

2013

# Lincoln University Undergraduate Bulletin 2013-2015

Lincoln University, Jefferson City Missouri

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# ***LINCOLN UNIVERSITY*** ***UNDERGRADUATE BULLETIN***

**2013 - 2015**

**820 Chestnut Street**  
**JEFFERSON CITY, MISSOURI**  
**65102-0029**

**573-681-5000**

**[www.lincolnu.edu](http://www.lincolnu.edu)**

The *Lincoln University Undergraduate Bulletin* is published every two years, effective from the beginning of a fall semester to the end of a summer session. The information contained in this publication is current and accurate at the time of printing. However, because changes in economic conditions and/or student program needs may occur at any time within the two-year period, Lincoln University reserves the right to adjust fee schedules, admission requirements, academic policies, curricula, and other institutional regulations and requirements as necessary. Students will be notified of changes through office and departmental correspondence and/or institutional postings.

Students are expected to read and become familiar with the information contained in the *Bulletin*. Students are responsible for knowing and understanding regulations and policies and for meeting all deadlines and requirements of admission, registration and degree programs. Failure to read the information provided will not be considered an excuse for noncompliance.

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# FOREWORD

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The *Lincoln University Undergraduate Bulletin* contains the academic regulations and degree requirements of the University. A student may choose to satisfy the requirements for graduation from any one *Bulletin* issued in the eight years prior to the awarding of a bachelor's degree or the three years prior to the awarding of an associate degree, provided that he/she was enrolled during the school year for which that *Bulletin* was issued.

The *Lincoln University Undergraduate Bulletin* also serves as a guide to the academic programs of the University and is intended to assist students in the selection of their programs of study. However, due to changing economic conditions and student program needs, the University reserves the right to discontinue or change programs listed in the *Lincoln University Undergraduate Bulletin* and to cancel any class listed in a *Schedule of Courses*.

Should revisions of the information contained in this document occur, the information will be published online and distributed through the various offices of the University. This *Bulletin* reflects University policy as of August 2013.

## **Notice of Services**

Persons seeking assistance regarding disabled accessibility, including persons with impaired vision or hearing, should contact the Coordinator for Access and Ability Services, 304 Founders Hall, Lincoln University, Jefferson City, Missouri 65102, (573) 681-5162.

## **Notice of Non-Discrimination**

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all professional organizations holding professional agreements with Lincoln University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance with the regulations implementing Title VI, Title IX or Section 504 of the Rehabilitation Act of 1973 is directed to contact the Coordinator for Access and Ability Services, 304 Founders Hall, Lincoln University, Jefferson City, Missouri 65102, (573) 681-5162. The Coordinator for Access and Ability Services has been designated by the University to coordinate the University's efforts to comply with the regulations implementing Title VI, Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the University's compliance with the regulations implementing Title VI, Title IX, Section 504 or the Americans with Disabilities Act.

In accordance with Title IX regulations at 34 C.F.R. § 106.9; Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the

application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to OCR.

Title IX Coordinator - Jim Marcantonio, Human Resource Director, 101 Young Hall, 820 Chestnut Street, Jefferson City, Missouri 65102-0029. Phone: (573) 681-5019, Fax: (573) 681-5787

Office for Civil Rights, Kansas City, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114. Tel.: (816) 268-0550, Fax: (816) 823-1404

## **Title IX Sexual Harassment, Sex Equity and Gender Discrimination Complaint Policy and Procedures**

Lincoln University prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities. Title IX protects individuals from harassment connected to any of the academic, educational, extracurricular, athletic, and other programs, activities or employment of schools, regardless of the location. Title IX protects both males and females from sexual harassment by any school employee, student, and a non-employee third party.

### **Non Discrimination Notice**

In accordance with Title IX regulations at 34 C.F.R. § 106.9, Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator (described below) or to the Office for Civil Rights Kansas City, U.S. Department of Education, 8930 Ward Parkway Suite 2037, Kansas City, MO 64114, Tel.: (816) 268-0550, Fax: (816) 823-1404.

### **Title IX Coordinator**

In accordance with Title IX implementing regulations at 34 C.F.R. § 106.8(a), Lincoln University has designated one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The coordinator's responsibilities include investigating complaints communicated to the recipient alleging noncompliance with Title IX. Section 106.8(a) also requires Lincoln University to notify all students and employees of the name, address, and telephone number of the designated coordinator. Lincoln University Title IX Coordinator contact information is as follows: Jim Marcantonio, Human Resource Director, 101 Young Hall, 820 Chestnut Street, Jefferson City, Missouri 65102-0029, Phone: 573 681-5019, Fax: 573 681-5787.

The Title IX Sexual Harassment, Sex Equity and Gender Discrimination Complaint Policy and Procedures can be found on the following website: [http://www.lincolnu.edu/c/document\\_library/get\\_file?uuid=bdd6d4f8-0bdb-460a-b81a-a60296b434e9&groupId=29598](http://www.lincolnu.edu/c/document_library/get_file?uuid=bdd6d4f8-0bdb-460a-b81a-a60296b434e9&groupId=29598).

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# Academic Calendar

## Fall 2013 – Summer 2015

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### Fall Semester 2013

*The University reserves the right to make changes as necessary.*

Aug.	1	Thu.	Last day to submit FAFSA for fall 2013 processing
	15-16	Thu.-Fri.	Fall Faculty and Staff Institute
	17	Sat.	Cafeteria opens (10:30 a.m.)
			Residence halls open (12:00 noon)
	21-23	Wed.-Fri.	Advisement and Registration for all students
	23	Fri.	Last day to pay fall semester tuition and fees or make satisfactory payment arrangements
	24-30	Sat-Fri	Late Registration (fee assessed)
	26	Mon.	CLASS WORK BEGINS
	26-30	Mon.-Fri.	Drop-Add Week for students who are registered for the current semester
	30	Fri.	Last day to add classes for 1 <sup>st</sup> 8-week and 16-week sessions
			Last day to drop a class without financial/academic obligations
			Last day to utilize book vouchers
			Last day to waive student health insurance
			Registration for 2 <sup>nd</sup> 8-week classes continues
Sept.	1	Sun.	2013-2014 parking permits required
	2	Mon.	LABOR DAY (Holiday)
	12	Thu.	Opening Convocation for students (11:00 a.m.; Mitchell Auditorium)
	17	Tue.	CONSTITUTION DAY
	23	Mon.	“X” and “I” grades due in the Office of the Registrar
	25	Wed.	Last day for candidates to file for degrees for the fall 2013 semester (fee assessed)
	30	Mon.	Last day to drop 1 <sup>st</sup> 8-week classes or withdraw from the University for the 1 <sup>st</sup> 8-week session
Oct.	4	Fri.	FREE DAY
	5	Sat.	HOMECOMING
	14	Mon.	Last day to file for comprehensive examinations and/or portfolios for master’s and specialist degree candidates
	18	Fri.	Mid-term grades due
	19	Sat.	First 8-week classes end
	21	Mon.	Second 8-week classes begin
			Final grades due for the 1 <sup>st</sup> 8-week session
	21-22	Mon.-Tue.	Registration for 2 <sup>nd</sup> 8-week session continues; all tuition and fees due and payable at the time of registration
Oct.28-Nov.2		Mon-Sat	Assessment Week: Major Field Exams, General Education Test and student survey
	31	Thu.	General Education Test (9:30-11:00 a.m. and 2:30-4:00 p.m.)
			Comprehensive examinations for master’s degree candidates (1:00-5:00 p.m.)
Nov.	2	Sat.	General Education Test (9:30 –11:00 a.m.)
	6	Wed.	Advanced Registration for the spring semester begins
	11	Mon.	Last day to drop 16-week classes
	25	Mon.	Last day to drop 2 <sup>nd</sup> 8-week classes or withdraw from the University
	26	Tues.	THANKSGIVING RECESS BEGINS at 12 midnight
			Cafeteria closes (6:00 p.m.)
Dec.	2	Mon.	THANKSGIVING RECESS ENDS (classes resume with the first scheduled class)
			Cafeteria opens (7:15 a.m.)

Dec.	3	Tue.	Advanced registration for the spring semester ends if registering with an advisor on campus (online registration continues).
	5-6	Thu-Fri.	Final examinations for December graduates
	6	Fri.	Last day to apply for loans for fall 2013 semester
	7	Sat.	CLASS WORK ENDS
	9	Mon.	FINAL EXAMINATIONS BEGIN
	12	Thu.	Final grades for graduating students due FINAL EXAMINATIONS END
	14	Sat.	SEMESTER ENDS Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
	16	Mon.	Final grades due

## Spring Semester 2014

*The University reserves the right to make changes as necessary.*

Jan.	1	Wed.	First day to apply for 2014-2015 academic year financial aid by completing the 2014-2015 FAFSA
	2	Thu.	Last day to submit FAFSA for spring 2014 processing
	5	Sun.	Cafeteria opens (10:30 a.m.) Residence halls open (12:00 noon)
	8-10	Wed.-Fri.	Advisement and Registration for all students
	10	Fri.	Last day to pay spring semester tuition and fees or make satisfactory payment arrangements
	11-17	Sat.-Fri.	Late Registration (fee assessed)
	13-17	Mon.-Fri.	Drop-Add Week for students who are registered for the current semester
	13	Mon.	CLASS WORK BEGINS
	17	Fri.	Last day to add classes for 1 <sup>st</sup> 8-week and 16-week sessions Last day to drop a class without financial/academic obligations Last day to utilize book vouchers Last day to waive student health insurance
	20	Mon.	Registration for 2 <sup>nd</sup> 8-week classes continues MARTIN LUTHER KING'S BIRTHDAY OBSERVANCE (Holiday)
Feb.	1	Sat.	Academic Scholarship Deadline for the 2014-2015 academic year
	3	Mon.	First day to apply for summer 2014 session financial aid
	6	Thu.	Founder's Day Convocation (11:00 a.m.; Mitchell Auditorium)
	10	Mon.	"X" and "I" grades due in the Office of the Registrar
	12	Wed.	Last day for candidates to file for degrees for the spring 2014 semester (fee assessed)
	14	Fri.	LINCOLN'S BIRTHDAY OBSERVANCE (Holiday)
	17	Mon.	Last day to drop 1 <sup>st</sup> 8-week classes or withdraw from the University for the 1 <sup>st</sup> 8-week session
Mar.	3	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates
	7	Fri.	Mid-term grades due Cafeteria closes (6:00 p.m.)
	8	Sat.	First 8-week classes end
	10-14	Mon.-Fri.	SPRING RECESS
	10	Mon.	Final grades due for the 1 <sup>st</sup> 8-week session
	17	Mon.	Classes resume with the first scheduled class Second 8-week classes begin Cafeteria opens (7:15 a.m.)
	17-18	Mon.-Tues.	Registration for the 2 <sup>nd</sup> 8-week session continues; all tuition and fees due and payable at the time
	24-29	Mon-Sat.	Assessment Week: Major Field Exams, General Education Test and student surveys
	27	Thu.	General Education Test (9:30 –11:00 a.m. and 2:30 – 4:00 p.m.)
	29	Sat.	General Education Test (9:00 – 11:00 a.m.)

