to doctoral candidacy. Students in good academic standing, with a cumulative GPA of 3.25 or higher, who completed all course requirements except RES 900-902, but did not complete the qualifying paper, must continuously enroll (as permitted) in their qualifying paper advisor's RES 897 course section. The purpose of the qualifying paper is to prepare students for the writing and research components necessary to develop an acceptable dissertation research proposal. In the term of expected completion of the qualifying paper, each student registers for PHD QP 009 in the advisor's section (See course description).

## Dissertation

The dissertation is the culmination of the doctoral program. As such, it must attest to a high degree of scholarly competence. The dissertation must be presented, in an accepted scholarly style, on an original investigation of a problem of significance in the student's area of specialization. The dissertation must demonstrate that the candidate is capable of conducting and reporting research and analysis in an area relating to educational administration and policy studies.

Through broad reading, course work and consultation with faculty, the student identifies a tentative dissertation topic and prepares a statement of general ideas on a proposed dissertation problem. This statement should be at a level of specificity that allows department faculty to judge its merit as a document from which a proposal might be developed. RES 900 provides the student the opportunity to develop the major components of the dissertation proposal (see course description).

The student selects a Dissertation Committee chair. The chair must be a full-time faculty member of the university and have graduate faculty status. In consultation with the chair, the student selects two or more additional Dissertation Committee members with whom to work. At least one of the additional committee members must be a full-time regular or adjunct faculty member of the Ph.D. program. Exceptions to these requirements must be approved by the program faculty and conform to any other graduate programs and university requirements.

A completed Appointment of Dissertation Committee form must be filed with the appropriate program coordinator. The student works with his or her committee to develop a dissertation proposal. The committee will assist the student in defining the problem and in designing the study with attention to underlying concepts, theoretical constructs and analytic frameworks, and appropriate research methods.

Upon agreement of the Dissertation Committee chair and all members of the committee that the student is ready to defend the dissertation, the dissertation chair contacts the respective program coordinator to request assignment of a fourth reader, who has graduate faculty status. Upon assignment, the student submits the dissertation proposal to the fourth reader. The student is then permitted to schedule a Hearing for the Defense of the Dissertation Proposal providing at least ten days for the "fourth reader" to review the proposal. Only the Dissertation Committee votes during the dissertation defense. Fourth reader comments are advisory.

Following a successful defense of the proposal, the Dissertation Proposal Transmittal form (Approval of Defense) is processed. The student next submits an application approved by the dissertation chair to the Institutional Review Board for Protection of Human Subjects (IRB). Requirements for completion of RES 900 are successful defense of the dissertation proposal and submission of an approved IRB application. Students who do not meet these requirements by the end of RES 900 enroll in successive one-credit terms of RES 901 as permitted (see catalog description). Upon approval from the IRB, the student is permitted to implement the study. The student continues to enroll in successive one-credit terms of RES 901 as permitted and comply with all IRB procedures. The student enrolls in RES 902 (see catalog description) for the term that the dissertation chair anticipates the student will defend and complete the dissertation. More information about the dissertation process, including additional required forms to process, are discussed in the Ph.D. Program Progression Requirements section of this catalog and/or in the Doctoral Handbook. Doctoral candidacy must be achieved prior to the first class of RES 900, regardless of add/drop dates.

## GRADUATE CERTIFICATE PROGRAMS

### CERTIFICATE IN EMERGENCY PLANNING AND ADMINISTRATION

The Graduate Certificate in Emergency Planning and Administration consists of 18 credits of course work in Emergency and Disaster Management. The six specialization courses that comprise the graduate certificate program provide a comprehensive examination of Emergency Management theories, concepts and contemporary practices. Students who complete the graduate certificate course work may be eligible to apply credit hours earned toward Lynn University's Master of Science in Emergency Planning and Administration.

### EPA CERTIFICATE REQUIREMENTS

- EPA 630 Technology in Emergency Planning and Administration
- EPA 640 Planning Processes for Emergency Administration
- EPA 651 The Social Dimensions of Disaster
- EPA 652 Political and Public Policy Basis of Emergency Planning and Administration
- EPA 654 Living in a Hazardous Environment
- EPA 655 Vulnerability Analysis and Hazard Mitigation

### PROFESSIONAL PERFORMANCE CERTIFICATE (PPC)

This is a two-year program of study at the post-baccalaureate level for students of piano, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, trumpet, French horn, trombone, bass trombone, tuba or percussion, with primary focus on advanced music performance education.

The requirements for completion of this program include intensive applied study with specific performance requirements encompassing recitals, concerti, orchestral excerpts and chamber music. In addition, students enrolled in the Professional Performance Certificate program fulfill their remaining performance requirements in a preferred area of specialization (i.e., solo, chamber music, orchestral or a combination of these).

Entrance to the Professional Performance Certificate program is limited to those who have completed a Bachelor of Music in Performance degree or an approved equivalent course of study and who pass an entrance audition on their major instrument.

### PROFESSIONAL PERFORMANCE CERTIFICATE (PPC)

#### MAJOR REQUIREMENTS

**16 CREDITS**

MUS 501 Applied Music-Major Instrument	16
MUR 501 Performance Forum	0
MUR 511 Performance Requirement: Concerto	0
MUR 513 Performance Requirement: Chamber Work	0
MUR 600 Performance Requirement: Graduate Recital	0

#### FOR STRINGS, WINDS, BRASS AND PERCUSSION

**8 CREDITS**

MUR 512 Performance Requirement: Mock Audition	0
MUS 511 Small Ensemble	4
MUS 521 Large Ensemble	4
MUS 522 Brass Repertoire (Brass students only)	0
MUS 523 Wind Ensemble (Wind, Brass and Percussion students only)	0
MUS 500+ Performance Requirement: Concerto/Chamber/Mock Audition (2 additional requirements in any combination)	0

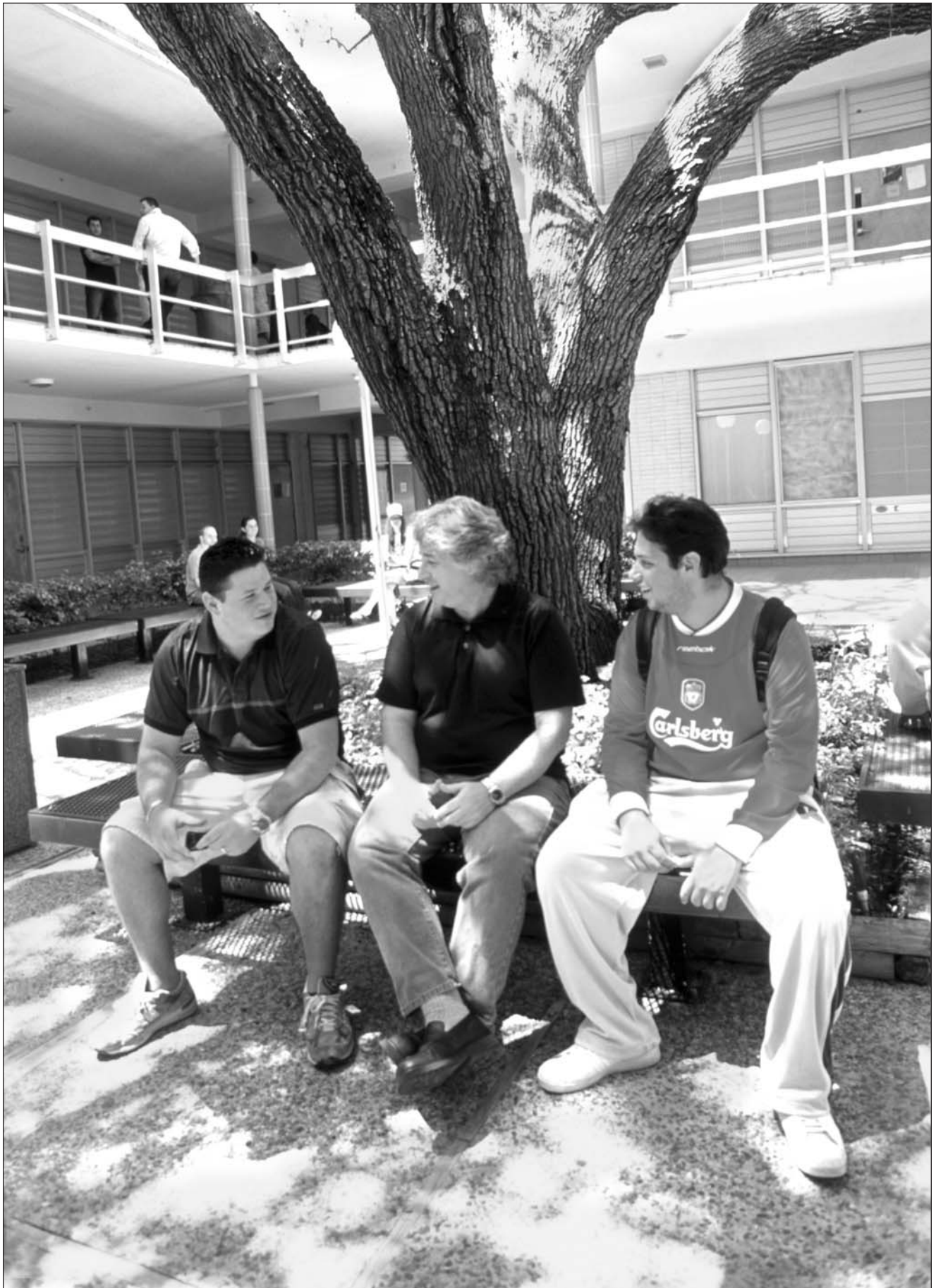
#### FOR PIANISTS

**4 CREDITS**

MUS/MUP-511 Small Ensemble/Ensemble Arts for Pianists	4
MUR 514 Performance Requirement: Sight Reading Jury for Pianists	0
MUR 500+ Performance Requirement: Concerto/Chamber Work (2 additional requirements in any combination)	0

<b>STRINGS, WINDS, BRASS, AND PERCUSSION TOTAL CREDITS:</b>	<b>24</b>
<b>PIANO TOTAL CREDITS:</b>	<b>20</b>





# Undergraduate and Graduate Course Descriptions

A course description indicates that the university is currently offering the course; however, if a degree program is discontinued, the courses offered for that program shall be restricted to those students previously enrolled in the program.

## Undergraduate Course Designation Guide

ACC	Accounting
AFS	Air Force Studies
AVM	Aviation Management
BUS	Business
CED	Continuing Education
CMS	Computer Management Systems
COM	Communication/Mass Communication
CRJ	Criminal Justice
EDM	Emergency and Disaster Management
EDU	Education
ENG	English
FYE	First Year Experience
GVC	Graphic and Visual Communication
HCA	Health Care Administration
HA	Hospitality Administration
HIS	History
HNR	Honors Seminars
HS	Human Services
HUM	Humanities
INB	International Business
INT	International Internship
IRPS	International Relations/Political Science
LAN	Language
LDR	Leadership
MAT	Mathematics
MKT	Marketing
MUG	Music General
MUH	Music History
MUP	Music for Pianists
MUR	Music Recitals/Performances
MUS	Applied Music/Ensembles
MUT	Music Theory
PSY	Psychology
SCI	Science
SOC	Sociology
TSR	Transfer Seminar

## Graduate Course Designation Guide

CJA	Criminal Justice Administration
COM	Mass Communication
DOC	Corporate and Organizational Management
EDL	Educational Leadership
EDU	Education
EPA	Emergency Planning and Administration
HA	Hospitality Administration
HCA	Health Care Administration
LDR	Leadership
MBA	Master of Business Administration
MS	Master of Science
MUG	Music General
MUH	Music History
MUR	Music Recitals/Performances
MUS	Applied Music/Ensembles
MUT	Music Theory
PSY	Psychology
RES	Research
SAM	Sports and Athletics Administration

## Course Number Guide

The first (left-hand) digit of the course number has the following significance:

Freshman Courses	100 Level (lower division courses)
Sophomore Courses	200 Level (lower division courses)
Junior Courses	300 Level (upper division courses)
Senior Courses	400 Level (upper division courses)
Master Level Courses	500 Level
Master and Doctoral Courses	600-700 Levels
Doctoral Courses	800-900 Levels

**Note:** Course numbers 297, 397 and 497 (one to three credit hours) denote independent research projects or other approved phases of research or independent study. They are available in all disciplines, and the prerequisite is the permission of the appropriate college dean.

# Course Descriptions

## **ACC 201 ACCOUNTING FOR FINANCIAL REPORTING 3 credits**

A study of the fundamental principles and procedures of accounting as applied to the sole proprietorships, partnerships and corporations. Emphasis is on the accounting cycle, asset valuation, income determination and preparation of financial statements. Advisory note: Students receiving a grade less than C may experience academic difficulty in ACC 202. Offered: Fall, Spring.

## **ACC 202 ACCOUNTING FOR DECISION MAKING 3 credits**

The study of managerial or cost accounting concepts and techniques with applications to planning and control. Emphasis is on cost-profit-volume analysis, branch accounting, variable and absorption costing, cash flows, budgets and statement analysis. Prerequisite: ACC 201. Offered: Fall, Spring.

## **AFS 100 FOUNDATIONS OF THE U.S. AIR FORCE 1 credit**

This course is designed to show the potential Air Force Officer what role today's Air Force plays in defense of our nation, what role they can fill in today's Air Force, and finally what the Air Force offers them both today in AFROTC and later, should they choose the Air Force as a profession after AFROTC.

## **AFS 101 FOUNDATIONS OF THE US AIR FORCE 1 credit**

A continuation of AFS 100. Prerequisite: AFS 100. Offered: Spring.

## **AFS 200 EVOLUTION OF USAF AIR/SPACE POWER 1 credit**

This course is designed to examine general aspects of air and space power through a historical perspective. We will cover the time period from the first balloons and dirigibles to the space-age global positioning systems to the Persian Gulf War. Historical examples will be provided to extrapolate the development of Air Force capabilities and missions to demonstrate the evolution of what has become today's US Air Force air and space power.

## **AFS 201 EVOLUTION OF USAF AIR/SPACE POWER 1 credit**

A continuation of AFS 200. Prerequisite: AFS 200. Offered: Spring.

## **AFS 300 LEADERSHIP AND MANAGEMENT 3 credits**

This is a survey course designed to give cadets an overview of the subject; it is not a content course. Covered are listening, speaking and writing skills in the peculiar Air Force format. Additionally, students will be expected to comprehend various aspects of Air Force leadership, individual leadership, Air Force officers' duties and responsibilities, and apply concepts of ethical behavior.

## **AFS 301 LEADERSHIP AND MANAGEMENT 3 credits**

A continuation of AFS 300. Prerequisite AFS 300. Offered: Spring.

## **AFS 400 NATIONAL SECURITY POLICY 3 credits**

Focus is on the examination of the national security process, regional studies, advanced military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism.

## **AFS 401 NATIONAL SECURITY POLICY 3 credits**

A continuation of AFS 400. Prerequisite AFS 400. Offered: Spring.

## **AVM 102 AVIATION HISTORY 3 credits**

A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems, and its potential.

## **AVM 120 PRIMARY FLIGHT THEORY AND TRAINING, SOLO 3 credits**

Provides the student with the theoretical knowledge and practical skills to successfully meet all FAA requirements for solo flight under FAR Part 141 in a single-engine, land class airplane. Lab fee: \$100.

## **AVM 121 PRIMARY FLIGHT THEORY AND TRAINING, PPL 3 credits**

Provides the student with the theoretical knowledge and practical skill to successfully complete all FAA written, oral and flight requirements for the award of the Private Pilot License for single-engine, land class aircraft as required under FAR Part 141. Lab fee: \$100. Prerequisite: AVM 120.

## **AVM 220 INSTRUMENT FLIGHT THEORY AND TRAINING, BASIC 3 credits**

Instrument flight theory and training accomplished in compliance with FAR Part 141 that prepares the student to successfully accomplish a ground and flight progress check covering basic attitude instrument flying and basic instrument navigation. Lab fee: \$100. Prerequisite: AVM 121.

## **AVM 221 INSTRUMENT FLIGHT THEORY AND TRAINING, ADVANCED**

**3 credits**

Advanced instrument flight theory and training accomplished in compliance with FAR Part 141 that prepares the student for the FAA written, oral and flight tests leading to the instrument rating. Lab fee: \$100. Prerequisite: AVM 220.

## **AVM 226 AVIATION WEATHER**

**3 credits**

A study of atmospheric phenomena, weather principles, forecasting techniques and weather information dissemination as they relate to and impact flight operations.

## **AVM 230 COMMERCIAL FLIGHT THEORY**

**3 credits**

Provides the required flight theory and prepares the student for the FAA written and oral tests for the commercial pilot certificate. Prerequisite: AVM 221, or instrument rating. Lab fee: \$100.

## **AVM 231 COMMERCIAL FLIGHT TRAINING**

**1 credit**

Completes the required flight knowledge and skills, and prepares the student for the FAA flight test leading to the commercial pilot certificate. Prerequisite: AVM 221 or instrument rating.

## **AVM 250 AVIATION SAFETY AND HUMAN FACTORS**

**3 credits**

A study of the physiological, psychological and physical factors that directly affect air operations and flight safety. Included are reviews and discussions of safety parameters and aircraft accidents and incidents that reflect human factor involvement.

## **AVM 310 FLIGHT INSTRUCTION METHODS AND PROCEDURES 4 credits**

Methodology and requirements of flight instruction that prepare the student for the FAA flight instructor's examination. (Not required in flight option; available as an elective.) Flight training and successful completion of all requirements for the commercial flight instructor's ratings are involved. Lab fee: \$30.

## **AVM 330 AIR TRANSPORTATION INDUSTRY**

**3 credits**

An overview of the contemporary air transportation industry, both domestic and foreign, including the industry's evolution, structure, regulation, administration, aircraft and its future.

## **AVM 331 AVIATION REGULATION AND LAW**

**3 credits**

A study of the evolution of aviation regulation and law that together govern air transportation and the aviation industry. Included are certain sections of current Federal Air Regulations (FARs), landmark court cases that have significantly affected air travel, and various conventions and agreements by which domestic and international air transportation are governed.

## **AVM 341 AVIATION OPERATIONS I**

**3 credits**

A detailed study of operating and managing an airport, principally viewed from the public sector standpoint. Included are the manager's functions and responsibilities; applicable local, state and national regulatory requirements; and preparation of an airport's master plan.

**AVM 346 FIXED-BASE OPERATIONS MANAGEMENT 3 credits**

An analysis of all aspects of fixed-base operations, including flight training, charters and rentals, contract services, transient flight operations and community relations. Study also will include an overview of the contemporary air transportation industry, both domestic and foreign, including the industry's evolution, structure, regulation, administration and its aircraft.

**AVM 441 AIRLINE AND AIRPORT OPERATIONS MANAGEMENT 3 credits**

An analysis of the application of contemporary management techniques to the airline and airport industries. Included are management functions, current issues, domestic and foreign operations, domestic and foreign regulations, aircraft selection, labor relations, airport master plans and strategic planning. The course will include a major student project.

**AVM 471 AIRLINE EMERGENCY CABIN TRAINING 3 credits**

At the completion of this course, students will have a basic understanding of airline emergency situation procedures and demonstrate the ability to make appropriate responses. Includes 30 hours of classroom instruction and 15 hours of practical demonstration and practice on aircraft mockups and use of emergency equipment. Prerequisite: Enrollment in the aviation program or approval of the department head.

**AVM 472 B-727 PILOT FAMILIARIZATION 3 credits**

At the completion of this course, students will have a basic understanding of major B-727 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They also will be familiar with preflight planning requirements, to include aircraft limitations and performance, weight and balance computations and use of the National Airspace System. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Includes 45 hours of classroom and part task mockup (PTM) instruction. Prerequisite: FAA commercial pilot certificate with an instrument rating.

**AVM 473 B-727 PILOT SIMULATOR FAMILIARIZATION 3 credits**

At the completion of this course students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-727. They will be able to perform normal take-offs and landings, climbs and descents, and turns to headings. They will be able to control the aircraft in both visual and instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They also will experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator (motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position, and 10 hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing. Prerequisite: AVM 472.

**AVM 474 B-737 PILOT FAMILIARIZATION 3 credits**

At the completion of this course, students will have a basic understanding of major B-737 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They also will be familiar with preflight planning requirements, to include aircraft limitations and performance, weight and balance computations, and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Prerequisite: FAA commercial pilot certificate with an instrument rating.

**AVM 475 B-737 PILOT SIMULATOR FAMILIARIZATION 3 credits**

At the completion of this course, students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-737. They will be able to perform normal take-offs and landings, climbs and descents, and turns to headings. They will be able to control the aircraft in both visual and

instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They also will experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator (motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position, and 10 hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing. Prerequisite: AVM 474.

**AVM 476 B-747 PILOT FAMILIARIZATION 3 credits**

At the completion of this course, students will have a basic understanding of major B-747 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They also will be familiar with preflight planning requirements, to include aircraft limitations and performance, weight and balance computations and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Prerequisite: FAA commercial pilot certificate with an instrument rating.

**AVM 477 AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE 3 credits**

This course will result in attaining the Airline Transport Pilot (ATP) certificate. Lynn University is authorized under our FAR Part 142 certificate to provide ATP training. The syllabus is FAA approved. Lynn students will receive academic credit for this work. A student may take the ATP credit or the 737 familiarization credit, but not both. Prerequisites: FAA Commercial License and 1500 flying hours. A lab fee is required.

**AVM 481 AVIATION SEMINAR 3 credits**

A series of discussions and analysis of contemporary management problems in aviation. Individual student research and reports are required. Prerequisite: Permission of advisor/dean.

**BUS 101 APPAREL INDUSTRY 3 credits**

An examination of the scope of fashion industry opportunities. The production and distribution of fashion products are explored, leading to an awareness of interaction of various aspects of the industry. Offered: Fall.

**BUS 170 MICROECONOMICS 3 credits**

Introduces the student to the basic principles of microeconomics, which are concerned with the interrelationship of individual business firms, industries, consumers, workers and other factors of production that comprise a modern economy.

**BUS 171 MACROECONOMICS 3 credits**

Introduces the student to the basic principles of macroeconomic concepts and their importance in our economy. Concepts include national income, total consumption, total investment and the influence of the nation's economy upon contemporary social problems.

**BUS 200 INTRODUCTION TO BUSINESS 3 credits**

For the non-business student, an introduction to various key facets of the business spectrum, including economics and business systems, forms of organizations, the management and marketing processes, accounting and financial matters, legal and regulatory aspects, and ethics and social responsibilities of business. (This course is open only to students outside the College of Business and Management.)

**BUS 210 ENTREPRENEURSHIP 3 credits**

This course explores the spirit of entrepreneurship and its importance in achieving personal success. The examination of entrepreneurship is done in the context of students' acquiring a fundamental knowledge of economic principles. Topics covered include the law of supply and demand, business cycle, monetary and fiscal policies, and creativity and innovation. Offered: Fall, Spring.

**BUS 211 PERSONAL FINANCIAL MANAGEMENT 3 credits**

This course is designed to increase financial literacy in order to improve personal financial decision making. Topics to be covered include budgeting, credit, taxes, insurance, and investing. The course has a strong practical orientation, which facilitates the learning process.

**BUS 228 COMMUNICATIONS AND PROFESSIONAL BUSINESS PRESENTATIONS 3 credits**

A study of the principles and practices underlying administrative communications. Beginning with an exploration of the needs of a communication system within organizations, the course focuses on the nature and effects of organizational design, interpersonal and role-based communication behaviors, problem-solving and motivation. Techniques in written and oral communication are included. Prerequisite: ENG 102. Offered Fall, Spring

**BUS 255 FUNDAMENTALS OF E-BUSINESS 3 credits**

This course provides an overview of electronic business, the Internet, the World Wide Web and enabling technologies. The course explores how today's advanced technologies impact business systems and processes. It also discusses connectivity and the relationship between the organization and its constituencies, which may include customers and suppliers, among others. It also will address corporate, national and global information infrastructures. Additionally, this course will cover important peripheral matters such as auditing procedures, risks, ethics, privacy and legal and security issues. Prerequisite: CMS 200. Offered: Fall, Spring.

**BUS 260 FUNDAMENTALS OF APPAREL 3 credits**

A study of design details of apparel, including an analysis of historical influences and contemporary fashion creators. Student projects and presentations required with a focus on management decisions. Prerequisite: BUS 101. Offered: Fall, Spring.

**BUS 270 MANAGING ORGANIZATIONS 3 credits**

Introduction to the basic concepts of organizational management. Emphasis is on analysis of managerial functions and organizational behavior factors that influence effective management. Offered: Fall, Spring.

**BUS 290 FASHION INTERNSHIP I 3 credits**

Opportunity for fashion students to gain on-the-job experience through an internship placement. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, BUS 260 and MKT 250.

**BUS 300 FASHION EVENTS MANAGEMENT 3 credits**

Fashion events and their role in retail sales are examined. Course requirements include research, analysis, and forecasting of fashion trends and presentation of fashion events. Individual projects are required, including detailed plans for a fashion event. Group projects are also incorporated in the course, including community contacts with local apparel firms. Prerequisites: BUS 228, BUS 260, MKT 325, and computer word processing ability.

**BUS 301 RETAIL BUYING 3 credits**

The student focuses on the role of the buyer in the retail organization and on buying techniques in the planning, obtaining and controlling of merchandise assortments. Consumer buying motivations are analyzed in terms of implications for retail buying. Prerequisites: BUS 101 and MAT 110.

**BUS 310 SMALL BUSINESS MANAGEMENT 3 credits**

A study of how small businesses and entrepreneurial ventures are started. The course concentrates on formulating a basic understanding of small businesses and new business ventures. Particular emphasis is given to recognizing and evaluating new opportunities and how to begin gathering resources for opportunities that prove viable. Prerequisites: BUS 270 and MKT 250. Offered: Fall, Spring.

**BUS 311 FINANCIAL MANAGEMENT 3 credits**

Covers the theories, practices, procedures and problems involved in modern corporate financial management and financial analysis common to investment and business financial management decisions, with special attention paid to the analysis of corporate equity and debt securities. Prerequisite: ACC 202. Offered: Fall, Spring.

**BUS 314 PORTFOLIO OF PROFESSIONAL EXCELLENCE 1 credit**

This course provides the framework for students to demonstrate their knowledge, skills, and abilities that qualify them for career opportunities. The goal of this course is to assist students in developing a collection of best practices called "Portfolio of Professional Competencies," a prepared portfolio that provides a distinct advantage when pursuing career opportunities. Prerequisite: Completed 60 credits and in good standing.

**BUS 316 RETAILING MANAGEMENT 3 credits**

Study of organization and operation of retail establishments from a management perspective. Topics include customer service, information systems, staffing and managing responsibilities. Prerequisites: BUS 250 and BUS 260.

**BUS 320 TEXTILE KNOWLEDGE FOR MANAGERS 3 credits**

Comprehensive survey of the materials and production methods involved in making fabrics, with focus on fiber, yarn and construction. Federal regulations pertaining to textiles also are covered, with an emphasis on typical managerial decisions. Offered: Spring.

**BUS 321 INVESTMENTS 3 credits**

The role of investment banking in the financial organization is covered, along with investment banking houses, relations of investment banking to other financial institutions, regulation of investment banking and the security markets, and current problems and developments in investment banking. Prerequisites: ACC 202 and BUS 311.

**BUS 322 STATISTICS FOR BUSINESS AND ECONOMICS 3 credits**

A conceptual introduction to the field of statistics and its many applications, particularly in the fields of business and economics. Topics include descriptive statistics, probability distributions, sampling, hypothesis testing, regression analysis and statistics methods for quality control. Prerequisite: MAT 110. (Note: This course may satisfy a core math requirement.) Math credit will not be awarded for both BUS 322 and MAT 221. Prerequisite: CMS 350. Offered: Fall, Spring.

**BUS 350 HUMAN RESOURCE MANAGEMENT 3 credits**

A comprehensive study of the practice of modern manpower management. Areas of concentration include employee recruitment, placement and development; performance appraisal techniques; comprehensive systems; employee benefits design; and training program design and evolution. Prerequisite: BUS 270. Offered: Fall, Spring.

**BUS 352 MONEY, BANKING, AND MONETARY POLICY 3 credits**

Nature, functions and sources of money; domestic and international features of monetary systems; monetary and banking history; financial institutions and markets; commercial and central banking; and monetary theory and policy and their relationship to fiscal policy. Prerequisites: BUS 170 and BUS 171. Offered: Fall, Spring.

**BUS 370 BUSINESS – SPECIAL TOPICS 3 credits**

A course that will explore different areas of business. Topics may include specific industries, organizational behavior, legal aspects, finance, management strategies and e-commerce. Prerequisite: BUS 270. Can be repeated for credit as topics change.

**BUS 371 FASHION INDUSTRY TOUR 3 credits**

Held in a fashion center, this seminar consists of an orientation to the city and seminars in a variety of areas by professionals in the field of sales, apparel

design, fashion retail, advertising, apparel manufacturing and journalism. The offering provides an overview of the fashion industry at work. Discussion and required written projects focus on current topics of concern to the primary and secondary markets and retailers. Enrollment is limited. Prerequisites: BUS 260 and permission of the instructor.

**BUS 372 THE LEGAL ENVIRONMENT OF BUSINESS 3 credits**

This course addresses the legal and ethical assumptions of laws and administrative rules and procedures that affect the management process. Prerequisite: BUS 270.

**BUS 411 MANAGING APPAREL PRODUCT DEVELOPMENT 3 credits**

Topics include analysis of design and construction methods, CAD techniques, global sourcing, apparel manufacturing processes, quality control and management of apparel production. Student projects required. Prerequisites: BUS 240, BUS 316, BUS 320 and MKT 305.

**BUS 420 REAL ESTATE LAW 3 credits**

A study of the law as it applies to ownership and transfer of real property, contracts for sale, leases, options, mortgages and liens, conveyancing processes and title insurance, zoning, condemnation and other elements relative to commercial and personal interests in real estate, including analysis of forms and practical applications.

**BUS 425 OPERATIONS MANAGEMENT 3 credits**

Survey and analysis of the various quantitative tools and techniques used to make strategic and tactical decisions to increase productivity in the manufacturing and service sectors. Topics include linear programming, forecasting, decision analysis, scheduling, quality and inventory management. A basic understanding of college level algebra is required, as well as simple spreadsheet (EXCEL) skills. Prerequisites: BUS 322 and CMS 350. Offered: Fall, Spring.

**BUS 435 PROJECT MANAGEMENT 3 credits**

Overview of the concepts, practices and quantitative techniques necessary to manage interrelated tasks and resources necessary to successfully complete a project. Topics will include all phases of the project life cycle, planning and control and project personnel management. Project simulations and Microsoft Project will be used throughout the course. Prerequisite: CMS 350.

**BUS 446 ENTREPRENEURSHIP, CREATIVITY, AND ETHICS 3 credits**

Course content explores historical and external forces that impact entrepreneurial efforts in business enterprises. Emphasis will be on the role of government as it influences business goals, structures and operations of U.S. enterprises. Legal and regulatory constraints as well as political, social and technological factors that influence managerial/nonmanagerial behavior in the firm and the firm's impact on society will be discussed. Prerequisites: BUS 311, INB 390 and MKT 250. Offered: Fall, Spring.

**BUS 460 BUSINESS STRATEGY 3 credits**

Theory and practice of determining and implementing policy. Actual case studies of business organizations, including the determination of top-level company policy in such functional areas as finance, marketing and production are studied. Prerequisite: Senior Business majors only. Offered: Fall, Spring.

**BUS 480 APPAREL INDUSTRY SEMINAR 3 credits**

A capstone course for fashion students to integrate merchandising, management, design production, and marketing topics in preparation for employment in the industry. Guest speakers are incorporated. Student presentations required. Prerequisites: BUS 411 and MKT 321.

**BUS 490 FASHION INTERNSHIP II 3 credits**

Opportunity for fashion management students to gain on-the-job experience through an internship placement. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, BUS 411, MKT 321 and MKT 430.

**BUS 495 INTERNATIONAL STUDY ABROAD PROGRAM 6 credits**

A four- to five-month internship in the student's area of study will be conducted through a partner university or college. The partnership schools (for example, Lynn University's sister campus in Dublin, American College Dublin; Katoh Schools and Fuji Phoenix College in Gotemba, Japan; and École Condé in Lyon, France) cooperate with Lynn University in the administrative and academic support of each other's students in their respective countries. The Study Abroad Program offers language and other appropriate area study courses, plus living accommodations, and, where possible, work assignments in local community businesses. The Study Abroad Program is mentored by a business faculty member. This experience provides the opportunity for the student to live and develop in another country both socially and academically. Participation in the Study Abroad Program requires that a sufficient number of concentration courses plus other language requirements be met to the satisfaction of the College of Business and Management. Prerequisite: Permission of advisor or dean.

**BUS 498/499 BUSINESS INTERNSHIPS 3-6 credits**

Opportunity for business students to gain on-the-job experience through an internship placement. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval. Offered: Fall, Spring.

**BUS 710 ORGANIZATIONAL BEHAVIOR AND CULTURE THEORY AND RESEARCH 3 credits**

Critically analyze theories, research, and managerial practices about organizational behavior and culture by individuals and groups in organizational, national, and global contexts. How culture informs and shapes all aspects of behavior and communication is examined. Multi-level management of organizational culture, national cultures, across borders, and strategies pertinent in rapidly changing organizations and transnational organizations to achieve high quality performance, productivity and job satisfaction, successful mergers and acquisitions, and competitive advantage are analyzed. This course is taken within the first 0 to 18 credits of the Ph.D. Program.

**BUS 730 21ST CENTURY ENTERPRISE 3 credits**

A discussion of the methods used to build businesses worldwide. These methods are explained in the context of the many issues that confront the modern international organization. The issues are defined by emerging geopolitical realities, the transformation and convergence of industries, and the strategic selection of new localities.

**BUS 732 SUSTAINABLE ORGANIZATIONAL PRACTICES 3 credits**

An examination of the conditions essential for maintaining a healthy relationship between human society and the rest of nature. Case studies of various international companies will be used to develop strategies for implementing sustainable business practices and corporate responsibility that are global in nature.

**BUS 733 CORPORATE ENTREPRENEURSHIP 3 credits**

A framework for learning and understanding the critical elements of corporate entrepreneurship. Topics include identifying the environmental conditions that establish an entrepreneurial orientation in companies, understanding the obstacles to corporate entrepreneurship and structuring the company for entrepreneurship.

**BUS 735 MARKETING THEORY AND RESEARCH 3 credits**

A critical analysis of the evolution and contemporary issues associated with marketing theory and its empirical organizational applications. An examination of marketing will be from macro and micro perspectives as well as economic and behavioral context and foundation. At the completion of the course, the student will have searched, reviewed and critically analyzed marketing theory, and developed original marketing scholarly research.

**BUS 746 MANAGING FOR FINANCIAL ACCOUNTABILITY AND PERFORMANCE 3 credits**

Accounting as a managerial tool for business strategy and implementation and an analysis and comparison of the various techniques that aid in the financial-

decision-making process are the course aims. Topics include: customer satisfaction, total value-chain analysis, continuous improvement, planning and control techniques linked to key success factors, creating/destruction of value, cash flow management, the international aspects of financial management and the standards of ethical behavior adopted by managers.