Apr.	1	Tue.	Deadline to submit FAFSA for Missouri residents for 2014-2015 academic year to be considered for Missouri state grants
	2	Wed.	Advanced Registration for summer session and fall semester begins
	3	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 pm)
	7	Mon.	Last day to drop 16-week classes
	17	Thu.	Honors Convocation (11:00 a.m.; Mitchell Auditorium)
	18	Fri.	FREE DAY
	21	Mon.	Last day to drop 2 <sup>nd</sup> 8-week classes or withdraw from the University
	29	Tue.	Advanced Registration for the summer session or fall semester ends if registering with an advisor on campus (online registration continues)
	May	1-2	Thu.-Fri.
2		Fri.	Last day to apply for loans for the spring 2014 semester
3		Sat.	CLASS WORK ENDS
5		Mon.	FINAL EXAMINATIONS BEGIN Final grades for graduating students due
8		Thu.	FINAL EXAMINATIONS END SEMESTER ENDS
10		Sat.	COMMENCEMENT (10:00 a.m.) Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
12	Mon.	Final grades due	

## Summer Session 2014

*The University reserves the right to make changes as necessary.*

May	19	Mon.	Last day to submit FAFSA for summer 2014 processing
	25	Sun.	Cafeteria opens (10:30 a.m.) Residence halls open (12:00 noon)
	26	Mon.	MEMORIAL DAY (HOLIDAY)
	27	Tue.	Advisement and Registration for all students Last day to pay summer session tuition and fees or make satisfactory payment arrangements
	28	Wed.	CLASS WORK BEGINS Drop-Add Day for students are registered for the current session Last day to drop a class without financial/academic obligations Late registration for 1 <sup>st</sup> 4-week and/or 8-week session (fee assessed) Last day to apply for summer 2014 session financial aid Last day to utilize book vouchers Registration for 2 <sup>nd</sup> 4-week session continues
June	11	Wed.	Last day for candidates to file for degrees for the summer 2014 semester (fee assessed) Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates Last day to drop 1 <sup>st</sup> 4-week classes or withdraw from the University for the 1 <sup>st</sup> 4-week session
	23	Mon.	First 4-week session class work ends
	24	Tue.	First 4-week session final examinations
	25	Wed.	Registration for the 2 <sup>nd</sup> 4-week session; all tuition and fees due and payable at the time of registration Second 4-week session begins
	26	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	30	Mon.	Final grades due for 1 <sup>st</sup> 4-week session Last day to complete 2013-2014 FAFSA
July	3	Thu.	FOURTH OF JULY (Holiday)
	9	Wed.	Last day to drop 2 <sup>nd</sup> 4-week or 8-week classes or withdraw from the University for the summer session

July	10	Thu.	Assessment Day: Major Field Exams and student surveys
	23	Wed.	CLASS WORK ENDS
	23	Wed.	Last day to apply for loans for summer 2014 session
	24	Thu.	FINAL EXAMINATIONS
	25	Fri.	Cafeteria closes (12:30 p.m.)
			Residence halls close (2:00 p.m.)
	28	Mon.	Final grades due

## Fall Semester 2014

*The University reserves the right to make changes as necessary.*

Aug.	1	Fri.	Last day to submit FAFSA for fall 2014 processing
	14-15	Thu.-Fri.	Fall Faculty and Staff Institute
	16	Sat.	Cafeteria opens (10:30 a.m.)
			Residence halls open (12:00 noon)
	20-22	Wed.-Fri.	Advisement and Registration for all students
	22	Fri.	Last day to pay fall semester tuition and fees or make satisfactory payment arrangements
	23-29	Sat.-Fri	Late Registration (fee assessed)
	25	Mon.	CLASS WORK BEGINS
	25-29	Mon.-Fri.	Drop-Add Week for students who are registered for for the current semester
	29	Fri.	Last day to add classes for 1 <sup>st</sup> 8-week and 16-week sessions
			Last day to drop a class without financial/academic obligations
			Last day to utilize book vouchers
			Last day to waive student health insurance
			Registration for 2 <sup>nd</sup> 8-week classes continues
Sept.	1	Mon.	2014-2015 parking permits required
			LABOR DAY (Holiday)
	11	Thu.	Opening Convocation for students (11:00 a.m.; Mitchell Auditorium)
	17	Wed.	CONSTITUTION DAY
	22	Mon.	“X” and “I” grades due in the Office of the Registrar
	24	Wed.	Last day for candidate to file for degrees for the fall 2014 semester (fee assessed)
	29	Mon.	Last day to file for comprehensive examinations and/or portfolios for master’s and specialist degree candidates
			Last day to drop 1 <sup>st</sup> 8-week classes or withdraw from the University for the 1 <sup>st</sup> 8-week session
Oct.	10	Fri.	FREE DAY
	11	Sat.	HOME COMING
	17	Fri.	Mid-term grades due
	18	Sat.	First 8-week classes end
	20	Mon.	Final grades due for the 1 <sup>st</sup> 8-week session
			Second 8-week classes begin
	20-21	Mon-Tue.	Registration for 2 <sup>nd</sup> 8-week session continues; all tuition and fees due and payable at the time of registration
	23	Thu.	Comprehensive examinations for master’s degree candidates (1:00-5:00 p.m.)
Oct. 27-Nov. 1		Mon-Sat.	Assessment Week: Major Field Exams; General Education Test and student surveys
	30	Thu.	General Education Test (9:30-11:00 a.m.; 2:30-4:00 p.m.)
Nov.	1	Sat.	General Education Test (9:30-11:00 a.m.)
	5	Wed.	Advanced Registration for the spring semester begins
	10	Mon.	Last day to drop 16-week classes
	24	Mon.	Last day to drop 2 <sup>nd</sup> 8-week classes or withdraw from the University
	25	Tue.	Cafeteria closes (6:00 p.m.)
			THANKSGIVING RECESS BEGINS at 12 midnight

Dec.	1	Mon.	THANKSGIVING RECESS ENDS (classes resume with the first scheduled class) Cafeteria opens (7:15 a.m.)
	2	Tue.	Advanced Registration for the spring semester ends if registering with an advisor on campus (online registration continues)
	4-5	Thu.-Fri.	Final examinations for December graduates
	5	Fri.	Last day to apply for loans for the fall 2014 semester
	6	Sat.	CLASS WORK ENDS
	8	Mon.	FINAL EXAMINATIONS BEGIN Final grades for graduating students due
	11	Thu.	FINAL EXAMINATIONS END SEMESTER ENDS
	13	Sat.	Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
	15	Mon.	Final grades due

## Spring Semester 2015

*The University reserves the right to make changes as necessary.*

Jan.	1	Thu.	First day to apply for 2015-2016 academic year financial aid by completing the 2015-2016 FAFSA
	2	Fri.	Last day to submit FAFSA for spring 2015 processing
	11	Sun.	Cafeteria opens (10:30 a.m.) Residence halls open (12:00 noon)
	14-16	Wed.-Fri.	Advisement and Registration for all students
	16	Fri.	Last day to pay spring semester tuition and fees or make satisfactory payment arrangements
	17-23	Sat-Fri.	Late Registration (fee assessed)
	19	Mon.	MARTIN LUTHER KING'S BIRTHDAY OBSERVANCE (Holiday)
	20	Tue.	CLASS WORK BEGINS
	20-23	Tue.-Fri.	Drop-Add Week for students who registered for the current semester
	23	Fri.	Last day to add classes for the 1 <sup>st</sup> 8-week and 16-week sessions Last day to drop a class without financial/academic obligations Last day to utilize book vouchers Last day to waive student health insurance Registration for 2 <sup>nd</sup> 8-week classes continues
Feb.	1	Sun.	Academic Scholarship Deadline for the 2015-2016 academic year
	2	Mon.	First day to apply for summer 2015 session financial aid
	5	Thu.	Founder's Day Convocations (11:00 a.m.; Mitchell Auditorium)
	13	Fri.	LINCOLN'S BIRTHDAY OBSERVANCE (Holiday)
	16	Mon.	"X" and "I" grades due in the Office of the Registrar
	18	Wed	Last day for candidates to file for degrees for the spring 2015 semester (fee assessed)
	23	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates Last day to drop 1 <sup>st</sup> 8-week classes or withdraw from the University for the 1 <sup>st</sup> 8-week session
Mar.	13	Fri.	Mid-terms grades due Cafeteria closes (6:00 p.m.)
	14	Sat.	First 8-week classes end
	16-20	Mon.-Fri.	SPRING RECESS
	16	Mon.	Final grades due for the 1 <sup>st</sup> 8-week classes
	23	Mon.	Classes resume with the first scheduled class Second 8-week classes begin Cafeteria opens (7:15 a.m.)
	23-24	Mon.-Tue.	Registration for the 2 <sup>nd</sup> 8-week session continues; all tuition and fees due and payable at the time of registration

Mar.	23-28	Mon-Sat.	Assessment Week: Major Field Exams, General Education Test and student surveys
	26	Thu.	General Education Test (9:30-11:00 a.m.; 2:30-4:00 p.m.)
	28	Sat.	General Education Test (9:30-11:00 a.m.)
Apr.	1	Wed.	Deadline to submit FAFSA for Missouri residents for 2015-2016 academic year to be considered for Missouri state grants
	2	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	3	Fri.	FREE DAY
	8	Wed.	Advanced Registration for the summer session and fall semester begins
	13	Mon.	Last day to drop 16-week classes
	16	Thu.	Honors Convocation (11:00 a.m.; Mitchell Auditorium)
	27	Mon.	Last day to drop 2 <sup>nd</sup> 8-week classes or withdraw from the University
May	5	Tue.	Advanced Registration for summer session or fall semester ends if registering with an advisor on campus (online registration continues)
	7-8	Thu.-Fri.	Final examinations for May graduates
	8	Fri.	Last day to apply for loans for the spring 2015 semester
	9	Sat.	CLASS WORK ENDS
	11	Mon.	FINAL EXAMINATIONS BEGIN
			Final grades for graduating students due
	14	Thu.	FINAL EXAMINATIONS END
			SEMESTER ENDS
	16	Sat.	COMMENCEMENT (10:00 a.m.)
			Cafeteria closes (12:30 p.m.)
			Residence halls close (2:00 p.m.)
	18	Mon.	Final grades due

## Summer Semester 2015

*The University reserves the right to make changes as necessary.*

May	21	Thu.	Last day to submit FAFSA for summer 2015 processing
	25	Mon.	MEMORIAL DAY (Holiday)
	31	Sun.	Cafeteria opens (10:30 a.m.) Residence halls open (12:00 noon)
June	1	Mon.	Advisement and Registration for all students Last day to pay summer session tuition and fees or make satisfactory payment arrangements
	2	Tue.	CLASS WORK BEGINS Drop-Add Day for students who are registered for the current session Last day to apply for summer 2015 session financial aid Last day to drop a class without financial/academic obligations Late registration for 1 <sup>st</sup> 4-week and/or 8-week sessions (fee assessed) Last day to utilize book vouchers Registration for 2 <sup>nd</sup> 4-week session continues
	16	Tue.	Last day to drop 1 <sup>st</sup> 4-week classes or withdraw from University for the 1 <sup>st</sup> 4-week session
	17	Wed.	Last day for candidates to file for degrees for summer 2015 semester (fee assessed) Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates
	29	Mon.	First 4-week session class work ends
	30	Tue.	First 4-week session final examinations Last day to complete 2014-2015 FAFSA
July	1	Wed.	Registration for the 2 <sup>nd</sup> 4-week session; all tuition and fees due and payable at the time of registration Second 4-week session begins

July	2	Thu.	FOURTH OF JULY (Holiday)
	6	Mon.	Final grades due for the 1 <sup>st</sup> 4-week session
	9	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	15	Wed.	Last day to drop 2 <sup>nd</sup> 4-week or 8-week classes or withdraw from the University for the summer session
	16	Thu.	Assessment Day: Major Field Exams and student surveys
	29	Wed.	CLASS WORK ENDS
			Last day to apply for loans for the summer 2015 session
	30	Thu.	FINAL EXAMINATIONS
			Residence halls close (2:00 p.m.)
			Cafeteria closes (12:30 p.m.)
Aug.	3	Mon.	Final grades due

# LINCOLN UNIVERSITY STATEMENT OF MISSION

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## Mission

Lincoln University in Missouri is a historically black, 1890 land-grant, public, comprehensive institution that provides excellent educational opportunities including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

# UNIVERSITY PROFILE

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## History

At the close of the Civil War, soldiers and officers of the 62nd United States Colored Infantry, stationed at Fort McIntosh, Texas, but composed primarily of Missourians, took steps to establish an educational institution in Jefferson City, Missouri, which they named Lincoln Institute. The following stipulations were set for the school:

1. The institution shall be designed for the special benefit of the freed African-Americans;
2. It shall be located in the state of Missouri;
3. Its fundamental idea shall be to combine study and labor.

Members of the 62nd Colored Infantry contributed \$5,000; this was supplemented by approximately \$1,400, given by the 65th Colored Infantry. On January 14, 1866, Lincoln Institute was formally established under an organization committee. By June of the same year, it incorporated and the committee became a Board of Trustees. Richard Baxter Foster, a former first lieutenant in the 62nd Infantry, was named first principal of Lincoln

Institute. On September 17, 1866, the school opened its doors to the first class in an old frame building in Jefferson City.