**CED 198 PORTFOLIO SEMINAR** **1 credit**  
Seminar designed to guide students through the process of developing a portfolio of their experiential learning. Prerequisite: ENG 102.

**CJA 540 TERRORISM: ITS EFFECT ON CRIMINAL JUSTICE AND EMERGENCY PLANNING** **3 credits**  
This course is designed to prepare students with the necessary, basic theoretical knowledge and ability to reasonably analyze the fundamental principles involved in political terrorism. Students will examine a variety of events, ranging from low-level threats and acts of violence, that may represent significant risk to human life and property to large-scale acts of violence involving weapons of mass destruction that may have devastating, long-term effects.

**CJA 608 ETHICS IN THE ADMINISTRATION OF JUSTICE** **3 credits**  
This course conducts an inquiry into the principles of justice and ethics as they relate to the administration of criminal justice in contemporary American society. Students are immersed in a compendium of ethical theory and relate theory to an in-depth analysis of the diverse ethical issues encountered in the criminal justice profession. Using a case study approach, students examine diverse ethical theories and apply them to such topics as discretion, investigations, prosecutions, incarceration, use of deadly force, misconduct across the criminal justice spectrum, civil disobedience, undercover operations and privacy.

**CJA 636 SEMINAR IN CIVIL RIGHTS AND CIVIL LIBERTIES** **3 credits**  
Analyzes the legal, philosophical, and social interests surrounding issues of freedom, liberty and the fundamental rights granted by the Constitution of the United States. Freedom of speech, assembly, religion and equal treatment before the law are explored.

**CJA 656 CONFLICT RESOLUTION IN THE ADMINISTRATION OF CRIMINAL JUSTICE** **3 credits**  
An examination of the theory, research and practice of conflict resolution across the different components of the criminal justice system. Varieties of theory, such as Individual Characteristics Theory, Social Process Theory, Social Structure Theory, Formal Theories and Human Needs Theory are reviewed. Practices such as coercion, negotiating and bargaining, adjudication, mediation and arbitration are examined in light of existing research in the field.

**CJA 657 CRIMINAL JUSTICE ADMINISTRATION AND THE COMMUNITY** **3 credits**  
Examines the relationships between criminal justice agencies and the communities they serve. Analyzes various definitions and the nature of community as a concept, and relates the roles (real and perceived) of diverse agencies to each community. Reviews how issues of public policy, service provision and victimization are related to how people define themselves and are defined by others on the basis of community.

**CJA 659 GLOBAL PERSPECTIVES IN CRIMINAL JUSTICE** **3 credits**  
Examines the law enforcement, judicial and phenological models of different countries throughout the world for analysis of the construction and execution of criminal justice from a global perspective. The course considers the philosophical ideals, varied political histories, nature and dynamics of criminal justice policies as they impact upon the international character of contemporary criminal justice.

**CJA 661 YOUTH AND DELINQUENCY** **3 credits**  
Examines the historical treatments of the legal and social constructions of

children and youth. Considers the theories, social context, institutional responses and public policies related to juvenile delinquency. Emerging trends in delinquency are compared across continents and diverse criminal justice systems.

**CJA 665 GRADUATE PROJECT IN CRIMINAL JUSTICE ADMINISTRATION** **3 credits**  
Culminating graduate projects represent a topic of professional interest selected by the student and approved by the advisor for its relevance and importance in the criminal justice field. In the project, the student must reflect the integration of theory with practice and demonstrate expertise in subject matter. Final projects are presented in a seminar.

**CMS 200 COMPUTER APPLICATIONS** **3 credits**  
An introduction to computers and to how they can be used as a tool in business and society. The course prepares the student to understand the many facets associated with the application of computers and provides an opportunity to develop the Microsoft Office skills necessary to utilize computers as a tool in both their professional and personal environments. Lab fee: \$30. Offered: Fall, Spring.

**CMS 300 DATABASE SYSTEMS AND MANAGEMENT** **3 credits**  
Study of database concepts, systems and management techniques for microcomputer systems. Examination of query languages, data definition and manipulation techniques, including relational, hierarchical and network approaches to database management systems. A survey of available software and public and commercial database services and practice in the application of microcomputer packages is included. Lab fee: \$30. Prerequisite: CMS 200. Offered: Fall.

**CMS 315 MANAGEMENT INFORMATION SYSTEMS** **3 credits**  
An introduction to the concept of information systems and their interaction related to business problems. The course introduces the student to the form of structured information systems and provides a basis for students to specify and develop programs and systems using directed structured analysis and programming methods. Lab fee: \$30. Prerequisites: CMS 200 and BUS 270. Offered: Fall, Spring.

**CMS 320 DESKTOP PUBLISHING** **3 credits**  
An introduction to methods, techniques, conventions and limitations of desktop publishing. Hands-on instruction will make use of a professional desktop publishing program. Projects will include composition and production of brochures, flyers, newsletters and short magazines. Course includes layout, composition, freehand art, clip art, scanning and photo retouching. Lab fee: \$30. Prerequisite: CMS 200. Offered: Fall, Spring.

**CMS 340 WEB SITE DESIGN** **3 credits**  
This undergraduate elective course is designed to expose students to the techniques and principles of good Web site design. This course will focus on creating and incorporating a series of linked Web pages into a cohesive Web site suitable for publishing on the Internet. A popular graphic program will be used in the preliminary design of the site. Enhancements and more advanced features will be added to the Web pages utilizing HTML code. Java scripts will be used and manipulated. Simple animation and multimedia elements will be created and added to the pages as appropriate. Lab fee: \$30. Prerequisites: CMS 200 and BUS 228, or permission of instructor. Offered: Fall, Spring.

**CMS 350 SPREADSHEET DESIGN AND APPLICATION** **3 credits**  
Concepts and principles of spreadsheet programs and their use in the manipulation and management of numerical data are explored. The course is directed toward students in all disciplines. Microsoft Excel will be used. Activities in the course include constructing advanced financial spreadsheet models, printing graphs from spreadsheets, searching and sorting spreadsheet databases, and automating spreadsheet options with macro programs. Lab fee: \$30. Prerequisite: CMS 200. Offered: Fall, Spring.

**COM 101 FUNDAMENTALS OF COMMUNICATION** **3 credits**

An overview of the field of communication, including interpersonal, small group, organizational, public, intercultural, persuasion and mass communication.

**COM 103 ACTING I** **3 credits**

This course explores acting as a means of improving communication skills, creativity, imagination, and self-expression. The student actor will gain practice in applying the theories and techniques of acting in performance.

**COM 105 INTRODUCTION TO MASS MEDIA** **3 credits**

An introductory course that deals with the nature and function of mass media and offers insight into the history and structure of the book industry, newspapers, magazines, motion pictures, radio, music industry, television, cable, the Internet and advertising. The course also analyzes the mass media audience, media uses and effects.

**COM 110 INTRODUCTION TO JOURNALISM** **3 credits**

A survey of past, present, and future journalistic practices, with an emphasis on professional standards, ethics, and the growing role of the Internet.

**COM 111 PUBLIC SPEAKING** **3 credits**

A practical study in effective communication. Emphasis on the use of the medium of spoken language in the creation of meaning especially in the context of large groups.

**COM 113 THEATER APPRECIATION** **3 credits**

This course provides a broad understanding of the history of the theater and the elements of theatrical production. The course includes an analysis of the structure of a play, the nature of the theater and key historical eras within the development of theater as an art form.

**COM 130 FILM APPRECIATION** **3 credits**

Study of cinema as an art form, a craft, and a major commercial industry. Students learn about the language and grammar of cinema, narrative structure, stylistic techniques and the basics of film criticism.

**COM 135 STORYBOARDING** **3 credits**

This course introduces the basic theory and tools that lay the foundation for the creative process in which abstract concepts and ideas are transformed from written language to visual imagery.

**COM 140 AUDIO PRODUCTION** **3 credits**

Introduction to sound (voice, music, sound effects) in radio, television and motion pictures. An overview of technology and its use in audio recording and editing; using analog and digital equipment. Lab fee: \$40.

**COM 145 TELEVISION PRODUCTION I** **3 credits**

An introductory course exploring the methods and equipment for TV production, including lighting, audio, camera, video switching, control room operation, set design, and on-air performance. Projects include producing commercials and newscasts. Lab fee: \$40.

**COM 150 FILM PRODUCTION I** **3 credits**

This course is an introduction to the basic principles and techniques of fictional narrative motion picture production. Students produce short film projects, emphasizing dramatic development, and creative visual storytelling through image composition, camera movement, editing and sound. Lab fee: \$40.

**COM 203 ACTING II** **3 credits**

This intermediate course gives the student actor further experience in applying the techniques of acting through in-depth scene study and analysis of comedic and dramatic plays and screenplays. In addition to scene work, the course emphasizes students acquiring greater skills in vocal and physical expression. Prerequisite: COM 103.

**COM 210 BROADCAST NEWS REPORTING** **3 credits**

An intermediate level course to sharpen the skills and techniques for news writing and reporting for electronic media. Exercises include information gathering and story presentation for radio and television. Students also study the balance between the rights of an individual and the ethical and moral responsibilities in journalism.

**COM 213 STAGECRAFT** **3 credits**

Set construction, painting and techniques of mounting and shifting stage scenery. Knowledge of stage and theater terminology is stressed. Lab fee: \$40.

**COM 221 ORAL INTERPRETATION** **3 credits**

Narrative, dramatic and lyric modes of interpreting and delivering published material such as poetry, story excerpts and other creative and expository genres, with emphasis on oral presentation techniques. Prerequisite: COM 111.

**COM 223 DIRECTING THE ACTOR** **3 credits**

This course covers the basic skills in the art of theatre and film directing through the study of the elements and processes of directing; short scene projects in staging using personal materials and plays from an anthology of contemporary plays; short reports on the work of prominent directors and/or teachers of acting; planning and staging a longer scene from a play, and critiquing the work of others.

**COM 233 WORLD DRAMA** **3 credits**

A study of dramatic literature from the ancient Greeks to the present, including such dramatists as Sophocles, Shakespeare, Moliere, Ibsen, Pirandello and Miller. Prerequisite: ENG 102.

**COM 235 FILM HISTORY (1895-1950)** **3 credits**

An introduction to the historical evolution of motion pictures from a novelty entertainment to an art and industry. Topics include the modest beginning in New York, the move to Hollywood, the rise of the star system, the emergence of the studios, introduction of sound and the beginning of the demise of the studio system in 1948. Prerequisite: COM 130.

**COM 243 BROADCAST PERFORMANCE** **3 credits**

History and evolution of the modern media and the communicator's role in media development. Study of voice maintenance. Methods of organizing and delivering broadcast messages, including using mood, pace, force of presentation, inflection, melody, interview and TelePrompTer techniques, and appropriate wardrobe and makeup.

**COM 245 TV PRODUCTION II** **3 credits**

An intermediate TV production course that focuses on the principles and techniques of producing studio and on-location programs. Students plan, script, storyboard, record and edit news packages, interviews and narrative pieces. Lab fee: \$40. Prerequisite: COM 145.

**COM 255 FILM AND TV EDITING** **3 credits.**

Theories and applications of non-linear video editing, examining the skill, form, and concept of post-production techniques. Students learn the art of storytelling through a variety of methods and styles. Topics include narrative film-style editing, and montage style editing used in music videos and commercials. Lectures and laboratory. Lab fee: \$40. Prerequisites: COM 145 or COM 150.

**COM 265 FILM PRODUCTION II** **3 credits**

This is an intermediate level film production course that focuses on the creative process of filmmaking. Students develop, plan and produce a 10-minute film.

**COM 280 CONTENT DESIGN** **3 credits**

This course introduces the student to the methodology of conceptualizing appropriate design for books, magazines, newspapers, Websites, corporate annual reports, and other commercial media.



- COM 299 TOPICS IN COMMUNICATION** **3 credits**  
Specialized courses on cinema, various trends in radio, TV and new media or any other topic not covered in the existing courses but relevant to the study of communication and mass media.
- COM 300 AUDIO PRACTICUM** **3 credits**  
An independent study of sound recording and its application in radio, television, film or the Internet. Audio projects vary in nature and scope. Prerequisite: COM 140.
- COM 301 INTERPERSONAL COMMUNICATION** **3 credits**  
This course examines the nature of the communication process as it occurs in the "one-on-one" (dyadic) context. Emphasized are such concepts as the impact of socialization on the acquisition of language, beliefs and values, self-concept formation, etc. The design of the course embraces emergent structure and spontaneous experiential methods as well as traditional lecture/discussion.
- COM 303 ACTING III** **3 credits**  
This advanced course gives the acting student experience in scene analysis and the subtleties of acting required in the performance of the classics of theater on the stage or for film. Classic works covered in the course include the plays of Shakespeare and Chekhov. Acting III furthers the acting student's training in more advanced vocal and physical techniques and expression. Prerequisite: COM 203.
- COM 305 MEDIA AND SOCIETY** **3 credits**  
Investigation of social, psychological, political and economic implications of the mass media for a society and its subcultures. Prerequisite: COM 105.
- COM 310 ONLINE AND PRINT JOURNALISM I** **3 credits**  
Workshop for planning, production, and distribution of online and print news media. Students produce and publish Lynn University's iPulse.
- COM 315 NARRATIVE WRITING FOR FILM AND TV** **3 credits**  
Art and craft of screenwriting for the conventional narrative film and for TV. Students develop a treatment and master scenes of a full-length project in an appropriate format.
- COM 320 WORLD MEDIA** **3 credits**  
This comparative analysis of media around the world includes an in-depth study of different forms of control, access, ownership, distribution and uses of mass media and the role of international media in communication among and between nations and people. Prerequisite: COM 101 or COM 105.
- COM 321 GENDER COMMUNICATION** **3 credits**  
This course examines a variety of relationships between communication and gender. It emphasizes how communication creates and maintains gender and power roles and how communication behaviors reflect, maintain and influence social and political conceptions of gender.
- COM 325 WRITING FOR RADIO-TV-FILM** **3 credits**  
Principles and practices of writing for radio, television and film. Exercises include news writing, feature stories, commentaries and developing intros, links and closings for radio, TV and the Internet.
- COM 330 ORGANIZATIONAL COMMUNICATION** **3 credits**  
A study of communication within an organization as well as communicating with clients, competitors and regulatory agencies. Addressed are principles of communication in groups, effective leadership and empowerment as they apply to mass media organizations. Prerequisite: COM 101 or COM 105.
- COM 335 FILM HISTORY (1950-PRESENT)** **3 credits**  
Study of the motion picture industry after the decline of the studio system, the rise of independent film production and the interaction with television. Prerequisite: COM 130.
- COM 340 ADVERTISING WRITING AND DESIGN** **3 credits**  
This course reviews the principles and guidelines established for writing and design of contemporary media advertisements. A practical approach is taken in order to study and execute the creation of ads as well as the planning and development of campaigns. Prerequisites: COM 101 or COM 105.
- COM 341 PERSUASION AND PROPAGANDA** **3 credits**  
An analysis of the forces that shape public opinion and spread ideas, including a discussion of the positive and negative aspects of propaganda. Prerequisite: COM 111.
- COM 345 TV PRACTICUM** **3 credits**  
Students develop, write, produce and edit special projects for specific clients. Projects vary in nature and scope. Lab fee: \$40. Prerequisites: Junior standing and COM 245.
- COM 350 COMMUNICATION LAW AND ETHICS** **3 credits**  
Legal and ethical aspects of mass communication practices, including libel law, advertising law, invasion of privacy, copyright and trademark law, first amendment aspects, the Freedom of Information Act and broadcast regulation. Prerequisite: COM 101 or COM 105.
- COM 355 FILM PRACTICUM** **3 credits**  
Students develop, write, produce and edit a single-camera film-style program for a specific client. Prerequisites: Junior standing, COM 130 and COM 150.
- COM 360 COMMUNICATION THEORIES** **3 credits**  
Discussion of the process of communication theory construction, including a survey of social science paradigms and major theories of communication. Prerequisite: COM 101 or COM 105.
- COM 363 DRAMA PRACTICUM** **1 credit**  
Students participate in a theatrical production through acting, set, costume, lighting and sound design. May be repeated twice.
- COM 365 MAGAZINE PRODUCTION** **3 credits**  
Study of the nature and types of magazines, their construction, their place in society and in the media industry.
- COM 366 ALTERNATIVE TO THE INTERNATIONAL EXPERIENCE** **3 credits**  
This course incorporates interactive assignments and research activities focusing on understanding how culture impacts communications in the international online delivery environment.
- COM 370 MEDIA PROGRAMMING** **3 credits**  
Categories and sources for selecting materials used in radio, television, cable and the Internet to attract, build and sustain the audience. Prerequisite: COM 101 or COM 105.
- COM 375 ADVERTISING AND SOCIETY** **3 credits**  
This course examines history, organization and the role of advertising in American society. Advertising media such as newspapers, magazines, radio, television, cable and the Internet are explored. Prerequisite: COM 101 or COM 105.
- COM 380 DOCUMENTARY PRODUCTION** **3 credits**  
An examination of American and world nonfiction film. The study and practice of documentary production from script to screen. Lectures and laboratory. Lab fee: \$40. Prerequisite: COM 245 and COM 255.
- COM 381 COMMUNICATION ANALYSIS AND CRITICISM** **3 credits**  
This upper-level course studies the skills of communication criticism in social, cultural and political domains of communication. The course interprets the meaning of communication events and social transactions and assesses their significance through rhetorical criticism. Prerequisite: COM 111.

- COM 385 ONLINE AND PRINT JOURNALISM II** **3 credits**  
Advanced workshop for planning, production and distribution of online and print news media. Students produce and publish Lynn University's iPulse. Prerequisite: COM 310.
- COM 390 PHOTOJOURNALISM** **3 credits**  
Study of pictorial narrative and the process of capturing the critical visual moment. Concentrates on developing the photo essay through digital technology.
- COM 399 ISSUES IN COMMUNICATION** **3 credits**  
A variable topic seminar dealing with research and issues in mass communication.
- COM 410 FILM THEORY** **3 credits**  
This course examines the basic concepts and core writings that have laid the foundation to contemporary discourse of film theory and criticism. Students analyze theoretical essays that demonstrate the evolution of film theory with an emphasis on its international nature. Prerequisite: COM 130.
- COM 430 INTERNATIONAL FILM HISTORY** **3 credits**  
A sociopolitical overview of the development of cinema in Europe, Russia and Asia. Special attention is paid to forms in narrative, structure, genre and aesthetic. Prerequisite: COM 130.
- COM 435 MEDIA MANAGEMENT** **3 credits**  
An introduction to the business aspect of the communication industries. Topics include human resource management, marketing, operations management, finance, accounting and ethical concerns in managing a print, broadcast or new media service. Prerequisite: COM 101 or COM 105.
- COM 440 PUBLIC RELATIONS** **3 credits**  
This course defines and conceptualizes the history, ethics and techniques for molding and cultivating favorable public opinion through print and non-print mass media. Includes relationships among publicity, public relations and mass media. Prerequisite: COM 101 or COM 105.
- COM 450 ADVANCED RADIO/TV/FILM PRODUCTION** **3 credits**  
An advanced planning, preproduction, production, postproduction course in which students complete a radio, TV, or film project. Formats include narrative, newscasts, newsmagazine, documentaries, debates, reality shows, and game shows. Lab fee: \$40. Prerequisite: COM 245 or COM 265 or COM 300.
- COM 451 INTERCULTURAL COMMUNICATION** **3 credits**  
A study of the influence of culture on communication; this course examines worldwide perception and symbols as the basic units of culture and contact, interaction and behavior as the basic units of communication. The course also offers a professional practicum in research, counseling management and education for the management of productive intercultural relationships and functional intercultural systems. Prerequisites: COM 111.
- COM 475 SENIOR COMMUNICATION SEMINAR** **3 credits**  
A capstone course that enables students to apply theoretical and practical knowledge to develop either a research paper or a video or dramatic project that serves as a portfolio item. Prerequisites: COM 101 or COM 105 and senior standing.
- COM 480 DOMESTIC INTERNSHIP** **3-6 credits**  
Practical work experience in a mass communications business such as a radio or television station, production facility, advertising or public relations agency, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: Permission of college internship liaison and/or college approval, COM 101 or COM 105, 2.5 or higher GPA.
- COM 485 INTERNATIONAL MEDIA INTERNSHIP** **3-6 credits**  
Practical work experience in an international mass communications business, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: Permission of college internship liaison and/or college approval, COM 101 or COM 105, 2.5 or higher GPA.
- COM 490 BROADCAST NEWS PROJECT** **3 credits**  
A practical course designed to develop professional reporting and production skills for television and radio for those interested in a career in broadcast journalism. Emphasis is on demonstrating the relationship between text, images and sound. Exercises include identifying news stories, gathering facts, organizing materials, and working within time limitations, deadlines and program formats. Prerequisite: COM 105
- COM 495 COMMUNICATION RESEARCH** **3 credits**  
Examines the theoretical and practical concerns underlying procedures commonly used in communication research including content analysis, survey research, historical research, legal research and secondary analysis. Prerequisite: COM 101 or COM 105
- COM 500 MASS COMMUNICATION THEORY** **3 credits**  
Comparison of theories of mass communication. Also examines history and development of interdisciplinary theories about the mass media processes and effects as well as roles, functions and consequences of mass communication in society.
- COM 505 MASS COMMUNICATION HISTORY** **3 credits**  
An examination of the historical development and cross-media influence in mass communication with a focus on creation, adoption and evolution of newspapers, books, magazines, radio, film, television, cable media and the Internet.
- COM 510 MASS COMMUNICATION TECHNOLOGY** **3 credits**  
Studies the development, implementation, role and impact of technology in mass communication with a focus on emergent technologies and how they are adopted by the mass media.
- COM 515 MASS COMMUNICATION LAW AND REGULATION** **3 credits**  
Examines the development and impact of mass communication law, including the international and domestic regulation of the electronic media.
- COM 520 MASS COMMUNICATION RESEARCH METHODS** **3 credits**  
Introduces students to the research process, planning and design. Focuses on methods most relevant to mass communication, including experimental design, content analysis and survey research and examines the historical development of mass communication studies in social sciences, humanities and legal areas.
- COM 525 INTERNATIONAL MASS COMMUNICATION** **3 credits**  
This course addresses two areas of international mass communication: A comparative analysis of mass media systems across national borders and an examination of international media systems and services. Focuses on the relevance of journalism and mass communication in international affairs.
- COM 540 TOPICS IN MASS COMMUNICATION I** **3 credits**  
Specialized course on a variable topic relevant to the study of mass communication. Topics may include advertising, public relations, journalism, film, broadcasting, media delivery systems, media management and emergent media technologies.
- COM 545 TOPICS IN MASS COMMUNICATION II** **3 credits**  
Specialized course on a variable topic relevant to the study of mass communication. Topics may include advertising, public relations, journalism, film, broadcasting, media delivery systems, media management and emergent media technologies.

**COM 560 GRADUATE MEDIA PRACTICUM I 3 credits**

Provides an opportunity for students to apply theoretical concepts to the process of mass communication. Working in small groups, students identify an area in media utilization and develop and apply procedures that enhance or facilitate the mass communication process. Students present progress reports and defend program activities and decisions.

**COM 565 GRADUATE MEDIA PRACTICUM II 3 credits**

Provides an opportunity for students to apply theoretical concepts to the process of mass communication. Working individually, students identify an area in media utilization and develop and apply procedures that enhance or facilitate the mass communication process. Students present progress reports and defend program activities and decisions.

**COM 590 CREATIVE PROJECT/THESIS SEMINAR I 3 credits**

Under the guidance of course instructor and creative project/thesis committee, students prepare a proposal.

**COM 595 CREATIVE PROJECT/THESIS SEMINAR II 1-3 credits**

Enrollment in this course is required for the final term and completion of all degree requirements. Credits are conferred upon successful completion/defense of the creative project/thesis. Students who fail to complete COM 595 in the term following completion of COM 590 must reenroll in COM 595 for one credit in subsequent terms.

**CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE 3 credits**

A survey of the agencies and processes involved in the administration of criminal justice. This includes a review of the functions of legislature, the police, the prosecutor, the courts, and an analysis of the problems of law enforcement in a democratic society.

**CRJ 201 CRIME AND DELINQUENCY 1-3 credits**

A general orientation to the field of criminology which considers the following topics: development of delinquent and criminal behavior, initial handling and proper referral, and preventive police techniques. Specific police problems also are studied, such as addicts, the mentally ill and compulsive and habitual offenders. Special attention is given to police handling of juveniles and youths.

**CRJ 203 CRIMINAL LAW AND PROCEDURE 3 credits**

A survey of substantive American criminal law, and an analysis of the accused's procedural rights.

**CRJ 302 ISSUES IN CORRECTIONS 3 credits**

This course examines contemporary issues surrounding the legal and social construction of confinement against a background of controversy, idealism and unfulfilled social promise. The nature of punishment and its purpose is examined. Alternative correctional models are reviewed, and future trends are considered.

**CRJ 320 CRIMINOLOGY 3 credits**

This course presents an examination of the systematic study of the nature, extent, etiology and control of law-breaking behavior. It seeks to establish empirical knowledge about crime and its control, based upon qualitative and quantitative research that forms a basis for understanding, explanation, prediction, prevention and criminal justice policy.

**CRJ 321 COMPARATIVE POLICE SYSTEMS 3 credits**

This course compares and contrasts the law enforcement systems of different countries throughout the world, highlighting important features and differences of each. Students learn how law enforcement systems may vary across cultures and why. Each student will be responsible for the in-depth examination of a particular system against a comparative systems background.

**CRJ 322 PROBATION AND PAROLE 3 credits**

This course examines imposition of conditions and the supervision of offenders in the community as an alternative to imprisonment. Both probation and parole are examined in a historical and contemporary context. Consideration is given to the effects that probation and parole have upon the rest of the criminal justice system.

**CRJ 323 COMMUNITY CORRECTIONS 3 credits**

This course considers the community treatment of offenders. While examining the concept of community corrections, it notes the historical development and problems that offenders face when they enter community programs. Community resource provision and prerelease preparation are emphasized.

**CRJ 330 THE AMERICAN JUDICIARY 3 credits**

This course examines the structure and process of the American judicial system from a local, state and federal perspective, with emphasis upon civil, criminal, administrative and regulatory issues. Consideration is given to legal and political influences upon the judicial system and the court's role in influencing public policy in the criminal justice system.

**CRJ 400 GENDER, CRIME AND CRIMINAL JUSTICE 3 credits**

An overview of how gender affects women's involvement in the criminal justice system as offenders, victims and professionals. Considerable attention is given to women as victims of crime, the social system and the criminal justice process. Prerequisites: CRJ 101 and CRJ 203 or 301.

**CRJ 401 TRIAL ADVOCACY 3 credits**

This course examines the structure and process of the American judicial system from a trial advocacy perspective, with emphasis upon the criminal court process and procedures inside an American courtroom. Students will participate in a mock jury trial based on a fictitious fact pattern studied in class.

**CRJ 402 ETHICS, EVIDENCE AND LAW 3 credits**

This course is a detailed examination of the Rules of Criminal Procedure and the Rules of Evidence in the context of a fundamentally constitutional right to a fair trial. The trial of People v. O.J. Simpson will be thoroughly discussed with special emphasis on applying Florida Criminal Procedure and Evidence. Students will have the opportunity to compare and contrast the legal roles and ethical dilemmas encountered by attorneys, judges and law enforcement agents. Course success will require significant preparation of the materials and good writing skills. Interactive group discussions will be utilized to evaluate trial strategy and to understand the methods and ethical obligations of law enforcement assigned to collect evidence. The role of the media in the courtroom will also be explored.

**CRJ 405 TERRORISM 3 credits**

This course will examine terrorist culture, and will analyze the origins, motives, operations and psychology of terrorism. Case studies will be presented to illustrate the variety of both international and domestic terrorist events. Techniques of counter-terrorism will be analyzed, and their impact on civil rights and civil liberties will be evaluated.

**CRJ 410 VIOLENCE AND SOCIAL CHANGE 3 credits**

This course examines the theory, nature and content of violence as an act of human behavior, an entity, a social structure, a system or a process. Attention is given to ethno-violence. Relationships to victimization theory are explored, as well as cultural models of violence.

**CRJ 412 CRIME AND PUNISHMENT 3 credits**

This course is an interdisciplinary study of the concepts of crime and punishment as social values and how these values are reflected upon by different academic disciplines in the context of events important to people in society.

**CRJ 420 ETHICS IN CRIMINAL JUSTICE 3 credits**

An identification and in-depth analysis of the diverse ethical issues encountered in the criminal justice profession. Using a case study approach, traditional ethical theories will be examined and applied to such topics as discretion, affirmative action, use of deadly force, misconduct, civil disobedience, undercover operations and privacy. Prerequisites: CRJ 101 and CRJ 201 or 203.

**CRJ 450 RESEARCH IN CRIMINAL JUSTICE 3 credits**

This course consists of a study of research design and qualitative and quantitative methods of data collection and analysis. A properly formatted, well-developed, research-based paper is a requirement for the course. Students develop an independent project and oral presentation of their findings.

**CRJ 480 SEMINAR IN CRIMINAL JUSTICE 3 credits**

An intensive study of a selected topic relative to the concept of criminal justice. Emphasis is placed on meaningful research in the area selected. Prerequisites: CRJ 101, 201 and 203.

**CRJ 490 CRIMINAL JUSTICE INTERNSHIP 3 - 12 credits**

Practical work experience in a criminal justice agency in one of the major sectors of the field: law enforcement, courts, or corrections; or in a private firm serving these interests. Instructor and sponsor oversee and evaluate student work. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, CRJ 101, CRJ 201, CRJ 203 and CRJ 320.

**DOC 645 THE NEW CULTURALLY DIVERSE WORKFORCE 3 credits**

An exploration of the trends related to the changes in the makeup of the new workforce and associated issues and opportunities afforded by the changes to increase equity and access to educational opportunities and foster personal growth and development.

**DOC 745 MODELS OF EFFECTIVE PROGRAM INNOVATIONS IN CORPORATE SYSTEMS 3 credits**

This course emphasizes the leader as a change agent and developer of the total enterprise. Managing change, fostering creativity and encouraging entrepreneurial spirit while developing a "learning" organization is explored. Strategy testing and tactical implementation, building corporate culture and models of decision-making also will be discussed. Instruction methods will include case study analysis and business simulations.

**DOC 760 SPECIAL TOPICS IN CORPORATE AND ORGANIZATIONAL MANAGEMENT 3 credits**

Current issues and problems in non-academic educational systems.

**EDL 645 MODELS OF EFFECTIVE PROGRAM INNOVATIONS IN EDUCATION FOR DIVERSE POPULATIONS 3 credits**

Planning, implementing and assessing effective learning programs and opportunities for culturally diverse populations. Needs assessments to evaluate the kind and level(s) of need, identifying the target group(s), setting priorities, establishing program parameters, the type(s) of learning opportunities to satisfy those needs, the related policies to guide to program/service, and defining expected outcomes. Evaluation strategies to monitor changes and outcomes to assure institutional program effectiveness and continued relevance.

**EDL 750 SPECIAL TOPICS IN EDUCATIONAL LEADERSHIP 3 credits**

Current issues and problems in academic educational systems.

**EDL 753 GOVERNANCE AND FINANCE OF EDUCATIONAL SYSTEMS 3 credits**

Administrative structure and linkage of educational systems to varying local, state and national constituencies that have legislative and financial impact on institutional renewal and change.

**EDM 300-I THEORY AND PRINCIPLES OF HAZARDS, DISASTERS, AND U.S. EMERGENCY MANAGEMENT 3 credits**

An examination of various mitigation, preparedness, response, and recovery measures; the system put into place to implement these measures; and the key players involved in these activities at the local, state and federal levels. The course will explore various hazards and disasters, human response to hazards and reaction to disasters, vulnerability and risk, as well as the political and inter-jurisdictional context of emergency management.

**EDM 310-I PRINCIPLES AND PRACTICE OF HAZARD IDENTIFICATION AND MITIGATION 3 credits**

This course provides an understanding of the principles and practice of hazard mitigation in the United States at the local, state and federal levels. The emphasis will be on strategies designed to avoid or prevent future and recurring losses of life and damage to public and private property. The course will review the various tools, techniques, resources, programs, intergovernmental relationships, and broader social context involved in planning for and implementing hazard mitigation.

**EDM 320-I A SOCIAL VULNERABILITY APPROACH TO EMERGENCY 3 credits**

This course examines how broad political, social and economic patterns produce social relationships and social structures that put some social groups more at risk than others in disasters. Students will explore global, national and local patterns of vulnerability as they impact people throughout the disaster cycle and affect emergency management practices. The capacities, resources and needs of highly vulnerable groups will be explored, and models for community-based disaster mitigation projects engaging the resources of vulnerable social groups will be examined.

**EDM 410-I TERRORISM AND HOMELAND SECURITY 3 credits**

A survey of political terrorism, ranging from low-level threats, to acts of violence that may represent risk to human life and property, to large-scale acts of violence using "weapons of mass destruction" that may have devastating long-term effects. The course will explore the nature of terrorism and its many forms, policies and programs to reduce the risk that terrorism represents to society, policies and programs to manage terrorist events, and policies and programs to manage the consequences of terrorist violence.

**EDM 420-I DISASTER RESPONSE OPERATIONS AND MANAGEMENT 3 credits**

This course will examine the principles that promote effective disaster response operations and management by examining the nature of disasters, the context of response operations in the United States, and the roles and responsibilities of various emergency management organizations. The course will review the popular myths and realities of human behavior in catastrophic events as well as various approaches to disaster response operations. Problems associated with response operations will be identified and various means to improve emergency management operations after a disaster occurs will be emphasized.

**EDM 450-I CRISIS MANAGEMENT AND BUSINESS CONTINUITY PLANNING (BUSINESS AND INDUSTRY CRISIS MANAGEMENT CONCENTRATION) 3 credits**

This course considers the similarities and differences between government (public sector) and business and industry (private sector) crisis management. The fundamental corporate objective of ensuring corporate survivability and economic viability is assessed. Students will discover how crisis management decisions must reflect business reality if a private sector organization is to survive. Attention is given to how competition in the private sector can inhibit cooperation and the sharing of ideas between organizations. This course also illustrates how corporate culture, leadership, stakeholder desires and public pressure can affect emergency and disaster management in the private sector.

**EDM 460-I EMERGENCY MANAGEMENT PRINCIPLES FOR THE TOURISM, HOSPITALITY, AND TRAVEL MANAGEMENT INDUSTRIES (BUSINESS AND INDUSTRY CRISIS MANAGEMENT CONCENTRATION) 3 credits**

This course will examine the skills necessary for applying emergency management principles to the tourism, hospitality, and travel management industries. Students will acquire an introduction to current research pertaining to emergency management principles and practices in the tourism, hospitality and travel industries. Students will also develop an understanding of how social and behavioral research can be used to inform and evaluate disaster related policy guidelines for managers of tourism, hospitality and travel businesses. In addition, the unique vulnerabilities and challenges represented within tourism, hospitality and travel industries will be explored.

**EDM 470-Q INTERNSHIP IN EMERGENCY AND DISASTER MANAGEMENT 3 credits**

The Internship in Emergency and Disaster Management includes a practical field placement in a public, private or non-governmental organization. The internship provides an opportunity for practical field learning in emergency and disaster management combined with applied research.

**ZEDU 001 GENERAL KNOWLEDGE PREPARATION TEST Non-credit 3 hours**

This course reviews skills, competencies, and strategies necessary for successfully completing the CLAST. Math review includes arithmetic, algebra, geometry/measurement, probability/statistics and logical reasoning. Verbal preparation includes reading comprehension, English language skills and essay writing.

**EDU 100 LANGUAGE AND LEARNING DEVELOPMENT 3 credits**

This course has been designed to help students understand the notion of multiple intelligences and the relationship of intelligence to learning. Linguistic intelligence as it relates to learning differences will be discussed at length. Additionally, the course will enable students, through lectures and working with the support of learning disabilities personnel, to identify their learning styles, cognitive strengths and weaknesses and the sensory modalities that will assist students in their pursuit of college education.

**EDU 101 INTRODUCTION TO EDUCATION 3 credits**

An introduction to the historical, philosophical and sociological foundations of education as well as the legal, social, sociocultural, financial and political environment of schools.

**EDU 105 EARLY CHILDHOOD EDUCATION 3 credits**

Investigation of the historical, philosophical and sociological perspectives in early childhood education as they relate to the programs currently available for young children, including the principles and practices utilized for the development of scientific, creative, social, linguistic and cultural concepts.

**EDU 111 PRE-PRIMARY CURRICULUM MATERIALS AND ACTIVITIES 3 credits**

An introduction to the pre-primary/primary curriculum, age 3 through grade 3, and the development of activities and materials for each of the seven curricula areas.

**EDU 160 CHILD DEVELOPMENT 3 credits**

This course will focus on the theories and concepts of human growth and development from conception to age 8. Emphasis will be placed on characteristic stages, language, cognition and intelligence, physical and perceptual development, and social relationships as they relate to the influence of family structure on the child's personality and behavior.

**EDU 206 ADOLESCENT, CHILD DEVELOPMENT AND LEARNING 3 credits**

This course will focus on the theories and concepts of human growth and development from conception through adolescence. Emphasis will be placed on characteristic stages, language, cognition and intelligence, physical and

perceptual development, and social relationships as they relate to the influence of family structure on the child and adolescent's personality and behavior.

**EDU 210 EFFECTIVE TEACHING ACROSS THE ELEMENTARY SCHOOL CURRICULUM 3 credits**

An overview of the developments in curriculum design, innovative program models, current and effective instructional methods and strategies for planning and delivering instruction to all students in a variety of classroom settings and for a variety of purposes. It is designed to prepare elementary teachers to select, plan, adapt, implement and evaluate instructional materials, content and other resources appropriate to and reflective of both instructional goals and needs of all students with special emphasis on linguistically and culturally diverse learners in elementary classrooms.

**EDU 211 LANGUAGE ARTS IN THE ELEMENTARY SCHOOL 3 credits**

Development of methods and materials for teaching, listening, reading, thinking, speaking and writing skills for all children in the elementary school. Field observation and participation required.

**EDU 212 ART IN THE ELEMENTARY SCHOOL 3 credits**

Development of instructional skills, techniques and strategies for teaching art to all children in the elementary school.

**EDU 214 ART AND MUSIC IN THE ELEMENTARY SCHOOL 3 credits**

Development of instructional skills, techniques, and strategies as it relates to art, and music for the elementary school teacher working in a multicultural classroom.

**EDU 215 EMERGING LITERACY, COMMUNICATION AND CULTURE 3 credits**

This course is an introduction to the acquisition and development of language and literacy theories, processes, instructional strategies and assessments for implementing effective teaching practices for all children with special consideration for the specific academic and sociocultural needs of English language learners in multicultural classrooms.

**EDU 219 SOCIAL STUDIES IN THE ELEMENTARY SCHOOL 3 credits**

Development of instructional skills, techniques, strategies and related technologies for teaching social studies appropriate for all children as a mode of inquiry in elementary school.

**EDU 230 CREATIVE ACTIVITIES 3 credits**

Integration of art, music and movement in the pre-primary and primary environment (age 3 through grade 3) with developmental emphases on the use of art supplies and techniques, acquisition of basic movement skills and familiarization with types of music and musical instruments for use in multicultural classrooms.

**EDU 231 SECONDARY SCHOOL CURRICULUM AND EFFECTIVE TEACHING 3 credits**

An overview of the developments in curriculum design, innovative program models, current and effective instructional methods and strategies for planning and delivering instruction to all students in a variety of classroom settings and for a variety of purposes. It is designed to prepare secondary teachers to select, plan, adapt, implement and evaluate instructional materials, content and other resources appropriate to and reflective of both instructional goals and needs of all students with special emphasis on linguistically and culturally diverse learners in middle and/or high school.

**EDU 240 PRE-PRIMARY LANGUAGE ARTS 3 credits**

Emphasis upon developing and using meaningful strategies for involving all children in language arts experiences at the pre-primary/primary level, age 3 through grade 3.

**EDU 250 PRE-PRIMARY MATH AND SCIENCE 3 credits**

An introduction to the math and science concepts appropriate to the developmental level of the pre-primary/primary child, age 3 through grade 3. Activities will be examined and creative ideas explored as the student develops math and science lesson plans appropriate for diverse learners.

**EDU 257 PHYSICAL EDUCATION, HEALTH AND SAFETY IN THE SCHOOLS (PE/HEALTH-ELEMENTARY) 3 credits**

The objective of this course is to develop an understanding of the important aspects of physical education, health and safety, as they relate to the age 3 through grade 3 and elementary school teachers.

**EDU 260 EDUCATIONAL COMPUTER APPLICATIONS 3 credits**

The use of microcomputers and related technologies in elementary and secondary classrooms is discussed. Software evaluation, instructional materials generation, record keeping and the use of technology to benefit culturally and linguistically diverse students, as well as exceptional students are covered.

**EDU 261 FAMILY AND COMMUNITY INVOLVEMENT 3 credits**

A study of family systems and their impact on the education, growth and development of all children. Understanding the importance of involving families and communities, including culturally diverse families and their communities working cooperatively, in all phases of school programs.

**EDU 265 WRITING PROCESS IN THE ELEMENTARY SCHOOL 3 credits**

Materials, methods and strategies to teach all children the writing process as an integral part of reading, language and literacy development. Prerequisites: ENG 101, ENG 102 and EDU 211.

**EDU 270 PRE-PRIMARY LANGUAGE ARTS AND CREATIVE ACTIVITIES 3 credits**

Students will acquire a basic understanding of pre-reading and reading skills while integrating art, music and movement activities to enable them to develop and implement appropriate lessons for all pre-primary/primary age children.

**EDU 300 APPLIED LINGUISTICS 3 credits**

Examines current linguistic theories and principles related to second language acquisition research and teaching. Application of theory to teaching basic content area and for the development of English as a second language and literacy for linguistically and culturally diverse students. Observation and field experience required.

**EDU 305 A SURVEY OF ESOL STRATEGIES FOR SECONDARY EDUCATION 3 credits**

An overview of current approaches, methods, and strategies for adapting content, delivering instruction and designing assessment to ensure that ESOL secondary students comprehend academic content, develop academic language and engage in classroom activities that are culturally appropriate.

**EDU 310 METHODS OF TEACHING ESOL 3 credits**

An overview of current and effective instructional methods and strategies for planning and delivering instruction to English Language Learners in a variety of classroom settings and for a variety of purposes. Application of theory, principles and research to methods and strategies in multicultural classrooms. Field experience required. Prerequisite: EDU 300.

**EDU 314 CHILDREN'S LITERATURE/EDUCATIONAL MEDIA AND LIBRARY 3 credits**

Selection and use of children's books, storytelling and creative writing for use with all children in elementary school, and the development of competencies for effective selection and utilization of instructional media. Use of school library or media center to enhance classroom instruction for a variety of learners. Consideration of sources, selection evaluation and methods of implementing library and media. Includes off-site locations.

**EDU 315 READING IN THE PRIMARY GRADES 3 credits**

Approaches, methods and materials appropriate to teaching all young students to read are covered. Emphasis will be on emergent literacy, sequential development of skills, perceptual development, word attack skills, vocabulary and comprehension as all are part of a whole language philosophy. Field observation and practice will be required.

**EDU 316 READING IN THE INTERMEDIARY GRADES 3 credits**

Approaches, methods and materials appropriate to teaching students in the intermediate grades in elementary school. Emphasis will be on the development of reading skills, which will include comprehension strategies and vocabulary development as a part of a balanced reading program. Field observation and practice will be required. Prerequisite: EDU 315

**EDU 317 SCIENCE IN THE ELEMENTARY SCHOOL 3 credits**

Contemporary elementary science methods and materials, courses of study and science texts are examined, including development and use of science teaching units.

**EDU 318 MATHEMATICS IN THE ELEMENTARY SCHOOL 3 credits**

Development and use of functional mathematical skills for elementary school teachers. Investigation of methods and materials for use with diverse students in elementary school mathematics.

**EDU 330 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING 3 credits**

Identification of cultural issues related to communication, classroom interaction, academic content and parental and community involvement. Activities are designed to foster the importance and appreciation of greater understanding and empathy among ethnolinguistic groups. Emphasis is on the development of effective teaching strategies for the multicultural classroom. Field experience in a multicultural setting required.

**EDU 332 READING IN THE SECONDARY SCHOOL 3 credits**

Materials and approaches to develop and reinforce reading skills for all students necessary for success in content areas. Emphasis on academic vocabulary development and comprehension skills.

**EDU 333 SOCIAL STUDIES METHODS IN THE SECONDARY SCHOOL 3 credits**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs. Prerequisite: EDU 334.

**EDU 334 CLASSROOM BEHAVIOR MANAGEMENT 3 credits**

Strategies used to formulate a standard of student behavior in the classroom. Methods that promote instructional momentum. Emphasis on instructional planning effective for all learners.

**EDU 335 SCIENCE METHODS IN THE SECONDARY SCHOOL 3 credits**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs in science. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs. Prerequisite: EDU 334.

**EDU 336 MATH METHODS IN THE SECONDARY SCHOOL 3 credits**

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs in math. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs. Prerequisite: EDU 334.

**EDU 350 EDUCATIONAL MEDIA AND LIBRARY** 3 credits  
Development of competencies for effective selection and utilization of instructional media. Use of school library or media center to enhance classroom instruction for a variety of learners. Consideration of sources, selection evaluation and methods of implementing library and media. Includes off-site locations.

**EDU 355 CHILD GUIDANCE AND CLASSROOM MANAGEMENT** 3 credits  
The study and comparison of child guidance methods in relationship to classroom management skills as an integral part of effective teaching for all children.

**EDU 356 LEARNING PRINCIPLES FOR EDUCATORS** 3 credits  
A study of behavioristic, cognitive and information processing accounts of the acquisition, organization and utilization of information by all learners. Topics examined include classical conditioning, instrumental condition, observational learning and memory.

**EDU 364 LANGUAGE AND WRITING METHODS IN SECONDARY SCHOOL** 3 credits  
Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-term goals consistent with students' varying levels of literacy development. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and a variety of student learning needs. Prerequisite: EDU 334.

**EDU 365 LITERATURE METHODS IN THE SECONDARY SCHOOL** 3 credits  
Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-term goals consistent with student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and a variety of student learning needs. Prerequisite: EDU 334.

**EDU 366 ADOLESCENT LITERATURE** 3 credits  
A survey of the teaching techniques that utilize the major works of adventure, biography, autobiography, folk literature, historical fiction, mystery, mythology, science fiction and poetry for working with all adolescents. Some recreational and motivational works also are reviewed.

**EDU 400 ESOL CURRICULUM AND MATERIALS DEVELOPMENT** 3 credits  
Introduction of practices in planning, selecting, adapting, implementing and evaluating instructional programs, materials, content and resources appropriate to both instructional goals and needs of linguistically and culturally diverse students. Special emphasis on the application of language-sensitive content teaching and adapting and developing content and materials for English language learners. Observation and field experience required. Prerequisite: EDU 310.

**EDU 420 EDUCATIONAL MEASUREMENT AND EVALUATION** 3 credits  
Development of instructional objectives and classroom evaluation measures for all students. An overview of alternative assessment strategies; interpretation of standardized assessment techniques; interpretation of standardized tests using measurement results for evaluating student progress. Field experience in a multicultural classroom is required.

**EDU 460 CHILDREN AT RISK** 3 credits  
A study of research-based information of the identification, resources and effective instructional practices for all children with special needs who are at risk of academic failure from age 3 through grade 3. Procedures and intervention approaches for appropriate and effective family support are discussed.

**EDU 461 EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS** 3 credits  
A review of research-based information on the identification and remediation of exceptional students in the regular classroom. This course enables students to develop practical teaching strategies and use technology that regular educators need to respond effectively to exceptional students, including linguistically and culturally diverse students in regular classroom settings. Field observation and practice in a multicultural classroom required.

**EDU 462 CHILDREN AT RISK AND EXCEPTIONAL STUDENT EDUCATION** 3 credits  
A study of research-based information on the identification, redemption and resources for children who are at risk of academic failure (age 3 through grade 3), and those already designated as exceptional students. Development of practical teaching strategies, procedures and intervention approaches to effectively respond to the needs of these students, including the linguistically and culturally diverse, and their families. Field observations and practice in a multicultural setting required.

**EDU 480 PRACTICUM** 3 credits  
Guided practice under supervision of an ESOL-endorsed elementary classroom teacher in at least two multicultural classrooms at different grade levels. Requires the utilization of knowledge, attitudes and skills in elementary school instructional situations. Lab fee: \$100.

**EDU 481 STUDENT TEACHING** 9 credits  
Independent practice teaching in a multicultural classroom. Requires the utilization of knowledge, attitudes and skills in elementary school instructional situations. Lab fee: \$100.

**EDU 500 FOUNDATIONS OF EXCEPTIONAL STUDENT EDUCATION** 3 credits  
An exploration and analysis of exceptional student education with a focus on government policy, particularly P.L. 94-142 and the ADA; areas contributing to the history of special education; legal and ethical issues in exceptional student education; and major theories associated with mildly handicapped situations. Field experience and observation required.

**EDU 503 ESOL PRINCIPLES AND PRACTICES FOR SECONDARY SCHOOLS** 3 credits  
Examines a variety of strategies for adapting curriculum and teaching of content to ESOL students including attention to the implications of cultural factors in learning and instruction for secondary schools. The course is designed to meet the requirements for ESOL Endorsement of Category 2 teachers in Florida. Completion of the course will satisfy the state requirements for such endorsement.

**EDU 505 APPLIED RESEARCH METHODS** 3 credits  
A review of the various methods of research and basic statistical methods appropriate to educational research. Students select a topic of interest in Exceptional Student Education, design a research project and draft a proposal. Completion of the first two chapters of the graduate project: 1 - Introduction and 2 - Review of the Literature.

**EDU 510 LANGUAGE DEVELOPMENT AND LEARNING** 3 credits  
Theories of language acquisition, various models and patterns of language adaptation, types of listening and variables that affect listening, formal language tests, informal assessment measures of language problems and specific teaching strategies in the areas of expressive and receptive language.

**EDU 511 CHARACTERISTICS AND NEEDS OF STUDENTS WITH MILD DISABILITIES** 3 credits  
An in-depth study of the characteristics and needs of the mildly handicapped student (mentally or emotionally handicapped or with specific learning disabilities) along with the use of various teaching strategies and individual instruction. Suggested materials and methods utilizing microcomputers, self-correcting materials, instructional games, and personalized education activities are addressed. Field experience and observation required.

**EDU 512 INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH EMOTIONAL DISABILITIES** 3 credits  
Specialized strategies for teaching emotionally handicapped (EH) students. Overview of instructional techniques and motivational strategies. Highlighted are the development, implementation and evaluation of individualized educational plans along with database management. Field experience and observation required. Prerequisite: EDU 500 or EDU 511.

**EDU 513 INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH MENTAL DISABILITIES**

**3 credits**

An exploration of unique teaching strategies for mentally handicapped (MH) students. Highlighted are the development, implementation and evaluation of individualized educational plans. The course addresses special approaches to functional skills instruction, developmental programming and database management. Field experience and observation required. Prerequisite: EDU 500 or EDU 511.

**EDU 514 INSTRUCTIONAL STRATEGIES FOR SPECIFIC LEARNING DISABILITIES**

**3 credits**

Individualized instructional strategies for teaching students with specific learning disabilities (SLD), including specialized approaches to teaching basic skills and adaptation of curriculum. Field experience and observation required. Prerequisite: EDU 500 or EDU 511.

**EDU 521 METHODS OF TEACHING ESOL**

**3 credits**

An overview of current and effective instructional methods and strategies for planning and delivering instruction to English language learners in a variety of classroom settings and for a variety of purposes. In-depth application of theory, principles and research to methods and strategies. Field experience required. Prerequisite: EDU 520.

**EDU 522 CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL**

**3 credits**

Advanced practices in planning, selecting, adapting, implementing and evaluating instructional programs, materials, content and resources appropriate to both instructional goals and needs of linguistically and culturally diverse students. Special emphasis on the application of language sensitive content teaching, adapting, as well as developing content and materials for English language learners. Field experience and observation required. Prerequisite: EDU 521.

**EDU 523 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING**

**3 credits**

Identification of cultural issues related to communication, classroom interaction, academic content and parental and community involvement. Activities designed to foster the importance and appreciation of greater understanding and empathy among ethnolinguistic groups. Emphasis on development of teaching strategies for multicultural classrooms. Field experience required.

**EDU 525 TESTING AND EVALUATION IN ESOL**

**3 credits**

Advanced study and research on current issues in the field of ESOL testing and evaluation. Development of skills necessary for selecting, designing and administering appropriate assessment instruments for the purposes of evaluating second language proficiency and monitoring academic progress. Field experience required.

**EDU 524 APPLIED LINGUISTICS**

**3 credits**

Current linguistic theories and principles related to second language acquisition research and teaching. Application of theory to teaching basic content area and for the development of English as a second language and literacy for linguistically and culturally diverse students. Field experience and observation required.

**EDU 534 CLASSROOM BEHAVIOR MANAGEMENT**

**3 credits**

Focuses on developing strategies to formulate a standard of behavior in special needs classrooms and methods that promote instructional momentum for special needs classrooms and special educators working within regular classrooms.

**EDU 561 ASSESSMENT OF EXCEPTIONAL STUDENTS**

**3 credits**

Focuses on the in-depth knowledge and competencies needed to administer formal tests and utilize types of informal measures. Provides teachers with the skills necessary to identify various handicapping conditions. Field experience and observation required.

**EDU 570 CAREER MANAGEMENT AND TRANSITION PLANNING FOR EXCEPTIONAL STUDENTS**

**3 credits**

Comprehensive guide to collegiate, counseling, residential, social and vocational programs, serving adolescents and young adults with learning disabilities and other mild handicaps. Field experience and observation required. Prerequisite: EDU 500 or EDU 511.

**EDU 581 STUDENT TEACHING IN EXCEPTIONAL STUDENT EDUCATION**

**6 credits**

Culminating field experience in a program for students with Exceptional Student Education, demonstrating competencies learned throughout the program. Required of all students who do not have an undergraduate degree in education. Lab fee: \$30. Prerequisites: Completion of all program requirements.

**EDU 602 STATISTICAL METHODS**

**3 credits**

Measurement and statistical analysis of parametric and non-parametric data. Techniques, applications and analysis, using spreadsheets and statistical packages for computerized data analysis.

**EDU 603 ADVANCED QUANTITATIVE RESEARCH**

**3 credits**

Application of statistics for hypothesis testing on quantitative data. Selection of appropriate statistical tests for research designs, the use of statistical tests for analyzing quantitative data, understanding of computer statistical programs and interpretation of statistical results. Prerequisite: EDU 602.

**EDU 604 ADVANCED QUALITATIVE RESEARCH**

**3 credits**

Understanding and developing a qualitative research design. To focus, identify potential problems and solutions, and develop useful and relevant theory in qualitative research.

**EDU 605 INTRODUCTION TO EDUCATIONAL ADMINISTRATION**

**3 credits**

This course provides an introduction to the educational administration profession by focusing on foundational concepts and theories significant to understanding education and educational administration. It offers a critical examination of topics that are central to educational administration, such as organization, community, power, authority, change, leadership, management and values.

**EDU 621 HUMAN RESOURCE MANAGEMENT IN EDUCATIONAL ORGANIZATIONS**

**3 credits**

This course will examine the professional functions, processes and tools of human resource management, including collective bargaining and arbitration, from the perspectives of the line manager, human resources professional and organization member. Additional topics include definition and determination of staff needs and management and coordination problems. Also addressed are policies for recruitment, selection, assignment, salary planning, scheduling, promotion, separation, grievances, reassignment, records, development programs, in-service training, evaluation, benefits and services. This course is cross-listed as EDU 721.

**EDU 622 CULTURAL DIVERSITY IN EDUCATIONAL SYSTEMS**

**3 credits**

An analysis of the changing demographics of the world population and its implications for basic human needs on all levels: educational, psycho-bio-social and environmental. Trends and countervailing forces affecting social disorganization and the need for institutional renewal in educational systems are also addressed.

**EDU 623 LEGAL ASPECTS OF EDUCATIONAL SYSTEMS**

**3 credits**

An exploration of the historical and contemporary legal challenges in educational systems and management of the litigious environment that emerges. Constitutional, statutory and common law relating to education are discussed.



**EDU 624 COMMUNICATION SKILLS 3 credits**

Provides leadership candidates the opportunity to explore and develop communication skills necessary for the planning, implementation and ongoing evaluation of home/school/community relations programs.

**EDU 625 EDUCATIONAL FINANCE 3 credits**

Administrative structure and linkage of educational systems to varying local, state and national constituencies that have legislative and financial impact on institutional renewal and change.

**EDU 626 ADMINISTRATION OF CURRICULUM AND INSTRUCTION 3 credits**

The development, administration and evaluation of curriculum and instruction.

**EDU 627 HIGHER EDUCATION ECONOMICS AND FINANCE 3 credits**

Financial structure of higher education institutions and its relationship to private and public funding sources, higher education legislation, and innovative funding.

**EDU 630 TRANSFORMATIONAL LEADERSHIP AND INNOVATION 3 credits**

Covers theories of leadership: roles, styles and management of the change process in educational systems. Planning, implementation and assessment process of the leader's vision for program innovation are also addressed.

**EDU 635 TECHNOLOGY AND COMMUNICATION FOR EDUCATIONAL SYSTEMS 3 credits**

The role of technology and its impact on traditional and non-traditional educational systems. Study includes historical perspectives on traditional and non-traditional ways of educating, coupled with theories of how we communicate and learn. Also addressed are the range and mix of technology available as instructional tools to enhance learning across culturally diverse groups and environments, and future directions of technological innovations in educational systems. This course is cross-listed as EDU 735.

**EDU 640 STRATEGIC PLANNING AND ASSESSMENT FOR EDUCATIONAL SYSTEMS 3 credits**

Elements of strategic planning for innovation in educational systems: Environmental scanning, SWOT analysis, renewing the organizational mission, goals and objectives to address new needs. The course also addresses defining roles and levels of strategy for each institutional unit/subunit in implementing and assuring the strategic control of the plan over time.

**EDU 650 HIGHER EDUCATION LAW 3 credits**

The impact of laws, regulations, and judicial opinions on institutions of higher education. Addressed are legal issues involved in various controversies coextensive with inquiry regarding the educational and policy implications of the legal cases considered.

**EDU 651 AMERICAN HIGHER EDUCATION CURRICULAR ISSUES 3 credits**

A conceptual analysis of curriculum and other educational program elements and rational relationships among them, including educational goals, instructional plans, program evaluation, managerial planning, content sources, and criteria for selection and organization.

**EDU 652 ADMINISTRATION AND GOVERNANCE OF HIGHER EDUCATION INSTITUTIONS 3 credits**

An analysis of controls in higher education: internal organizational patterns, roles of trustees, administrative personnel and faculties. The impact of teaching, research, criticism and sanctions on the differentiation of institutional goals also is covered.

**EDU 653 TEACHING AND LEARNING AT THE HIGHER EDUCATION LEVEL 3 credits**

This course is an introduction to general theories of human learning and their application to learning in academic disciplines. The course raises pedagogical and curricular issues related to the creation of instruction and learning

environments in subject matter domains, as well as the evolution and status of instructional programs and practices in American higher education.

**EDU 664 GRADUATE PROJECT IN EXCEPTIONAL STUDENT EDUCATION I 3 credits**

Continuation of the research initiated in EDU 505. Refinement of research methodology, data gathering and presentation of results, concluding with the development and completion of graduate project chapters 3 (Methodology) and 4 (Results). Prerequisite: EDU 505.

**EDU 665 GRADUATE PROJECT IN EXCEPTIONAL STUDENT EDUCATION II 3 credits**

Continuation of EDU 664. The graduate project will reach its final stage with the completion of chapter 5 (Discussion and Conclusions). The student will demonstrate expertise in the subject matter through a written graduate project and its oral defense to the faculty. Prerequisite: EDU 664.

**EDU 670 SPECIAL EDUCATION FOR ADMINISTRATORS 3 credits**

Designed for the administrator to understand and implement policies at the federal, state and local levels for children with special needs. Major theories in the field of special education will be the focus, along with strategies to evaluate special education programs, such as inclusion and transition. Program planning, child placement, least restrictive environment and assessment will be addressed.

**EDU 698 THE PRACTICAL PRINCIPAL 3 credits**

An examination of the practical side of the principalship. Areas to be discussed include research, i.e. action research; issues of moral judgment; planning and conducting faculty meetings; supervising; writing reports and grant proposals for federal, state and local agencies; building school morale; and allocation of time.

**EDU 699 INTERNSHIP 3 credits**

Culminating field experience for administrators. Supervised placement in an educational setting demonstrating competencies learned throughout the program. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, and completion of all program requirements.

**EDU 710 LEADERSHIP OF INSTRUCTIONAL PROGRAMS 3 credits**

This course focuses on the leadership roles in curriculum and instruction. Topics include leadership of curriculum development and administration, student achievement, program assessment, accountability, supervision of instruction, learning for understanding and school improvement models.

**EDU 720 INTERNATIONAL EDUCATION SYSTEMS 3 credits**

A comprehensive examination and comparison of international educational systems. Topics include the philosophical, political, social and economic influences on the development of international educational systems, comparative analysis of the administration processes of educational systems, comparative analysis of curriculum and outcomes of international educational systems.

**EDU 721 HUMAN RESOURCE MANAGEMENT IN EDUCATIONAL ORGANIZATIONS 3 credits**

This course will examine the professional functions, processes and tools of human resource management, including collective bargaining and arbitration, from the perspectives of the line manager, human resources professional and organization member. Additional topics include definition and determination of staff needs and management and coordination problems. Also addressed are policies for recruitment, selection, assignment, salary planning, scheduling, promotion, separation, grievances, reassignment, records, development programs, in-service training, evaluation, benefits and services. This course is cross-listed as EDU 621.

**EDU 724 LAW AND GOVERNANCE IN EDUCATIONAL ORGANIZATIONS****3 credits**

Study of federal and state constitutions, legislation, regulatory guidelines and court decisions as related to operation of educational institutions and organizations. Development of awareness and knowledge of legal parameters related to education. Students will be required to synthesize legal mandates and organizational responsibilities, apply knowledge of common law and contractual requirements, analyze constitutional provisions such as the separation of church and state, analyze special education litigation, and demonstrate an understanding of legal provisions for student participation, student and parent rights, torts and liabilities.

**EDU 725 EDUCATIONAL FINANCE****3 credits**

The course examines the knowledge and skills needed for the fiduciary management of educational organizations with a focus on budgeting, including budgeting theories and budgeting processes. The course examines the sources of revenue, allocation of expenditures, budget implementation and administration, and issues of accountability and equity.

**EDU 735 TECHNOLOGY AND COMMUNICATION FOR EDUCATIONAL SYSTEMS****3 credits**

The role of technology and its impact on traditional and non-traditional educational systems. Study includes historical perspectives on traditional and non-traditional ways of educating, coupled with theories of how we communicate and learn. Also addressed are the range and mix of technology available as instructional tools to enhance learning across culturally diverse groups and environments, and future directions of technological innovations in educational systems. This course is cross-listed as EDU 635.

**EDU 751 CROSS-CULTURAL EXPERIENCES****3 credits**

Students may travel to other countries to conduct research.

**EDU 800 PRACTICUM I****3 credits**

A beginning level field experience in which the scholar-practitioner demonstrates: (a) familiarity with a topical and important educational leadership issue, (b) the ability to design and implement a proposal successfully, and (c) critical thinking skills in analyzing the outcome, drawing conclusions and making recommendations to the appropriate audiences.

**EDU 801 PRACTICUM II****3 credits**

An advanced level field experience in which the scholar-practitioner demonstrates: (a) familiarity with a topical and important educational leadership issue, (b) the ability to design and implement a proposal successfully, and (c) critical thinking skills in analyzing the outcome, drawing conclusions and making recommendations to the appropriate audiences.

**ENG 099 ENGLISH SKILLS****non-credit**

A three-credit course in basic writing, grammar and sentence structure as prerequisite to ENG 101 when required. Includes writing lab requirements. This course is graded pass/fail, and course credit does not apply toward graduation requirements.

**ENG 101 ENGLISH COMPOSITION I****3 credits**

A course in clear, effective expression designed to develop ability in composition. Students study the essay and are trained in the use of library materials for preparing research papers. Includes writing lab requirement. This course fulfills the Gordon Rule. Students will write a minimum of 6,000 words. Students must earn a C- or higher to move on to ENG 102. Offered every semester. Prerequisite: Pass grade in ENG 099 or appropriate score on the placement test.

**ENG 102 ENGLISH COMPOSITION II/WORLD LITERATURE****3 credits**

A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres, reading and writing critically on a global canon. This course fulfills the Gordon Rule. Students will write a

minimum of 6,000 words. Students must earn a C- or higher to enroll in upper-division English courses. Prerequisite: C- or higher in ENG 101. Offered: Every semester.

**ENG 201 STUDIES IN POETRY****3 credits**

A survey of the genre, using a global canon to study the formal elements and various forms of poetry. Prerequisite: C- or higher in ENG 102. Offered: Fall of odd-numbered years.

**ENG 202 STUDIES IN SHORT FICTION****3 credits**

A survey of the genre, using a global canon to study the formal elements of the short story. Prerequisite: C- or higher in ENG 102. Offered: Spring of odd-numbered years.

**ENG 203 STUDIES IN DRAMA****3 credits**

A survey of the genre, using a global canon to study the formal elements of dramatic literature. Prerequisite: C- or higher in ENG 102. Offered: Spring of even-numbered years.

**ENG 204 STUDIES IN THE NOVEL****3 credits**

A survey of the genre, using a global canon to study the formal elements of the novel. Prerequisite: C- or higher in ENG 102. Offered: Fall of even-numbered years.

**ENG 311 CREATIVE WRITING****3 credits**

A practical course in writing poetry in fall of even-numbered years, fiction in the fall of odd-numbered years, and drama in the spring of odd-numbered years. Prerequisite: C- or higher in ENG 102.

**ENG 325 SHAKESPEARE****3 credits**

An intensive study of the plays and sonnets of William Shakespeare. Prerequisite: C- or higher in ENG 102. Offered: Spring.

**ENG 330 AMERICAN LITERATURE I****3 credits**

A survey of American authors from the Colonial Period, the Age of Reason and the Romantic Era. Prerequisite: C- or higher in ENG 102. Offered: Fall of odd-numbered years.

**ENG 331 AMERICAN LITERATURE II****3 credits**

A survey of American authors from the Age of Realism through the 20th century. Prerequisite: C- or higher in ENG 102. Offered: Spring of even-numbered years.

**ENG 340 BRITISH LITERATURE I****3 credits**

A survey of major British authors up to and including the Renaissance. Prerequisite: C- or higher in ENG 102. Offered: Fall of even-numbered years.

**ENG 341 BRITISH LITERATURE II****3 credits**

A survey of major British authors after the Renaissance and through the 20th Century. Prerequisite: C- or higher in ENG 102. Offered: Spring of odd-numbered years.

**ENG 350 INTRODUCTION TO GENDER AND MULTICULTURALISM IN LITERATURE****3 credits**

This course is an analysis and appreciation of writings from a variety of diverse global groups with an emphasis on the uniqueness and nuances of culture and identity, the individual and an acknowledgement and recognition of differences among these various groups. It also will examine the development of gender formation and sexual identity as a social, political and historical construct and its representation in multicultural literature. Prerequisite: C- in ENG 102. Offered: Spring of odd-numbered years.

**ENG 405 SEMINAR IN GENDER AND LITERATURE****3 credits**

This course will enable students to comprehend the genesis of stereotypical gender roles and how this perception is formed by social, political and historical influences. This course also will present how this constricting

perception of behavior has evolved into a more humanistic attitude toward equality in society and how these conceptions are represented in literature and various other cultural expression. Prerequisite: C- or higher in ENG 102. Offered: Spring of even-numbered years.

**ENG 420 TOPICS IN LITERATURE 3 credits**

An advanced study of selected themes, genres and authors. Prerequisite: C- or higher in ENG 102. Offered: Fall of even-numbered years and Spring of odd-numbered years.

**ENG 470 WRITING THE MAJOR THESIS 3 credits**

This is an upper-division writing workshop in which students receive instruction and feedback in writing as well as reinforcement of writing skills. Taught by an English professor, the course allows students to develop writing projects for assignments in their major program and to receive guidance on these projects from the planning stages through completion. Input from faculty members in the student's major program is encouraged. Prerequisite: C- or higher in ENG 102. Offered: Every semester.

**EPA 540 TERRORISM: ITS EFFECT ON CRIMINAL JUSTICE AND EMERGENCY PLANNING 3 credits**

This course is designed to prepare students with the necessary, basic theoretical knowledge and ability to reasonably analyze the fundamental principles involved in political terrorism. Students will examine a variety of events, ranging from low-level threats and acts of violence that may represent significant risk to human life and property, to large-scale acts of violence involving weapons of mass destruction that may have devastating, long-term effects.

**EPA 620 INTERNSHIP IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

The Internship in Emergency Planning and Administration is a practical experiential field placement in a public or private emergency administration setting. The internship combines practicum-based learning combined with applied research. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**EPA 630 TECHNOLOGY IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

This course examines the nature and extent of current and emerging technologies in the field of Emergency Planning and Administration. It analyzes technology applications and their role in emergency planning, response, recovery and mitigation. Problems and issues associated with the introduction and use of technology applications for emergency management are considered. Various information systems that support decision-making in emergency administration are examined.