In 1869, Lincoln Institute moved to the present campus, and in 1870 it began to receive aid from the state of Missouri for teacher training. College-level work was added to the curriculum in 1877, and passage of the Normal School Law permitted Lincoln graduates to teach for life in Missouri without further examination. Lincoln Institute formally became a state institution in 1879 with the deeding of the property to the state. Under the second Morrill Act of 1890, Lincoln became a land grant institution, and the following year industrial and agricultural courses were added to the curriculum.

In 1921, the Missouri Legislature passed a bill introduced by Walthall M. Moore, the first black American to serve in that body, which changed the name from Lincoln Institute to Lincoln University and created a Board of Curators to govern the University.

The North Central Association of Colleges and Secondary Schools accredited the high school division in 1925, the teacher-training program in 1926, and the four-year college of arts and sciences in 1934. Graduate instruction began in the summer session of 1940, with majors in education and history and minors in English, history, and sociology. A School of Journalism was established in February, 1942.

In 1954, the United States Supreme Court handed down its ruling in *Brown v. Board of Education*, and Lincoln University responded by opening its doors to all applicants meeting its entrance criteria. Today, Lincoln University serves a diverse clientele, both residential and non-residential, engages in a variety of research projects, and offers numerous public service programs in addition to providing an array of academic programs.

## **Campus Buildings**

The University's campus is comprised of 170 acres. The physical plant includes the Power Plant (1923); Foster Hall (1923); Young Hall (1931); Schweich Hall (1931); Damel Hall (1936); Allen Hall (1936); Home Management House (1941); Mitchell Hall (1942); Stamper Hall (1948); Greenhouse (1952); Police Department Building, (1953); Clement Richardson Fine Arts Center (1956-1958); Jason Hall (1959); KJLU-FM Radio Station (1961); Scruggs University Center (1966); Elliff Hall (1967); Founders Hall (1967); Soldiers' Hall (1968); Martin Luther King Hall (1969); William J. Thompkins Center (1969); Israel J. Collier Maintenance Building (1969); Dwight Reed Football Stadium and Athletic Complex (1970); Lorenzo J. Green Hall (1976); Shipping, Receiving and Supply Building (1977); Small Animal Research Facility (1980); Dickinson Research Center (1982); Memorial Hall (1992); and Inman E. Page Library (1997).

The University has nine residence halls. The residence halls include Bennett Hall (1938), Anthony Hall (1940), Tull Hall (1951), Martin Hall (1963), Perry Hall (1963), Dawson Hall (1970), Hoard Hall (2001), Yates Hall (2001), and Sherman D. Scruggs Hall (2008). All are co-educational halls.

## **University Farms**

The University owns three farms that are used for agricultural research: Busby Research Farm (273 acres); Carver Research Farm (172.7 acres); and Freeman Research Farm (324.71 acres).



# UNIVERSITY ACADEMIC STRUCTURE

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The Office of Academic Affairs is organized into the College of Agricultural and Natural Sciences, the College of Arts and Letters, the College of Behavioral and Technological Sciences, the College of Professional Studies, the Office of Graduate Studies and the Division of Continuing Education and Extended Studies. Supporting units include the Inman E. Page Library and the Office of Sponsored Research and Grants.

The University offers nine undergraduate degrees:

- Bachelor of Arts (B.A.)
- Bachelor of Liberal Studies (B.L.S.)
- Bachelor of Music Education (B.M.E.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Education (B.S.Ed.)
- Bachelor of Science in Nursing (B.S.N.)
- Associate of Arts (A.A.)
- Associate of Applied Sciences (A.A.S.)
- Associate of Science (A.S.)

## COLLEGE OF AGRICULTURAL AND NATURAL SCIENCES

<b>Department</b>	<b>Majors and Degrees</b>	<b>Minors</b>
<b>Agriculture and Environmental Sciences</b>	Agriculture: B.S. Agribusiness: B.S. Environmental Science: B.S.	Agribusiness Agriculture Aquaculture Biotechnology Environmental Science Geospatial Information Science Wildlife Management
<b>Life and Physical Sciences</b>	Biology: B.S., B.S.Ed. Clinical Laboratory Science: B.S. Chemistry: B.S., B.S.Ed. Physics: B.S., B.S.Ed.	Biology Chemistry Physics

## COLLEGE OF ARTS AND LETTERS

Department	Majors and Degrees	Minors
<b>English, Foreign Languages and Journalism</b>	English: B.A., B.S.Ed. Journalism: B.A., B.S. Spanish: B.A.	English French Journalism Spanish
<b>History, Political Science and Philosophy</b>	History: B.A., B.S. Political Science: B.A., B.S. Social Science: B.S.Ed.	History Philosophy Political Science Public History
<b>Visual and Performing Arts</b>	Art: B.S., B.S.Ed. Music: B.M.E., B.S.	Art Music Speech and Theatre
<b>Interdisciplinary Programs</b>		African American Studies International Studies Legal Studies

## COLLEGE OF BEHAVIORAL AND TECHNOLOGICAL SCIENCES

Department	Majors and Degrees	Minors
<b>Computer Science, Technology and Mathematics</b>	Civil Engineering Technology: B.S. Computer Science and Data Processing: A.A.S. Computer Information Systems: B.S. Drafting Technology: A.A.S. Mathematics: B.A., B.S., B.S.Ed. Pre-Engineering: A.S.	Civil Engineering Technology Computer Information Systems Classical Mathematics Computational Mathematics Statistics

**Social and Behavioral Sciences**

Criminal Justice: A.A., B.S.  
Psychology: B.A., B.S.  
Sociology: B.A., B.S.  
Social Science Education: B.S.Ed.  
Social Work: B.S.

Anthropology  
Criminal Justice  
Psychology  
Social Work  
Sociology

**Military Science**

Military Science

**PROGRAMS AND SERVICES**

**Center for Academic Enrichment**

**Services:**  
Supplemental Instruction  
Professional Mathematics Tutoring  
Professional Writing Tutoring

**Center for the First-Year Experience**

**Services:**  
Undecided Student Advisement  
Learning Communities Program  
Lincoln Educational Access Plan for Success  
University Seminar  
Default Management

**COLLEGE OF PROFESSIONAL STUDIES**

**Department**

**Majors and Degrees**

**Minors**

**Business**

Accounting: B.S.  
Business Administration: B.S.  
Business Education: B.S.Ed.  
Marketing: B.S.  
Public Administration: B.S.

Accounting  
Business Admin.  
Business Education  
Marketing  
Public Administration

**Education**

Early Childhood Education: A.A.S.  
Elementary Education: B.S.Ed.  
Middle School Education: B.S.Ed.  
Physical Education: B.S.Ed.  
Secondary Education: B.S.Ed.  
Special Education: B.S.Ed.  
Wellness: B.S.

Education  
Special Education

**Nursing**

Nursing Science: A.A.S., B.S.N.  
Surgical Technology: A.A.S.

**Liberal Studies**      Liberal Studies: B.L.S.

**Department**

**Minor**

**Library and Information Sciences**

**Library and Information Sciences**

**PROGRAMS AND SERVICES**

**Graduate Studies**

Graduate Programs

**Division of Continuing Education  
and Extended Studies**

Dual Credit Courses  
Non-Credit Courses  
Off Campus Courses  
Senior Citizen Program  
Learning in Retirement

**International Programs**

International Project  
Development and Support

# ACCREDITATIONS AND AFFILIATIONS

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Lincoln University is accredited by the Higher Learning Commission of the North Central Association\*. The teacher education programs are accredited by the National Council for Accreditation of Teacher Education. All teacher education programs are approved by the Missouri Department of Elementary and Secondary Education. The music program is accredited by the National Association of Schools of Music. All programs within the Department of Business are accredited by the Accreditation Council for Business Schools and Programs. The Associate of Applied Science in Nursing program is approved by the Missouri State Board of Nursing. The Associate of Applied Science in Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs. Both the Associate of Applied Science in Nursing and the Bachelor of Science in Nursing programs are accredited by the National League for Nursing Accrediting Commission. The Bachelor of Science in Social Work degree program is a candidate for accreditation by the Council on Social Work Education.

The University also holds institutional membership in the following organizations:

- Accreditation Commission for Education in Nursing
- Accreditation Council for Business Schools and Programs
- American Association of State Colleges and Universities
- American Association of University Women
- American Council on Education
- American Library Association
- American Association of Colleges for Teacher Education
- Associated Writing Programs
- Association of 1890 Land-Grant Universities
- Association of Public and Land-Grant Universities
- Association for Education in Journalism and Mass Communications
- Association of Continuing Higher Education
- Black Communication Association
- Commission on Accreditation of Allied Health Education Programs
- International Science and Engineer Fair
- Missouri Academy of Science
- Missouri Library Association
- Missouri Association of Colleges for Teacher Education
- Missouri Society of Association Executives
- National Association of Schools of Music
- National Commission on Accrediting
- National Association for Business Teacher Education
- University Professional Continuing Education Association

\*30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 1-800-621-7440

# ADMISSION TO THE UNIVERSITY

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Lincoln University admits students who may benefit from and contribute to its educational programs, regardless of age, race, creed, sex, color, religion, national origin or handicap. The University tries to provide each applicant the opportunity for a college education.

Prospective students and families are encouraged to visit campus. To schedule a campus visit, please call the Office of Admissions and Recruitment at 1-800-521-5052 or visit <http://www.lincolnu.edu/web/admissions/campus-tour-form>.

All newly-entering and re-entering students (regardless of age) must complete a medical health history form before registering for classes. Students who were born after December 31, 1956 must provide their immunization records showing two (2) MMR (Measles, Mumps and Rubella) vaccines. If the student has had a positive tuberculosis test in the past, proof must be provided of a recent chest x-ray and any treatment received. Students who will reside in one of our residence halls are required to either obtain the Meningococcal vaccination or sign a waiver declining the vaccination.

Admissions decisions are made on a rolling basis after the required information is received by the Office of Admissions and Recruitment.

Early application is strongly encouraged. Our application deadlines are July 1<sup>st</sup> for fall semesters, December 1<sup>st</sup> for spring semesters and May 1<sup>st</sup> for summer sessions.

## Admission Categories

Lincoln University challenges and nurtures a diverse body of traditional and non-traditional students with a broad range of academic preparation and skills within a student-centered environment. Prospective students can identify the category under which they will seek admission to the University. Admissions criteria and required documents necessary can be found under the appropriate category of admission. The required documents must be submitted and on file in the Office of Admissions and Recruitment before an applicant can be officially admitted to the University. Any student wishing to enroll in courses at Lincoln University must first be admitted under one of the following categories.

1. **Freshman Admissions** – students who are seeking a degree who have not previously enrolled in another college or university or who have earned fewer than 30 credit hours at another college or university.
2. **Transfer Admissions** – students who transfer to Lincoln University who have earned 30 or more credit hours from another college or university.
3. **International Admissions** – students who enroll at Lincoln University with an F-1 visa who seek to earn a degree and who either have not previously attended another college or university in the U.S. or are transferring to Lincoln from another college or university in the U.S. on an F-1 visa.
4. **Returning Student Admissions** – students who have previously attended Lincoln University as a degree-seeking student who have not enrolled at Lincoln for one or more semesters (excluding summer).
5. **Visiting or Non-Degree Seeking Admissions** – students who are not seeking a degree at Lincoln University.

## Freshman Admissions

To be considered for admission as a freshman student, an applicant must submit the following required items:

- A completed application for admission and the non-refundable application fee
- An official high school transcript with a minimum of six (6) semesters of high school work
  - Upon successful graduation from high school, a final, official transcript must be sent to the Office of Admissions and Recruitment that shows the student's date of graduation.
- Official ACT or SAT results. Unless taken at Lincoln University, residual test scores are not acceptable.

Students who have received a General Education Development (GED) diploma must submit their GED results to the Office of Admissions and Recruitment.

Students who have earned fewer than 30 credit hours from another college or university must submit an official transcript from each college/university in which credit was earned, as well as the aforementioned items.