**EPA 640 PLANNING PROCESSES FOR EMERGENCY ADMINISTRATION 3 credits**

This course will examine various planning process models and methods used within the context of emergency planning and administration. Students will analyze how the planning process enables critical thinking by professionals and alternatives available in the event of an emergency. This course also considers the dynamics of coordination and cooperation among and between agencies that is required for effective emergency planning to occur.

**EPA 651 THE SOCIAL DIMENSIONS OF DISASTER 3 credits**

This course involves an analysis of sociological research regarding individual, group, organizational and community responses to, and recovery from, disasters. It examines how social science research can be used as a basis for modifying public policy related to emergency planning and administration. The course considers some theoretical principles that govern the design and implementation of effective disaster warning systems, myths concerning disaster response and how people will behave, and theoretical principles most relevant to the implementation of an effective local emergency management program.

**EPA 652 POLITICAL AND PUBLIC POLICY BASIS OF EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

This course is an examination of the political and public policy environment in which emergency planning and administration is practiced. It examines the political dynamics of emergency management and analyzes government decision-making before, during and after disasters. Students study how political factors play a role in all phases of emergency and disaster management. Students also analyze various disaster policy studies for lessons learned.

**EPA 654 LIVING IN A HAZARDOUS ENVIRONMENT 3 credits**

An examination of selected natural hazards and their distribution; technical hazards and their origin and the frequency and impact of hazardous events. The course analyzes hazard perception and public response to natural hazards and technological failures, examines the consequences of hazards on society over time and assesses various mitigation strategies. Trends in hazards research are considered, and a variety of national and international issues are explored through case studies.

**EPA 655 VULNERABILITY ANALYSIS AND HAZARD MITIGATION 3 credits**

This course will examine hazard, risk and vulnerability analysis within the context of emergency planning and administration. The concept of hazard mitigation will be framed and analyzed as a tool to reduce vulnerability to humans and the built environment, thereby reducing potential damages from future disasters. The student will review federal, state, and local mitigation programs, and intergovernmental relationships will be explored. The role of the private sector and non-governmental organizations (NGOs) will be examined, and the economic effectiveness of vulnerability analysis will be assessed.

**EPA 665 GRADUATE PROJECT IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits**

The culminating graduate project represents a topic of professional interest selected by the student and approved by his or her advisor for relevance and importance in the field of emergency planning and administration. In the project, the student must reflect the integration of theory and practice and demonstrate mastery in the subject matter. Final projects are presented in a seminar.

**FYE 101 THE FIRST YEAR EXPERIENCE I 1 credit**

Required of all first-year students enrolled at Lynn University and for transfer students with less than 30 semester credits, this course is designed to increase students' success by assisting in obtaining knowledge and skills necessary to reach their educational objectives using a holistic approach. Topics in this course include the nature of education, time management, test taking, communication skills, study techniques, university policies and procedures, resources and services, health/wellness issues, and personal issues that face many college students. A pre-orientation to the international Academic Adventure experience program will be offered. Students earn a letter grade for this course and must successfully pass to participate in Academic Adventure. This course meets two hours per week and is a core requirement.

**FYE 102 THE FIRST YEAR EXPERIENCE II 1 credit**

FYE 101 and FYE 102 are required for all first-year students and for students transferring less than 30 semester credits. A continuation of FYE 101, this course will focus on an analysis and reflection of the international Academic Adventure experience program, multicultural and diversity awareness, personal finance, educational planning, leadership, community service and career development. Students will earn a letter grade for this course. This course meets two hours per week, is a core requirement and is required of all second semester freshmen. Prerequisite: FYE 101.

**GVC 105 DRAWING 3 credits**

A course designed to help students visualize their thoughts in drawings, beginning with the basics of drawing to free-hand drawing of three-dimensional objects.

- GVC 120 DESIGN** **3 credits**  
An introduction to the study of line, form, color, and texture with emphasis on the organization of these elements into composition.
- GVC 205 RENDERING TECHNIQUES** **3 credits**  
The materials and methods used in advertising and graphic design. Figure indication and the preparation of roughs and comprehensives. Prerequisite: GVC 105 or permission of instructor.
- GVC 220 COMMERCIAL LAYOUT AND DESIGN (QUARKXPRESS)** **3 credits**  
An examination of the principles of commercial layout and design through the use of industry standard software applications. Emphasis is placed on basic design composition utilizing digital imagery and its relationship to typography. Lab fee \$30. Prerequisite GVC 120
- GVC 230 GRAPHICS I** **3 credits**  
The basics of design are used to develop two-dimensional designs that serve specific commercial needs. Prerequisite: GVC 120 or permission of instructor.
- GVC 240 COLOR THEORY** **3 credits**  
Through the use of acrylics and various tools and techniques, basic technical skills and color relationships are studied.
- GVC 260 HISTORY OF GRAPHIC DESIGN** **3 credits**  
This course explores the visual language invented and re-invented by human beings throughout history and covers the work of historically significant graphic designers and typographers. Prehistoric mark-making and the development of the written word are covered as well as revolutionary technological changes such as the invention of the printing press, moveable type and the digital information era.
- GVC 265 PHOTOGRAPHY** **3 credits**  
Fundamentals of digital photography, including picture-taking, camera technique, and digital printing. Lab fee: \$30.
- GVC 299 TOPICS IN GRAPHIC AND VISUAL COMMUNICATION** **3 credits**  
Specialized topics and trends in visual communication not covered in existing courses, such as: informational design, handmade art books, graphic web design, etc.
- GVC 312 SCULPTURE** **3 credits**  
An exploration of the casting process. Students participate in all areas of sound, basic foundry processes including ceramic shell, direct and experimental casting. Metals include bronze and aluminum. Prerequisite: GVC 212.
- GVC 315 LIFE DRAWING** **3 credits**  
Through the use of the live model and lectures in basic anatomy, the course uses drawing as a finished work. Figure drawing stresses the use of light and proportion. Prerequisite: GVC 105.
- GVC 330 GRAPHICS II** **3 credits**  
Intermediate study of the materials and methods of graphic design. Prerequisites: GVC 230.
- GVC 331 PRINTMAKING** **3 credits**  
Advanced intaglio process. Advanced techniques in color printing and photo-etching. Prerequisite: Permission of instructor.
- GVC 335 ILLUSTRATION** **3 credits**  
An advanced drawing class stressing personal and creative use of tools and techniques to illustrate products, packaging, books and magazines. Prerequisite: GVC 105.
- GVC 340 DIGITAL ILLUSTRATION (ILLUSTRATOR)** **3 credits**  
In this course the student uses a vector-based program in the creation of digital line art. In addition to technical proficiency, design and craft play a strong role in the course objectives. Projects ranging from basic form to commercial graphics are explored. Students leave the course with several portfolio-quality pieces. Lab fee: \$30.
- GVC 345 FIGURE DRAWING METHODS** **3 credits**  
Explores the various methods used for finding individual styles of expression. Includes discussions of the historical and contemporary use of the figure in art. Prerequisite: GVC 315.
- GVC 350 ADVERTISING DESIGN AND PRODUCTION** **3 credits**  
This course concentrates on "real world" applications of design, principles and thought. Effective interaction with classmates are developed and employed as a resource in the conceptual and technical processes. Professionalism and attention to detail are emphasized and refined. Students learn how to manage projects for commercial printing applications. Time is given to improvement of ads from verbal direction as well as the design and production components. Lab fee: \$30. Prerequisite: GVC 230 or permission of instructor.
- GVC 360 DIGITAL IMAGING (PHOTOSHOP)** **3 credits**  
This course focuses on the use of photo-based software and its application in visual communication with an emphasis on photographic manipulation techniques for the graphic arts and advertising design. Prerequisite: GVC 265
- GVC 363 PAINTING MATERIALS** **3 credits**  
Emphasis on an individual aesthetic related to materials. This is developed through a series of self-directed problems. Prerequisite: GVC 105
- GVC 365 COLOR PHOTOGRAPHY** **3 credits**  
Advanced study in the use of color in photography. Coordinated work with certain other art and fashion classes is required. Lab fee: \$30. Prerequisite: GVC 265.
- GVC 370 CORPORATE ID** **3 credits**  
This course allows students to research and develop design elements that identify and advertise a corporation or business. Logo/trademarks, corporate collateral, uniforms and vehicle identification are explored and researched. All projects are carried through to final portfolio quality. Prerequisite: GVC 220 or permission of instructor.
- GVC 375 HISTORY OF PHOTOGRAPHY** **3 credits**  
A chronological survey of photography from the early technical developments to contemporary digital imaging with emphasis on conceptual and thematic aspects, as well as the impact on society.
- GVC 380 THREE-DIMENSIONAL DESIGN** **3 credits**  
Development of basic skills for building three-dimensional, conceptual and presentation models of products, furniture and buildings.
- GVC 385 HISTORY OF ANIMATION** **3 credits**  
A chronological survey of the evolution of animation in the visual media of film, TV, and computer games.
- GVC 390 TYPOGRAPHY** **3 credits**  
Typographical forms are studied as both visual and verbal means of communication. Prerequisite: GVC 330 or permission of instructor.
- GVC 399 ISSUES IN GRAPHIC AND VISUAL COMMUNICATION** **3 credits**  
A seminar with variable topics, dealing with issues in graphic and visual communication, such as: motion graphics, senior design studio, advanced computer graphics, and computer animation, etc.
- GVC 430 GRAPHICS PRACTICUM** **3 credits**  
Students complete individual projects in advertising and graphic design; the

instructor acts as client and critic. Students progress from proposal and contract to final presentation. Prerequisite: Permission of instructor

**GVC 440 GRAPHIC DESIGN PRODUCTION 3 credits**

This capstone course enhances knowledge gained in earlier technology and design courses. Issues such as pre-press and printing are addressed. Students attend a field trip to a local printer and service bureau. In addition to a required packaging solution, students have an opportunity to propose individual projects. Lab fee: \$30. Prerequisite: Senior standing or permission of instructor.

**GVC 445 APPLIED PHOTOGRAPHY 3 credits**

The application of photographic principles in studio and on-site settings. Students utilize graphic elements in the preparation of digital imagery. Prerequisite: GVC 265.

**GVC 450 ADVANCED GRAPHIC DESIGN 3 credits**

Design as it relates to visual communication. Typography, symbol, image and visual organization are considered in the context of contemporary practice. Prerequisite: GVC 390 or permission of instructor.

**GVC 455 ADVANCED PHOTOGRAPHY 3 credits**

Advanced study of photography as an art form; includes use of color in photography, experimentation in composition and techniques in large format printing. Lab fee: \$30. Prerequisite: GVC 265.

**GVC 460 ADVANCED TYPOGRAPHY 3 credits**

Advanced study of typography. Students develop a more comprehensive understanding of the visual language and rhythm of typographic structure and form. Focus is placed on current typographic design trends in both the fine art and commercial design fields. This course is dependent upon students' previous course work in Typography 1, Commercial Layout and Design (QuarkXpress) and Electronic Design (Illustrator). Prerequisites: GVC 220, 340, 360 and 390 or permission of instructor.

**GVC 480 VISUAL COMMUNICATION SEMINAR 4 credits**

A capstone course designed to assess the degree to which the student has assimilated the knowledge and information of preceding courses. This is done through discussion, papers, essay, exams and group critiques of work-to-date. Prerequisite: Senior standing.

**GVC 485 INTERNSHIP 3 credits**

Under the direction of the Graphic and Visual Communication faculty, the student has the opportunity to pursue experience with practicing professionals. Prerequisite: Permission of college internship liaison and/or college approval, 2.5 or higher GPA.

**GVC 490 PORTFOLIO AND EXHIBITION 3 credits**

A capstone course that assesses and enhances each student's portfolio. As a group, the students demonstrate their ability to collaborate by designing and mounting an exhibition of their best work. For graduating seniors in the Graphic and Visual Communication program. Prerequisite: Senior standing.

**GVC 493 PROFESSIONAL PRACTICES 3 credits**

This course prepares students for employment in the professions of graphic design, photography, and computer animation. Working in small groups, students design, prepare, and present portfolios and resumes. Prerequisite: Senior standing.

**GVC 499 MAJOR THESIS 4 credits**

This course provides an opportunity for students to provide a body of work in which personal imagery, concept and technique are successfully integrated. Includes a written description of the student's personal aesthetic. For graduating seniors in the Graphic and Visual Communication program. Prerequisite: Senior standing.

**HA 100 INTRODUCTION TO HOSPITALITY AND TOURISM 3 credits**

Covers the growth and progress of the hospitality industry and how hospitality and tourism businesses are organized, financed and operated. The industry's opportunities and future trends are stressed.

**HA 125 INTRODUCTION TO SPORTS AND RECREATION MANAGEMENT 3 credits**

A survey of the history, organizational structure and future direction of the sports and recreation industry.

**HA 140 FRONT OFFICE OPERATIONS 3 credits**

This study of front office procedures and operations includes identification and duties of the front office staff, guest relations, front office salesmanship, room procedures and handling of cash/credit transactions.

**HA 150 INTRODUCTION TO CAMP ADMINISTRATION 3 credits**

This course offers an overview and introduction into what camp administration entails. Subjects covered will be the camp director's job, marketing and evaluation procedures, business and finance in camping, staff recruitment, training and supervision, programming and scheduling, operation and implementation of activities and programs, and risk management and safety issues.

**HA 160 ADVANCED GOLF SKILLS I 3 credits**

Emphasis on knowledge of the game as it applies to grip, aim, stance and swing. Students must demonstrate playing proficiency in these four areas.

**HA 163 HOSPITALITY EMPLOYEE DEVELOPMENT 3 credits**

Presents a framework for training and coaching, training for positive results, task and job development, how to hire trainable employees, individual and group training methods, how to develop training programs, attitude and motivation, coaching and counseling.

**HA 201 HOSPITALITY INDUSTRY FINANCIAL ACCOUNTING 3 credits**

This is a simplified overview of accounting. Addressed are basic accounting concepts; financial statements; chart of accounts; asset, liability and equity accounts; effects of business transactions; debits and credits; accounting records; journalizing and posting; and month- and year-end accounting processes. Lab fee: \$30.

**HA 215 HOSPITALITY INDUSTRY COMPUTER SYSTEMS 3 credits**

Introduction to automation in lodging and food service operations. Includes an introduction to computer systems, hardware, software, software application, programming and systems selection for various hospitality operations. Lab fee: \$30.

**HA 216 SPORTS SKILLS I: TENNIS 3 credits**

This course focuses on the development of methods, techniques and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Course may be repeated with a different sport. Lab fee: \$30.

**HA 218 SPORTS SKILLS I: GOLF 3 credits**

This course focuses on the development of methods, techniques and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Course may be repeated with a different sport. Lab fee: \$30.

**HA 231 HOSPITALITY MANAGEMENT AND ORGANIZATION 3 credits**

Examines the skills specific to managing operations. Includes management responsibilities, operational responsibilities and the personal and professional demands of management.

**HA 250 GOLF SEMINAR I 3 credits**

Relevant topics related to the management and operation of different types of golf facilities will be discussed. Trends and advances in the sport will be emphasized.

**HA 261 FOOD SERVICE OPERATIONS II 3 credits**

This course is designed to teach the student the principles of menu planning and design in various types of food service operations.

**HA 263 FOOD SERVICE OPERATIONS III 3 credits**

Beverage management systems will be covered in this advanced course. The areas of selection, procurement, receiving, storage, controlling, preparation and service will be taught for different types of food service operations.

**HA 271 HOSPITALITY INDUSTRY HUMAN RELATIONS 3 credits**

Focuses on the transition of employee to supervisor, including how to handle difficult employees, implement motivational techniques and conduct performance evaluations. The course also describes the general process of management and how to achieve organizational goals by planning, organizing, coordinating, staffing, directing, controlling and evaluating functions.

**HA 290 HOSPITALITY INTERNSHIP 3 credits**

Includes 150 hours of work in the hospitality industry. The field experience will be accompanied by reports, journals and faculty conferences. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HA 300 HOTEL - SPECIAL TOPICS 3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hotel industry.

**HA 301 RESORT - SPECIAL TOPICS 3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the resort industry.

**HA 302 TOURISM - SPECIAL TOPICS 3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose students to recent developments and future research.

**HA 303 HOSPITALITY - SPECIAL TOPICS 3 credits**

The hotel field is constantly changing due to new technology and avenues for their expansion and management. The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hospitality industry.

**HA 304 FOOD SERVICE - SPECIAL TOPICS 3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose students to recent developments and future research in the food service industry.

**HA 306 SPORTS - SPECIAL TOPICS 3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the sports industry.

**HA 308 RECREATION - SPECIAL TOPICS 3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the recreation industry.

**HA 310 HOSPITALITY INDUSTRY LAW 3 credits**

An analysis of the legal aspects of operating all types of hospitality facilities. The course explains precedents of common law and statutes relating to responsibility for guests, employees and property, limitation of liability, negligence and other legal relationships for hotels, motels, restaurants and clubs.

**HA 311 MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY 3 credits**

Presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry. Includes understanding financial statements, budgeting, operational costs, internal control and planning cash flow. Incorporates the latest revision to the uniform system of accounts. Emphasis is placed on the need for and use of timely and relevant information as a vital tool in the management process. Lab fee: \$30. Prerequisite: HA 201 or ACC 201.

**HA 316 SPORTS SKILLS II: TENNIS 3 credits**

Continuation of HA 216. Lab fee \$30. Prerequisite: HA 216.

**HA 318 SPORTS SKILLS II: GOLF 3 credits**

Continuation of HA 218. Lab fee: \$30. Prerequisite: HA 218.

**HA 322 SECURITY MANAGEMENT 3 credits**

Problems related to the security of persons, physical belongings and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic, mechanical, personnel and financial control are studied with a view toward resolving operational losses.

**HA 326 METHODS OF TEACHING SPORTS 3 credits**

A professional sports management intensive course covering the techniques and methods of teaching sports such as golf, swimming, tennis and tae kwon do.

**HA 331 HOSPITALITY STUDY TOURS 3-9 credits**

On-site experience at hospitality businesses for an evaluation of a domestic property. Management procedures, concepts and styles of operation will be scrutinized.

**HA 332 INTERNATIONAL STUDY TOURS 3-9 credits**

On-site experience at international hospitality businesses for a comparative evaluation of a domestic international property. Management procedures, concepts and styles of operation will be scrutinized.

**HA 336 RECREATIONAL TURF AND LANDSCAPE MANAGEMENT 3 credits**

Basic care and maintenance of fine turf grass, trees, shrubs and ornamental plants used on golf courses and recreational areas.

**HA 340 ADVANCED GOLF SKILLS 3 credits**

A continuation of HM 160.

**HA 343 FOOD SERVICE PURCHASING 3 credits**

Describes the development and implementation of an effective hospitality purchasing program, focusing on the role of the purchasing department and the buyer, generation of specifications and the use of forms and control techniques.

**HA 345 FOOD PRODUCTION 3 credits**

This course will serve as an introduction to food production techniques and will include: processing of meats, stocks and sauces, continental cuisine and regional cuisines of America. Lab Fee \$100. Prerequisite: HA 100

**HA 347 FOOD SERVICE SANITATION 3 credits**

Details the fundamentals of sanitation for food service employees and covers practical guidance in safe food handling without neglecting the scientific principles underlying good sanitation practices.

**HA 348 FOOD AND BEVERAGE COST CONTROLS 3 credits**

This course will include a thorough analysis of food, beverage and labor cost control techniques from a management perspective. Prerequisite: HA 201.

**HA 349 FOOD AND BEVERAGE MANAGEMENT 3 credits**  
Food and beverage management will be explained through the following areas: dining room management, beverage management, storeroom management, nutritional analysis, and menu planning.

**HA 350 MANAGEMENT INFORMATION SYSTEMS FOR THE HOSPITALITY INDUSTRY 3 credits**  
Covers advanced topics such as computer system feasibility studies, designing a computer system and an in-depth study of lodging and resort Property Management Systems (PMS). PMS front office, PMS back office and PMS interfaces will be stressed. Lab fee: \$30.

**HA 353 HOSPITALITY SYSTEMS AND OPERATIONS 3 credits**  
Systems and operations is designed to provide the advanced-standing student the opportunity to face problems similar to those which confront a hospitality manager through intense, systematic and detailed analysis of case studies.

**HA 355 CUSTOMER SERVICE 3 credits**  
An emphasis on the development of company policies and strategies pertaining to the execution of good customer service. It also provides the techniques and methods to train personnel in the implementation of standards relating to customer service. Evaluation methods focusing on consumers, their needs and the skills needed to anticipate these needs as well as developing solutions to customer problems and complaints.

**HA 358 HOSPITALITY LABOR RELATIONS 3 credits**  
Topics include history of organized labor, union organizing campaigns, labor law, employment law, collective bargaining and union management relations. Case studies and role playing are integral parts of the course.

**HA 360 METHODS/MATERIALS OF TEACHING GOLF 3 credits**  
A professional golf management intensive course covering the techniques of teaching golf.

**HA 365 HOSPITALITY HUMAN RESOURCES MANAGEMENT 3 credits**  
Focus is on application of human resources principles to the hospitality industry, including selection, employment law, and health and safety. Prerequisite: HA 163.

**HA 370 GROUP AND CONVENTION MANAGEMENT 3 credits**  
Defines the scope and various segments of the convention market. Explains what is required to meet the individual needs of patrons and explores methods and techniques that lead to the development and implementation of more competitive service.

**HA 375 HOSPITALITY STRATEGIC MARKETING 3 credits**  
Examines marketing—the concept and the process, how to conduct research for strategic planning, target marketing, positioning strategy, advertising and evaluating case studies.

**HA 380 WORLD TOURIST ATTRACTIONS 3 credits**  
A geographical, social, cultural, political and economic analysis of the world's major tourist areas. Course study includes an investigation into historical foundations and developments that have contributed to or have had an impact upon an area's offerings to the tourist market. The tourists' reasons for choosing such destinations also are examined.

**HA 385 TOURISM PLANNING AND DEVELOPMENT 3 credits**  
A detailed analysis of the immense proportions of world tourism, spanning the processes of long-range planning and management strategies that ensure tourism's proper development within the economic, political and social sectors. Topics range from a market analysis and conceptual planning to site development, transportation, accommodations and support industries.

**HA 390 HOSPITALITY INTERNSHIP 3 credits**  
Includes 150 hours of field work in the hospitality industry. The field experience

will be accompanied by readings, reports, journals and faculty conferences. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HA 410 HOSPITALITY LEADERSHIP AND SUPERVISION 3 credits**  
An incident approach is used to provide a cross-section of supervisory situations that have faced hospitality management. Emphasis is given to particular situations involving leadership development, ethical behavior and social responsibility.

**HA 416 SPORTS AND RECREATION FACILITIES 3 credits**  
This course provides an understanding of recreational facilities and the layout of space allocation, both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of facilities.

**HA 426 HEALTH FACILITIES 3 credits**  
The study of administrative theory, responsibilities, personnel supervision and operational functions of a health facility manager. Programs and equipment utilized in the facility will be studied in depth.

**HA 445 ADVANCED FOOD PRODUCTION 3 credits**  
This course will provide advanced food production analysis in the areas of quantity food production, health conscious cuisine and Garde Manger. Lab fee: \$100. Prerequisite HA 345.

**HA 446 SPORTS AND RECREATION SEMINAR 3 credits**  
Advanced topics related to the management and operation of different types of club and recreational facilities will be discussed. Contemporary topics and trends, as well as current research will be covered.

**HA 447 INTERNATIONAL BAKING AND PASTRY 3 credits**  
A global survey of the art and science of baking and pastry production. Topics include: breads and rolls, French pastries, cakes, tortes and other international pastries.

**HA 449 INTERNATIONAL CUISINE 3 credits**  
This course will provide the advanced student an analysis of Classic French, European, Asian and various other cuisines.

**HA 455 CLUB FACILITIES MANAGEMENT 3 credits**  
This course provides an understanding of golf operation facilities and the layout of space both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of these facilities.

**HA 460 GOLF SEMINAR II 3 credits**  
A continuation of HA 250.

**HA 481 HOSPITALITY INDUSTRY SEMINAR 3 credits**  
This capstone course will include current issues in personal and professional development for the hospitality manager. Topics include ethics, principle-centered living, and situational leadership. Prerequisite: Senior standing or consent of instructor.

**HA 485 TURF AND LANDSCAPE MANAGEMENT 3 credits**  
Basic care and maintenance of fine turf grass, trees, shrubs and ornamental plants used on golf courses.

**HA 487 TOURISM SEMINAR 3 credits**  
Current topics and developments within the tourism/hospitality industry with emphasis on career development in tourism and travel. Prerequisite: Senior standing.

**HA 490 HOSPITALITY INTERNSHIP 3 credits**  
Includes 150 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals and faculty conferences. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HA 495 RESEARCH IN HOSPITALITY 3 credits**  
Independent research projects or other approved phases of research or independent study. Prerequisite: Permission of the dean.

**HA 499 INDEPENDENT STUDY IN HOSPITALITY II 3 credits**  
Independent research projects or other approved phases of research or independent study. Prerequisite: Permission of the dean.

**HA 525 FOOD SERVICE ADMINISTRATION 3 credits**  
Food service systems and operations. Controls and financial management of efficient food service operations.

**HA 530 RESORT DEVELOPMENT AND MANAGEMENT 3 credits**  
Principles of resort management with particular reference to the social, economic and environmental issues involved in resort development and management.

**HA 550 HOSPITALITY MANAGEMENT EDUCATION 3 credits**  
An overview of educational research, curriculum development and the role of the faculty member in hospitality management education.

**HA 555 FINANCIAL MANAGEMENT 3 credits**  
An overview of long- and short-term financial management in the service industry, including pricing, cost analysis, forecasting and financial statement analysis.

**HA 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS 3 credits**  
Comprehensive overview of personnel practices and labor relations including human resource planning, ADA, staffing, performance appraisal, leadership studies, labor-management relations and collective bargaining. Leadership studies are highlighted.

**HA 575 SERVICE MANAGEMENT 3 credits**  
An integrated approach to the marketing, operational and human aspects of managing a service business. Case studies of service businesses provide the major focus for service management analysis.

**HA 597 INDEPENDENT STUDY IN HOSPITALITY MANAGEMENT 1-3 credits**  
Opportunities to explore both career directions and areas of individual interest.

**HA 665 GRADUATE PROJECT IN HOSPITALITY MANAGEMENT 3 credits**  
The project is developed in an area of professional interest and importance in the hospitality field. The project must reflect the integration of theory and practice, as well as demonstrate expertise in the subject matter.

**HA 670 SPECIAL TOPICS IN HOSPITALITY 3 credits**  
Analysis of special topics of current interest that reflect the latest developments or current trends in the industry.

**HCA 100 HEALTH CARE AND SOCIAL SERVICES DELIVERY SYSTEMS 3 credits**  
A survey of the programs, services and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their role in the prevention, diagnosis and treatment of health care problems.

**HCA 120 INTRODUCTION TO HEALTH CARE ADMINISTRATION I 3 credits**  
Fundamental theories, principles and concepts of management are surveyed to prepare the student for a middle management position in health care. Administration theory and management principles are examined in their application to the organizational analysis of hospitals and health care facilities.

**HCA 210 CHANGE AND LOSS ACROSS LIFE SPAN 3 credits**  
A study of nature and loss, especially through death as experienced by children, adults, family and friends. The meaning of personhood is critically examined in relation to clinical brain death, along with its implications for euthanasia and living wills. Emotional differences experienced in chronic illness versus sudden abrupt change are compared. Prerequisites: PSY 150, SOC 110 and ENG 101-102.

**HCA 220 INTRODUCTION TO HEALTH CARE ADMINISTRATION II 3 credits**  
A continuation of Introduction to Health Care Administration I. Prerequisites: PSY 150, SOC 110, ENG 101-102 and HCA 120.

**HCA 230 SOCIAL GERONTOLOGY 3 credits**  
Examines the individual, group and societal needs of the older population. Emphasis is placed on concepts and theoretical perspectives, factual information, research, social policy issues, and professional practice in the field of gerontology. Also included are historical aspects of aging, social support, income, employment, housing, institutionalization, retirement, death and dying, and health and social services for the elderly. Prerequisites: PSY 150, SOC 110 and ENG 101-102.

**HCA 240 MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMINISTRATION 3 credits**  
An examination of basic principles of medical ethics and social responsibilities of the health and human services professional. Students discuss various ethical decisions in health care from legal and societal perspectives. Prerequisites: SOC 110 and ENG 102.

**HCA 300 RESEARCH METHODS IN HEALTH AND HUMAN SERVICES 3 credits**  
An examination of the methods of inquiry used in applied research in health and human services. Includes case studies, survey research, needs assessments, evaluation research, epidemiological research, experimental design and qualitative research. Additional topics include resources for research, choosing a research problem, sampling, measurement issues, data analysis and report presentation. Students design a research project and draft a research proposal. Prerequisites: MAT 221, HCA 100, HCA 120, HCA 210, HCA 220, HCA 240, PSY 150 and SOC 110.

**HCA 320 PUBLIC HEALTH POLICY IN HEALTH CARE 3 credits**  
An examination of health care policy in long-term care including the politics of aging and the aging network as well as financial and retirement programs. Major health care and medical programs are also reviewed. Prerequisite: HCA 300 or consent of HCA director.

**HCA 350 MENTAL HEALTH AND AGING 3 credits**  
An examination of mental health problems in the United States today. Students examine the major psychological theories of aging as they relate to mental health. Basic characteristics of various functional disorders are identified, along with prevalence, prevention and treatment interventions. Alcoholism, substance abuse and suicide are discussed. Prerequisite: HCA 300 or consent of HCA director.

**HCA 390 PRACTICUM IN HEALTH AND HUMAN SERVICES 3 credits**  
The student identifies an area of interest in health and human services and develops the topic into a written project proposal. Upon approval, the project is implemented and evaluated. The course concludes with a seminar presentation and final paper. Letter grade is assigned. Prerequisite: HCA 320.

**HCA 420 THERAPEUTIC AND SUPPORTIVE PROGRAMS FOR THE ELDERLY 3 credits**  
An examination of rehabilitative and restorative care and services for the elderly, including therapeutic activity programming. Students apply techniques of assessment, activity analysis, documentation and evaluation to activity programs as well as construct and implement a therapeutic recreation program for a specific setting and population group. Prerequisites: HCA 450 and HCA 460.



**HCA 425 CLINICAL ASPECTS OF THERAPEUTIC RECREATION 3 credits**

An examination of the history of activity programs and therapeutic recreation programs. An extensive review of current clinical issues related to therapeutic recreation including patient assessment, documentation, regulatory compliance and standards of practice. Prerequisites: HCA 300 and HCA 320.

**HCA 430 ADMINISTRATIVE PRINCIPLES IN THERAPEUTIC RECREATION 3 credits**

The course applies management and leadership principles to the delivery of recreation services. It systematically builds a foundation of administrative and supervisory skills. Prerequisite: HCA 420. Prerequisite or corequisite: HCA 425.

**HCA 450 FINANCIAL REPORTING AND REIMBURSEMENT SYSTEMS IN HEALTH CARE 3 credits**

The principal sources and uses of health care funds will be addressed. Financial reporting methods of health care organizations will be examined. Prospective payment system requirements of Medicare, Medicaid and private third party payers are analyzed. Managed care is addressed. Prerequisites: ACC 202, HCA 350 and 390 or consent of HCA director.

**HCA 460 HEALTH IN THE LATER YEARS 3 credits**

A study of the biological theories and processes of aging. Major age-related diseases are discussed including prevalence, prevention and treatment interventions along with their implications for health and wellness. Prerequisites: SCI 261, HCA 350 and HCA 390.

**HCA 470 HEALTH CARE DELIVERY IN LONG-TERM CARE 3 credits**

An examination of nursing homes, health care facilities and adult congregate living facilities. Attention is given to regulatory requirements, reimbursement policy, licensing, role and duties of administrators, staffing positions, therapeutic and support care and services, standards of health and safety as well as architectural needs. State codes and statutes are reviewed. Prerequisite: HCA 450 or consent of HCA director.

**HCA 475 CURRENT ISSUES IN HEALTH CARE 3 credits**

Various topics of current interest not covered in other courses and particularly related to Health Care Administration. Prerequisite: Senior standing.

**HCA 495 UNDERGRADUATE ADMINISTRATIVE RESIDENCY 3 credits**

Emphasis is placed on agency or facility administration in this residency. Upon assignment to an organization the student rotates through the various departments, reviewing functions as well as the policies and procedures governing them. Requires a written log, reports, evaluations and major project as outlined in the guidelines for the course. 650 hours. Pass (P) or Unsatisfactory (NP). Prerequisite: HCA 470.

**HCA 498 UNDERGRADUATE ADMINISTRATIVE RESIDENCY IN LONG-TERM CARE 3 credits**

The student demonstrates professional competence in the administration of a nursing home facility approved for the internship placement. The internship shall cover the following six domains of practice as specified in Chapter 468, Part II, Florida Statutes and Rule 64B10, Florida Administrative Code for Nursing Home Administrators: Personnel, finance, marketing, physical resources management, laws, regulatory codes, governing boards and resident care. Placement duties consist of a supervised departmental rotation, written log, evaluation and major project as outlined by the guidelines for the course. 650 hours. Pass (P) or Unsatisfactory (NP). Prerequisites: HCA 230, HCA 420 and HCA 470.

**HCA 530 FINANCING AND REIMBURSEMENT SYSTEMS FOR HEALTH CARE SERVICES 3 credits**

Examination of various financing and reimbursement systems for health care services. Review of private insurance and government sponsored health plans and entitlement programs including Medicare and Medicaid. Analysis of marketplace forces that drive the costs of health care. Emphasis will be on the impact of managed care programs as they affect the acute, subacute and long-term care industries.

**HCA 541 RESIDENTIAL AND COMMUNITY HEALTH CARE SYSTEMS 3 credits**

Analysis of the health and mental health systems and utilization patterns. Examination of the structure, services, and regulatory requirements of assisted living facilities, home health agencies, adult day care centers and hospices. Specific services analyzed in terms of regulatory requirements, access and outcomes.

**HCA 542 HEALTH CARE INSTITUTIONAL SYSTEMS 3 credits**

Examination of the structure, services and regulatory requirements of nursing homes. Licensing, structural requirements, roles/duties of administrators, staffing patterns and resident assessment are reviewed. Physical environment, life safety, universal precautions and ADA requirements are examined in depth. Federal regulations and state codes/statutes.

**HCA 550 CLINICAL ASPECTS OF MEDICAL CARE 3 credits**

Overview of anatomy and physiology of illness and disease processes. Acute and chronic illness processes and their manifestations along with health behaviors and nutritional needs. Pharmacological and medical treatment reviewed along with professional and medical ethics.

**HCA 555 ACCOUNTING AND FINANCIAL MANAGEMENT OF HEALTH CARE ORGANIZATIONS 3 credits**

An overview of financial management in the short- and long-term health services industry. Emphasis is placed on pricing, cost analysis, forecasting, budgeting and financial statement analysis. Prerequisite: ACC 201.

**HCA 560 CLINICAL ASPECTS OF MENTAL HEALTH CARE 3 credits**

Examination of the psychological theories of aging over the life span. Identification of the behavioral aspects: needs, stressors, psychodynamics, personality, emotions and reactions. Review of major clinical diagnoses and associated treatment regimens. Individual care planning, rehabilitative and restorative care and models of effective treatment services are addressed.

**HCA 565 HEALTH CARE MANAGEMENT AND ADMINISTRATION 3 credits**

Examination of management policies and practices in health care administration including forecasting, planning, marketing, organizing, staffing and directing complex, multicultural health care facilities. Successful managerial strategies will be stressed. Emphasis will be on corporate compliance programs as they relate to the health care industry including governmental antitrust policies as they affect change in the health care delivery system.

**NOTE:** Health Care Administration students must take HCA 565 Health Care Management and Administration in lieu of MBA 500 and must take HCA 555 Accounting and Financial Management of Health Care Organizations in lieu of MBA 550.

**HCA 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS 3 credits**

A comprehensive overview of personnel practices and labor relations, including human resource planning, ADA, staffing, performance appraisal, labor-management relations and collective bargaining. Leadership studies highlighted.

**HCA 585 HEALTH CARE POLICY AND ANALYSIS 3 credits**

An analysis of the federal, state and local level trends and initiatives affecting health care policy and its formulation. Focuses on the social, economic and political forces shaping health care policy and service delivery.

**HCA 590 CARE MANAGEMENT: THEORY AND PRACTICE 3 credits**

The theory and practice of care management and its implications. Skills development in interviewing, assessment instruments, and report writing with a comprehensive overview of crisis management, family dynamics, advocacy and confidentiality.

**HCA 595 ETHICAL AND LEGAL ASPECTS OF HEALTH CARE ADMINISTRATION** **3 credits**

Examination of the ethical, moral and legal issues affecting the health care administrator and policy maker. The establishment and function of an ethics committee will be addressed. Key issues concerning patient rights will be analyzed through the use of case studies.

**HCA 597 INDEPENDENT STUDY IN HEALTH CARE ADMINISTRATION** **1-3 credits**

Opportunities to explore both career directions and areas of individual interest.

**HCA 600 HEALTH CARE ADMINISTRATION INTERNSHIP** **3 credits**

This supervised 650-hour internship in a health care setting is designed for those who do not have experience in the field. Requires a written log, reports and evaluations. An internship project on a topic of interest to the student is required in order to demonstrate integration of theory with practice in health care administration. The student has regularly scheduled meetings with both the field supervisor and the faculty advisor. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HCA 601 ADVANCED HEALTH CARE ADMINISTRATION INTERNSHIP** **3 credits**

This supervised 500-hour internship in a health care setting is designed for those with documented experience in the field. Requires a written log, reports and evaluations. An internship project on a topic of interest to the student is required in order to demonstrate integration of theory with practice in health care administration. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HCA 603 NURSING HOME ADMINISTRATION INTERNSHIP** **3 credits**

This supervised 650-hour internship is designed for those who do not have experience in the field. Development of professional competence in administering a nursing home facility approved for a 650-hour internship placement. Internship covers the six domains of practice stipulated in Chapter 468 Part II of the Florida Statutes & Rules Chapter 64B-10: resident care management, personnel management, financial management, environmental management, regulatory management and organized management. Internship requires supervised departmental rotation, written log and evaluation as detailed in the AIT and University Training Manual for Nursing Home Interns. Completion of an internship project and passing an internship examination are required. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HCA 604 ADVANCED NURSING HOME ADMINISTRATION INTERNSHIP** **3 credits**

This supervised 500-hour internship is designed for those with documented experience in the field. Development of professional competence in administering a nursing home facility approved for a 500-hour internship placement. Internship covers the six domains of practice stipulated in Chapter 468 Part II of the Florida Statutes & Rule Chapter 64B-10: resident care management, personnel management, financial management, environmental management, regulatory management and organized management. Internship requires supervised departmental rotation, written log and evaluation as detailed in the AIT and University Training Manual for Nursing Home Interns. Completion of an internship project and passing an internship examination are required. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HCA 605 ELDER CARE COMMUNITY INTERNSHIP** **3 credits**

This supervised 500-hour internship is in a health care setting serving the elderly, such as a social service agency, an adult daycare center, adult congregate living facility, or a retirement community. Requires a written log, report, and evaluations, as well as regularly scheduled meetings with both the field supervisor and faculty advisor. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HCA 606 INTERNSHIP IN CARE MANAGEMENT** **3 credits**

This supervised 500-hour internship is in a geriatric care management organization or setting. Requires a written log, report, evaluations, and regularly scheduled meetings with both the field supervisor and the faculty advisor. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HCA 607 HEALTH CARE ADMINISTRATION INTERNSHIP** **3 credits**

This supervised 500-hour internship is either in an inpatient or outpatient health care setting. Requires a written log, report, evaluations, and regularly scheduled meetings with both the field supervisor and the faculty advisor. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**HCA 665 GRADUATE PROJECT IN HEALTH CARE** **3 credits**

This culminating graduate project option represents topics of professional interest selected by the student and approved by his/her advisor for its relevance and importance in the health care field for the 21st century. Project preparation begins in MS 505 Applied Research Methods, where a student selects an advisor-approved topic and develops a preliminary practice-oriented proposal. Prerequisite: MS 505.

**HIS 111 WESTERN CIVILIZATION I** **3 credits**

An examination of the significant trends and influences of the Greek, Roman, Early Christian, Byzantine, Islamic, Medieval and Non-Western civilizations. Also includes the Renaissance and Reformation.

**HIS 112 WESTERN CIVILIZATION II** **3 credits**

An examination of the social, political, economic, international, and cultural events from the European Renaissance to the First World War.

**HIS 113 20TH CENTURY WORLD** **3 credits**

An examination of significant trends and events from 1930 to the present using comparative perspectives.

**HIS 221 AMERICAN HISTORY I\*** **3 credits**

A general examination of the social, political, cultural, and economic history of the United States from the "New World" to the Civil War.

**HIS 222 AMERICAN HISTORY II** **3 credits**

A general examination of the social, political, cultural, economic and international events influencing the United States from the Civil War to World War II.

**HIS 225 UNITED STATES GOVERNMENT** **3 credits**

An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Cross-listed with IRPS 225.

**HIS 230 SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES** **3 credits**

A topical approach to key political and social events that have an impact on American culture.

**HIS 240 AMERICAN SOCIETY SINCE 1945** **3 credits**

The aim of this course is to explore social, political, economic and cultural change in the United States since 1945. Topics include family life, popular music, the suburban experience, women's and civil rights movements, and life in a consumer society.

**HIS 320 LATIN AMERICAN HISTORY** **3 credits**

An examination of international, social, economic and political life of Latin America from the perspective of selected countries as well as regions. Emphasis given to the role of international organizations, regionalism, and the trend toward economic integration. Cross-listed with IRPS 320. Prerequisite: IRPS 150 or IRPS 250.

**HIS 332 HISTORY OF AMERICAN CAPITALISM 3 credits**

This course is a survey of the development of American business from colonial times to the present. The course will investigate the evolution of modern managerial capitalism and study some of the people who created it, organized it and then made it work. In addition, this course will explore the history of managerial behavior and ethics in American business.

**HIS 360 THE AMERICAN EXPERIENCE THROUGH FILM 3 credits**

Historical and contemporary America as viewed by the American Film Industry using various perspectives across disciplines such as: social and behavioral sciences, science and technologies, film and humanities.

**HIS 481 SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST 3 credits**

This course will examine Hitler's anti-Semitic policies and practices, their causative factors and their implications as an example of the effect of prejudice. Prerequisite: Junior and senior standing.

**HIS 482 HISTORY SEMINAR 3 credits**

A series of analyses and discussions of contemporary problems in political science. Individual student research and reports are required. Prerequisite: Senior standing.

**HNR 295 HONORS SEMINAR I 1 credit**

Open to sophomores and above who meet certain academic average standards, by recommendation and invitation of a faculty honors committee. Special topics to be covered will be selected by the students involved and team-taught by faculty. Enrollment limited to 15 students.

**HNR 395 HONORS SEMINAR II 1 credit**

Open to seniors who have completed HNR 295 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students.

**HNR 495 HONORS SEMINAR III 1 credit**

Open to seniors who have completed HNR 395 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students.

**HS 100 INTRODUCTION TO HUMAN SERVICES I 3 credits**

This course surveys and discusses the theoretical concepts and principles upon which the human service field operates. Students visit agencies and human service organizations to observe community settings. They will gain a basic knowledge of the human service field.

**HS 150 INTRODUCTION TO LEADERSHIP 3 credits**

The course introduces students to the basic principles of contemporary management and leadership styles, differentiates between the study of management and leadership, and cites the function of leadership in education, in cultural management and other human services industries.

**HS 200 INTERPERSONAL PROCESS IN HUMAN SERVICES 3 credits**

This course will focus on assessment and intervention skills, with an emphasis on the theories and skills commonly used when working with families, groups, and organizations. The developmental theories of human behavior will be discussed, leading to an examination of the range of cognitive-behavioral interventions commonly used by human service workers. An emphasis will be placed on the importance of the interaction between helper and client and the utilization of the helping relationship as an agent of change.

**HS 240 HELPING IN HUMAN SERVICES 3 credits**

This course will provide an in-depth understanding of ONE particular social problem commonly encountered by human services professionals. The content of the course will be determined by the instructor.

**HS 255 HUMAN SERVICE ORGANIZATIONAL SYSTEMS 3 credits**

The dynamics of human service organizations in relation to other human service systems. Emphasis on knowledge of factors that influence organizational behavior, the skills useful in influencing organizational outcomes and the characteristics of effective human service professionals in human services organizations. Prerequisite: HS 100.

**HS 301 HUMAN SERVICE PROFESSIONALS AS ADVOCATES 3 credits**

Students will explore a range of contemporary social problems commonly encountered by the human service professional. The history of applicable social welfare policies and programs will be discussed, as will the role of the human service worker in client advocacy. Students will critically examine the relationship between policy and services in the United States at the local, state and national levels. Students will learn the skills necessary to advocate on behalf of clients and become agents of system change.

**HS 320 COMPARATIVE EDUCATION AND HUMAN SERVICES 3 credits**

The educational and human service systems of selected developed and developing countries studied in cross-cultural perspective.

**HS 325 GROUPWORK & FAMILY SYSTEMS 3 credits**

This course is designed to provide students with the theories, skills, and techniques of human service casework practice as applied to small groups and families. Students will develop a theoretical understanding of groups and families, and will learn to apply entry level skills for assessing and intervening with families and groups in a wide range of social service agencies and with a diverse client population.

**HS 330 THE POLITICS OF AMERICAN EDUCATION AND HUMAN SERVICES 3 credits**

An analysis of the political processes that shape and influence educational politics and human service agencies in the United States at the local, state, and national levels.

**HS 340 PERSONAL DEVELOPMENT FOR HUMAN SERVICE PROFESSIONALS 3 credits**

The student will be encouraged to develop self-awareness and a personal helping philosophy. Students will examine how their own personal and professional values, attitudes, beliefs, and experiences affect their work with clients. Also, students will increase sensitivity to diversity issues. Prerequisite: HS 100.

**HS 355 THE ADMINISTRATION OF CHANGE 3 credits**

Course content includes forces of change, models and strategies for intentional change diffusion, planning and managing change, and self-renewal in educational organizations and human services.

**HS 360 ASSESSMENT AND INTERVIEWING IN THE HUMAN SERVICES 3 credits**

Students will review the psychological, developmental, social, behavioral, and systems theories that help us to understand human behavior. With a focus on interviewing, engagement, and assessment skills, students will learn to gather information, assess client problems and behaviors, and identify client strengths. Multidisciplinary team participation will be discussed. Prerequisite: HS 100.

**HS 370 PROGRAM PLANNING AND EVALUATION IN HUMAN SERVICE ORGANIZATIONS 3 credits**

The knowledge and skills involved in planning, management and evaluation of programs in the human services. The problem-solving process and decision-making are emphasized. Prerequisite: HS 255.

**HS 400 LEADERSHIP BEHAVIOR 3 credits**

This course is designed to provide students the opportunity to simulate the position of a human service administrator and assume the leadership of a typical agency. The content is developed around the use of simulated materials and focuses on the individual student and his/her approach to realistic problems and situations faced by a human service administrator. These responses are the basis for the student's self-examination of his/her administrative behavior and enable him/her to capitalize upon strengths and ameliorate weaknesses.

**HS 410 CASE MANAGEMENT STRATEGIES 3 credits**

Service planning and evaluation, case documentation, and case management skills will be emphasized, as will the role of collaboration in an interdisciplinary setting. The course will also cover basic cognitive-behavioral and affective helping strategies, crisis intervention, problem-solving techniques, and referral to community resources and other professional helpers. Prerequisites: HS 100, HS 360.

**HS 420 ETHICAL AND LEGAL ISSUES IN HUMAN SERVICES 3 credits**

This course will focus on a range of ethical, legal, and professional issues facing the diverse disciplines of the helping professions. Designed to teach a process of ethical decision-making and to increase awareness of the complexities of helping, students will critically examine ethical dilemmas and various professional ethical codes as they learn about confidentiality, client records, legal documents, ethical standards, regulatory statutes, professional boundaries, and preparation for court testimony.

**HS 450 HUMAN SERVICES INTERNSHIP I 6 credits**

Students will spend 20 hours per week in an internship situation within a human service organization. This internship will be offered concurrently with weekly seminar sessions. Seminar sessions will allow students to discuss their experiences, and will supplement the fieldwork with practical application of current theories and research regarding the settings in which students will be placed for their internship hours. Students must provide their own transportation to the off-campus internship location.

**HS 475 HUMAN SERVICES SENIOR INTERNSHIP 6 credits**

Students will spend a minimum of 20 hours per week in an internship within a human service organization or setting that is consistent with the student's interests. Students are required to attend weekly seminars and to complete a senior paper that will include a description and in-depth study of the student's internship setting. Students must provide their own transportation to the off-campus internship location. Prerequisite: HS 450.

**HS 482 HUMAN SERVICES SENIOR SEMINAR 3 credits**

This seminar will offer a study of selected issues and specialized topics in the field of human services. Designed for seniors, the seminar will help prepare students for entrance level employment positions. Interviewing techniques will be explored, and a written resume and work portfolio will be designed by each student. Prerequisite: Senior standing.

**HUM 101 ART APPRECIATION 3 credits**

This course will concentrate on specific works of art which are expressions of the cultural values held by people from nations around the world. While the focus of the course is on artistic monuments and works, they cannot be thoroughly comprehended without including material about the historical events, philosophy and intellectual ideas that inspired these works. The goal of this course is to enable students to increase their awareness through the study of art of the rich and vast numbers of cultures that have and currently make up our global world. It also will show how these cultures have interacted and contributed to the development of human civilization.

**HUM 102 MUSIC APPRECIATION 3 credits**

This course offers an introduction to the wondrous universal language of music. Through the study of both recordings and live, in-class performances, students will gain familiarity with the fundamental forms of instrumental, symphonic, chamber and vocal compositions, from the early Renaissance period through the birth and development of jazz to contemporary commercial forms. Prominent musical characteristics, practical terminology, and influential musicians are spotlighted from styles including but not limited to, the Baroque, Classical, romantic, blues, jazz, theatre, and film genres, as students gain the intellectual and historical information helpful to articulate the emotional response they feel when listening and experiencing music of all kinds.

**HUM 104 DANCE APPRECIATION 3 credits**

This is a performance course that also introduces students to the study of dance techniques, criticism and appreciation. Students explore classical and contemporary dance vocabulary.

**HUM 107 WORLD PHILOSOPHY 3 credits**

This course introduces students to philosophical thinking by exposing them to the basic human questions that characterize the philosophy of all cultures. Emphasizing the relevance of philosophy to everyday life in many non-Western societies, we will read works of Buddhist, Taoist, African, Latin American, and Middle Eastern origin, and consider a variety of perspectives, including the voices of women, indigenous people, and philosophical fiction. Works will be placed in historical, cultural, and geographic context to reveal how much of what we know about these cultures is governed by stereotypes and misleading distortions. Classic themes of the Western philosophical tradition will be addressed, while stressing the universality of the search for meaning in life that drives all philosophical reflection.

**HUM 201 LOGIC 3 credits**

An elementary course in the principles and problems of critical thinking. The relation between language and reasoning, different uses of language, and problems of meaning are emphasized in the context of real-world arguments. Essential preparation for students considering taking the LSAT examination, formal principles of deductive and inductive reasoning are studied and applied through close analysis of actual arguments over political and legal issues of the day.

**HUM 203 EARLY ART HISTORY 3 credits**

This course examines specific works of art that are expressions of the cultural values of ancient peoples from around the world. The artistic monuments and works of the Stone Age and Pre-Historic Aegean, as well the ancient civilizations of the Near East, Egypt, Greece, India, Pakistan, China, Japan, Rome, and the Islamic world will be covered. Exploring the origins of the rich cultural traditions that inform our world will give students a greater awareness of how these cultures have interacted and contributed to the development of human civilization in our global society. Prerequisite: HUM 101 or HUM 170.

**HUM 204 RENAISSANCE TO MODERN ART HISTORY 3 credits**

This course examines specific works of art during the Medieval period to the 19th century from a variety of cultural traditions around the world. Gothic, Renaissance, Humanist, Mannerist, Baroque, Native American, Oceanic, Neoclassical, and Impressionist artistic works and monuments will be studied. Through exploration of the development of art during this key historical period, students will gain insight into the rich cultures that comprise our world. Prerequisite: HUM 101 or HUM 170.

**HUM 210 – ART IN CHINA AND THE PACIFIC RIM 3 credits**

This course exposes the student to a deeper awareness of Chinese culture through an interdisciplinary approach that draws on the main emphases in the humanities of history, art, music, language, and literature. Consideration of worldview and ideology in China's relationship to past and contemporary global issues, as well as Chinese influence on countries considered in The Pacific Rim, will serve as an integral theme of the course. This course will encompass exploration of Pacific Rim art and cultures, including Japan, India, Indonesia, and Korea, as well as the influences of Buddhist art and ideology.

**HUM 211 – ASIAN PHILOSOPHY 3 credits**

The course introduces students to the deeply rooted traditions of thought that inform the belief systems of contemporary Asia. Particular attention will be paid to the influence of these traditions on current cultural practices. Themes addressed will include the individual's relationship to nature, the existence of evil in the world, relations between humans, including social and political hierarchies, the role of the human ego in society, and what it means to live a life of virtue. The major traditions of Hinduism, Buddhism, Taoism and Confucianism will be discussed, as well as Shintoism, Maoism and Zen Buddhism.

**HUM 221 INTRODUCTION TO PHILOSOPHY****3 credits**

In the spirit of William James' belief that philosophy "is not a technical matter, but our more or less dumb sense of what life honestly and deeply means," this course introduces students to the practice of philosophy as a way of life, rather than a field of abstract reflection accessible only to experts. We will read diverse works by both the classical greats and contemporary thinkers as we reflect upon issues of truth, knowledge, reality, ethics, selfhood, religion, and politics, and their bearing on our individual lives.

**HUM 230 WORLD RELIGIONS****3 credits**

A comparative study of the great religious traditions of the world which seeks to understand their place in history and their impact on the world today. Hinduism, Buddhism, Christianity, Islam, Taoism, Native American, and African traditions will be discussed. The course will approach these traditions as living. It will invite students to enter into dialogue with them, observe them in their unique cultural contexts, and ultimately to learn how they enrich and challenge our lives.

**HUM 240 PHILOSOPHY AND POPULAR CULTURE****3 credits**

This course is designed to teach students that there is more to philosophy than the study of dusty, old philosophical texts. Philosophy is about life - about living an examined life and adopting a critical, reflective stance toward one's social and cultural environment. Rather than simply learn about philosophy and philosophers, in this class students will learn to think philosophically themselves by reflecting on the ideas that exist within familiar forms of contemporary culture, including films, television, music, art and politics. We will read contemporary thinkers writing about the philosophy behind recent films, rap music and hip-hop culture, MTV and the cult of personality, pop art and the leveling of the divide between mass culture and avant-garde art, and the role of today's youth in politics. After reading contemporary articles on each of these topics, students will view or listen to the films or music or art and undertake reflections of their own.

**HUM 300 GREAT ISSUES****3 credits**

This course is an in-depth exploration of the issues and ideas contemplated by human beings throughout the ages. Through careful reading of thinkers who have left a lasting impression on our culture from a variety of disciplines, including philosophy, literature, political theory, psychology, and economics, we will read, reflect on and discuss questions of justice, our relation to government, wealth and poverty, and the nature of mind. Inquiring into issues of faith, morals, liberty, equality, feminism and culture, we will work to generate insights into the fundamental issues of human existence, as well as our own lives. Prerequisite: Junior or senior standing.

**HUM 301 CREATIVE THINKING****3 credits**

This course examines the nature of human creativity. Through readings of creative thinkers from diverse fields such as mathematics, music, science, poetry and art reflecting on their own creativity, we will study what makes creative individuals creative. Their insights into the process of creative thinking will provide a window into students' own minds, as we reflect on such issues as the nature of the creative process, where ideas come from, the role of dreams and the unconscious in creativity, the relation of creative individuals to society, and the idea of personal identity and style. Prerequisite: Junior or Senior standing.

**HUM 302 ETHICS****3 credits**

This course approaches the study of ethics from a philosophical perspective. After examining the four major philosophical schools of ethical thought - virtue ethics, deontological ethics, utilitarianism, and rights-based ethics - we will turn to a number of contemporary ethical debates, including abortion, capital punishment, pornography and drugs, affirmative action, animal rights, and war and terrorism to analyze and discuss the various arguments from a philosophical point of view.

**HUM 315 – MODERN ART HISTORY: POST-IMPRESSIONISM TO 1945****3 credits**

From the Post-Impressionists to the Abstract Expressionists, this course explores 20th century visual arts. Decade by decade, this exploration will trace the development of architecture, painting, sculpture, and photography from 1890 to modern day. Close attention will be paid to the historical, social and intellectual contexts that supported each creative school of art. Prerequisite: HUM 101 or HUM 170.

**HUM 320 THE CLASSICS****3 credits**

This course introduces students to the classics of ancient Greece and Rome. Through study of the great works produced by these civilizations, students will gain insight into their own society, as well as into the forces that have shaped the modern world. From the Greeks, readings will include the Homeric epic poems, the tragedies of Sophocles, Aeschylus, and Euripides, a selection of Plato's "Dialogues", and Aristophanes' "Clouds." From the Romans, Cicero, Virgil, Ovid, and Seneca. Prerequisites: HUM 101, HUM 170.

**HUM 330 PHILOSOPHY AND FILM****3 credits**

This interdisciplinary course takes a novel approach to the study of philosophy. Using the medium of contemporary cinema as a window into the philosophical tradition, this course examines the idea of film as a mode of philosophical expression. Recent and past films will be studied from a philosophical perspective by pairing them with the key philosophical ideas of which they are an expression. Students will study the ideas of Plato, Descartes, Hobbes, Nietzsche, and Freud among others, as they contemplate classic philosophical themes about truth and reality, the limits of knowledge, the nature of human consciousness, and timeless issues of ethics, God, and religion. Prerequisite: Junior or senior standing.

**HUM 350 AMERICAN PHILOSOPHY****3 credits**

This course explores the tradition of ideas in America. The focal point of the course will be America's most distinctive contribution to the tradition of philosophy, the philosophy of pragmatism. Yet America's attempt to express itself philosophically assumed many forms. Our sources will be varied as we trace the development of common themes in the early religious thought of the Puritans, the American Enlightenment and the philosophy of the founding, Transcendentalism and the rise of democratic individuality, the abolitionist movement and women's rights, and pragmatism itself. Prerequisite: Junior or senior standing.

**HUM 390 LIBERAL ARTS INTERNSHIP****3-6 credits**

Opportunity for Liberal Arts majors to gain on-the-job experience through an internship placement. Prerequisite: Advisor/dean permission.

**HUM 399 COMMUNITY AWARENESS****1-3 credits**

An integral part of a liberal arts education is to engender a sense of responsibility. It is the purpose of this course to create such an opportunity through a pre-approved community service project. Prerequisite: Junior or senior standing.

**HUM 410 GREAT BOOKS****3 credits**

A study of some of the seminal works of literature both fiction and nonfiction from writers around the world. The course explores their significance, depth and the degree to which they provide the challenge to reflect upon human experience. Prerequisite: HUM 100 or junior or senior standing.

**HUM 411 ART HISTORY: 1945 TO THE PRESENT****3 credits**

From the development of Abstract Expressionism through Postmodernism. Prerequisite: HUM 203 or 204.

**HUM 490 LIBERAL ARTS SEMINAR****3 credits**

A capstone senior course.

**HUM 495, 496, 497 INTERNATIONAL STUDIES IN ART AND HUMANITIES****3-9 credits**

International studies abroad in languages, arts, and cultures of foreign nations and societies, stressing the unique experience of study in a foreign country and direct experience of another culture. Prerequisite: Permission of advisor/dean.

**INB 390 GLOBAL BUSINESS ENTERPRISE****3 credits**

This course surveys the unique opportunities and challenges faced by firms engaged in cross-border and/or foreign business activities. Through text, lecture, case analysis, selected readings and in-class activities, students will be exposed to the diversity and complexity of the international business environment and how it affects them as workers, consumers, citizens and future managers. Prerequisite: BUS 270.

**INB 391 COMPARATIVE ECONOMIC SYSTEMS****3 credits**

This course provides an overview of the opportunities and challenges relevant to the conduct of business in dissimilar economic systems. Students will compare international business as it is characteristically affected by differing national economic and political philosophies, patterns or government-business relationships, and strategies for economic development. Prerequisites: BUS 171, BUS 210 and INB 390.

**INB 393 INTERNATIONAL MONETARY RELATIONS****3 credits**

This course is designed to expose the student to the workings of the international financial management environment, foreign exchange risk management, multinational working capital management and financing of foreign operations. Prerequisites: INB 390 and BUS 311 or permission of instructor. Offered: Fall.

**INB 491 MULTINATIONAL CORPORATION - EVOLUTION AND CURRENT ISSUES****3 credits**

Students will analyze the effects of currently emerging issues on developing or defending competitive international business performance. Through the integrative exercise of theory, concepts and tools acquired in their prior courses, students will demonstrate their ability to apply that broad foundation of knowledge to the formulation of strategies and tactics specific to the changing scenarios characteristic of the constantly fluid international business environment. Prerequisite: INB 390 or permission of instructor. Offered: Spring.

**INB 492 LEGAL ASPECTS OF INTERNATIONAL BUSINESS****3 credits**

A survey of international laws, regulations and codes, as well as international institutions responsible for regulating intercourse among nations. Historical foundations will be presented along with contemporary issues and dilemmas that face the "Global Village." Prerequisite: BUS 312, BUS 313 and INB 390. Offered: Spring.

**INB 495 INTERNATIONAL STUDY ABROAD PROGRAM****6 credits**

A four- to five-month internship in the student's area of study will be conducted through a partner university or college. The Study Abroad Program will offer language and other appropriate area study courses, along with living accommodations, and where possible, work assignments in local community businesses. The Study Abroad Program is mentored by a business faculty member. This experience provides the opportunity for the student to live and develop socially and academically in another country. Participation in the Study Abroad Program requires that a sufficient number of concentration courses and other language requirements be met to the satisfaction of the College of Business and Management.

**INB 496 INTERNATIONAL STUDY ABROAD IN BUSINESS****3-9 credits**

International studies abroad in business stresses the unique experience of study in foreign countries and direct contact with other cultures. Students will acquire knowledge in various facets of international business in the context of environmental forces, such as social, political and economic. Studies abroad in business may accumulate up to nine credits, depending on the nature and scope of the project, with 15 contact hours of instruction necessary for each hour of

credit earned. Students considering enrollment in international studies in business should plan with their advisor how such credits earned are to be applied before registration. Prerequisite: Permission of advisor or dean.

**INT 390 INTERNATIONAL INTERNSHIP****3-6 credits**

Opportunity for students participating in Lynn University's International Internship Program to gain on-the-job experience through an internship placement. Prerequisite: Advisor or dean permission.

**IRPS 100\* INTERNATIONAL EXPERIENCE****1 credit**

This course is an international or cross-cultural experience aimed at stimulating and expanding students' perspectives in global education. It is a requirement that must be satisfied during the freshman year. It will encourage students to experience, first-hand, new international or cross-cultural learning adventures in a variety of settings. Academic credit for the course will be based on participation and a final examination project. A first-year student who does not successfully complete FYE 101 with a D grade or better and/or is placed on disciplinary probation forfeits the right to attend the Academic Adventure. Failure to fulfill the requirement of the Academic Adventure may result in an additional fee.

**IRPS 100 INTERNATIONAL EXPERIENCE****1 credit**

This course is an international or cross-cultural experience aimed at stimulating and expanding students' perspectives in global education. It is a requirement that must be satisfied during the freshman year. It will encourage students to experience, first-hand, new international or cross-cultural learning adventures in a variety of settings. Academic credit for the course will be based on participation and a final examination project. A first-year student who does not successfully complete FYE 101 with a D grade or better and/or is placed on disciplinary probation forfeits the right to attend the Academic Adventure. Failure to fulfill the requirement of the Academic Adventure may result in an additional fee.

**IRPS 101 INTERNATIONAL EXPERIENCE ALTERNATIVE****1 credit**

Staffed by various faculty, this course focuses on international and/or multicultural dynamics of human communities. It is an online course substitution, incorporating a variety of assignments and activities for those students who did not successfully complete IRPS100. Reasons may include receiving an F, disciplinary probation or administrative permission to be excused.

**IRPS 150 INTRODUCTION TO INTERNATIONAL RELATIONS****3 credits**

Introduction to International Relations stresses the dynamics of politics - who gets what - in a global context. Featuring the participants and relationships that characterize those dynamics, this course explores the conceptual and practical aspects of "traditional" international relations - for example: power, sovereignty, interdependence, armed conflict, the UN and other intergovernmental organizations. In addition, more marginalized but nonetheless salient concerns - globalization, human rights and the environment, among others - are covered in a global as well as comparative context in order to investigate current and future global political challenges.

**IRPS 220 GLOBAL HUMAN RIGHTS****3 credits**

Global Human Rights focuses on the political aspects of human rights in a number of contexts: theoretical/philosophical, legal and public policy. Various geographic regions are studied to highlight specific cases of human rights protection and violations. Both Western and non-Western perceptions of human rights form the context for exploring topics pertaining to natural rights, economic/social/cultural rights, civil/political rights, individual and collective rights and the debate between cultural relativism and universal human rights. This course also surveys, through the use of documentaries and movies, some of the most critical and controversial human rights (e.g. self-determination, genocide/ethnocide, women's and children's rights and labor rights) and the relevant mechanisms and institutions for the successful implementation of human rights norms, standards and practices. Prerequisite: IRPS 150.

**IRPS 225 UNITED STATES GOVERNMENT 3 credits**

An examination of the U.S. Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Crosslisted with HIS 255.

**IRPS 250 CONTEMPORARY GEOPOLITICAL AFFAIRS 3 credits**

Contemporary Geopolitical Affairs introduces students to the interplay of geography with political and cultural dynamics. With an emphasis on current events, the course explores various issues relevant for each of the diverse regions and subregions of the world. Several related topics are considered, for example: the degree of unity or fragmentation within the region/subregion, the role of religion, economic dynamics and the nature of regional changes. The format of the course includes lectures, class discussions, interactive exercises and videos.

**IRPS 300 INTERNATIONAL ORGANIZATION (S) 3 credits**

The International Organization(s) course begins with a consideration of fundamental issues of global governance by exploring the ways in which the participants in global affairs organize themselves. Discussed are the three primary types of international organizations – intergovernmental, nongovernmental and transnational – and regimes. Questions pertaining to their structures, functions, activities and relevance for global affairs are considered. Of particular interest are the relationships between political/security, economic and social/humanitarian organizations; between global and regional organizations and, finally, between single and multipurpose organizations. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation and critical thinking/analysis.

**IRPS 305 INTERNATIONAL ORGANIZATION(S) 3 credits**

The International Organization(s) course begins with a consideration of fundamental issues of global governance by exploring the ways in which the participants in global affairs organize themselves. Discussed are the three primary types of international organizations - intergovernmental, nongovernmental and transnational - and regimes. Questions pertaining to their structures, functions, activities and relevance for global affairs are considered. Of particular interest are the relationships between political/security, economic and social/humanitarian organizations; between global and regional organizations and, finally, between single and multipurpose organizations. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation and critical thinking/analysis. Prerequisite: IRPS 150 or IRPS 250.

**IRPS 310 INTERNATIONAL LAW 3 credits**

This course explores the historical roots of international law, its various theoretical foundations and sources. Specific areas of law to be studied include human rights, law of the sea, environmental law, the use of force/warfare and international criminal law. Defining the legal concepts of sovereignty, intervention, jurisdiction, recognition and territoriality (among others) permits a thorough consideration of their theoretical and practical implications. An International Court of Justice simulation exercise provides the opportunity for students to "practice" international law. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation, critical thinking/analysis and oral presentation. Prerequisite: IRPS 150.

**IRPS 315 AFRICAN HISTORY AND POLITICS 3 credits**

This course is a survey of the events and processes leading to the colonization of Africa and subsequent changes in African societies under colonial rule and independence. African History and Politics focuses on African responses to the challenges and opportunities of the 20th and 21st centuries. In addition, due consideration is given to African initiatives and voices in rapidly changing political, economic, social and ideological environs. In particular, African contributions to decolonization and the problems of independence in an

interdependent world are explored in the context of contemporary political dynamics. Themes include democratization, governance, development and regional cooperation. Prerequisite: IRPS 150 or 250.

**IRPS 320 LATIN AMERICAN POLITICS AND HISTORY 3 credits**

Latin American History and Politics begins with an overview of the historical characteristics of the Caribbean, Central and South American regions. The course then examines political stability, democratization, development policies and the impact of civil-military relations. Consideration is given to the role of international organizations, regionalism and economic integration. Prerequisite: IRPS 150 or 250. Cross-listed with HIS 320.

**IRPS 325 INTERNATIONAL DIPLOMACY 3 credits**

The evolution of modern diplomacy over the last two centuries will be examined. Changes in strategies, techniques and distinctions in diplomatic goals will be analyzed, particularly in terms of cultural, historical and national contexts. Prerequisite: IRPS 150 and 250.

**IRPS 330 POLITICS OF DEVELOPMENT 3 credits**

This course examines divergent explanations for development and underdevelopment. Emphasized are the concepts and theories that highlight the political process and political actors involved in the politics of development. Attention is given to the role of international political and economic organizations in the development process. Where appropriate, country studies are examined to illustrate theoretical dimensions. Prerequisites: IRPS 150 and IRPS 250.

**IRPS 335 MIDDLE EAST HISTORY AND POLITICS 3 credits**

This course surveys the political, historical and cultural dynamics of the Middle East primarily since the 1920s. Particular attention is given to the topics of armed conflict, political stability, governance, regionalism and current interstate relations. Topics addressed include the impact of personal leadership styles, the Israeli - Palestinian conflict and natural resource dilemmas relevant to regional affairs. Prerequisite: IRPS 150 or 250.