### High School Core Curriculum

The following high school core curriculum, developed by the Missouri Coordinating Board for Higher Education, is required for college-bound students, beginning with the high school graduation class of 2010:

- English:** 4 units, two of which must emphasize composition or writing; one unit may be speech or debate
- Mathematics:** 3 units, high school level algebra and beyond, including algebra II
- Social Studies:** 3 units, including American History and at least one semester of government
- Science:** 3 units, not including general science; one unit must be a laboratory course
- Fine Arts:** 1 unit
- Electives:** 3 units, to be selected from foreign language and/or two or more of the areas listed above; 2 units of foreign language are strongly encouraged

### Homeschooled Applicants

Homeschooled students are encouraged to apply for admission to Lincoln University. For purposes of admission, homeschooled students will be evaluated similarly to those students who attended/are attending a public or private high school. Homeschooled students must submit a transcript that lists the courses taken and grades earned as well as official ACT or SAT results. The transcript must be submitted with a parent's (or home-school administrator's) notarized signature. Scholarship eligibility will be determined on an individual basis.

### Freshman Admissions Criteria

All applicants applying as freshmen must possess a high school diploma or GED diploma. Admissions decisions cannot be made without receipt of all required admissions materials. The required materials needed for admission are outlined under the "Freshman Admissions" section above.

Full admission will be granted to first time freshmen who have met the below requirements:

- ACT of 18 or higher
- 3.0 GPA or higher on a 4.0 scale

Applicants who do not meet the above criteria could still be granted admission based on the following requirements:

- ACT English sub-score of 15-17
- 2.50-2.75 GPA on a 4.0 scale

As an open-enrollment institution for Missouri residents, applicants who are Missouri residents and have earned a high school diploma or GED diploma with less than a 2.0 can be considered for admission to Lincoln University. Students who fall below requirements for full admission could be provisionally admitted with additional requirements such as letters of support from their high school counselor, enrollment in the Lincoln University Educational Access Program (L.E.A.P), receiving academic assistance from Student Support Services, and/or by providing additional information that demonstrates their potential for academic success.

Applicants who are non-Missouri residents must earn a high school diploma, graduate from high school with at least a “C” average (typically a 2.00 or greater GPA) and have completed/passed all state-appropriate exit exams to be eligible for admission to Lincoln University.

### **Transfer Admissions**

To be considered for admission as a transfer student, an applicant must submit the following required documents:

- A completed application for admission and the non-refundable application fee;
- Official transcript(s) from all colleges/universities attended. Transcripts must be sent from the institutions directly to the Office of Admissions and Recruitment in a sealed envelope. Students currently enrolled at another college/university should send a current official transcript when applying for admission.

Students who have earned fewer than 30 credit hours must also submit the required documents for freshman applicants.

### **Transfer Admissions Criteria**

Transfer students are accepted for admission for the fall, spring, or summer semesters. Students who wish to transfer to Lincoln University are encouraged to schedule campus visits prior to enrolling. A visit can be scheduled by calling the Office of Admissions and Recruitment at 1-800-521-5052.

To be considered for admission to Lincoln University based upon transfer criteria, an applicant must have earned 30 or more credit hours at a post-secondary institution after high school graduation. An applicant who has earned fewer than 30 credit hours at a post-secondary institution after high school graduation is classified as a freshman transfer and will be considered for admission based upon freshman admission requirements, in addition to the credit hours earned from their prior institution(s).

Students transferring to Lincoln University from a non-regionally accredited institution will be considered a first-time freshman. Credits cannot be transferred to Lincoln from a non-regionally accredited institution.

Transfer student applicants with a cumulative GPA of 2.00 (on a 4.00 scale) for all college work attempted, who have earned 30 or more credit hours, and who are in good standing at their most recent college or university attended are eligible for admission to Lincoln University.

Transfer student applicants whose cumulative GPA is less than 2.00, and who are eligible to return to their most recent college or university, may be admitted to the University on academic probation.



Transfer student applicants who have been suspended for academic reasons from their last institution attended may be eligible for admission to Lincoln University after one semester has elapsed *and* provided the student is eligible to return to the institution from which he/she was suspended. Once the period of suspension from his/her institution has expired, the student may be considered for admission to the University.

Transfer student applicants who have been suspended from their last institution attended for any non-academic reason may be eligible for admission to Lincoln University after the period of suspension from his/her institution has elapsed. Admission under these conditions requires the student to interview with the Vice President for Student Affairs, or a designee of the VPSA, who must provide a recommendation for acceptance into the University.

- An official high school transcript (showing the graduation date) and ACT or SAT results must be submitted to the Office of Admissions and Recruitment, if fewer than 30 credit hours have been earned.

### **Transfer of Credit**

Lincoln University generally accepts credits at full value, provided that the transferring institution is regionally accredited by the North Central Association of Colleges and Schools or an equivalent accrediting agency. A maximum of 90 credit hours may be accepted for credit from 4-year institutions and a maximum of 64 credit hours may be accepted for credit from 2-year institutions.

Credit may be awarded for college-level (non-remedial) courses in which a grade of “C” or better is earned from a college/university outside of the state of Missouri. For colleges/universities inside the state of Missouri, credit may be awarded for college-level (non-remedial) courses in which a grade of “D” or better is earned. However, certain courses offered at Lincoln University require the student to complete the course with a grade of “C” or better in order to receive credit. Therefore, a student may be required to repeat a course in which credit was granted based on a “D” grade.

In order to meet the 40-hour upper-division requirement for graduation, courses shown on the transcript are considered at the level taken. Courses from 2-year institutions may **not** be counted as upper-division, even if they equate to an upper-division course at Lincoln.

A transfer student who has completed an Associate of Arts degree (AA) or an Associate of Arts in Teaching degree (AAT) from a Missouri institution with regional accreditation by the North Central Association of Colleges and Schools will be considered to have satisfactorily completed Lincoln University’s general education requirements.

A transfer student who has completed any other Associate’s degree or one outside of the state of Missouri will have their courses evaluated on a course-by-course basis.

A transfer student who has completed a Baccalaureate degree from a regionally accredited institution will be considered to have satisfactorily completed Lincoln University’s general education requirements. However, any general education course that is required for the student’s intended major will need to be completed.

A transfer student who transfers to Lincoln from a school in which Lincoln has a valid articulation agreement will have their credits transferred to Lincoln as per the basis of the articulation agreement.

A transfer student who enters Lincoln from a non-Missouri institution and who has met Lincoln University’s general education requirements must successfully complete the Missouri Constitution Test to fulfill their graduation requirements.

Lincoln University adheres to the guidelines of the Missouri Articulation Agreement. Transfer course work is evaluated and awarded on the same basis as credit awarded at Lincoln. Consequently, criterion used to evaluate currently enrolled Lincoln students is equally applicable to transfer students.

### **Dual Enrollment Courses (Transferred to Lincoln)**

Lincoln will accept for credit courses taken while enrolled in high school under the Dual Enrollment Program as long as the courses are not vocational in nature and follow the State Guidelines for Dual Enrollment Courses, issued in April 2009. In order to receive credit, the Office of Admissions and Recruitment must receive an official college transcript from the college or university granting the credit.

### **International Student Admissions**

International students are accepted for admission for the fall or spring semester. No international students may begin their initial enrollment at Lincoln during a summer session.

Lincoln University is required by the United States Citizenship and Immigration Service (USCIS) to verify that international students can finance their entire education at Lincoln University, as well as meet academic and language proficiencies, before an I-20 can be issued.

An international student applicant must submit the following required items to be considered for admission:

- A completed application for admission and the non-refundable application fee
- Official transcripts from all institutions (both secondary and post-secondary) previously attended, translated to English (if not already in English), as well as any applicable external examination results. All transcripts and examination results submitted become the property of Lincoln University and cannot be released
- A course-by-course transcript evaluation, by an outside evaluation agency and at the applicant's expense, of all courses from any post-secondary institutions attended. Evaluations must be sent directly to the Lincoln University Office of Admissions and Recruitment
- Demonstration of English Proficiency (if the student's native language or their country's official language is not English) by one of the following:
  - Test of English as a Foreign Language (TOEFL) score of 500 (paper-based), 173 (computer-based) or 61 (internet-based)
  - International English Language Test System (IELTS) overall band score of 5.5
  - 75% on the Michigan English Language Assessment Battery (MELAB) test
- Completed Affidavit of Financial Support covering the entire period of expected enrollment
- Original/certified bank statement from the student's family or sponsor(s), dated no more than 6 months prior to date of application, showing enough funds to cover tuition, room and board, and personal funds

International applicants are considered non-Missouri residents for both admissions and residency criteria. All application documents must be submitted directly to the Office of Admissions and Recruitment. Any academic documents submitted after the first semester of enrollment at Lincoln University will not be accepted. Fraudulent documentation may result in the denial of admission to the university.

International students already in the United States studying at another college/university who wish to transfer to Lincoln University must follow the admissions criteria listed above as well as completing and submitting an International Student Transfer Form to the Office of Admissions and Recruitment.

International students must meet the published application deadlines set by the University. It is recommended, however, that international students apply well in advance of those dates, as the process to obtain a student (F-1) visa can be time-intensive.

International students must arrive to campus no later than the date listed on line 5 of the I-20 in order to attend one of the Orientation sessions and to register for classes. International students must submit a Student Health History form showing current immunizations and enrollment in the student health insurance program is required.

Lincoln University will only issue an I-20 when all requirements for admission to the University have been met. Obtaining an I-20 from Lincoln University does not guarantee that the student will be granted a student (F-1) visa by the U.S. Embassy or Consulate.

An international student must be enrolled as a full-time student (at least 12 credit hours as an undergraduate student and 9 credit hours as a graduate student) each semester, with the exception of the summer session, in order to maintain proper F-1 visa status.

## **Returning Student Admissions**

### **Readmission of Former Students**

Undergraduate students who have not enrolled at Lincoln University for one or more semesters (excluding summer) must re-apply for admission by submitting a completed application for admission. If a student is registered for a semester and then withdraws, he/she may register for the following semester without re-applying for admission.

To be eligible to return to Lincoln University as a readmitted student, all outstanding obligations must be satisfied in full before the readmission process is complete. Students who voluntarily left the University while on academic probation must be readmitted on academic probation. Students who left the University after being academically suspended must follow the guidelines for academic suspension, listed in the Academic Policies and Procedures section of the *Bulletin*, before readmission can occur. Students who have an outstanding financial balance to the University must contact the Student Accounts office to resolve their financial obligation before the readmission process is complete. If a student left the University under any other circumstances, he/she should contact the Office of Admissions and Recruitment to ensure their readmission.

Students who have attended another college/university since leaving Lincoln University are considered transfer students and must meet the application and admission requirements for transfer students.

### **Visiting/Non-Degree Seeking Students**

A student may be admitted as a visiting student to Lincoln University while he/she is enrolled at an accredited college/university.

A student may be admitted as a non-degree seeking student to Lincoln University if he/she wishes to enroll in courses for professional or personal growth.

Visiting and/or non-degree students are not eligible to receive federal student financial aid.

To enroll at Lincoln University as a visiting or non-degree seeking student, a completed application for admission and the non-refundable application fee must be submitted to the Office of Admissions and Recruitment.

Visiting and/or non-degree seeking students may register for any courses at the university in which there are available seats. Registration for visiting and non-degree students is coordinated through the Center for the First-Year Experience, located in 110 Martin Luther King Hall.

Visiting or non-degree seeking students who wish to obtain a degree at Lincoln University must submit a Change of Program form at the Office of the Registrar and are required to meet the admissions requirements of the University appropriate to them. Official transcripts from all institutions attended (secondary and/or post-secondary) must be submitted to the Office of Admissions and Recruitment. Visiting students are restricted from enrolling in more than 24 credit hours at Lincoln University. If they meet that limit, they must become degree-seeking students.

### **Admission as a High School Student**

A high school student of junior or senior standing may be admitted and pursue up to six semester hours of college credit per semester. The student must have the permission of his/her principal and/or guidance counselor and arrange to have a current transcript submitted to the Office of Admissions and Recruitment. College credit completed by a high school student will be evaluated for graduation credit if the student pursues a degree from Lincoln University.

### **Dual Credit Courses**

The Dual Credit program allows qualified high school students to earn both high school and Lincoln University credit at the same time by enrolling in a select group of courses that are taught at the college level by approved instructors. This program enables students to get a head start on their college education by earning college credit while they are still in high school. For more information on the Dual Credit program, please refer to the Division of Continuing Education and Extended Studies.

### **Undergraduate Admission into Graduate Studies**

An undergraduate student with senior standing may be admitted into graduate studies as a special student for a maximum of 9 hours of graduate credit, which can be applied toward the Master's degree once the student is admitted to a specific degree program. The student must meet the following requirements:

- An overall grade point average of at least 3.00
- Approval of the dean of the degree area in which the student expects to major
- A minimum grade of "C" in English Composition I (ENG 101)

The student must complete the Baccalaureate degree at the end of the semester in order for the hours to be counted. A student will not receive graduate credit for any coursework taken at Lincoln University prior to being admitted to graduate studies. During the last semester of undergraduate enrollment, graduate fees will be assessed for any graduate coursework.

### **Missouri Residence Status**

A student's residency status for fee purposes is determined at the time of admission according to state of Missouri policy (Code of State Regulations 6CSR 10-3.010). Copies of the residency policy and petitions for change of residency status are available on request from the Office of Admissions and Recruitment. A student who qualifies for Missouri residency maintains that residency as long as he/she is continuously enrolled. Students who petition for Missouri residency must submit the required documentation to the Office

of Admissions and Recruitment, where the burden of proof of residency lies with the student. The petition for a change of residency status must be completed and submitted no later than the end of the first week of classes of each semester.

A student who has moved to Missouri for the primary purpose of attending an institution of higher education shall not be considered a bona fide resident of the state of Missouri. A student who does not reside in Missouri yet claims to be supported wholly or in part by relatives residing in Missouri is considered a non-Missouri resident.

International students on a student (F-1) visa cannot be considered Missouri residents.

## **Veterans and Military Affairs**

The Lincoln University Office of Veterans and Military Affairs (LUVMA) welcomes, serves, and supports veterans, reservists, survivors, and family members and recognizes their contributions as citizens and students. The LUVMA serves as an information source, advocate and guide for our student veterans. We are dedicated to fostering and developing a sense of community and seamless communication and service among our student veterans and reservists, faculty, staff and administration.

### **Services Provided**

- Certification of enrollment for educational benefits
- Referrals for counseling (personal, career, financial, academic)
- Information on University policies and procedures
- Information about changes in legislative policies and regulations

### **Residency Status**

Military personnel who are stationed within Missouri pursuant to military orders, along with their spouse and un-emancipated minor children, are considered to hold Missouri resident status. Military personnel and their spouses/dependents remain eligible for in-state tuition benefits as long as Missouri remains their home of record. If a military member is reassigned to another state, the military member's spouse/dependents will maintain eligibility for in-state tuition benefits as long as they are continuously enrolled in a degree program at Lincoln University.

### **Campus Housing Policy**

Veterans and military personnel, regardless of their age, are exempt from the on-campus housing policy. For more information, see the Campus Life section of the *Bulletin*.

### **Being Called to Active Duty**

A student who is called to active duty in any branch of the U.S. military while enrolled as a student at Lincoln will be released from his/her academic responsibilities without penalty. The following options are available:

1. A student called to active duty may request to withdraw from all classes and receive a full refund of incidental fees/tuition paid for class enrollment. If the student resides on-campus, the refund of fees paid for room/board will be prorated. NOTE: he/she must initiate the withdrawal process in the Office of the Registrar by presenting his/her military orders in order to qualify for refunds of tuition and fees.
2. A student called to active duty who has completed at least 85 percent of the time designated for a course may initiate a request, through the instructor of record, that he/she be permitted to either receive an "I" grade in the course or to take an

early final examination and receive a final grade. NOTE: this transaction should be properly notated (to include signatures of both the student and instructor, if at all possible) with a copy of the agreement placed on file in the following offices: Department Head, College Dean and Vice President for Academic Affairs.

No modification in any of the policy options will be permitted. Once a student notifies the designated University representative of their decision, the action selected will be considered final. Any property (equipment, instruments, books) belonging to the University that the student has in his/her possession must be returned to the lending source prior to separation.

The approved "I" grade(s) received by a student called to active military duty before the close of the academic semester shall be maintained as a part of his/her academic record until such time as he/she re-enrolls in school. Upon re-enrollment, the student shall be given up to two full semesters to satisfy the requirements of the course(s) that were left unmet at the time of departure from the University.

### **Course Exemption**

Veterans who present a copy of form DD-214 or DD-2384 to the LUVMA are exempt from Area 9: Lifetime Wellness Skills component of the General Education curriculum (1 credit hour of PED activity).

# FEES

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## Tuition and Fees

*Students must have a zero student account balance in order to register for classes.*

Tuition and incidental fees are automatically charged at the time of pre-registration or regular registration according to the following schedule:

	<b>Missouri Resident</b>	<b>Non-Resident</b>
<b>Undergraduate</b> ( <i>credit or audit</i> )	\$ 205.00 per hour	\$ 418.00 per hour
<b>Undergraduate—FLW/Caruthersville</b>	221.00 per hour	N/A
<b>Undergraduate—FLW/Nursing</b>	287.25 per hour	N/A
<b>Graduate</b> ( <i>credit or audit</i> )	285.00 per hour	530.00 per hour
<b>Off Campus</b>	87.00 per hour	N/A
<b>Dual Enrolled</b>	75.00 per hour	N/A
<b>Senior Citizens</b> ( <i>audit only</i> )	25.00 per semester	N/A

### Additional Tuition Related Fees

Activity Fee	\$ 6.75 per hour
Technology Fee	10.00 per hour
Building Maintenance Fee	92.70 per semester
Late Registration Fee	75.00 per semester
Lab Fees	
General	30.00 per course
Computer Science	25.00 per course
Nursing	50.00 per course
NUR 101 (Kaplan fee)	43.00 per course
NUR 103, 104, 201, 202 & 203 (Kaplan fee)	21.50 per course
NUR 204 (Kaplan fee)	300.00 per course
Applied Music	69.00 per hour
Golf	70.00 per course
Course Fees	
Education ( <i>All courses with EDU, SE, and PEP prefix</i> )	10.00 per hour
Social Work ( <i>SW 499 and 499L</i> )	10.00 per hour
Business ( <i>All courses with ACC, BAD, BED, ECO, MKT, and PAD prefix</i> )	15.00 per hour
Nursing ( <i>Select courses – excludes FLW and includes surgical technology</i> )	10.00 per hour

### Other Fees

Application for Admission Fee (non-refundable)	\$ 20.00
Application for Graduate/International (non-refundable)	30.00
Deferred Payment Plan Fee (per payment plan)	25.00
Graduation Fee	40.00
Duplicate Diploma Fee	20.00
Transcript Fee	5.00
Duplicate ID Fee	15.00
Departmental Credit by Examination Fee ( <i>per credit hour</i> )	102.00

Parking Permit	42.00
Parking Permit Replacement	5.00
Miller Analogies Test (MAT)	80.00
Student Health Insurance – Undergraduate	715.00 per semester
Student Health Insurance – Graduate	848.00 per semester
Student Health Insurance – International Students	677.00 per semester

### **Housing Fall/Spring - Room and Board (Meals)**

Room and board fees are due according to the same schedule as tuition and related fees. See the schedule below for the various rate plans offered. *Note: There is no reduction in fees for late occupancy or late enrollment in a room or meal plan.*

<b>Housing Plans</b>	<b>Amount Per Semester</b>
Double Room ( <i>Dawson, Martin, Perry</i> )	\$ 1,393.00
Private Single Room ( <i>Dawson</i> )	2,056.00
Private Double Room ( <i>Dawson, Martin, Perry</i> )	2,198.50
Double Room w/Shared Bath ( <i>Anthony, Bennett, Hoard Perry, Tull, Yates</i> )	1,938.00
Single Room w/Private Bath ( <i>Anthony, Bennett</i> )	2,632.00
Single Room w/Shared Bath ( <i>Anthony</i> )	1,938.00
Apartment – 4 person ( <i>Anthony</i> )	2,914.50
Private Double w/Shared Bath ( <i>Bennett, Tull</i> )	2,632.00
Private Double w/Private Bath ( <i>Anthony, Hoard, Yates</i> )	2,764.50
Double Room w/Shared Bath ( <i>Sherman D. Scruggs</i> )	2,180.00
Private Room w/Shared Bath ( <i>Sherman D. Scruggs</i> )	2,698.50
Single Room w/Shared Bath ( <i>Sherman D. Scruggs</i> )	2,439.00

<b>Meal Plans</b>	<b>Amount Per Semester</b>
Five Meal Plan ( <i>for off-campus students</i> )	\$ 622.36
Students in the residence halls must choose one of the following meal plans:	
Ten Meal Plan ( <i>maximum of 10 meals per week</i> )	1,112.95
Fourteen Meal Plan ( <i>maximum of 14 meals per week</i> )	1,269.37
Nineteen Meal Plan	1,372.46

### **Summer – Room and Board (Meals)**

Room – Designated Halls	\$ 696.50
Summer - Ten Meal Plan	652.94
Summer - Fourteen Meal Plan	709.82

### **Miscellaneous**

Room Deposit	\$ 125.00
Key Replacement ( <i>per key</i> )	15.00
Lock Core Replacement ( <i>per lock</i> )	50.00
Contract Buyout	250.00

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*The Board of Curators reserves the right to change any fees whenever conditions or circumstances dictate.*



## **Payment Policy**

Educational expenses include tuition and tuition-related fees, room, board, and other miscellaneous fees. Educational expenses less awarded and accepted financial aid are due in full by the published last day to pay, generally the last business day before classes begin. However, those students who wish to pay their educational expenses in installments may request a deferred payment plan. See Deferred Payment Plan section below for more details. This must be completed each semester in which the student is enrolled.

## **Deferred Payment Plans**

Lincoln University offers a selection of interest-free deferred payment plans that allow a variety of down payment amounts and repayment periods. When making payment on the last day to pay, a student is required to make a minimum down payment of 50% of educational expenses less awarded and accepted financial aid. The remaining 50% is payable in three installments due in each of the first three full months of the semester. Enrolling in a deferred payment plan earlier than the last day to pay will allow a greater number of payment plan options. The deferred payment plans are offered through **Nelnet Business Solutions** and can be accessed via **WebAdvisor** on the Lincoln University webpage. There is a \$25 fee to participate in a deferred payment plan.

## **Student Health Insurance**

All full-time students (12 or more hours) will be charged for health insurance. The charge will appear on the student account AFTER the add/drop period ends each semester. Students may waive this coverage on-line by accessing the Lincoln University Student Health Center webpage. Students must show proof of insurance. Once the deadline has passed, students are no longer allowed to waive the coverage. All international students (whether full-time or part-time) are required to carry this coverage and may not waive it under any circumstances.

Health insurance is also available for the summer semester. Students attending only the summer semester may elect to purchase coverage for the summer semester only, but it is not required. Students paying for insurance for the spring semester are covered through the summer semester as well, so further charges do not apply.

Note: Students cannot waive or enroll in the insurance plan in the Health Services Office. It may only be done on-line at <http://www.lincolnu.edu/web/thompkins-health-center/thompkins-health-center>.

## **Book Vouchers**

Students having excess financial aid after tuition and other charges are paid may charge books for the amount of excess aid (some limitations may apply). Financial aid must be awarded and complete in order to charge books. Students do not need to visit Student Accounts to receive a book voucher. Students may go directly to the Bookstore to utilize book vouchers.

Book vouchers are valid through the first week of class. Book vouchers may also be available to students who are sponsored by an employer or governmental agency.

## **Failure to Make Satisfactory Payment Arrangements**

Students who fail to make satisfactory payment arrangements by the established payment deadline may be de-registered from their classes. This is completed solely at the discretion of the University and does not relieve the student of the responsibility to

properly withdraw from classes. Students who fail to properly withdraw from classes and are not de-registered will be fully liable for all charges on their student account.

## **Refund and Adjustment of Fees**

Tuition and certain related fees may be fully or partially refunded according to the following schedule upon withdrawal from a course or from the university:

### Refund Schedule for 16-week Classes

During the first calendar week of classes	Full Refund
During the second calendar week of classes	50% Refund
During the third calendar week of classes	25% Refund
After the third calendar week of classes	No Refund

For eight-week classes, a 100% refund is allowed during the first calendar week of class. No refunds are available after the first week. For four-week classes, a 100% refund is allowed through the first day of class. No refunds are available after the first day.