**IRPS 340 EUROPEAN POLITICS AND HISTORY 3 credits**

Beginning with a survey of the principal historical dynamics of Europe, this course introduces students to the political, social, economic and cultural attributes of the continent. Topics covered include the impact of the WWI, WWII and the Cold War, regional economic and political integration, immigration and conflict resolution. The area from Iceland to Turkey and Portugal to the Russian Federation provides the geographic scope of the course. Prerequisite: IRPS 150 or 250.

**IRPS 350 COMPARATIVE POLITICS 3 credits**

By taking a regional approach that highlights cultural, historical, economic and political features common to all or most of the states within a given geographic area, this course helps students acquire a theoretical and analytical structure in which to approach the study of comparative governments. The course provides the basis for comparison between and among states, and across regional boundaries. Prerequisite: IRPS 150 or IRPS 250.

**IRPS 360 POLITICS OF INDIGENOUS PEOPLES 3 credits**

The Politics of Indigenous Peoples course concentrates on the interactions between indigenous and non-indigenous participants in global relations. Grounded in international/global relations theories, the course's underlying premise is that aboriginal/indigenous peoples are distinct communities which exercise some form of self-determination, sovereignty or autonomy. While referencing historical events, this course focuses on contemporary indigenous peoples' political activity primarily in regional and global contexts. Considerable attention is given to the mechanisms through which indigenous peoples pursue their physical and cultural survival, including their discourses with states, the United Nations, regional organizations such as the European Union and non-governmental organizations. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation, critical thinking/analysis and problem-solving. Prerequisites: IRPS 150 and 250.

**IRPS 365 INTERNATIONAL EXPERIENCE IN THE MAJOR** **3 credits**  
This international study abroad opportunity is typically one week in length and hosted by the college in which the student is majoring.

**IRPS 365I ALTERNATIVE FOR INTERNATIONAL EXPERIENCE IN THE MAJOR** **3 credits**  
Staffed by various faculty, this course focuses on a variety of topics relevant to the student's major in an international and/or multicultural context. It is an online course substitution incorporating a variety of assignments and activities and supported by the college in which the student is majoring. Eligible students are those who cannot participate in a study tour. Prerequisite: Permission of the dean.

**IRPS 375 WOMEN AND POLITICS** **3 credits**  
In exploring what constitutes political participation and activity, Women and Politics begins with a brief examination of feminist theories, feminisms and their current applications in Western and non-Western societies. This is followed by a consideration of women and politics in three areas - grassroots, international/global arenas and national leadership - and the impact of women's activities on men and women in these contexts. Motivating factors such as development, security, armed conflict and economic stability form the background for, and are explicitly probed, while examining women's political participation. The outcomes and consequences of political decision-making, methods, strategies and tactics for women are also a cornerstone of this course. Thus, women in the roles of proactive policy-makers and passive policy-recipients are considered. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation, critical thinking/analysis and problem-solving. Prerequisite: IRPS 150 or IRPS 250.

**IRPS 380 THEORIES OF INTERNATIONAL RELATIONS** **3 credits**  
This course examines a wide range of theories and perspectives which offer divergent explanations for the various situations and events in the global arena. In doing so, Theories of International Relations distinguishes between theory and ideology. Each of six theoretical perspectives - Idealism, Realism, Neo-Realism, Pluralism, Globalism and Feminism - are compared and contrasted in terms of their descriptive and prescriptive elements. Core concepts such as power, sovereignty, primary actors and interdependence form the basis of this comparison. In addition, the level of analysis relied on by each theory - individuals, sub-state units, states, regions or the world - is addressed in explaining global participants and their actions. Course goals encompass skill set development including writing/editing, reading comprehension/interpretation and critical thinking/analysis. Prerequisite: IRPS 150.

**IRPS 385 GLOBAL ENVIRONMENTAL POLITICS** **3 credits**  
Global Environmental Politics is premised on the interconnectedness of the global physical environment and human society. The close ties between environmental quality and human well-being are a part of the political decision-making process regarding global resource distribution. This course, while referencing the scientific aspects of environmental dynamics, concentrates on how the global community might respond to urgent environmental problems in a politically, economically and culturally divided world. Issues such as deforestation, resource management, desertification, sustainable development and biodiversity are examined. The processes for conceiving, negotiating, finalizing and implementing international environmental agreements are considered. Prerequisite: IRPS 150 or 250.

**IRPS 395 ASIAN POLITICS AND HISTORY** **3 credits**  
This course introduces students to the diverse histories of Asia and their impact on contemporary political, social, cultural and economic characteristics of the region. Among the subjects studied are armed conflict, consequences of development strategies, decolonization and political stability. In addition, exploring the influence of specific countries - such as Japan, China and India - on regional relations complements the thematic material. Prerequisite: IRPS 150 or 250.

**IRPS 403 GOVERNMENT AND POLITICS OF CHINA** **3 credits**  
The 21st century has been designated as the "Chinese Century." Yet, even with expanded knowledge of and interaction with China, the functioning of the political system remains an enigma. This course aims to uncover the basic historical trends and cultural predispositions that will reveal how China functions, both internally and externally, as well as provide a prognosis for its future development.

**IRPS 420 ORIGINS AND DEVELOPMENT OF THE EUROPEAN UNION** **3 credits**  
This course undertakes an examination of the circumstances leading to the creation of the European Economic Community and its eventual metamorphosis into the European Union. It considers the consequences of the Cold War and the United States' decision to promote European integration. Of special interest will be British, French and German attitudes and the policies of the Benelux countries. This course also will feature an examination of Ireland's entry into the EEC in 1973 and its role since then. Prerequisite: IRPS 150 or IRPS 250.

**IRPS 465 LAND-BASED INTERNATIONAL EXPERIENCE** **4 credits**  
This domestic travel experience with an international focus is offered for those unable to study abroad and complete the International Experience (IRPS 100 and IRPS 365) requirement.

**IRPS 465I COMBINED INTERNATIONAL EXPERIENCE** **4 credits**  
An online alternative for those students unable to complete a study tour and the International Experience (IRPS 100 and IRPS 365) requirements. Prerequisite: Permission of the dean.

**IRPS 470 UNITED STATES FOREIGN POLICY** **3 credits**  
The purpose of this course is to illustrate how the United States makes its foreign policies in the post-Cold War world. The endings of the bipolar superpower confrontations between the United States and the Soviet Union, growing global interdependence, the rise of ethnic politics and other factors have produced important changes in the way U.S. foreign policy is made. This course will uncover the changing actors and issues that comprise the new context of U.S. foreign policy. Prerequisites: IRPS 225 and IRPS 250.

**IRPS 471 THE AMERICAN PRESIDENCY** **3 credits**  
Discussion of presidential power and functions, relationship with Congress, political party involvement, public personality and leadership. Selected presidents are used as examples. Prerequisite: IRPS 225.

**IRPS 475 CONTEMPORARY ISSUES IN INTERNATIONAL RELATIONS** **3 credits**  
This course explores the complexities and relationships between a wide range of contemporary issues in international and global relations. Topics such as conflict resolution, human rights, terrorism, the environment and development are studied in the context of existing and recent events. Prerequisites: IRPS 150 and 250.

**IRPS 483 SENIOR SEMINAR IN INTERNATIONAL RELATIONS** **3 credits**  
This is a capstone course primarily for International Relations majors. It brings together various topics from students' previous course work and examines compelling issues in the discipline in a rigorous manner. Students undertake a major thesis project. Prerequisites: Senior standing and completion of 24 credit hours in International Relations courses or approval of the IR department chair.

**IRPS 495 SPECIAL PROJECTS/INTERNSHIPS** **3-9 credits**  
Offers opportunities for students to study abroad or pursue internships at other institutions in the public or private sectors. Special Projects/Internship is monitored by an International Relations faculty member or the internship director. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, completion of 12 credit hours in International Relations or Political Science courses and approval of the IR program coordinator. Credits earned vary according to project/internship



workload and duration.

**IRPS 499 WASHINGTON INTERNSHIP 12 credits**

Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**LAN 100 & LAN 100H FRENCH I 3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audiovisual materials utilized.

**LAN 110 & LAN 110H SPANISH I 3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audiovisual materials utilized.

**LAN 120 & LAN 120H GERMAN I 3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audiovisual materials utilized.

**LAN 130 & LAN 130H JAPANESE I 3 credits**

Beginning course in which listening, speaking, reading and writing will be introduced. Basic grammar and vocabulary. Supplemental audiovisual materials utilized.

**LAN 202 & LAN 202H FRENCH II 3 credits**

Continuation of beginning course. Emphasizes grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 100 or placement exam.

**LAN 212 & LAN 212H SPANISH II 3 credits**

Continuation of beginning course. Emphasizes grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 110 or placement exam.

**LAN 222 & LAN 222H GERMAN II 3 credits**

Continuation of beginning course. Emphasizes grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 120 or placement exam.

**LAN 231 & LAN 231H JAPANESE II 3 credits**

Continuation of beginning course. Emphasizes grammatical structures and vocabulary building for practice in fluency. Prerequisite: LAN 130 or placement exam.

**LAN 303 & LAN 303H FRENCH III 3 credits**

Elementary French. Continuation of French II with emphasis on conversation, reading comprehension and composition. Prerequisite: LAN 201 or placement exam.

**LAN 312 & LAN 312H SPANISH III 3 credits**

Elementary Spanish. Continuation of Spanish II with emphasis on conversation, reading comprehension and composition. Prerequisite: LAN 212 or placement exam.

**LAN 320 & LAN 320H CUENTOS CONTEMPORARIOS (CONTEMPORARY SHORT STORIES) 3 credits**

This literature course focuses on reading and analysis of Spanish and Latin American contemporary short stories. Students develop an appreciation of critical thinking skills such as analysis, judgment and knowledge of the sociocultural aspect of Spain and Latin America. Prerequisites: LAN 312, DELE initial, placement exam.

**LAN 330 & LAN 330H JAPANESE III 3 credits**

Elementary Japanese. Continuation of Japanese II with emphasis on conversation, reading comprehension and composition. Prerequisite: LAN 231 or placement exam.

**LAN 401 & LAN 401H FRENCH IV 3 credits**

Emphasis on fluency in both speaking and composition. Explores the history, geography and culture of the French-speaking countries. Business language is an integral part of this course. Prerequisite: LAN 300, DELF B2 or placement exam.

**LAN 410 & LAN 410H SPANISH IV 3 credits**

Emphasis on fluency in both speaking and composition. Explores the history, geography and culture of the Spanish speaking countries. Business language is an integral part of this course. Prerequisite: LAN 312 or placement exam.

**LAN 431 & LAN 431H JAPANESE IV 3 credits**

Emphasis on fluency in both speaking and composition. Explores the history, geography and culture of Japan. Business language is an integral part of this course. Prerequisite: LAN 330 or placement exam.

**LDR 301 LEADERSHIP THEORY AND APPLICATION 3 credits**

This course will focus on the multidisciplinary nature of leadership studies. It will enable the student to develop his/her own leadership potential through both theory and practice. Prerequisites: Minimum of a cumulative GPA of a 3.0 and a minimum of 45 credit hours.

**LDR 710 LEADERSHIP THEORY AND RESEARCH 3 credits**

Presents various theories of leadership that provide integrative perspectives on leadership research. The theories are put into context through case studies that examine several leaders in different fields. Ethics and morality in leadership decision-making will be examined. This course is taken within the first 0 to 18 credits of the Ph.D. Program.

**LDR 714 LEADERSHIP IN PUBLIC ADMINISTRATION ENVIRONMENTS 3 credits**

Analysis of leadership in a wide range of public administration environments including governmental agencies, non-profit corporations, public interest groups or commissions, charitable organizations, and international organizations with special emphasis on theories and practices of public leadership. A multidisciplinary perspective examines essential competencies, values, and issues important to public service organizations, and governance and leadership processes that are responsive, efficient, effective, and accountable.

**LDR 715 LEADERSHIP FOR ORGANIZATIONS IN CRISIS AND REPUTATION MANAGEMENT 3 credits**

Crisis management and reputation management as strategic tools for organizational leaders are analyzed. Leadership during serious incidents, learning curve, communications management, and strategies for avoiding major threats to the organization's viability are evaluated. Identity, image, reputation and corporate branding, and studies across borders of strategic similarities and differences from country to country are compared.

**LDR 720 PROJECT MANAGEMENT AND LEADERSHIP 3 credits**

Theoretical, technical (Microsoft Project), and behavioral approach to integrative project management and leadership for delivery of services, programs, products, or a quality improvement process is applied in the global context of complexity, chaos, and uncertainty. The project's life cycle (initiating, planning, executing, controlling and closing), major deliverables, scheduling tools, scope, time, cost, resource, risk, quality, procurement, communication and critical path plans, and status and evaluation reports are produced. Political skills, culture, negotiation, a high performing project team critical to success, and the strategic role of projects in public and private contemporary organizations are evaluated.

**LDR 721 LEADING AND MANAGING INNOVATION AND TECHNOLOGY 3 credits**

The importance of three contemporary environmental trends—globalization, time compression and technology—is examined. These three challenges define

the framework for developing a process of technology change, a technology strategy and deployment of technology in the value chain.

**LDR 722: ORGANIZATIONAL GOVERNANCE, ETHICS, AND PERFORMANCE**

**3 credits**

Analysis of the due diligence necessary to provide guidance for board members dedicated to establishing and maintaining an efficient and effective organization and leadership that supports the fulfillment of long-term goals. Clearly articulated missions, designing standards that are ethical and prudent, designing blueprints that boards and managers can follow to improve their organizational governance and inspiring investor and stakeholder confidence are analyzed. Identifying “red flags,” ensuring independent boards, monitoring the integrity of the financials, determining the level of transparency and reviewing executive compensation are interpreted in the context of practices found in countries around the world.

**LDR 790 LEADERSHIP AND THE EXECUTION OF STRATEGIC PLANS**

**3 credits**

This is the capstone course for the Ph.D. degree program. The various concepts and issues presented in the course work and acquired in individual research are synthesized to develop a strategic blueprint for organizational success. This course is taken after completion of 36 credits of the Ph.D. Program (preferably near the end of required course work). While independent of this course, the qualifying paper should be completed before the end of, or concurrently with, this course.

**MAT 099 ELEMENTARY MATH**

**3 credits**

This course is designed for those students who lack the necessary background to immediately address college algebra. Topics include real number systems, radicals, graphics and solving equations. This course is graded pass/fail, and credit does not apply toward graduation requirements. Offered: Fall, Spring.

**MAT 105 APPLIED MATHEMATICS I\***

**3 credits**

This broad-based, college level mathematics course emphasizes computational and mathematical skills. Topics include problem-solving, sets, logic, numeration systems, order of operations, operations with signed numbers, polynomial expressions, linear equations and inequalities in one variable. This course may serve as a prerequisite for College Algebra. Offered: Fall, Spring.

**MAT 106 APPLIED MATHEMATICS II\***

**3 credits**

A continuation of Applied Mathematics I, this course is designed to meet the needs of those students who will NOT take College Algebra or Probability and Statistics. Topics include the real number system, consumer mathematics, geometry, factoring, exponents, functions and graphs, systems of equations and inequalities, quadratic equations and inequalities in one variable, theoretical and empirical probability, counting problems, frequency distribution and measures of central tendency.

**MAT 110 COLLEGE ALGEBRA**

**3 credits**

Topics include linear and quadratic functions, polynomial functions, systems of equations and inequalities, matrices, and determinants. Prerequisite: MAT 099 or appropriate score on the placement test. Offered: Fall, Spring.

**MAT 117 PRE-CALCULUS**

**3 credits**

The course covers advanced algebra topics such as extensive analyses of different kinds of functions, equations and systems of equations. Attention is paid to problem-solving techniques and proper graphing of functions. Prerequisite: MAT 110.

**MAT 204 FINITE MATHEMATICS AND GEOMETRY**

**3 credits**

This course covers a variety of contemporary areas in mathematics specifically designed for education majors. Topics include problem-solving strategies, word problems, ratio and proportion, permutations and combinations and their use in probability and statistics, systems of measurement and conversion,

topics in plane geometry, and topics in number theory. Emphasis will be placed on methods of integrating these topics into curricula at various levels in the education system. Offered: Spring. No prerequisite.

**MAT 210 CALCULUS I \***

**3 credits**

A first course in calculus covering differentiation of algebraic and trigonometric functions, logarithmic and exponential functions and applications to geometry, simple physics phenomena and business economics. Prerequisite: MAT 117.

**MAT 211 CALCULUS II \***

**3 credits**

A second course in calculus covering integration techniques, series, vectors, vector valued functions and partial derivatives. Prerequisite: MAT 210.

**MAT 215 TRIGONOMETRY WITH ANALYTICAL GEOMETRY**

**4 credits**

Topics include functions and graphs, trigonometric functions, the unit circle, graphs of trigonometric functions, analytic trigonometry, oblique triangles with popular coordinates, analytic geometry, complex numbers and vectors. Prerequisite: MAT 110. Offered: Spring of odd-numbered years.

**MAT 221 PROBABILITY AND STATISTICS**

**3 credits**

A course designed to introduce the methods of probability and statistics. Topics include laws of large numbers, discrete and continuous distributions, and sums of random variables. Math credit will not be awarded for both MAT 221 and BUS 322. Prerequisite: CMS 200 Computer Applications. Offered: Fall, Spring.

**MAT 310 LINEAR ALGEBRA \***

**3 credits**

The study of vector spaces, linear transformations, matrices, applications in analysis of systems of linear equations, and Eigenvalues and Eigenvectors. Prerequisite: MAT 110.

**MAT 320 METHODS OF CALCULUS**

**4 credits**

This introduction to the methods and applications of differentiation and integration is designed primarily for business and social science majors. Prerequisite: MAT 110. Offered: Fall, Spring.

**MAT 321 STATISTICAL APPLICATIONS\***

**3 credits**

A course designed to emphasize the applications of statistics, including discrete and continuous distributions, sums of random variables, and an introduction to basic theorems of probability and statistics. Prerequisite: MAT 221.

\* Class will be offered on a needed basis.

**MBA 501 MANAGERIAL WRITING AND COMMUNICATION**

**3 credits**

A variety of classroom exercises in writing, presentations, one-on-one communication, listening and responding, and writing business proposals. Provides an opportunity to enhance persuasive managerial communication skills to succeed in business environments.

**MBA 502 MANAGERIAL ECONOMICS**

**3 credits**

Application of economic theory to the decision-making process of managers to achieve the organizational objective of maximizing the value of the enterprise. Topics include microeconomics discussions of theory of a consumer and a firm, market structures production functions, costs and revenues, profit maximization, and environmental factors.

**MBA 504 SURVEY OF ACCOUNTING AND FINANCE**

**3 credits**

An introduction to and overview of financial accounting and its role in reporting business activity. Included will be financial reporting for different forms of business organizations, users and uses of financial information, interpretation of the major financial statements and the assumptions and the principles in financial reporting.

**MBA 600 LEADERSHIP AND MANAGEMENT OF BUSINESS ORGANIZATIONS** **3 credits**

Introduces students to leading thinkers in business today and to influential theories and approaches to contemporary business issues. Organizational styles, innovation and change, globalization and technology are among the issues analyzed to determine best practices for leaders and managers. Students will apply these ideas, theories and strategies to analysis of case studies and to examples from their own professional lives.

**MBA 605 MANAGING FOR HUMAN RESOURCES** **3 credits**

A comprehensive study of human resource management in the corporate environment; special emphasis on topics encompassing planning, recruitment, training and development, appraising performance measures, incentive awards, employee benefits, safety and health, and creating a high-performance work environment by a team of individuals.

**MBA 610 LEGAL, ETHICAL, AND SOCIAL ISSUES OF BUSINESS** **3 credits**

An advanced analysis of legal issues affecting organizations, this course examines common law; federal, state and local statutes; corporate structure and legal liabilities affecting organizations. Students explore the influence of regulatory issues on business decisions while considering ethical and social perspectives. Legal and moral aspects of management are analyzed and compared.

**MBA 620 MARKETING MANAGEMENT IN A GLOBAL ECONOMY** **3 credits**

This course focuses on the major decisions that marketing managers and top management face in their efforts to mesh the objectives, core competencies and resources of an organization with the opportunities and threats in an increasingly global marketplace. Students apply marketing thinking to products and services for any profit or not-for-profit organization. Prerequisite: MBA 502.

**MBA 621 INTERNATIONAL MARKETING** **3 credits**

An examination of how a company markets an existing product in new global markets and how a company develops a new product for a global market. This examination occurs in the framework of foreign entry, local marketing abroad, and global management. Prerequisite: MBA 620.

**MBA 625 INTEGRATED MARKETING COMMUNICATIONS** **3 credits**

Integration of every form of communication to deliver the same powerful message. Students use a customer-focused approach that combines the full range of information tools and points of contact to build customer loyalty. They also develop strategies for the allocation of communications resources. Prerequisite: MBA 620.

**MBA 628 SPECIAL TOPICS IN MARKETING** **3 credits**

Covers current or leading-edge topics in the marketing field. Topics may include brand asset management, new product development, marketing research, advertising management, business-to-business marketing or multicultural marketing. Prerequisite: MBA 620.

**MBA 630 MANAGING TECHNOLOGY FOR BUSINESS TRANSFORMATION** **3 credits**

An examination of key management challenges in building and using information systems, including understanding system requirements for the environment in which the organization operates; creating an information architecture to support organizational goals; and designing systems that managers can control and understand in a socially and ethically responsible manner.

**MBA 640 MANAGING FOR FINANCIAL ACCOUNTABILITY** **3 credits**

Accounting as a managerial tool for business strategy and implementation. Key topics include customer satisfaction, total value-chain analysis, continuous improvement and planning and control techniques linked to key success factors. Prerequisite: MBA 504.

**MBA 645 MANAGING FOR FINANCIAL PERFORMANCE** **3 credits**

An analysis and comparison of the various techniques that aid in the decision-making process. Major themes stressed include shareholder wealth maximization, cash flow management, the international aspects of financial management and the standards of ethical behavior adopted by managers. Prerequisite: MBA 504.

**MBA 646 MEASURING AND MANAGING VALUE** **3 credits**

Application of financial theory and models to valuing companies and investment projects. Topics include valuation techniques, forecasting and analysis of financial statements, estimation of incremental cash flows, determination of cost of capital, valuation of projects and companies, and valuation for mergers and acquisitions. Valuation techniques taught in this course include: Capital Asset Pricing Model (VAPM), Arbitrage Pricing Theory (APT), equity valuation models, discounted cash flow models, financial ration models. Also covered are strategies for WACC determination and global risk determination (Beta).

**MBA 647 PORTFOLIO MANAGEMENT AND ANALYSIS** **3 credits**

This course acquaints students with modern practices of valuing financial securities and managing investment portfolios. Topics include: securities and capital markets, portfolio optimization methods, asset management and allocation strategies for institutional and individual investors, domestic and international portfolio management, risk management and performance measurement techniques, and efficient market equity valuations.

**MBA 648 PORTFOLIO MANAGEMENT** **3 credits**

This course is designed to introduce students to the concepts, strategies, and tactical efforts managers and executives need to successfully plan and execute global development efforts. Topics covered in this course include a through review of the various corporate development strategies available to companies wanting to reevaluate, expand or restructure their operations. Among the specific areas covered are: Greenfield expansion, strategic alliances, joint ventures, acquisitions, IPOs and divestitures. The effects of complex international and domestic economic and political forces on all development projects are emphasized.

**MBA 650 OPERATIONS MANAGEMENT** **3 credits**

A comprehensive analysis and comparison of the various techniques that can increase productivity for manufacturing and service operations. Provides an opportunity to assess the methods used in striving for long-term strength and growth in economic enterprises. Prerequisite: EDU 602.

**MBA 660 INTERNATIONAL BUSINESS STUDIES ABROAD** **3 credits**

International studies abroad in business stresses the unique experience of study in foreign countries and direct contact with other cultures. Students will acquire knowledge in various facets of international business in the context of social, political and economic environmental forces. Studies abroad may be substituted in the MBA program curriculum for one course. Program coordinator approval is required for the substitution.

**MBA 661 INTERNATIONAL TRADE AND INVESTMENT** **3 credits**

This analysis of international trade and investment from the perspective of globalization focuses on the traditional theories of trade and investment. The normative aspects of international economics and commerce and the latest development and integration of the world economy will be discussed. Prerequisite: MBA 502.

**MBA 665 INTERNATIONAL FINANCE** **3 credits**

Overview of the tools (e.g. hedging, swaps, counter trade) and methods financial managers use to solve financial problems that emanate from fluctuating currency exchange rates, currency exchange controls, tariffs, taxes, inflation and accounting practices.

**MBA 668 SPECIAL TOPICS IN INTERNATIONAL BUSINESS 3 credits**

Lectures and seminars on advanced selected topics in international business such as international marketing, international management, comparative economic systems and international law.

**MBA 671 AVIATION ORGANIZATION OPERATION 3 credits**

An examination of organizational systems and management in the aviation industry. The emphasis is on development and integration of effective work elements, as well as the varying personnel concerns that must be resolved for successful leadership in the aviation industry. Topics provide insights into behavior, structure, authority, motivation, leadership, organizational development and social responsibility. Student gain an appreciation of the principles, research and applications of organizational theory to the aviation industry.

**MBA 675 AIRPORT OPERATIONS 3 credits**

Focuses on preparation for the American Association of Airport Executives (AAAE) Certified Member designation. It is a study of management and regulatory issues relevant to airport management enabling the student to perform as a leader in the airport and aviation environment. These studies will encompass all aspects of airport and airway management. This course will lead to successful completion of the AAAE Certified Member designation examination and result in one of the most prestigious distinctions in the airport industry.

**MBA 678 SPECIAL TOPICS IN AVIATION MANAGEMENT 3 credits**

Lectures and seminars on advanced selected topics in Aviation Management such as airport security, effects of terrorism on aviation, effects of increased special use airspace on the national airway system and advances in air traffic control. The class also will introduce the student to the impact of other real-world issues as they occur during the semester.

**MBA 690 STRATEGIC MANAGEMENT SEMINAR 3 credits**

This capstone seminar for the MBA program requires that students demonstrate their ability to integrate and apply theory to practice in case studies and experiential exercises that require the mastery of strategic thinking. NOTE: Must be completed in the last term, or, with advisor's approval, may be completed in the next-to-last term of study.

**MBA 697 INDEPENDENT STUDY 1-3 credits**

Opportunities to explore both career directions and areas of individual interest.

**MBA 698 BUSINESS ADMINISTRATION INTERNSHIP 1-2 credits**

This supervised internship with a for-profit or not-for-profit business is designed for those who do not have business experience. Students must maintain a written log and submit reports and evaluations to the field supervisor. An internship project on a related topic is required in order to demonstrate integration of theory with application in business administration. The project is submitted to the faculty advisor. Students also are required to meet regularly with the field supervisor and the faculty advisor.

**MKT 250 PRINCIPLES OF MARKETING 3 credits**

Introduces the student to a broad functional understanding of marketing. Topics include buyer behavior, product planning, channels of distribution, price policies and promotional activities. Offered: Fall, Spring.

**MKT 260 RETAILING 3 credits**

Examination of the organization and operation of retail establishments. Emphasis is placed on markup, pricing, stock turn, sales and stock planning, and the selling of services and goods. Prerequisite: MKT 250.

**MKT 305 CONSUMER AND ORGANIZATIONAL BEHAVIOR 3 credits**

A study of the consumer decision process. The course focuses on consumer

branding, the product adoption process, the impact of current issues (leisure time, working women, and the elderly) and the development of marketing strategies to encourage a positive consumer response. Prerequisite: MKT 250. Offered: Fall.

**MKT 321 PROFESSIONAL SELLING AND SALES MANAGEMENT 3 credits**

An integrative course that introduces the professional sales process with an emphasis on selling skills and technique, and then focuses on the management of the sales team. Topics such as forecasting, relationship management, territory design and professional presentation development and delivery are components of this course. Prerequisite: MKT 250. Offered: Spring.

**MKT 325 FASHION ADVERTISING AND PROMOTION 3 credits**

Advertising, visual display and marketing methodology are utilized in establishing a sales promotion plan. Shows and special events used to promote fashion products are incorporated in student projects. Prerequisites: BUS 240 and MKT 250.

**MKT 350 INTEGRATED AND ELECTRONIC MARKETING COMMUNICATIONS 3 credits**

An overview of the promotional aspect of the marketing mix, including sales promotion and public relations. Emphasized are the interactions of these areas in advertising strategy planning. Also examined are the influence of advertising and its responsibilities to society. Course project required involving research, analysis and presentation. Prerequisite: MKT 250. Offered: Fall.

**MKT 370 MARKETING - SPECIAL TOPICS 3 credits**

This course explores different areas of marketing. Topics may include specific industries, telemarketing, relationship marketing, direct marketing and marketing on the Internet. Can be repeated for credit as topics change. Prerequisite: MKT 250.

**MKT 392 GLOBAL MARKETING 3 credits**

A study of marketing management activities from the perspective of firms doing business across national boundaries. Emphasis is upon aspects of marketing that are unique to international business and problem-solving within an international context. Course components include a theoretical analysis of the causes of international trade including comparative advantage, Heckcher-Ohlin theory and more recent theories. Other topics include international trade policy, economic integration, trade problems of developing countries and the role of multinational corporations in world trade. Prerequisites: MKT 250 and INB 390. Offered: Spring.

**MKT 430 MARKETING RESEARCH 3 credits**

Introduction to the techniques and tools of market research as an aid to decision-making. Topics include problem definition, research methods, research project design and results interpretation. Prerequisites: MKT 250 and BUS 322. Offered: Spring.

**MKT 444 BUSINESS MARKETING MANAGEMENT 3 credits**

The focus is on managing the opportunities and challenges of firms that develop, produce, and market products or services to other organizations. Study areas include the marketing mix as well as buying behavior, partnering, relationship building, and marketing networks. Prerequisite: MKT 250.

**MS 500 MANAGEMENT AND ADMINISTRATION 3 credits**

This course is designed to equip students with the necessary, basic theoretical knowledge, analytical skills and "best practices" within the field of contemporary public management and administration. By reviewing both the past and present, the course will adopt a future orientation in the examination of the factors, perspectives and theories that influence the understanding of public sector management and administration.

**MS 505 APPLIED RESEARCH METHODS** **3 credits**  
An overview of the methods of inquiry within the framework of applied management theories. Includes a critique of assessment issues in experimental, quantitative-descriptive and exploratory studies. Students design a research project and draft a research proposal that will be utilized in their culminating graduate project in Emergency Planning and Administration (EPA 665).

**MS 510 ADMINISTRATIVE AND REGULATORY LAW** **3 credits**  
This course is designed to prepare students with the necessary, basic theoretical knowledge, and analysis of reasonable principles of organizational justice. Students will examine charters, statutes, executive orders, regulations, ordinances and codes. By examining the American regulatory process through federal, state and local regulations and administrative law, the student will be able to shape substantive and procedural issues constructively for the long-term civic good in the face of complexity and paradox.

**MS 530 PUBLIC INSTITUTIONS, PUBLIC POLICY AND DEMOCRACY** **3 credits**  
This course is designed to prepare students with the necessary, basic theoretical knowledge and analytical skills related to the study of public policy formulation within a democratic institutional context. By examining American politics, the course will assimilate the theories and practices that influence the understanding of public policy in the free and democratic society that we call the United States of America.

**MS 560 FINANCIAL MANAGEMENT** **3 credits**  
An examination of the financial management techniques utilized by public agencies. This course considers the fundamental principles of fiscal administration, budgeting, revenue, debt administration and fund management. Students use case studies to analyze how public agencies are impacted by both revenue enhancements and shortfalls. Students also learn the fundamentals of working through the budgetary process.

**MUG 280 MUSIC ENTREPRENEURSHIP** **3 credits**  
This course helps undergraduate Conservatory of Music students define individual career objectives and develop the skills required to achieve these goals. Guest speakers from the faculty and musical community visit the seminar throughout the semester. Prerequisite: Two semesters of MUS 301. Offered: Every other year.

**MUG 301 BASIC CONDUCTING** **3 credits**  
Students will study fundamental conducting techniques as expressed through beat patterns and explore the physical language of conducting as an expressive and illustrative medium. Students will acquire basic score study skills through analysis of selected masterworks and regularly conduct a small class ensemble. Prerequisites: MUT 151 and MUT 201.

**MUG 310 DIRECTED STUDY** **2 credits**  
An advanced course of individually directed study with a focus on either Music Theory or Music History topics. Does not fulfill the Music History/Music Theory elective requirement. Prerequisite: Permission of the instructor.

**MUG 329 PEDAGOGY** **3 credits**  
This course serves as an introduction to the world of teaching. It addresses the musical, technical, theoretical and practical concerns of the pedagogue. Students will develop teaching skills in the basic elements of music, as well as a broad array of instrumental techniques. This course is divided into two sections – one for string, wind, brass and percussion students, and one for piano students. Prerequisite: Conservatory students only.

**MUG 390 MUSIC INTERNSHIP** **1-3 credits**  
Music students to gain on-the-job performing or teaching experience through an internship placement. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**MUG 580 MUSIC ENTREPRENEURSHIP** **3 credits**  
This course helps graduate Conservatory of Music students define individual career objectives and develop the skills required to achieve these goals. Guest speakers from the faculty and musical community visit the seminar throughout the semester. Prerequisite: Permission of the instructor. Offered: Every other year.

**MUH 300 MUSIC HISTORY I: MUSIC OF THE MEDIEVAL, RENAISSANCE AND BAROQUE PERIODS** **3 credits**  
This course sets the music of the Medieval and Renaissance periods in the contexts of Church and court patronage, and traces the connections between music and literature, painting and architecture. It describes features of musical construction and style in sacred and secular vocal music and dance music at court. Music in the Baroque period includes all the aspects of the world as a stage, from Monteverdi's first opera 'L'Orfeo' to Handel's operas and oratorios. The course describes the development of instrumental forms of trio sonata and concerto, the rise of public opera and the keyboard music of Francois Couperin and Johann Sebastian Bach. Prerequisite: Conservatory students or permission of instructor.

**MUH 301 MUSIC HISTORY II: MUSIC OF THE CLASSICAL PERIOD** **3 credits**  
This course will review the Enlightenment and its effect on musical style. New forms gain prominence in this period, including the sonata, string quartet and symphony. The string quartet becomes the 'connoisseur's' form, and is regarded as the most important form of chamber music. Opera seria gives way to new comic forms of opera, especially in Mozart's operas. The piano as the new keyboard instrument gives rise to important sonatas by Haydn, Mozart and early Beethoven as well as Mozart's piano concertos. Prerequisite: Conservatory students or permission of instructor.

**MUH 302 MUSIC HISTORY III: MUSIC OF THE ROMANTIC PERIOD** **3 credits**  
Beethoven's influence on the 19th century, especially through the 'heroic' symphonies, had a powerful influence on later 19th century composers. Piano music takes innovative new directions in the works of Schumann, Chopin and Liszt, while orchestral music develops new directions in the concert overture and symphonic poem. Changes in musical language can be found in Wagner's operas, which not only influence many other composers but also overshadow the early years of the twentieth century. Prerequisite: Conservatory students or permission of instructor.