*Note: Students are required to complete the withdrawal process with the Office of the Registrar or the drop process on WebAdvisor or with an advisor to receive any refund of fees.*

## **Refund of Room and Board Fees**

Room and Board fees may be partially refundable if students are released from the housing contract within the first three weeks of the fall or spring semesters beginning the day residence halls officially open. After the third week, the entire Room and Board Fee is due and no refund is allowed. The summer session allows a similar proration of fees during the first week of the session only.

## **Refund Checks**

Refund checks are prepared for students who have received excess financial aid on Friday of each week. In the event the University is closed on Friday due to a holiday, checks will be made available to students on the last business day prior to the holiday.

## **Housing Deposit**

All students who will reside in campus housing are required to pay a \$125 room deposit in order to receive a housing assignment. Housing contracts require occupancy for the entire academic year. Deposits are held by the University until students no longer live on campus. Requests for room deposit refunds must be submitted to the Director of Student Life.

## **Billing Statements**

Billing statements can be found by logging into WebAdvisor. The Student Accounts Office may also send notices to students with an outstanding balance. These notices will be sent electronically to the students' LU email address. It is the students' responsibility to check their email. Students are not relieved of financial liability if a notice is not received.

## **Past Due Accounts**

Student account balances that become delinquent may be forwarded to an outside collection agency for further collection activity. Student accounts that have been sent to collections may incur collection fees up to 50% of the unpaid balance. Collection fees are not waived.

## **Student Accounts Holds**

Students with an outstanding balance will be unable to register and will not be eligible to receive a transcript or diploma.

## **Cashier's Office**

The Cashier's Office is located in Young Hall, room 105. The University accepts payments in the form of cash, check, VISA, MasterCard and Discover at the Cashiers Office. Payments can also be made via WebAdvisor or mailed to the following address:

Lincoln University  
Attn: Controllers Office  
820 Chestnut Street  
Jefferson City, MO 65101

To contact the Cashier's Office by telephone, please call (573) 681-5085.

## **Student Accounts Receivable**

The Student Accounts Receivable Office is located in Young Hall, Room 105. To contact the Student Accounts Receivable office by telephone, please call (573) 681-5278.

# **FINANCIAL AID**

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The Department of Student Financial Aid offers a diverse financial aid program that affords equal opportunity to qualified students to attend Lincoln University.

Financial aid is intended primarily as a supplement to the resources students and their parent(s). Financial assistance is based on both need and academic achievement. Generally, a combination of these factors will be used in determining the type and amount of financial assistance available to each applicant. Funds are provided by various agencies: federal, state and local government, universities, community organizations, private corporations, and individuals.

## **How to Apply For Financial Aid**

To apply for federally funded financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) for the academic year they wish to attend. The FAFSA may be completed by

- accessing FAFSA on the web. The internet address is [www.fafsa.gov](http://www.fafsa.gov).
- applying by mail. Students can obtain a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-433-3243.

Students defaulting on a student loan at Lincoln University or any other institution will not be eligible for financial assistance until the default has been properly resolved.

## Priority Date

The priority date for receiving some federal financial aid is August 1 for fall semester, January 1 for spring semester, and June 1 for the summer session. Financial Aid information received after these dates may still be considered and aid awarded with any funds that may be available. Students will be processed on a first-come, first-awarded basis.

## Satisfactory Academic Progress Policy for Financial Aid Recipients

Eligibility to receive financial aid from federal Title IV aid programs requires that students maintain satisfactory academic progress. In response to requirements within the law for these programs, the University has developed this policy in addition to existing academic policy and designated that it also extends to selected state and institutional programs of assistance.

### Purpose

The intent of this policy is to 1) ensure that students using financial aid programs are demonstrating responsible use of public funds in pursuit of their educational goals; 2) set standards for monitoring all financial aid recipients' course completion rates each term, warning individual students when progress is so slow that financial aid eligibility may run out before completion of the degree program; and 3) give students whose progress does not meet the standards of this policy at least one term of financial aid on a probationary basis in which to improve their academic progress.

## Definitions

**Attempted course:** A course which remains on the student's record after the first three weeks of the term.

**Completed course/earned credit:** A course in which a grade of A, B, C, D, or S was received. Withdrawals, no credits, blank grades, incomplete grades (I or X), failures (F), or unsatisfactory (U) are not considered "earned credit" for meeting progress requirements.

**Financial aid:** Federal Title IV programs, plus the state and institutional programs listed below:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Work Study
- Federal Direct Loan (subsidized and unsubsidized)
- Federal Direct PLUS Loan
- Missouri State Financial Assistance Programs
- Foundation Scholarships/Grants
- Scholarships (LU or Departmental)
- Tuition Waiver (except graduate and employee waivers)

**Financial aid probation:** The status of a student who has been identified as not meeting one or more standards in this policy but continues to receive financial aid. At the end of the term of financial aid probation, a student is expected to improve his/her academic progress in order to receive financial aid.

**Financial aid termination:** The point at which a student is no longer eligible to receive financial aid as defined in the policy; normally, this is following an unsuccessful term of probation.

**Incomplete:** a grade of “I” or “X” received for an attempted course; no credit until the course is completed.

**Maximum time frame:** Time limit set for receipt of financial aid that is specific to a student’s program of study. For undergraduate programs, federal law defines this limit as 150% of normal program length.

**Satisfactory academic progress:** Completion of courses at a rate that meets the standard defined in this policy.

**Transfer credit:** Course(s) accepted for credit at Lincoln University from another institution.

### Authority

The Higher Education Act of 1965 as amended and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of satisfactory academic progress as a condition of continuing eligibility for federal aid programs. Nothing in this policy shall be construed as an exemption of the requirements of any other federal or state agency, or other granting or governing authority that apply to what assistance a student receives, nor does this policy limit the authority of the director of Financial Aid when taking responsible action to eliminate fraud or abuse in these programs.

### Satisfactory Progress Standards

To remain eligible for financial aid assistance a student must

- complete courses at an overall rate which will ensure graduation within the maximum time frame
- earn credit for a reasonable number of credit hours toward a degree or certification each term
- complete pre-college-level and incomplete courses in a timely manner
- graduate prior to the maximum time frame specific to his/her degree program
- maintain academic standing consistent with Lincoln University academic policy

*Maximum time frame:* To retain financial aid eligibility, a student must complete his/her degree program within a specified time limit, defined in cumulative attempted hours for undergraduate students. Attempted hours for this purpose include regular and pre-college-level course hours, as well as accepted transfer credit. Once a student reaches the maximum time frame, he/she is ineligible for financial aid. Maximum time to degree completion is as follows:

First baccalaureate degree	186 attempted hours
Second baccalaureate degree	60 attempted hours

Undergraduate appeals for an additional term of financial aid eligibility cannot be granted in excess of 150% of program length (1.5 times 124) or 186 hours.

*Overall completion rate:* rate at which a student earns credit for courses attempted (e.g., a student earning nine of twelve attempted hours would have a 75% completion rate). A student must meet an increasing standard of completion as he/she moves

through the degree program in order to graduate within the maximum time frame. Satisfactory completion rates for this student are as follows:

0 - 36 cumulative attempted hours	70% completion
36.1 - 60 cumulative attempted hours	75% completion
60.1 - 84 cumulative attempted hours	80% completion
84.1 + or second baccalaureate attempted	85% completion

\*\*second baccalaureate attempted\*\*

0-42 cumulative attempted hours	85% completion
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The completion rate is calculated annually for federal Title IV funds and each semester for state funds.

*Minimum completion within a term:* A financial aid recipient is to earn credit for at least one course per term. A student who receives financial aid but does not earn credit for any course within a term is not to receive financial aid in subsequent terms. If mitigating circumstances were responsible for zero completion hours within a term, a student may appeal and be granted a term of financial aid probation if adequate documentation is provided (e.g., doctor's statement).

*Incomplete grades:* Students receiving incomplete grades ("I" or "X") are not progressing satisfactorily. Consequently, a student who has six or more hours of incompletes in any term or at any time will be placed on financial aid probation for the next term of attendance and expected to complete the courses according to the University's "Incomplete Coursework" grade policy. A reduced course load may be recommended during the term of financial aid probation to ensure that both the course(s) with incomplete grades and new attempted courses can be satisfactorily completed by the close of that term.

*Pre-college-level course completion:* Students taking pre-college-level courses are eligible to receive financial aid for the first twenty hours of pre-college courses attempted. The courses must be completed at the same rate as other courses. (See overall completion rate above.) A student who must attempt pre-college-level courses beyond twenty hours may appeal to continue receiving aid on probation during a term in which the additional courses are attempted. As part of the appeal, the student should provide a letter of support from the director of Student Support Services, Center for Academic Enrichment, or Counseling Services.

*Grade point average/suspension:* Students must meet the University's policy on scholastic standing and grade point average as defined in the appropriate *Bulletin*. A student on scholastic suspension has not maintained acceptable academic progress. The Department of Student Financial Aid initially will block that student from receiving financial aid any other subsequent term. If readmitted or reinstated, the student may appeal to receive financial aid during a term of financial aid probation.

## **Notification of Financial Aid Probation or Termination**

The Department of Student Financial Aid will send an email to any student who is placed on probation or a termination notification to any student who is no longer eligible

for financial aid. This email will be sent to the student's Lincoln e-mail address or personal email address that was provided to the University from their FASFA application.

### **Reinstatement**

- *Undergraduate with greater than 160 attempted hours and no degree:* The student must appeal on the appropriate form and provide a graduation plan signed by his/her academic advisor. If the plan is considered reasonable, the student will receive financial aid on probation for one or more terms until the degree is completed.
- *Student on financial aid probation:* The student may regain eligibility in one of two ways after a term of financial aid probation: 1) by meeting the completion standards which apply to the student after financial aid probation under this policy (e.g., at least 36 attempted hours with a 70% completion rate); or 2) by improving their cumulative grade point average (cum GPA) to a 2.0 or above.
- *Student with grade changes:* The student can regain financial aid eligibility by notifying the Department of Student Financial Aid of the grade change, including grades posted for incomplete courses.
- *Student previously suspended:* A student who loses financial aid eligibility at the time of suspension from the University must appeal on the appropriate form to receive approval for a term of financial aid probation if reinstated or readmitted.
- *Student terminated under prior policies or for zero completion:* The student must complete at least 12 hours with a 2.0 grade point average at his/her own expense and then may appeal to receive financial aid on a probationary basis.

### **Appeals**

A student who does not meet the undergraduate overall completion rates specified in this policy are identified as making unsatisfactory progress.

Students who wish to appeal termination of his/her financial aid eligibility must do so in writing, on a form designated for that purpose, to the Department of Student Financial Aid by the date indicated in the termination letter. The director of Financial Aid may take action on the appeal or forward it to the Financial Aid Appeals Committee for review. The committee's decision may be appealed to the director; the director's decision may be appealed to the Vice President for Student Affairs.

The Financial Aid Appeals Committee appointed by the Vice President for Student Affairs shall have a membership that consists of two faculty and/or staff members familiar with University academic policy in addition to a staff member from the Department of Student Financial Aid and a staff member from Student Accounts Receivable. It may also have an additional member who participates in general committee matters. The committee considers in a timely manner appeals that are referred to it. The committee normally reviews the written record and does not conduct hearings unless unusual circumstances warrant such. A student is encouraged to submit third party written documentation to support his/her appeal.

### **Amendment to the Policy**

This policy will be amended whenever applicable federal or state law or regulations are changed. Upon approval of the University President, the director of Student Financial Aid is authorized to incorporate and implement changes required in this policy by federal or state law or regulations. Other amendments to the policy, not required by changes in the law or regulations, will be considered through the revision procedures.

**Attendance Policy Guidelines**

The Lincoln University Class Attendance Policy explains how attendance may affect a student’s grade. Students must stay within the guidelines of this policy in order to continue receiving financial assistance.

**Federal Financial Aid Recipient Refund Policy**

If a student withdraws or is expelled from Lincoln, then the school or the student may be required to return a portion of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of the tuition, fees, room and board paid to the University for the semester. If the student received financial assistance from outside of the family, then a portion of the refund will be returned to the grant, scholarship or loan source from which the assistance was received.

A student planning to withdraw should visit the Office of the Registrar in B-4 Young Hall to begin the withdrawal process. This procedure will enable the University to refund the maximum possible institutional charges.

The University’s refund policy is as follows:

**Refund and Adjustment of Fees**

Tuition fees may be fully or partially refunded upon withdrawal from a sixteen-week course or from the university to students in good standing according to the following schedule:

- During the first calendar week of classes ..... Full Refund
- During the second calendar week of classes..... 50% Refund
- During the third calendar week of classes ..... 25% Refund
- After the third calendar week of classes ..... No Refund

For an eight-week class, a 100% refund is allowed during the first calendar week of class.

No refunds are available after the first week.

For a four-week class, a 100% refund is allowed through the first day of class. No refunds are available after the first day.

Withdrawal from the university due to properly documented military service or extraordinary medical circumstances may be grounds for a partial or full refund of fees. Such requests submitted during the semester must be submitted to the Bursar for consideration. Requests submitted for prior semesters must be submitted to the Academic Routine Committee for consideration.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Supplemental Education Opportunity Grant, Federal Direct Student Loan or PLUS loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

If any funds are to be returned after the return of Title IV aid, they will be used to repay state funds, other private sources, and the student in proportion to the amount received from each non-federal source as long as there was no unpaid balance at the time of withdrawal. If there was an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.



NOTE: If funds have been released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grant(s) if the student withdraws. The University will not repay the federal grant funds on behalf of the student. Worksheets used to determine the amount of refund or return of Title IV aid are available upon request.

The Department of Student Financial Aid notifies students by mail of the amount the student is required to repay. The student will then have 30 days to either remit the full amount or make satisfactory arrangements for repayment. Payment should be submitted to the Office of Student Accounts Receivable (105R Young Hall). Failure to repay the amount owed in a timely manner will result in a financial hold being placed against the student's Lincoln University records.

## **Types of Financial Aid**

Financial aid is divided into four categories: grants, loans, employment and scholarships. Scholarship and grant monies are funds awarded with no requirements for repayment; loans are funds awarded with provisions for monthly repayment at low interest rates. The Lincoln University Department of Student Financial Aid administers the following:

### **GRANTS**

**Federal Pell Grant:** An undergraduate student carrying at least a half-time course load is eligible to apply for the Pell Grant.

**Federal Supplemental Educational Opportunity Grant (SEOG):** An undergraduate student with exceptional financial need is eligible to apply for the SEOG.

**Missouri Grant:** Missouri residents are eligible to apply and must be full-time in order to receive the grant. Applicants must submit the completed FAFSA application prior to April 1. For returning students to be eligible, they must maintain a cumulative grade point average (GPA) of at least 2.5

### **LOANS**

**Federal Direct Loan:** For disbursement of the loan to be applied to your account, you must be enrolled and attending as a half-time student -- at least six credit hours for undergraduates and five credit hours for graduates -- to be considered eligible. Applicants must complete the FAFSA and Student Loan Request Form. Loans are funds that are borrowed and must be repaid. Repayment begins six months after the last date of enrollment, which can be graduation, when less than half-time enrollment status occurs or when the student withdraws and does not re-enroll. As with any loan, interest is charged; however, the interest on a student loan is lower than it would be on a regular consumer loan. First-time borrowers are required to participate in an Entrance Counseling session before their loan funds are disbursed. A Master Promissory Note (MPN) is required for all borrowers who are new to the Federal Direct Loan program or transferring in to Lincoln University.

**Parent Loan for Undergraduate Students (PLUS):** This program enables parents to borrow money to assist in the postsecondary education expenses of their dependent undergraduate children who are enrolled at least half-time. Once a parent applies and is approved, a Master Promissory Note (MPN) must be on file with the Department of Education before the disbursement of funds. The University may also

requests a Parent Excess Authorization Form to be completed by the parent borrowing the loan directing the University how to disburse the excess funds applied to the student's account.

**Graduate PLUS Loans:** Loan program that is credit-based for graduate students enrolled at least half-time. They may borrow up to the cost of attendance, minus all other financial aid received. There is a variable interest rate up to nine-percent and interest accrual begins at disbursement. Repayment starts 60 days after the first disbursement has been made to the student's account. It is required that the student complete a FAFSA before the Graduate PLUS Loan can be originated, as well as a Student Loan Request Form and Master Promissory Note.

## EMPLOYMENT

**Federal Work Study Program (FWSP):** The Work Study Program is sponsored by the University and the federal government to provide part-time employment funding to students in need of earnings to meet their cost of education. A student must be enrolled in at least six hours each semester and three hours during the summer session to participate in the FWSP.

## SCHOLARSHIPS

### Eligibility Requirements for Institutional Scholarships

All Lincoln University Institutional Scholarship recipients must enroll full-time, maintain the required cumulative grade point average, and earn a minimum of 24 semester hours per academic year to continue to receive aid. Any student failing to achieve the minimum hour and GPA requirements may use summer school to make up any deficiencies. However, scholarship funding will not be available for the summer.

### Academic Scholarships\*

Academic Scholarship Deadline: February 1

For more information on the following four scholarships, contact the Department of Student Financial Aid at (573) 681-6156. In respect to all other scholarships printed in this booklet, please contact the respective department or division as indicated. *Scholarships are not guaranteed to all applicants due to limited funds available.*

### Curator's Scholarship:

- The applicant must have graduated from an accredited Missouri high school, **and** Ranked in the top 10% of his/her graduating class, **or** Achieved an ACT composite score of 24 or higher, **or** Earned a cumulative GPA of 3.2 or higher. (*Student meeting all of the above criteria is given highest priority.*)
- Recipient must matriculate at LU the first semester immediately following high school graduation.
- Covers approximately 90% of the cost of tuition, incidental, and student activity fees; on-campus housing; and a \$500 book allowance per semester. (Scholarship does not cover health insurance.)

### Presidential Scholarship:

- The applicant must have graduated from an accredited high school (Missouri and out-of state applicants are welcome), **and** Ranked in the top 20% of his/her high school graduating class, **or** Achieved an ACT Composite score of 22 or higher, **or** Earned a cumulative GPA of 3.0 or higher. (*Student meeting all of the above is given highest priority.*)
- Recipient must matriculate at LU the first semester immediately following high school graduation.
- Covers approximately 80% of the cost of tuition/incidental and student activity fees; and \$1,000 per semester towards on-campus housing costs; and \$450 per semester book allowance. (Scholarship does not cover health insurance.)

**Institutional Scholarship:**

- The applicant must have completed 30 or more hours of college work, **with** a minimum cumulative GPA of 3.0.
- Available to current LU students or students transferring to LU from other colleges/universities.
- Covers approximately 70% of the cost of tuition, incidental, and student activity fees (*partial institutional scholarships given on occasion for lesser amounts*); \$750 per semester toward on-campus housing costs; and \$350 per semester book allowance. (Scholarship does not cover health insurance.)

*The three scholarships listed above are renewable up to 8 consecutive semesters if the student maintains a 3.0 cumulative GPA and satisfies the minimum academic requirement of a full-time student (12 credit hours a semester).*

**Dean’s Scholarship:**

- Available to the student graduating from any accredited high school nationwide and who has completed at least 60 hours at Lincoln University.
- Student must have ranked in the top 30% of high school graduating class, **or** achieved an ACT composite score of 20 or higher, **or** Earned a cumulative GPA of 3.0 or higher (both high school and college level)
- Covers approximately 50% of the cost of tuition, incidental, and student activity fees; \$500 per semester toward the cost for on-campus housing; and \$250 per semester book allowance. Non-renewable. (Scholarship does not cover health insurance.)

*Students ineligible to apply for one of the other three scholarships listed above are encouraged to apply.*

\* The above scholarships will only be applied to charges of up to 15 credit hours.

**Departmental and Other Institutional Scholarships and Awards**

University departments offer a variety of scholarships to qualified students. Please contact the appropriate office when inquiring or applying.

<b>College of Agricultural and Natural Sciences</b> .....	(573) 681-5109
Department Agriculture and Environmental Sciences.....	(573) 681-5967
Department of Life and Physical Sciences .....	(573) 681-5120

<b>College of Arts and Letters</b> .....	(573) 681-5178
Department of English, Foreign Languages, and Journalism .....	(573) 681-5280
Department of History, Political Sciences and Philosophy ....	(573) 681-5231
Department of Visual and Performing Arts.....	(573) 681-5195
<b>College of Behavioral and Technological Sciences</b> .....	(573) 681-5178
Department of Military Science .....	(573) 681-5346
Department of Computer Science, Technology and Mathematics.....	(573) 681-5482
Department of Social and Behavioral Sciences.....	(573) 681-5145
Department of Library and Information Sciences .....	(573) 681-5502
<b>College of Professional Studies</b> .....	(573) 681-5489
Department of Business.....	(573) 681-5487
Department of Education.....	(573) 681-5250
Department of Nursing Science.....	(573) 681-5421
<b>Division of Continuing Education and Extended Studies</b> .....	(573) 681-5206
<b>Office of Graduate Studies</b> .....	(573) 681-5247
<b>Athletics Department</b> .....	(573) 681-5342
<b>Student Life</b> .....	(573) 681-5259

**Lincoln University Foundation, Inc. Scholarship:**

The Lincoln University Foundation, Inc. is a not-for-profit corporation organized under the laws of the State of Missouri. The Foundation is the fund-raising arm of Lincoln University and offers scholarships in varied amounts. A standardized application allows the applicant to be considered for all scholarships offered by the Foundation for which the applicant meets the minimum eligibility requirements. Applications are due February 1.

To obtain a Foundation Scholarship application, or for more information, please contact:     Lincoln University Foundation Office  
                                   820 Chestnut Street, 302 Young Hall  
                                   Jefferson City, MO 65101  
                                   (573) 681-5611

*<http://bluetigerportal.lincolnu.edu/web/lincoln-university-foundation/foundation-lincoln-university-foundation>*

**Other Scholarship Information**

- **NAACP Scholarships:** Please contact the local NAACP organization for more information regarding the scholarships listed below and how to apply for them.
- **Oscar O. Lawson Minority Pre-Med Scholarship:** Awarded to a minority student who aspires to become a physician and is in need of financial assistance.
- **David Brent Minority Social Worker Scholarship:** Awarded to a minority student majoring in Sociology or Psychology, aspiring to become a Social Worker, and who demonstrates a need for financial assistance.
- **Lorine F. Knight Minority Education Scholarship:** Awarded to a minority student majoring in Education, who wishes to become a teacher and who demonstrates a need for financial assistance.
- **Charles E. “Lefty” Robinson Black Studies Scholarship:** Awarded to a minority student, seeking a degree in liberal arts education.

## State Grants and Scholarships

Missouri Department of Higher Education (MDHE) offers a wide variety of scholarships and awards. For additional information, please contact MDHE at 1-800-473-6757, 573-751-3940, or via the Internet at <http://www.dhe.mo.gov/>.

## Other Aid Programs

- **Missouri Professional and Practical Nurse Loan Program:** Enacted to address the state's nursing shortage through financial aid for the student pursuing a career in nursing. The loans are for the educational cost of a professional or practical nursing program and the associated living expenses. The program is administered by the State Department of Health; please contact them for more information.
- **Vocational Rehabilitation:** Provides financial assistance to the disabled individual pursuing a postsecondary education. For additional information, please contact the local State Office of Vocational Rehabilitation.
- **Veteran's Benefits:** Contact the Veteran's Coordinator for information on the various types of assistance available at (573) 681-6105.

## Outside Scholarship Information

A website to inquire about scholarship information: [www.scholarships.com](http://www.scholarships.com)

A website that will assist you in searching for scholarships: [www.fastWEB.com](http://www.fastWEB.com)

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# CAMPUS LIFE

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## Housing and Dining

Lincoln University operates nine residence halls: Anthony, Bennett, Dawson, Hoard, Martin, Perry, Scruggs, Tull, and Yates Halls. Housing is available to any university student and mandatory for those meeting the requirements of the university's housing policy identified below. To receive a housing assignment, the student must remit a \$125.00 room deposit and a completed and signed housing contract to the Controller's Office for processing. **Housing contracts are legally binding for the entire academic year unless eligible for the Buy Out Policy (see Buy Out Policy below).**

Rooms are double occupancy, unless a private room is requested and available. In addition, campus residents are required to have a meal plan. There are several options available and the student may request the meal plan of his/her choice when completing their housing contract.