**MUH 303 MUSIC HISTORY IV: MUSIC OF THE TWENTIETH CENTURY** **3 credits**  
The objective of this course is to familiarize students with the styles that have emerged in the music of the 20th century. The course will largely concentrate on the main composers of the century and their works. Lecture material will also include some discussion of sociopolitical/economic factors and developments in other art forms to provide a background for the intellectual climate of the period. Weekly listening and reading assignments will be made throughout the course. Prerequisite: Conservatory students or permission of instructor.

**MUH 362 HISTORY OF CHAMBER MUSIC** **3 credits**  
This course traces the evolution of the forms of chamber music and seeks to discover how and why this evolution came about. Through a large amount of listening, discussion and comparison of standard works, students will examine topics from the history of chamber music. Regular listening and reading assignments will be made throughout the course. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 363 HISTORY AND LITERATURE OF THE SYMPHONY** **3 credits**  
Students will listen to and discuss the development of the symphony orchestra as a medium and as an art form. Masterpieces of the major symphonists will be studied in detail, with special emphasis of their significance in the evolution

of musical style. Regular listening and reading assignments will be made throughout the course. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 366 VOCAL REPERTOIRE 3 credits**

This course serves as an introduction to music for the combined forces of voices and instruments. One objective of the course will be to enrich the musicianship and broaden the understanding of each student by examining the vocal arts through repertoire. Regular listening and reading assignments will be made throughout the course. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 368 AN OVERTURE TO OPERA 3 credits**

This course will introduce the student to the world of opera via study of its history and literature (surveyed chronologically), performance excerpts and operas on video. Additionally, arias and other short excerpts from a variety of styles will be transcribed for the respective instruments of students in the class. These arias will then be performed by the students, and their interpretive insights and solutions will serve as models for comparison with a singer's solutions as revealed in historical and contemporary recordings. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 369 THE CONCERTO 3 credits**

The concerto is one of the principal genres of instrumental music found in Western classical music. It is unique in that it pits soloist against orchestra, raising all sorts of questions about the dynamic between individual and collective. Each year that this course is offered it will concentrate on a specific type of concerto, e.g. concertos for keyboard instruments or concertos for string instruments. Emphasis will be placed on composers, and works by those composers, who have contributed to the development of the selected type of concerto. This course fulfills the Music History/Music Theory elective requirement. Offered on a rotating basis, not every year. Prerequisite: Permission of the instructor.

**MUH 530 BIBLIOGRAPHY AND RESEARCH SKILLS 3 credits**

In this course students will learn basic research skills, compile a bibliography, and write an abstract, all directed toward an oral presentation on a topic of the student's choice subject to approval by the instructor. This course is a requirement for all MM students.

**MUH 562 SEMINAR IN CHAMBER MUSIC LITERATURE 3 credits**

Students will listen to and discuss the development of the chamber music as a genre. Masterpieces of the chamber music literature will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. This course will require papers and in-class presentations. This course fulfills one of the two music history/theory electives required of MM students. Offered on a rotating basis, not every year.

**MUH 563 SEMINAR IN SYMPHONIC LITERATURE 3 credits**

Students will listen to and discuss the development of the symphony orchestra as a medium and as an art form. Masterpieces of the major symphonists will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. This course will require papers and in-class presentations. This course fulfills one of the two music history/theory electives required of MM students. Offered on a rotating basis, not every year.

**MUH 566 SEMINAR IN VOCAL LITERATURE 3 credits**

Students will listen to and discuss the development of music written for the combination of voices and instruments. Masterpieces from this repertoire will

be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. This course will require papers and in-class presentations. This course fulfills one of the two music history/theory electives required of MM students. Offered on a rotating basis, not every year.

**MUH 568 SEMINAR IN OPERATIC LITERATURE 3 credits**

Students will listen to and discuss the development of opera as genre. Masterpieces from the operatic repertoire will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. This course will require papers and in-class presentations. This course fulfills one of the two music history/theory electives required of MM students. Offered on a rotating basis, not every year.

**MUH 569 SEMINAR IN CONCERTO LITERATURE 3 credits**

This course is not a chronological survey of solo concertos, but explores how composers worked out the relationships of solo instruments and orchestra. It will include both solo concertos and concertos for more than one instrument, such as double concertos and concerti grossi. The works of composers who have contributed to the development of this genre will be emphasized. This course fulfills one of the two music history/theory electives required of MM students. Offered on a rotating basis, not every year.

**MUP 311 ENSEMBLE ARTS FOR PIANISTS 1 credit**

Pianists are exposed to a variety of instrumental ensemble and vocal situations, with the focus on rehearsal/performance preparation of works for piano with one other instrument. The experience gained from these collaborations will provide the basic skills required for ensemble playing. Prerequisite: An audition may be required.

**MUP 313-414 KEYBOARD SKILLS FOR PIANISTS I-IV 1 credit**

Several essential skills are introduced to the pianist through the four levels of this course. Each skill is continually developed during the four semester curriculum. Skills include sight-reading, score-reading, improvisation, harmonic progressions, realization of figured bass and transposition. Placement exams will determine student level. Prerequisite: Placement exam.

**MUP 325 PIANO LITERATURE 3 credits**

This course provides an overview of significant piano repertoire and an overview of piano chamber music literature through sight-reading chamber music repertoire, concerti, art song, two-piano and four-hand duet music, piano/string and piano/wind music. The course is designed to foster in each student a desire to continually investigate all aspects of the vast piano literature. Listening to recorded performances supplements the students' direct contact through sight-reading of the repertoire. Assignments include readings, listening lists, sight-reading, oral reports, in-class performances and exams. Prerequisite: Permission of instructor. Offered: As needed.

**MUP 511 ENSEMBLE ARTS FOR PIANISTS 1 credit**

Pianists are exposed to a variety of instrumental ensemble and vocal situations, with the focus on rehearsal/performance preparation of works for piano with one other instrument. The experience gained from these collaborations will provide the basic skills required for ensemble playing.

**MUR 200 JURY 0 credit**

All freshmen and sophomore conservatory students are required to perform a brief performance that includes fundamentals, etudes and solo repertoire. Offered: Spring.

**MUR 300 JUNIOR RECITAL 0 credit**

The Junior Recital consists of 45 to 50 minutes of music and be played without intermission. The student must present one complete work, and one selection must be memorized. The instructor may require that additional works be

presented from memory. Prerequisites: Junior standing and instructor approval.

**MUR 301 PERFORMANCE FORUM 0 credit**

A weekly gathering of all conservatory students and faculty give students an opportunity to perform in a concert hall setting. All undergraduate students must enroll in Performance Forum each semester that they are in residence at the Conservatory of Music.

**MUR 312 MOCK AUDITION 0 credit**

All junior and senior instrumental conservatory students are required to perform a mock orchestral audition. Offered: Fall.

**MUR 400 SENIOR RECITAL 0 credit**

The Senior Recital consists of 70 to 90 minutes of music and includes an intermission. Repertoire should include a 20th-century work, and only complete works should be presented. At least one selection must be memorized. The instructor may require that additional works be presented from memory. Prerequisites: Senior standing and instructor approval.

**MUR 501 PERFORMANCE FORUM 0 credit**

A weekly gathering of all conservatory students and faculty give students an opportunity to perform in a concert hall setting. All graduate students must enroll in Performance Forum each semester that they are in residence at the Conservatory of Music.

**MUR 511 PERFORMANCE REQUIREMENT: CONCERTO 0 credit**

The concerto performance requirement consists of two contrasting movements of a concerto or equivalent work written for solo instrument and orchestra performed from memory. Prerequisite: Instructor approval.

**MUR 512 PERFORMANCE REQUIREMENT: MOCK AUDITION 0 credit**

All graduate instrumental conservatory students are required to perform at least one mock orchestral audition during their program of study. Prerequisite: Instructor approval. Offered: Fall.

**MUR 513 PERFORMANCE REQUIREMENT: CHAMBER WORK 0 credit**

The chamber work performance requirement consists of two contrasting movements of a chamber work. Prerequisite: Instructor approval.

**MUR 514 PERFORMANCE REQUIREMENT: SIGHT-READING JURY FOR PIANISTS 0 credit**

Graduate conservatory piano students are required to perform at least one sight reading jury during their program of study. Prerequisite: Instructor approval.

**MUR 600 PERFORMANCE REQUIREMENT: GRADUATE RECITAL 0 credit**

The Graduate Recital consists of 70 to 90 minutes of music and includes an intermission. Repertoire should include a 20th-century work, and only complete works should be presented. At least one selection must be memorized. The instructor may require that additional works be presented from memory. Prerequisites: Graduate standing and instructor approval.

**MUS 100 ELECTIVE IN INSTRUMENTAL LESSONS 1 credit**

This course is designed to allow any student to study privately with an instrumental, piano or composition instructor. Prerequisite: Audition and permission of the instructor.

**MUS 131-232 SECONDARY PIANO I-IV 1 credit**

In this course instrumental music students develop basic skills at the piano. A variety of skills are developed during the four semester curriculum. These skills include scales and arpeggios, diatonic triads and seventh chords, chord progressions, chromatic chords, modal scales, repertoire, sight-reading and harmonization. Placement exams will determine student level. Prerequisite: Placement exam.

**MUS 301 APPLIED MUSIC-MAJOR INSTRUMENT 4 credits**

In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to private study, weekly studio classes present a performance workshop dealing with various topics such as technique, performance and pedagogy. Prerequisite: Conservatory BM students only.

**MUS 303 PRINCIPAL INSTRUMENT 2 credits**

This course is designed to develop the student's musical and technical performance ability. Students receive training through scales, arpeggios, etudes, exercises and repertoire from different musical styles. Students take weekly individual lessons and attend studio class. Prerequisite: Conservatory BA students only.

**MUS 311 SMALL ENSEMBLE 1 credit**

The chamber music program focuses on the process of coming together to achieve a successful musical experience while recognizing the substantial individual and collective responsibility required to that end. Regular coaching and rehearsals form the basis for developing the skill of musical interaction. Chamber groups perform on campus and throughout the community. Prerequisite: Audition may be required.

**MUS 321 LARGE ENSEMBLE 1 credit**

This course provides the students with an opportunity to learn and perform repertoire from a wide range of periods and styles in an orchestral setting. Rehearsals and concerts provide guided practical experience in all facets of music making. Prerequisite: Audition may be required.

**MUS 322 BRASS REPERTOIRE 0 credit**

This course focuses intensely on large ensemble performance issues of brass players. Orchestral repertoire will be rehearsed and studied in great detail as well as repertoire written expressly for brass instruments. Required each fall of all undergraduate brass conservatory students.

**MUS 323 WIND ENSEMBLE 0 credit**

This course offers the study and performance of the vast repertoire for ensembles of woodwinds, brass, and percussion players in various combinations. Required each spring of all undergraduate brass, wind and percussion conservatory students.

**MUS 501 APPLIED MUSIC-MAJOR INSTRUMENT 4 credits**

In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to private study, weekly studio classes present a performance workshop dealing with various topics such as technique, performance and pedagogy. Students are required to perform in community performance internships as assigned by their instructor. Prerequisite: Conservatory graduate students only.

**MUS 511 SMALL ENSEMBLE 1 credit**

The chamber music program focuses on the process of coming together to achieve a successful musical experience while recognizing the substantial individual and collective responsibility required to that end. Regular coaching and rehearsals form the basis for developing the skill of musical interaction. Chamber groups perform on campus and throughout the community. Prerequisite: Audition may be required.

**MUS 521 LARGE ENSEMBLE 1 credit**

This course provides the students with an opportunity to learn and perform repertoire from a wide range of periods and styles in an orchestral setting. Rehearsals and concerts provide guided practical experience in all facets of music making. Prerequisite: Audition may be required.

**MUS 522 BRASS REPERTOIRE 0 credit**

This course focuses intensely on large ensemble performance issues of brass players. Orchestral repertoire will be rehearsed and studied in great detail as well as repertoire written expressly for brass instruments. Required each fall of all graduate brass students.

**MUS 523 WIND ENSEMBLE 0 credit**

This course offers the study and performance of the vast repertoire for ensembles of woodwinds, brass, and percussion players in various combinations. Required each spring of all graduate brass, wind and percussion conservatory students.

**MUT 099 RUDIMENTS OF THEORY 1 credit**

This is a review course designed to meet the individual needs of each student for whom the course is required. This course will provide a brief review of the basic elements of music and musical notation necessary to begin work in music theory and ear training classes. Credit does not count toward degree. This course is intended for students who are simultaneously enrolled in MUT 200 Fundamentals of Music I. Prerequisite: Placement Exam.

**MUT 150-251 EAR TRAINING I-IV 1 credit**

Several essential skills are introduced to music students through the four levels of this course. Each skill is continually developed during the four-semester curriculum. In-class activity will include rhythmic drills, sight-singing exercises and dictation exercises. Material covered over the course of four semesters will include: diatonic melody and harmony; chromatic melody and harmony; chord progressions, including chromatic chords; 4-part dictation; syncopation and irregular subdivisions; and 20th century materials. Placement exams will determine student level. Prerequisite: Placement exam.

**MUT 200 FUNDAMENTALS OF MUSIC I: COUNTERPOINT/ELEMENTARY HARMONY 3 credits**

This course is divided into two parts. First, as a preparation for the study of tonal harmony, this course will be a study of strict species counterpoint in two voices (through all five species). The second half of the course will begin the study of the basic harmonic materials of "functional" tonal music of the Common-Practice period. Topics covered will include the structure of triads and Roman Numeral analysis; concepts of voice-leading; inversions of chords; harmonic progressions in four parts based on the Bach Chorales; the importance and creation of bass lines; the harmonization of bass lines and figured bass. Written work will consist of one or two short assignments per week. Prerequisite: Simultaneous enrollment in MUT 099 or placement exam.

**MUT 201 FUNDAMENTALS OF MUSIC II: ADVANCED HARMONY 3 credits**

This course is a continuation of the study begun in Fundamentals I of the basic materials of tonal music, using the four-part "chorale style" of J. S. Bach as the basis of study. Topics will include cadences, non-harmonic tones, triads in second inversion, the structure and treatment of seventh chords, the harmonization of melodies, secondary function chords, modulation and chromaticism. Written work will consist of one or two short assignments per week. Prerequisite: MUT 200 or placement exam.

**MUT 300 FUNDAMENTALS OF MUSIC III: TONAL ANALYSIS 3 credits**

This course is concerned with the analysis of selected movements and complete compositions from the Common-Practice period of functional tonal music and the development of the necessary analytical skills to achieve this goal. This will be accomplished in a number of ways: 1) the continued development and refinement of the student's ability to perform harmonic analysis, as begun in Fundamentals I and II; 2) the expansion of analytical techniques to include analysis of rhythm, meter, phrase structure, articulation,

etc.; and 3) study of the principal forms from the Common-Practice period, with some consideration of their historical development. Weekly analysis assignments will be required. Prerequisite: MUT 201 or placement exam.

**MUT 301 FUNDAMENTALS OF MUSIC IV: 20th CENTURY THEORY 3 credits**

This course is concerned with the theoretical concepts of 20th century music and the compositional techniques used in this music. At the beginning of the course, there will also be an introduction to the analysis of Medieval and Renaissance music. This course will consist of a survey of a variety of different compositional and analytical techniques and will not be historical in nature. Weekly homework assignments will be required. Prerequisite: MUT 201 or placement exam.

**MUT 374 ADVANCED COUNTERPOINT AND FUGUE 3 credits**

The main goals of this course will be: 1) through the writing of strict species counterpoint exercises in 18th century style to prepare the student to go on to; 2) more advanced stylistic exercises employing true 18th century forms, such as binary form "dance" suite movements, two- and three-part inventions, chorale preludes and fugues; and 3) to develop the student's ability to analyze, both in terms of harmony and form, contrapuntal compositions from the 18th century. The course will begin with strict species counterpoint and then move on to the specific style and techniques of 18th century counterpoint. Listening assignments of selected works by J. S. Bach will be required. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: MUT 300.

**MUT 375 TONAL COMPOSITION 3 credits**

This course involves the imitation of the basic forms of tonal music of the Classical and Romantic periods and focuses on the techniques of motivic transformation, melody, harmony and rhythm. Weekly assignments involving composition and analysis will be required and a composition in a longer form will also be required as a final project. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: MUT 300.

**MUT 377 ANALYSIS FOR MUSICAL PERFORMANCE 3 credits**

This course deals with the detailed analysis of musical compositions with particular emphasis on the implications for musical performance. Some of the topics that will be discussed include articulation and phrasing; accent, rhythm and meter; the analysis of structural pitches; and the "correct" stylistic interpretation. Students will be required to give in-class presentations that may include demonstration through performance. This course fulfills the Music History/Music Theory Elective. Offered on a rotating basis, not every year. Prerequisite: MUT 300.

**PHD QP 009 QUALIFYING PAPER 0 credit**

This course is designed to recognize passing the doctoral qualifying paper. The purpose of the qualifying paper is to demonstrate that students are prepared for the writing and research components necessary to develop an acceptable dissertation research proposal. The qualifying paper is a substantial critical analysis of the theoretical and empirical literature of approximately 50 pages to be written on a topic that may or may not be related to the student's dissertation topic. In RES 702, students are oriented to requirements and procedures and begin developing the qualifying paper. The Qualifying Paper Committee, consisting of the student's qualifying paper advisor and one other Lynn University full-time faculty member, must approve the qualifying paper. The qualifying paper should be completed when the student is enrolled in LDR 790, but may not be completed until the student has completed a minimum of 42 credit hours of course work in the Ph.D. program of study. This paper is one of the requirements that must be completed and approved prior to advancing to doctoral candidacy. Upon successful completion of the qualifying paper, a grade of P (pass) will be submitted by the qualifying paper advisor for PHD QP 009. Students in good academic standing, with a cumulative GPA of 3.25 or higher, who completed all course requirements except RES 900-902, and did not complete the qualifying paper, must continuously enroll (as permitted) in their qualifying paper advisor's RES 897 course section. (See the Ph.D. Program



not complete the qualifying paper, must continuously enroll (as permitted) in their qualifying paper advisor's RES 897 course section. (See the Ph.D. Program Progression Requirements in this catalog.) Prerequisites: RES 703 and completion of at least 42 credits of the Ph.D. Program. There is no tuition fee.

**PSY 150 INTRODUCTION TO PSYCHOLOGY 3 credits**

A study of the scope and methods of psychology with a view to understanding the human organism, the basic phases of human behavior and the relevance of psychology in contemporary society.

**PSY 200 ORIENTATION TO THE STUDY OF PSYCHOLOGY 3 credits**

This course introduces students to the professional language of psychology, the protocol of research and ethical conduct related to the field. Emphasis is placed on career choices and the importance of understanding research methods in psychology. Prerequisite: PSY 150 or approval from the instructor.

**PSY 201 THE AGING PROCESS 3 credits**

A study of the processes of aging and their behavioral effects on the individual. To better understand the capacities and potential of the mature, older person, topics studied include age changes and biological functions, sensations, perception, intelligence, learning, memory and creativity. Prerequisite: PSY 150.

**PSY 210 DEATH AND DYING 3 credits**

This course focuses on death as an event in history. The topics of discussion include concerns and fears of illness and death, grief and bereavement, and society's values and conflicts regarding life and death. Credit may not be given for both PSY 210 and HCA 210. Prerequisite: PSY 150.

**PSY 225 HUMAN SEXUALITY 3 credits**

Anatomy and physiology of the human reproductive system, human sexual response, the range of sexual behaviors and sources of attitudes and beliefs about sexuality will be explored in this course. Prerequisite: PSY 150 or SOC 110.

**PSY 250 DEVELOPMENTAL PSYCHOLOGY 3 credits**

Human development from birth to old age will be explored by the study of developmental processes and theories. Emphasis is on development as a lifelong process and how these processes affect human behavior. Course includes an examination of all forms of development: physical, cognitive, social, psychological, moral and linguistic. Prerequisite: PSY 150.

**PSY 260 PERSONALITY THEORY 3 credits**

A study of the major theories of the composition and determinants of human personality. The theories examined include: psychoanalytic theories, self-theory, self-actualization theory, trait theories and social learning theory. Prerequisite: PSY 150.

**PSY 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE 3 credits**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the treatment of abuse problems. Prerequisite: SOC 110.

**PSY 270 HUMAN MOTIVATION 3 credits**

A study of the major theories (clinical as well as experimental) of human behavior. The theories examined include psychoanalytical theory, cognitive-consistency theories, achievement motivation theory and attribution theory. Prerequisite: PSY 150.

**PSY 280 MIND BODY MEDICINE 3 credits**

The purpose of this course is to acquire an understanding of the human being as a whole. The student will study the relationship of the body and mind through the integration of such subjects as anatomy and physiology, health, and human behavior. This course is cross-listed as SCI 280. Lab fee: \$30. Prerequisite: PSY 150.

**PSY 300 EXPRESSIVE STUDIES: MUSIC, ART AND MOVEMENT 3 credits**

Students will be exposed to the fundamental theory and application of each art form. Through didactic presentation, discussion, experiential work and art making, students will develop an understanding of the arts and their therapeutic dimensions. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 305 EXPRESSIVE STUDIES: DRAMA AS EXPRESSION 3 credits**

Students will be introduced to the theory and technique of expressive performance with an emphasis on psychotherapeutic and aesthetic dimensions. Students will study a dramatic piece, explore the theory behind psychodrama and create an original dialogue expressing a psychological theme. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 310 EXPRESSIVE STUDIES: POETRY AND NARRATIVE 3 credits**

Students will study the theories and techniques of literary process and explore the ways in which poetry and narrative literature reflect the authors' processes of expression and healing. In addition, the course will include a creative writing component in which students produce their own poetry, stories and journals and examine the dynamics of expressive articulation. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 315 PSYCHOLOGICAL TESTS AND MEASUREMENTS 3 credits**

Theory and use of psychological tests of ability and personality. Includes laboratory sessions. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 349 INTRODUCTION TO APPLIED COUNSELING 3 credits**

Focus is on developing counseling competencies and specialized skills and techniques used in the counseling process for individuals and groups. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 350 FACILITATOR TRAINING COURSE 3 credits**

This course is designed to develop: (1) improved listening skills and an appreciation of the emotional factors underlying communication and motivation and, therefore, to increase the participant's effectiveness in responding; and (2) counseling skills that are effective in dealing with emotional problems. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 352 COMMUNITY PSYCHOLOGY 3 credits**

Prevention, recognition and mobilization of individual and community resources for helping solve psychological problems. Discussion with psychologically trained change agents in human service roles. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 354 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY 3 credits**

Application of psychology in business and industry, as well as its relevance to organizational effectiveness in general. The course examines issues in the following areas: supervisory, leadership, morale, personnel selection, training, human factors engineering and consumer psychology. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 355 PRINCIPLES OF LEARNING 3 credits**

A study of behavioral, cognitive, and information processing accounts of the acquisition, organization and utilization of information. Topics include classical conditioning, instrumental conditioning, observational learning and memory. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 360 SOCIAL PSYCHOLOGY 3 credits**

A study of the processes underlying and resulting from group interactions. Topics include persuasion, conformity, aggression, prejudice, interpersonal evaluation and interpersonal attraction. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 370 ABNORMAL PSYCHOLOGY 3 credits**

A study of maladaptive behavior patterns and the therapeutic procedures used to treat such patterns. Maladaptive behavior patterns that are examined include the neuroses, psychosociological disorders, personality disorders, affective disorders, schizophrenia and paranoia. Prerequisite: PSY 150.

**PSY 400 PROCESS: PERSONAL GROWTH PSYCHOLOGY 3 credits**

A study of personal growth and ways of dealing with choices and changes of life. References to several psychological disciplines are used as a holistic approach to understanding our individuality. A scholarly study of ways of transcending toward higher levels of personality integration. Prerequisite: PSY 150, PSY 250 or PSY 370.

**PSY 420 PHYSIOLOGICAL PSYCHOLOGY** **3 credits**  
A study of the physiological events that take place within the human body whenever behavior occurs. Topics will include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as SCI 320. Prerequisites: SCI 261 or 280, PSY 150, PSY 250 or PSY 370.

**PSY 440 RESEARCH AND STATISTICS IN PSYCHOLOGY** **3 credits**  
A study of research design and qualitative and quantitative methods of data collection and analysis. The student selects and carries out independent library and/or empirical research, including a well developed research paper and oral presentation of research project. Faculty supervision is provided on an individual basis. Prerequisites: MAT 221 and PSY 150, PSY 250 or PSY 370.

**PSY 460 EXPERIMENTAL PSYCHOLOGY** **4 credits**  
Research designs commonly used in psychology: observational, experimental and quasi-experimental. Steps in conducting research including APA format for writing reports. Includes laboratory/discussion sessions. Prerequisites: MAT 221, PSY 250 or PSY 370, and PSY 499.

**PSY 481 INTERNSHIP IN PSYCHOLOGY** **3-6 credits**  
The experience involves applying the knowledge acquired in prerequisite psychology courses to the community through placement in a mental health clinic/community service agency. Supervision on-site and by practicum supervisor. Written report and evaluation of goals and objectives required. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval, junior or senior standing, and at least 12 hours in psychology.

**PSY 490 SEMINAR IN PSYCHOLOGY** **3 credits**  
Special topics course for Psychology, Behavioral Science or Criminal Justice majors. May serve as capstone course for Psychology majors. Prerequisite: PSY 250 or PSY 370.

**PSY 500 PERSONALITY THEORIES** **3 credits**  
This course is an overview of the field of personality theories and practice. This course details the many theories of personality and issues within the practice of mental health counseling. This course includes conceptualization of personality theories and counseling application in practice.

**PSY 520 PSYCHOPATHOLOGY** **3 credits**  
Psychopathology is a course which will aid the student in understanding problems of definition and classification of abnormal human behavior. The course will incorporate the development of skill in making diagnoses, a working knowledge of the diagnostic categories in the DSM-IV, and an understanding of the varying philosophies relative to diagnosis and treatment of abnormal behavior.

**PSY 540 RESEARCH AND STATISTICS IN APPLIED PSYCHOLOGY** **3 credits**  
This course will explore theoretical and practical interpretations of research results in the applied field of psychology. Specifically, students will study both qualitative and quantitative methods of data collection and analysis. Students will also be instructed on the use of statistical software by completing exercises in and out of class.

**PSY 560 DEVELOPMENTAL PSYCHOLOGY** **3 credits**  
This course is designed to provide students with the foundations and implications of the developmental approach to the understanding of human psychology. Students will become acquainted with a range of core issues in the development of the lifespan, including basic theoretical and methodological concepts, such as lifespan theories of development including physical, intellectual and moral and social development. This course includes an

examination of the field today and applications of lifespan developmental science for intervention into developmental processes and implications for applied developmental research.

**PSY 580 PSYCHOBIOLOGY** **3 credits**  
Psychobiology is the study of the biology of behavior. Because the production and regulation of behavior is largely the job of the nervous system, this course will involve a study of the central nervous system and how it works. This study of behavioral neuroscience will include the physiological bases of sensation, sex, learning and memory, motivation, cognition and abnormal behavior. By its very nature, psychobiology is a multidisciplinary field which draws from the fields of biology, psychology, chemistry, mathematics and physics.

**PSY 600 THESIS CLASS** **3 credits**  
Each student will conduct an independent research study. A research proposal must first be submitted and accepted by the student's master's thesis committee and then completed and formally presented to the master's thesis committee. This study will be supervised by the student's thesis advisor.

**PSY 620 TESTING AND ASSESSMENT IN PSYCHOLOGY** **3 credits**  
This course will examine the theory, history and methodological foundations of psychological testing, assessment and measurement in the applied psychological field. Both the benefits and pitfalls of using assessment in practice will be investigated in underlining the importance of culture-related issues.

**PSY 640 SOCIAL AND CULTURAL FOUNDATIONS IN PSYCHOLOGY** **3 credits**  
This course will explore the psychological impact of social and cultural factors in the field of psychology. The influence of gender, race, age, ethnicity, culture, SES, religious preference, sexual orientation, and mental and physical disabilities in psychological research and counseling relationships will be investigated. Prototyping, stereotyping and prejudice will be examined, and interventions appropriate to handling these will be studied.

**PSY 660 PSYCHOLOGICAL CONSULTATION** **3 credits**  
This course is designed to educate the clinician to multiple aspects of consultation and practice. Concepts regarding consultation in medical centers, mental health centers, public and private schools will be discussed. System-centered, child-centered and teacher-centered techniques will be discussed.

**PSY 680 TECHNIQUES AND INTERVENTIONS IN PSYCHOLOGY** **3 credits**  
This course presents the numerous therapeutic techniques and interventions related to a variety of both modern and post-modern therapy paradigms. Focus will be on understanding the theoretical framework for the therapy models and the associated techniques. Issues related to assessment, case conceptualization, treatment planning, special populations, and outcome evaluation will be examined.

**PSY 690 LEGAL AND ETHICAL ISSUES IN APPLIED PSYCHOLOGY** **3 credits**  
This course covers ethics, laws and standards as related to professional conduct and counseling. This course discusses legal and ethical decisions a counselor would encounter in the clinical setting. Topics discussed would be professionalism, confidentiality, competence, duty to warn and protect and diversity with clients. Clinical case examples and cultural considerations will be discussed.

**PSY 699 PRACTICUM IN PSYCHOLOGY** **3 credits**  
This course requires students to work a specified number of hours in the field of psychology based on their specialization area. Students will meet in a classroom setting for group and peer supervision and with the course instructor for individual supervision. Site placement will include supervision with an emphasis in developing appropriate skills training in applied psychological settings. Students need to have completed all master's-level course work with a grade of B or better to be eligible for placement in this

course. Required clinical hours and supervision hours must be met for successful completion of this course. The culmination of this course is the final presentation of the master's thesis.

**RES 602 STATISTICAL METHODS** **3 credits**  
Measurement and statistical analysis of parametric and non-parametric data. Techniques, applications and analysis. formerly EDU 602.

**RES 700 RESEARCH PROCESS AND CRITIQUE** **3 credits**  
An introduction to research, including the purpose of research, principles of observation, development of paradigms, laws, theories and hypotheses, definition and classification of variables, cause and effect, analysis of nomothetic and ideographic research, development of research designs, and principles of measurement. This course is taken within the first 0 to 18 credits of the Ph.D. Program. Prerequisite: Statistics.

**RES 702 WRITING FOR RESEARCH** **3 credits**  
This course is designed to prepare the student for the conduct of scholarly inquiry and technical writing. Topics include refining one's writing style, avoiding plagiarism, adhering to APA style, conducting a review of literature and critiquing the work of others. The course also provides an explanation of the preparation of the qualifying paper. It is expected that students enrolled in RES 702 have foundational knowledge and skills in the use of computer applications, research and statistics, writing, information literacy, and familiarity with Blackboard (as an e-learning tool). This course is taken approximately midway through the Ph.D. Program (between 19 to 36 credits). Formerly RES 600. Prerequisite: RES 700.

**RES 703 CRITICAL ANALYSIS OF THE LITERATURE** **3 credits**  
Critically analyzing and writing a literature review is the focus. Criteria are applied in analyzing and critiquing theoretical literature, critical analytic/review articles, qualitative and quantitative empirical studies, and specialized studies such as methodological, meta-analyses, and case studies. Following the analysis and critique, the review ends with a state-of-the-art discussion of the literature which includes a synopsis, interpretations, theoretical and empirical conclusions, recommendations for future scholarly inquiry, and research strategies to address empirical recommendations. Effective writing, avoiding plagiarism, and adhering to APA style are emphasized. Prerequisite RES 702.

**RES 704 QUANTITATIVE AND QUALITATIVE METHODS OF RESEARCH** **3 credits**  
An overview of quantitative and qualitative methodologies and processes used in applied research: definition of the problem, selection of key variables, determination of appropriate design, selection of subjects, protection of subjects' rights, plan for research implementation and data collection, and development of the research proposal and timeline. This course is taken after completion of 36 credits of the Ph.D. Program. Formerly RES 701. Prerequisite: RES 703.

**RES 800 ADVANCED STATISTICAL SOFTWARE APPLICATIONS: SPSS** **3 credits**  
Using SPSS software application to analyze univariate, bivariate, and multivariate parametric and non-parametric descriptive and inferential statistics, and interpreting, reporting, and presenting data analyses results. Quantitative data analysis required to answer research questions, test hypotheses, and establish psychometric qualities of measures in complex research designs, including experimental and quasi-experimental, factorial, causal-comparative, repeated measures, relationship and prediction studies, and longitudinal designs are examined. Includes frequency data, central tendency, chi-square test of goodness of fit and association, bivariate correlation and regression; one sample, paired, and independent t-tests; one-way ANOVA, two-way ANOVA, ANCOVA; simple, multiple, and logistic regression, MANOVA, MANCOVA; factor and cluster analysis, reliability, and discriminant function analysis. Prerequisites: RES 704 and Inferential Statistics.

**RES 801 ADVANCED STATISTICAL SOFTWARE APPLICATIONS: STRUCTURAL EQUATIONS MODELING (SEM)** **3 credits**  
Analysis of structural equation modeling (SEM) using AMOS software for social, behavioral, and economic research measurement and examining the conceptual structure of phenomena. The logic, assumptions, types of research questions and hypotheses, required input for SEM, and construction and estimating structural equation models involving measurement error and latent variables are analyzed. Skills in accurately interpreting, reporting, critiquing, and presenting AMOS data analyses of causal models with directly observed variables include: confirmatory/exploratory factor analysis, structural equation models with latent variables, model building and goodness of fit tests, multiple group analysis, and latent growth curve analysis. Prerequisites: RES 704, Inferential Statistics, and SPSS experience. 3 credits.

**RES 897 CONTINUOUS DEVELOPMENT OF THE QUALIFYING PAPER** **1-9 credits**  
Used during continuation of work on the qualifying paper, this course is necessary to comply with the continuous registration requirement of the degree program. Under the guidance of the qualifying paper advisor, students must enroll in consecutive terms of RES 897 (one credit in consecutive terms each term) for continuous development of the doctoral qualifying paper if they completed all 54 credit hours of required course work (except RES 900 and 902) and are in good academic standing, but did not complete the qualifying paper. The purpose of the qualifying paper is to demonstrate that students are prepared for the writing and research components necessary to develop an acceptable dissertation research proposal. In order to receive a passing grade (P) with each enrollment in RES 897, students must demonstrate progress toward completion of the qualifying paper. Upon successful completion of the qualifying paper, a grade of P (Pass) also will be submitted by the qualifying paper advisor for PHD QP 009. (See the Ph.D. Program Progression Requirements in this catalog.) One credit hour per additional term. A maximum of 9 credits of RES 897 may be taken.

**RES 900 DOCTORAL RESEARCH SEMINAR** **3 credits**  
Under the guidance of the course instructor and the Dissertation Committee, students complete the dissertation proposal, successfully defend the proposal before faculty of the university, and then follow with submission of a complete IRB application that includes the research protocol, certifications and signatures, and curriculum vitae of principal investigator to the University Institutional Review Board for Human Subjects Research (IRB). Students who do not successfully complete the course requirements during the term, will receive a grade of IP (course in progress) and must next enroll in consecutive terms (one credit each term as permitted) of RES 900. Upon successful completion of RES 900 course requirements, a grade will be issued. RES 900 must be completed within one year of initial enrollment in order to pass the course. Grading is the responsibility of the course instructor who will seek input from the Dissertation Committee chair and is pass (P)/fail (F). Doctoral candidacy must be achieved prior to the first class of RES 900, regardless of add/drop dates. Students may complete the requirements described in RES 901 during initial enrollment in RES 900. (See the Ph.D. Program Progression Requirements in this catalog.) Prerequisites: Doctoral candidacy must be achieved prior to the first class meeting of RES 900.

**RES 901 DISSERTATION CONTINUATION** **1-12 credits**  
Taken while continuing work on the dissertation, this course is necessary to comply with the continuous registration requirement of the degree program. Students must register for this course for every term until the student's dissertation chair anticipates completion of the dissertation the following term. The course serves two purposes: (1) Students who have not completed RES 900 and have a course in progress grade (IP), must enroll in RES 901 (one credit in consecutive terms) for not more than six terms or six credits. (2) Students who completed RES 900 requirements and are revising their IRB proposal, have IRB approval and approval by their committee chair to implement the study, are implementing the dissertation study, and/or are developing Chapters 4 and 5, must enroll in RES 901 (one credit in consecutive

terms) for not more than six terms, or six credits. Students must maintain compliance with all IRB policies during implementation and notify the IRB of data collection completion. In order to receive a passing grade (P) with each enrollment in RES 901, students must demonstrate progress toward completion of the dissertation. Each student registers for RES 901 in the section of the dissertation chair. Grading is the responsibility of the Dissertation Committee chair and is pass (P)/fail (F). (See the Ph.D. Program Progression Requirements in this catalog.) Prerequisite: RES 900 (IP or P grade).

**RES 902 DEFENSE AND COMPLETION OF THE DISSERTATION 3 credits**  
Enrollment in this course is required for the term of completion of all degree requirements, including the successful defense of the dissertation. Students who do not complete the course requirements during the term will receive an IP (in progress grade) and must enroll in RES 901 to maintain the continuous registration requirement of the degree program. Each student registers for RES 902 in the section of the dissertation chair. Grading is the responsibility of the Dissertation Committee chair and is pass (P)/fail (F). Students must complete RES 902 requirements within six months of initial enrollment. (Please see the Ph.D. Program Progression Requirements in this catalog.) Prerequisite: RES 900; evidence of IRB approval and student notification to IRB of data collection completion; completion of dissertation data collection and significant development of Chapters 4 and 5.

**SAM 530 SPORTS ADMINISTRATION 3 credits**  
Application of management theory and practice to sports administration. Emphasis on organizing, structuring and maintaining a successful department. Day-to-day operations reviewed along with facility management, fiscal and budgetary aspects, personnel selection and supervision, public relations and office management.

**SAM 535 ISSUES IN INTERCOLLEGIATE AND PROFESSIONAL SPORTS ADMINISTRATION 3 credits**  
An overview of critical issues of national interest in both collegiate and professional sports, Title IX, Gender Equity, scholarships and payment of athletes, recruiting policies, professional agents, and other current matters of prime importance in the field.

**SAM 597 INDEPENDENT STUDY IN SPORTS AND ATHLETICS ADMINISTRATION 1-3 credits**  
Opportunities to explore both career directions and areas of individual interest.

**SAM 610 SPORTS MANAGEMENT, MARKETING AND PUBLIC RELATIONS 3 credits**  
The purpose of the course is to expose students to various aspects of the sports marketplace, including but not limited to athlete representation, legal issues including but not limited to the Internet, individual and corporate marketing, and public relations strategies. The course will examine trends in the industry, analyzing their present and future effects on both the particular sport and sports in general.

**SAM 620 SPORTS PSYCHOLOGY 3 credits**  
Study of selected and specialized current topics in the field of sports psychology. Included are the processes underlying and resulting from group interactions, with particular reference to the study of personal growth in the areas of sports.

**SAM 621 SPORTS MEDICINE: TECHNIQUES IN THE CARE AND PREVENTION OF ATHLETIC INJURIES 3 credits**  
Techniques and procedures designed to prevent injuries: preventative taping, injury recognition and immediate care of athletic injuries. Designed for athletic personnel and those interested in the field of athletic training.

**SAM 630 LEGAL ASPECTS OF ATHLETICS 3 credits**  
General overview of the fundamentals of sports law. Emphasis on those areas of sports law that impinge on the daily business routines of lawyers and sports

professionals. Topics include: school, coach and medical liability, as well as liability, injuries, warnings, waivers, contracts and discrimination.

**SAM 631 SPORTS AND ATHLETICS GOVERNANCE 3 credits**  
Introduction to the structure and principles of governance in Intercollegiate Athletics for institutions that are members of the National Collegiate Athletic Association and the National Association of Intercollegiate Athletics. Focus on the structure and responsibilities of the NCAA/NAIA, the constitution and bylaws, application of rules and regulations, the structure and responsibilities of the university/college compliance office, and ethics. Upon completion, members should be capable of passing the NCAA annual recruiting examination.

**SAM 665 GRADUATE PROJECT IN SPORTS AND ATHLETICS ADMINISTRATION 3 credits**  
The project is developed around an area of professional interest and importance. The project must reflect an integration of theory and practice, as well as demonstrate expertise in the subject matter.

**SAM 670 SPECIAL TOPICS IN SPORTS AND ATHLETICS ADMINISTRATION 3 credits**  
This course addresses various topics of current interest not covered in other courses and particularly related to coaching administrative skills that meet state certification requirements in education or other areas.

**SAM 680 BEGINNING INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION 3 credits**  
The internship provides an opportunity to apply beginning knowledge and theory to professional practice. Prerequisites: Permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**SAM 681 ADVANCED INTERNSHIP IN SPORTS AND ATHLETICS ADMINISTRATION 3 credits**  
The internship provides an opportunity to apply advanced knowledge and theory to professional practice.

**SCI 100 PRINCIPLES OF SCIENCE FOR HEALTH PROFESSIONALS 3 credits**  
An integrated science course that introduces basic scientific principles involved in the health professions. Selected topics from biology, microbiology, chemistry and physics are included. This course may not be used to fulfill the core curriculum laboratory science requirement.

**SCI 110 THE BIOLOGICAL WORLD AND LAB 4 credits**  
Introduction to the life-supported systems of nature, emphasizing the diversity and adaptations of organisms in the evolutionary perspective. This course meets three lecture hours and two lab hours per week. Lab fee: \$30.

**SCI 111 BIOLOGICAL PATTERN AND PROCESS AND LAB 4 credits**  
Introduction to the operation of life-supported systems at various levels of organization, from biochemical to ecological. This course meets three lecture hours and two lab hours per week. Lab fee: \$30.

**SCI 130 GENERAL CHEMISTRY I AND LAB 4 credits**  
This course provides a background in the basic concepts of chemistry. Topics include discussion of units of measurements, structure of atoms, stoichiometry, types of chemical reactions, concepts of bonding, ideal gases, atomic structure and periodicity, and thermochemistry. This course meets three lecture hours and two lab hours per week. Lab fee: \$30. Prerequisite or corequisite: MAT 110.

**SCI 131 GENERAL CHEMISTRY II AND LAB 4 credits**  
This course continues from SCI 130 and presents an introduction to the properties of solutions, chemical kinetics, chemical equilibrium, acid-base chemistry, spontaneous processes and entropy, and the chemistry of representative elements from the periodic table. This course meets three lecture hours and two lab hours per week. Lab fee: \$30. Prerequisite: SCI 130.

**SCI 170 ASTRONOMY OF THE STARS AND GALAXIES AND LAB 3 credits**

The study of the lives of the stars and galaxies by using tools of scientific inquiry and observation. It covers the basic principles and tools of the trade in order to study the universe beyond the solar system. This course meets three lecture hours and two lab hours per week. Lab fee: \$30.

**SCI 206 THE BIOLOGY OF PLANTS AND ALGAE AND LAB 4 credits**

An introduction to the form, function, diversity, evolution, natural history and cultural significance of green plants and other photosynthetic organisms. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisites: SCI 110 and 111.

**SCI 215 MARINE BIOLOGY AND LAB 4 credits**

An introduction to marine organisms: their diversity, adaptations and ecological interrelationships. Laboratory and mandatory field trips. This course meets three lecture hours and two lab hours per week. Prerequisite: SCI 110.

**SCI 230 INTRODUCTION TO ENVIRONMENTAL STUDIES AND LAB 4 credits**

An introduction to the ecosystems of humanity and nature emphasizing basic principles of pattern and process, and analysis of current biological, technological, social, political, economic, resource and energy issues in relation to the environment. This course meets three lecture hours and three lab hours per week. Lab fee: \$30.

**SCI 235 ANATOMY OF HUMAN MOVEMENT 3 credits**

This course explores the integrated structure and function of the skeletal, muscular, nervous and circulatory systems. Actions, origins, insertions, innervations and blood supply of muscles are emphasized.

**SCI 260 HUMAN ANATOMY AND PHYSIOLOGY I AND LAB 4 credits**

This course is designed to provide sufficient knowledge of basic anatomy and physiology to serve as a working basis for studies in the allied health professions and in related fields and/or as general knowledge and appreciation of the human body as an integrated whole. Anatomy and Physiology I describes the cellular and tissue structure and function, skeletal, muscular, circulatory and nervous systems.

**SCI 261 HUMAN ANATOMY AND PHYSIOLOGY II AND LAB 4 credits**

Exploration of basic human anatomy and physiology covering the nervous, respiratory, excretory, endocrine and reproductive systems. A survey of major human diseases, development, heredity and aging. This course meets three lecture hours and two lab hours per week. Prerequisite: SCI 260 or permission of Biology program coordinator. Lab fee: \$30.

**SCI 300 ACOUSTICS AND LAB 4 credits**

This course explores the physics of sound and its relationship to music. Topics covered include the physics of vibrating systems, waves, intensity, timbre, frequency, tuning and temperament, the physics of musical instruments and the psychology of sound. This course meets three lecture hours and two lab hours per week. Lab fee: \$30. Prerequisite: An ability to read music notation.

**SCI 301 MEDICAL TERMINOLOGY I 3 credits**

Exploration of the basic elements, meaning and pronunciation of specific medical terms, through an in-depth analysis of root words (Latin and Greek), combining forms, prefixes, suffixes and abbreviations, as well as its clinical applications. Students learn medical terminology by way of content organized by body system, through a unique combination of anatomy and physiology, word building principles, spelling and pronunciation. Clinical applications and pathologies are introduced at the beginning of the semester and covered in detail in conjunction with the various systems and related terminology. The course is designed for science and health care students/professionals who want to learn medical terminology and are pursuing a career in the field of health care or pharmaceutical industries. Prerequisite: SCI 260.

**SCI 320 PHYSIOLOGICAL PSYCHOLOGY 3 credits**

A study of the physiological events that take place within the human body

whenever behavior occurs. Topics to be examined include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as PSY 320. Prerequisites: SCI 261 and PSY 150.

**SCI 325 MICROBIOLOGY AND LAB 4 credits**

An introduction to the morphology, physiology, life history and ecology of microbes (chiefly bacterial) and viruses. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisites: SCI 110, 111, 130 and 131.

**SCI 330 SPECIAL TOPICS IN HEALTH CARE 3 credits**

This course instructs the students in the etiology, signs and symptoms, diagnostic procedures, treatment regimes and prognosis for the following topics: obstetrics, orthopedics, sports medicine, amputation/prosthetics and orthotics, burn/wound care, cardiopulmonary, and geriatrics. Prerequisite: SCI 260 and SCI 301.

**SCI 340 PRINCIPLES OF EXERCISE 4 credits**

This course covers exercise theories and protocols such as progressive resistive and stretching exercise programs; strength, range of motion, body mass, basal metabolic rate, cardio-respiratory and neuromuscular testing procedures, anthropometric measurement techniques and exercise prescription. Muscle physiology, properties and adaptations related to exercise and injuries are emphasized. Prerequisite: SCI 260 and SCI 301

**SCI 345 SELECTED TOPICS IN HEALTH CARE 3 credits**

This course instructs the students in the etiology, signs and symptoms, diagnostic procedures, treatment regimes and prognosis for the following areas: obstetrics, pediatrics, orthopedics, sports medicine, neurology, cardiopulmonary, and geriatrics. Prerequisites: SCI 260, SCI 261, SCI 301, SCI 302 and SCI 330.

**SCI 350 PHYSICS I AND LAB 4 credits**

Exposition of the fundamental laws and phenomena of mechanics, fluids, heat, wave motion and sound. Emphasis is on the understanding of physical concepts. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisite: MAT 110. MAT 320 as a prerequisite or corequisite is recommended.

**SCI 351 PHYSICS II AND LAB 4 credits**

Exposition of the fundamental laws and phenomena of electricity, magnetism, optics, special relativity, atomic, and nuclear physics. Emphasis is on the understanding of physical concepts. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisite: SCI 350.

**SCI 355 PRINCIPLES OF BIOMECHANICS 3 credits**

This course consists of lectures and discussions related to biomechanical applications. The theory of linear viscoelastic behavior and applications to the known behavior of hard and soft tissue will be introduced. The forces, vectors and dynamics of anatomic structures will be covered. The qualitative and quantitative methods for the study of human body will be addressed. It will also cover topics related to muscle physiology, muscle activity, joint function and movement patterns. Prerequisites: SCI 235, SCI 260, 261 and 350.

**SCI 360 ECOLOGY AND LAB 4 credits**

An in-depth study of ecosystems at various levels of pattern and process, broadly emphasizing material/energy interrelationships in concept, time and space. This course meets three lecture hours and three lab hours per week. Laboratory and mandatory field trips. Lab fee: \$30. Prerequisites SCI 110, MAT 110 and SCI 230 or permission of biology program coordinator.

**SCI 390 ORGANIC CHEMISTRY I AND LAB 4 credits**

This course covers the fundamental topics of organic chemistry, including structure and bonding, bonding and molecular properties, the nature and stereochemistry of alkanes and cycloalkanes, structure and reactivity of alkenes, stereochemistry, mechanisms of the common type of organic

reactions, and the nomenclature of organic reactions. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisite: SCI 131 or equivalent.

**SCI 391 ORGANIC CHEMISTRY II AND LAB** **4 credits**

This course provides a detailed survey of the synthetic reactions of various organic functional groups. The main thrust of the course is the thorough mechanistic understanding of the organic reactions. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisite: SCI 390.

**SCI 392 BIOCHEMISTRY** **4 credits**

A study of substances found in living organisms, and the chemical reactions underlying life processes. The structure and behavior of biomolecules will be discussed with emphasis on carbohydrates, fats (Lipids), proteins and nucleic acids. Other biomolecules will be mentioned. This course meets 3 lecture hours and 3 lab hours per week. Lab fee: \$30. Prerequisite: SCI 390.

**SCI 440 NEUROLOGY** **3 credits**

This course focuses on instruction of normal growth and development of the nervous system with emphasis on developmental and physiological approaches to associated neuropathology, diagnosis, instrumentation and practical considerations for diagnostic and treatment protocols. Prerequisites: SCI 260, SCI 261, SCI 301 and SCI 302.

**SCI 450 GENETICS AND LAB** **4 credits**

A study of the nature, inheritance and expression of genes. Laboratory work emphasizes genetic experimentation and statistical analysis of genetic data. This course meets three lecture hours and three lab hours per week. Lab fee: \$30. Prerequisites: SCI 110 and SCI 111 (or SCI 260 and SCI 261) and MAT 221.

**SCI 485 BIOLOGY INTERNSHIP** **3-6 credits**

Opportunity for biology majors to gain on-the-job experience through an internship placement Advisor/dean permission, permission of college internship liaison, 2.5 cumulative GPA in major and/or departmental approval.

**SCI 490 BIOLOGY SENIOR SEMINAR** **3 credits**

This capstone course for biology majors addresses special topics. Prerequisites: Senior standing and permission of biology program coordinator.

**Note re lab credits:** For each one credit of lab, all upper division (300+) lab science courses and some lower division (100+) lab science courses meet for three hours of lab per week. Other lab science courses meet for two hours.

**SOC 110 INTRODUCTION TO SOCIOLOGY** **3 credits**

A survey course designed to introduce the student to the science of sociology. Students are introduced to the fundamental concepts of social relationships and group life. Culture, social institutions and deviance are discussed.

**SOC 210 INTRODUCTION TO ANTHROPOLOGY** **3 credits**

A two-part course introducing the fields of physical and cultural anthropology through the investigation of human biology and behavior. Emphasis is placed on a cross-cultural examination of family and kinship, religion, economics and politics.

**SOC 220 FAMILY AND SOCIETY** **3 credits**

Study of the institutional character of the family, its history and relationship to other institutions. Problems encompassing premarital concerns, internal dynamics of family life, children and divorce are discussed. Prerequisite: SOC 110.

**SOC 230 INTRODUCTION TO SOCIAL WORK** **3 credits**

An examination of modern welfare services, followed by a study of some of the methods by which social workers help to solve a host of problems that range from adoption and care for the aged, to marital counseling, parole supervision and the community organization. Prerequisite: SOC 110.

**SOC 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE** **3 credits**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse and the resources available for the treatment of abuse problems. Prerequisite: SOC 110.

**SOC 311 INTERPERSONAL PROCESSES** **3 credits**

This course involves the study of human communications, interpersonal relationships and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships, groups, assertiveness and leadership. Instructional emphasis is placed on providing an understanding of the behavioral, emotional and cognitive components of interpersonal communication in contemporary society. Prerequisite: PSY 150 or SOC 110.

**SOC 330 THE SOCIAL WELFARE SYSTEM** **3 credits**

Programs, policies and services on local, state and national level are examined. Goals and approaches of various social work agencies are explored. Particular problems of various social, racial and ethnic groups are studied. Prerequisite: SOC 110.

**SOC 335 CONTEMPORARY SOCIAL PROBLEMS** **3 credits**

A presentation of methods of identifying social problems. Analysis of such problems as crime, drug abuse, discrimination and disadvantage, family disorganization, ecology and armed conflict is discussed. Prerequisite: SOC 110.

**SOC 450 RACE AND ETHNICITY** **3 credits**

In this course students will use the sociological perspective to examine race and ethnicity. Topics include the historical conditions of various racial-ethnic groups in the United States, as well as challenges facing minorities today. Prerequisite: SOC 110.

**SOC 491 SEMINAR IN SOCIOLOGY** **3 credits**

A study of selected and specialized topics in the field of sociology. Prerequisites: Two upper level SOC courses.

**TSR 101 TRANSFER STUDENT SEMINAR: THE UNIVERSITY EXPERIENCE**

**0 credit**

This course is designed to orient students to the specific policies, procedures, programs and services available at Lynn University.

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Programmer Analyst

Michael Weinstein, BA, JD  
Software Project Manager

## **PURCHASING, TELECOM AND INVENTORY CONTROL**

Alfred Boniforti, BS, MS  
Director of Purchasing,  
Telecommunication and Inventory Control

Daniel Caballero  
Assistant Purchasing Director

Richard Velez  
Telecommunications Manager

Fernando J. Villalobos, BS  
Purchasing Assistant

Jon Aaron Stanger  
Telecommunications Technician

## **STUDENT ADMINISTRATIVE SERVICES**

Evelyn Cardona Nelson, M.Ed.  
Executive Director of Student Administrative Services

Ruth Benavides, BS  
Director of Student Accounts

Benjamin Henry Breier, MBA  
SAS Evening Counselor

John Chambers, BS  
SAS Loan Coordinator

Jodi Fox, BA  
SAS Work Study Coordinator

Meladie L. Fusco  
SAS Phone Scheduler

Miriam George  
Administrative Assistant

Trevor Antony Grafflin  
SAS Representative

William L. Healy, MA  
SAS Senior Counselor

Judy Kaczmarek, MBA  
Assistant Director of Student Accounts

Jacqueline Kennedy, BS  
Assistant Registrar

Evelyn Lucena  
SAS Senior Counselor

Jennifer Mealy, BA  
SAS Specialist

Jenifer Mosley, BA  
Academic Records Specialist

Morgan O'Sullivan, MSc.  
SAS Senior Specialist

Chan Park, MBA  
Assistant Director, Student Financial Assistance

Vivian I. Pearlman, MS  
Director of Student Administrative Services

Karen Reed, BA  
SAS Specialist

Alexis Robinson, BA  
SAS Counselor

Angela Rogers, BA  
Registrar

Leslie Wilson, MS  
Academic Records Specialist

Tiffany Workman  
Student Accounts Representative

### **OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS**

Judith L. Nelson, BA  
Vice President for Development and Alumni Affairs

H. Lawrence Cowan, BS, MS  
Associate Vice President for Development and Alumni Affairs

John J. Gallo, BS  
Senior Major Gifts Officer

Lisa A. Miller, BS, MA  
Director of Development Operations

Robert Levinson, BS, LLD  
Vice President for Corporate Development

Gareth P. Fowles, BS, MBA  
Major Gifts Officer

Susana Fernandez, BA, MBA, Ph.D.  
Director of Alumni and Parent Relations

Jay J. Brandt, BS, MBA  
Director of Athletic Development/Major Gifts

Janelle Lunsford, BS  
Athletic Annual Giving Assistant

Joyce B. Shelfo, BS, MPS  
Director of Community Relations

Jan McArt  
Director of Theatre Arts Development

Cheryl L. Bickley, BA, MA  
Director of Advancement Services

Gerry M. Bald, AA  
Gift Records Specialist

Kimberly L. Cooper, BA  
Director of Prospect Research

Michael James, BA  
Director of Gift Planning

Peggy T. Peterson, AA  
Administrative Assistant

Linda Lancara  
Administrative Assistant

Desiree McKim  
Administrative Assistant

Joanne Studer, AA  
Administrative Assistant

Laura M. Santos  
Data Entry Specialist



## **OFFICE OF GENERAL COUNSEL**

Margaret E. Ruddy, BA, MBA, JD  
General Counsel

Christine J. Harcarik  
Secretary

## **OFFICE OF INSTITUTIONAL RESEARCH, PLANNING AND ASSESSMENT**

Emad M. Wajeeh, BA, MA, Ph.D.  
Director of Institutional Research, Planning and Assessment

Qiao Luo, BS, MS  
Research Analyst

Karlton Brown, BS, MBA  
Coordinator

## **OFFICE OF MARKETING AND COMMUNICATION**

Michele Martin Morris, BS  
Vice President for Marketing and Communication

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Art Director

Alberto Fernandez, BS, MBA, Ed.S.  
Director of Web Strategy

Teisha Huggins, BS  
Graphic Designer

Jason Hughes, BA, MA  
Media Relations Director

Liz McKey, AA, ABJ  
Senior Writer/Editor

Carol A. Mandel, BA  
Director of Marketing

Dian President  
Receptionist/Switchboard Operator

Darren J. Shay, BS  
Executive Assistant

Debbie Stern, BS  
Writer/Editor

Matthew Williams, BA  
Web Multimedia Developer

## **OFFICE OF STUDENT DEVELOPMENT**

Jim Hundrieser, BS, M.Ed., Ph.D.  
Vice President for Student Development

Kelley Segers  
Executive Assistant

## **CAREER DEVELOPMENT AND INTERNSHIPS**

Louise Sundermeier, M.Ed.  
Executive Director of Experiential Learning, Assessment and Planning

Jo Beth Lackey  
Secretary

Christine Childers, MRC  
Director, Hannifan Center for Career Development & Internships

Kimberly Marie Catalina, M.Ed.  
Career Advisor

Gordon Herman Levy, M.Ed.  
Internship Coordinator

JoAnne Drew, AS  
Department Secretary

## **CHAPLAIN**

Rev. Martin Devereaux, BS, Ph.D.  
Chaplain

## **DEAN OF STUDENTS OFFICE**

Paul Turner, BS, MA  
Dean of Students

Anthony Alteri, BS, M.Ed.  
Assistant Dean of Students

Morayma James  
Administrative Assistant

## **Campus Recreation**

Susan R. Merrill, MS  
Campus Recreation and Fitness Director

Laura Hostetter, BS, MS  
Assistant Director, Campus Recreation

## **Health Center**

Rita Albert, AA  
Director

Barbara Jo Cornelio, BSN  
RN/Staff Nurse

## **Student Counseling Center**

Gary R. Martin, BS, MS, Ed.D.  
Director of Counseling Services

Gail DeCina, BA, MSW  
Substance Abuse Counselor

Sandra O'Rourke, MA  
Therapist

Nicole R. Ovedia, BA, MSW  
Senior Counselor

**Residence Life**

W. Jeff Cooper, BS, M.Ed.  
Director of Residence Life

Tawanna Lee, BS, M.Ed.  
Residence Life Coordinator

William W. Ballard, BA  
Residence Hall Director

Megan Copp, BA  
Residence Hall Director

Donald DeSormoux, BA  
Residence Hall Director

Ester Jasmin, BS  
Residence Hall Director

Rich Lindor, BS  
Residence Hall Director

Kristie L. Munchbach, BS  
Residence Hall Director

**Student Involvement**

Jennifer Herzog, M.Ed.  
Director of Student Involvement

John Valentine, MS  
Assistant Director of Student Involvement

Mark Adamson, BS  
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# Faculty

## College of Arts and Sciences

Cynthia Patterson, Dean  
BA, Rollins College  
Ph.D., Northwestern University

Winston Aarons, Assistant Professor, English, and Director, Honors Program  
BS, Sarah Lawrence College  
MFA, Sarah Lawrence College

Judith Adelson, Assistant Professor, Sociology  
BA, Florida Atlantic University  
AS, Georgia State University  
MS, Barry University  
Ph.D., Nova Southeastern University

Khalique Ahmed, Associate Professor, Chemistry/Physics  
BS, Punjab University  
MS, Quaid-I-Azam University  
MS, Quaid-I-Azam University  
Ph.D., University of Manitoba

Debra Ainbinder, Assistant Professor, Psychology  
BS, University of Florida  
MS, Nova University  
Ph.D., Barry University

Gila Aloni, Associate Professor, English  
BA, Tel Aviv University  
MA, Tel Aviv University  
Ph.D., University of Paris

Cynthia Andreas, Assistant Professor, Sociology, Psychology  
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MA, College of Notre Dame  
Ph.D., Florida State University

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BS, Gannon University  
M.Ed., Florida Atlantic University  
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BA, University of Miami  
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MA, State University of NY at Albany  
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MA, University of Puerto Rico

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BS, University of Florida  
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BS, Florida State University  
MS, Florida State University  
MPS, New York Institute of Technology  
Ph.D., The Union Institute

Elaine Deering, Instructor, English  
BS, Radford College; completed course work toward MA in English,  
Wake Forest University

Linda Delaysla, Instructor  
BA, University of California  
MFA, Vermont College  
M.S.Ed, Bank Street College of Education

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BA, Southern Illinois University  
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MA, University of South Carolina  
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BS, Florida International University  
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Ph.D., The Union Institute  
Certified Emergency Manager  
Certified Law Enforcement Planner  
Certified Protection Professional

Gary Villa, Associate Professor, Biology  
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BA, State University of New York  
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Robert Seifer, Assistant Professor, Psychology  
BS, Nova Southeastern University  
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BA, Thiel College  
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### **College of Business and Management**

Ralph J. Norcio, Dean; Professor, Finance and Accounting  
BS, Georgetown University  
MS, Georgetown University  
MBA, Cornell University  
Ph.D., The Union Institute  
Certified Public Accountant  
Certified in Financial Management  
Certified Management Accountant

Eldon Bernstein, Professor, Management  
BA, University of Connecticut  
MBA, University of Connecticut  
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John Cipolla, Assistant Professor, Management  
AB, Rutgers University  
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Lisa Dandeo, Assistant Professor, Fashion Management  
BS, Faimont State College  
MS, The University of Wiconsin-Stout  
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BS, University of Tehran, Iran  
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BA, Southern California College  
MBA, United States International University  
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BS, Northeastern University  
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Robert Green, Professor, Marketing  
B.Ed., University of Miami  
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BS, University of Arizona  
MA, National University  
MS, University of Bridgeport

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BA, Colby College  
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BS, Hacettepe University  
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BA, St. Lawrence University  
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MBA, Syracuse University  
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BA, Rutgers University  
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### **Burton D. Morgan School of Aeronautics**

Jeffrey C. Johnson, Dean; Assistant Professor, Aviation  
BS, U.S. Air Force Academy  
MAS, Embry-Riddle Aeronautical University

Elton K. Morice, Professor, Aviation  
BS, Worcester Polytechnic  
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### **Donald E. and Helen L. Ross College of Education**

Gregg Cox, Interim Dean  
BS, University of Florida  
M.Ed., Florida Atlantic University  
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Jamie Castellano, Visiting Professor, Education  
BS, Northern Illinois University  
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Michelle Hickey-Gramke, Assistant Professor, Education  
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MA, University of Colorado  
BS, Carthage College

Cassandra Keller, Assistant Professor, Education  
BA, University of Florida  
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BS, Cornell University  
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M.S.Ed., Florida International University  
Ed.S., Nova Southeastern University  
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William Leary, Professor, Education  
BS, Boston College  
M.Ed., Boston State College  
Ed.D., Boston University  
Ed.D., Harvard Graduate School of Education

Cheryl Serrano, Associate Professor, Education  
BS, The University of Wisconsin  
MA, University of North Colorado  
Ph.D., Florida State University

Valerie Storey, Assistant Professor, Education  
PhD, Vanderbilt University  
MEd, Manchester University (UK)  
Bed, (Hons) Leeds University

### **College of Hospitality Management**

Mike Hampton, Dean; Professor, Hospitality Management  
BS, Florida State University  
MS, Florida International University  
Ed.D., Florida International University

James Downey, Associate Dean; Professor, Hospitality Management  
BA, Pennsylvania State University  
MS, University of Wisconsin  
Ph.D., Purdue University  
Certified Servsafe Food Safety Instructor

Charles G. Barr, Assistant Professor, Hospitality Management  
BS, York College of Pennsylvania  
MS, Lynn University  
DSM, United States Sports Academy

Theodore Curtis, Instructor, Sports Administration  
BA, Tufts University  
JD, Cardozo School of Law at Yeshiva University  
MS, Nova Southeastern University (Candidate)

Linsley DeVeau, Professor, Hospitality Management  
BS, University of Nevada at Las Vegas  
SPC, University of New Haven  
MS, University of New Haven  
MBA, University of New Haven  
Ed.D., University of Bridgeport  
Certified Hospitality Accountant Executive  
Certified Hotel Administrator  
Certified Human Resource Executive

Christine Kay, Visiting Professor, Hospitality Management  
BS, Lynn University  
MS, Florida International University  
MBA, Nova Southeastern University  
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David Schapiro, Assistant Professor, Hospitality Management  
AA, Santa Monica Community College  
BS, University of Nevada at Las Vegas  
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Certified Servsafe Food Safety Instructor

Craig Schmantowsky, Instructor, Hospitality Management  
AS, Johnson & Wales University  
MS, Florida International University  
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### **Eugene M. and Christine E. Lynn College of International Communication**

Irving R. Levine, Dean Emeritus; Professor, Mass Communication  
BS, Brown University  
MS, Columbia Graduate School of Journalism

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MS, Temple University  
Ph.D., University of Iowa

Stephen Aiello, Assistant Professor, Communication  
BA, Tufts University  
MA, Skidmore College

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BA, Nicholls State University  
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James Brosemer, Visiting Professor, Mass Communication  
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BA, Muskingum College  
MA, Miami University  
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BS, Temple University  
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Lorna Shaw, Associate Professor, Communication  
BA, University of West Indies  
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BSEE, University of Miami  
MA, San Francisco State University  
JD, University of Miami  
LLM, University of Miami

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BFA, Rhode Island School of Design  
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BE, Manhattan College  
ME, Manhattan College

Carol Watson, Instructor, Mass Communication  
BA, Clark University  
MFA, New York University

### **The Conservatory of Music**

Jon Robertson, Dean; Professor of Music  
BM, The Juilliard School  
MS, The Juilliard School  
DMA, The Juilliard School

Barbara Barry, Assistant Professor of Musicology  
BM, University of London Goldsmith's College  
MM, University of London King's College  
Ph.D., University of London Goldsmith's College

Jay Bertolet, Artist Faculty - Tuba  
BM, University of Michigan  
MM, University of Illinois

Christina Burr, Artist Faculty - Flute  
BFA, SUNY Purchase

Carol Cole, Artist Faculty - Violin  
Attended The Curtis Institute of Music

David Cole, Artist Faculty - Cello; Head of Chamber Music  
Artist's Diploma, The Curtis Institute of Music

Michael Ellert, Artist Faculty - Bassoon  
Attended The Juilliard School

Phillip Evans, Adjunct Faculty  
BM, Michigan State University  
BS, The Juilliard School  
MS, The Juilliard School  
Post Graduate Diploma, Cherubini Conservatory

Ralph Fielding, Artist Faculty - Viola; Associate Professor;  
Head of String department  
BA, Yale University  
MM, Yale University School of Music  
MBA, Yale University School of Management

Paul Green, Artist Faculty - Clarinet; Coordinator of Winds department  
BA, Yale University  
MS, The Juilliard School

Jared Hauser, Artist Faculty - Oboe  
Artist Diploma, Conservatory of Music, Oberlin College  
BM, University of Michigan

Lisa Leonard, Instructor; Head of Recruiting  
BM, Manhattan School of Music  
MM, Manhattan School of Music

Tao Lin, Instructor, Collaborative Piano  
BM, Harid Conservatory  
MM, University of Miami

Thomas L. McKinley, Associate Professor of Music Theory;  
Curriculum Coordinator  
BM, University of Cincinnati  
MM, University of Cincinnati  
AM, Harvard University  
Ph.D., Harvard University

Greg Miller, Artist Faculty - French Horn  
BM, Oberlin College, Conservatory of Music

Mark Morton, Artist Faculty - Double Bass  
BM, The Julliard School  
MM, The Julliard School  
DMA, The Julliard School

Elmar Oliviera, Distinguished Artist-in-Residence - Violin  
Attended the Hartt College of Music,  
University of Hartford and the Manhattan School of Music.  
Received honorary doctorates from the Manhattan School of  
Music and the University of Binghamton

Michael Parola, Artist Faculty - Percussion  
BFA, SUNY Stony Brook  
MM, SUNY Stony Brook  
DMA, SUNY Purchase

Marc Reese, Artist Faculty - Trumpet; Assistant Professor;  
Head of Brass department  
BM, Boston University  
MM, New England Conservatory

Roberta Rust, Artist Faculty - Piano; Professor of Music;  
Head of Piano department  
BM, University of Texas at Austin  
PC, Mozarteum-Salzburg  
MM, Manhattan School of Music  
DMA, University of Miami

Dan Satterwhite, Artist Faculty - Trombone  
BM, Mars Hills College

Albert George Schram, Artist Faculty - Conductor  
BM, University of Victoria  
MM, University of Washington  
DMA, University of Washington