Four snack bars are also available to the Lincoln University community: Starbucks located in Page Library, Simply to Go located in Stamper Hall, Grill 155 and the Blue Tiger Mex both located in the Scruggs University Center.

Room and board charges are established for the academic year and applied each semester to a resident's student account.

Residence halls are officially closed between semesters; however, students may remain on campus for a nominal fee. A resident desiring accommodations during these periods must make arrangements with the Office of Residential Life.

## **On-Campus Housing Policy**

The educational value of campus residence living has long been established. To this effect, the area of Student Affairs administers an on-campus housing policy. Following are the rules and regulations of this policy:

1. All entering unmarried freshmen under 21 years of age and whose primary domicile is beyond a 60-mile radius of the University, are required to reside in the campus residence halls for four consecutive semesters.
2. Room and board are mutually inclusive components of on-campus residency.
3. All unmarried international students under the age of 21 are required to reside on campus for four consecutive semesters. Room and board are mutually inclusive components of their contracts.
4. Students who desire an exemption from this policy must file a written request to the Residential Life Appeals Board.
5. Veterans of the U.S. Armed Forces are exempted from this policy.
6. Transfer students under 21 years of age with verification that they resided for a minimum of two years in on-campus housing at another institution are exempted from this policy.
7. All unmarried transfer students under 21 years of age, whose primary domicile is beyond a 60-mile radius of the University, who have lived in on-campus housing for less than two years are required to live on campus for the remainder of the four semester duration; e.g., students who lived on campus at another institution for one semester are required to live for three semesters in a Lincoln University residence hall.
8. Students whose 21st birthday occurs while living in a residence hall are required to remain in the residence hall until the end of that semester. At that time, the Buy-out Policy may apply.
9. In the event rooms on campus are not available to accommodate all students affected by the On-Campus Housing Policy, a waiting list will be maintained. Those students on the waiting list will be furnished with a list of off-campus realtors. Those students will be responsible for their own housing that semester. In the event that the lease for off-campus housing is a 12-month lease, students will be expected to fulfill the requirements of Lincoln University and spend two concurrent semesters on campus. Students on the waiting list will be notified the following semester when space is available for them to move on campus.
10. Each student living off campus, due to unavailable space, must report to the Office of Residential Life with their current address and phone number. These students will be notified by mail of their room assignment on campus for the following semester/year.

Notification of housing assignments will be sent to students' local addresses mid-July prior to the opening of residence halls in August.

Notwithstanding the University's strong commitment to the student development philosophy, the official residence hall contract explicitly states the mutual rights and responsibilities of the University and its residential students. In the spirit and intent of the University Oath, it is the position of the University that on-campus living is a privilege, not an obligation, for students. Consequently, the University reserves the exclusive right to negotiate and/or terminate contractual arrangements between its students at any time it deems appropriate.

## **Buy Out Policy**

A student who has lived in the residence halls four consecutive semesters or turns 21 years of age in the middle of an academic year, and who wishes to leave the residence hall during the contract period, may buyout his/her contract at the end of an academic semester. In order to do this, the student agrees to pay a buyout fee of \$250.00 (prior to moving out) which cannot be placed on his/her account, in addition to forfeiture of the \$125.00 room deposit. A student who is student teaching outside the 60-mile radius or become married will be allowed to move off campus and the buyout policy does not apply. The student will be eligible to receive a refund of the room deposit unless there is an outstanding balance on the student's account.

A student who becomes pregnant will be allowed to move off campus and the buyout policy does not apply; however, she will forfeit her room deposit.

If a student is eligible for buyout and chooses to do so, the buyout transaction must be completed prior to the opening of the halls for the spring semester. If the buyout fee has not been paid prior to the opening of the halls, the resident has 21 days to complete the transaction. During this time, a room rental fee of \$19.00 per day will be charged to the student's account for each day the resident remains on campus. Furthermore, a student who is allowed to live off campus at the end of an academic semester, (e.g., student teaching, getting married, etc.) who stay on campus at the beginning of a new semester will be charged a fee of \$19.00 per day up to 21 days beginning the day the residence hall opens.

Approval of the buyout is not automatic, but is at the discretion of the Director of Residential Life.

## **Cancellation of Contract and Refunds for First-time Students**

For admitted students with a housing contract, who choose not to attend the University, the housing contract may be cancelled (and the \$125.00 room deposit refunded) only after a written request has been received by the Office of Residential Life on or before the following dates:

Fall semester	on or before July 30
Spring semester	on or before January 2
Summer session	on or before May 25

A written request received after the above mentioned dates but before the applicable opening day will result in a forfeiture of the room deposit. A student leaving the residence halls at any time other than the end of the contract period will also forfeit the \$125.00 room deposit; however, a refund of room and board fees based on a daily pro-rated charge for the first 21 days will be received. This daily rate will begin on the day the residence halls officially open. No refund will be made after the first three weeks.

## **Abandoned Property**

The University assumes no responsibility for any property such as clothing, books, clocks, computers, radios, toiletry articles, etc., left in the residential hall rooms by a student departing the campus at the end of or during the course of each semester or summer session. If contact cannot be made with the owner or his/her family within three days or if the owner is unknown, the abandoned items will be discarded.

## **Student Health Services**

The Student Health Center (SHC) provides care for many types of consultations, examinations, or treatments that a student might need, just as a family physician would

provide in a student's home area. The Health Center is staffed by a board certified physician, a nurse practitioner, nurses, a nursing assistant, and an administrative assistant. The staff of the Health Center provides a full range of primary care services, including treatment for acute and chronic illnesses, injuries, STIs, etc., and routine care.

A Licensed Clinical Social Worker has been added to the Student Health Center staff to provide counseling services for students. The nursing staff works very closely with the counselor to provide a more holistic healthcare experience to the students of Lincoln University.

Patients are seen on a walk-in basis by the full-time nursing staff. Patients will be seen in the order of arrival, unless their condition is of an urgent nature. Patients can be seen by the Nurse Practitioner on Tuesdays from 1:00 p.m. to 3:00 p.m. and Wednesdays and Thursdays from 8:00 a.m. to 10:00 a.m., by appointment only. Patients should contact Student Health Services at (573) 681-5476 to schedule an appointment. If students have ongoing health care needs and are under the care of a private physician, the Health Center staff can team with the physician to provide lab work, blood pressure checks, or other care as needed for continuity while students are at Lincoln University. In the event of an emergency, the student should go directly to a local emergency room or dial 911.

The Health Center dispenses, free of charge, a wide range of over the counter (OTC) and prescription medication commonly prescribed by physicians.

Due to the adoption of a tobacco free policy, the SHC has started offering smoking cessation products, free of charge, to all students, faculty and staff.

## **Student Health Insurance**

All full-time students (12 or more hours) will be charged for health insurance. The charge will appear on the student account AFTER the add/drop period ends each semester. A student may waive this coverage on-line by accessing the Lincoln University Student Health Center webpage. Student must show proof of insurance. Once the deadline has passed, a student is no longer allowed to waive the coverage. All international students (whether full-time or part-time) are required to carry this coverage and may not waive it under any circumstances.

Health insurance is also available for the summer semester. A student attending only the summer semester may elect to purchase coverage for the summer semester only, but it is not required. A student paying for insurance for the spring semester is covered through the summer semester as well, so further charges do not apply.

Note: Students cannot waive or enroll in the insurance plan in the Health Services Office. It may only be done on-line at <http://www.lincolnu.edu/web/thompkins-health-center/thompkins-health-center>.

## **Career Counseling and Disability Services**

The Career Counseling and Disability Services office (CCDS) is committed to providing holistic, relevant and personal services to a diverse population of talented students and alumni by offering support and connecting students with resources and career professionals that will aid them in their personal career goals. Workshops, seminars, mock interviews, career counseling and training sessions are just some of the invaluable resources available to our students.

The Career Counseling and Disability Services office provides employers with relevant and personal services to simplify and streamline student recruiting efforts, and to identify highly qualified and talented students to serve in their companies, both in internship and career roles. The CCDS office believes career exploration and



complementary academic training are essential in increasing a viable pool of adults who are prepared to compete in a global economy.

Students may contact the Office of Career Counseling and Disability Services at: 304 Founders Hall, 573-681-5162, email: [ccsjobs@lincolnu.edu](mailto:ccsjobs@lincolnu.edu).

## **Services for Students with Disabilities**

Disability Services are coordinated through the Office of Career Counseling and Disability Services. Lincoln University is committed to providing equal opportunities to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990, as it relates to the physical infrastructure of all University property.

Upon admittance to the University, any person requiring reasonable accommodations must register with the University before any accommodations will be afforded to them. Documentation of a disability from a qualified medical and/or authorized professional must be submitted before accommodations will be afforded to the individual requesting services. The types of accommodations vary greatly, and are provided based on documented and expressed needs. The University also provides on-campus housing accommodations for students with physical disabilities. Requests for accommodations are provided in a timely manner.

If a student finds that a classroom is inaccessible, he/she should report this to the Coordinator for Access and Ability Services or the academic dean of his/her college. Every effort will be made to make programs accessible. Any informal or formal grievance should be filed with the Office of Career Counseling and Disability Services. The procedure for doing so is outlined in print and electronically.

## **Notice of Non-Discrimination**

Students are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to its programs and activities. Questions that may arise in regard to the University's compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act should be directed to the Coordinator for Access and Ability Services, 304 Founders Hall, Lincoln University, Jefferson City, Missouri 65102-0029.

For more information, contact the Office of Career Counseling and Disability Services at: 304 Founders Hall; 573-681-5162, email: [disabilityservice@lincolnu.edu](mailto:disabilityservice@lincolnu.edu).

## **Scruggs University Center**

The Clifford G. Scruggs University Center (SUC) is the campus community center and contains facilities that promote the social, educational, recreational and cultural life of the campus. It also provides services for community groups and activities.

The SUC is equipped with a 3-wing, multi-purpose ballroom that is available for dances, receptions, vendor fairs, concerts, theatrical performances, conferences, seminars and various ceremonies. It houses the President's Conference Room, the Faculty/Staff Dining Club, four private meeting rooms, the Grand Foyer, and two reception foyers. The facility also houses the student restaurant, a student lounge, three late-night dining options, a two-story bookstore, and the information center. On the lowest level there is a recreation room with a billiard table, two ping-pong tables, arcade-style basketball, a patio and an eight-lane, state-of-art bowling center. The game room has big screen televisions and the latest video games.

The SUC is home to the administrative offices for Auxiliary Services, LU Dining Services & Catering, Student Activities, the Student Government Association, and the Campus Activity Board. Office space for registered student organizations is located within the Student Activities suite.

## **Lincoln University Bookstore**

The University, in conjunction with a private vendor, operates a bookstore in the Scruggs University Center, stocking required textbooks as well as books of general interest, writing supplies and personal items.

### **Bookstore Return Policy**

Textbooks may be returned for full refund until the last day to utilize book vouchers for all semesters, provided the books are not defaced or damaged in any way. After the last day to utilize book vouchers for each semester, there will be no refunds on books. Textbooks purchased for second eight-week courses may be returned within one day of the start of class. The cash register receipt is required for all refunds. Defective books should be returned immediately. Checks are accepted for amount of purchase only. The bookstore does not cash checks. By practice, general merchandise may be returned at any time, with receipt and in new condition.

## **Lincoln University Police Department**

The Lincoln University Police Department coordinates a campus-wide program to insure the safety and welfare of the faculty, staff and students at the University, to protect the physical property of the University, and to regulate the orderly movement of vehicles on the streets and the parking of these vehicles in parking lots on campus. In addition, the unit works cooperatively with other law enforcement agencies in the community to investigate violations of campus regulations and policies and state laws. The department provides for security and law enforcement on campus.

## **Parking and Traffic Regulations**

All students using the parking facilities of the University must register their motor vehicles with the Lincoln University Police Department. Registration must be made each academic year at the time of enrollment or within one day of bringing a vehicle on campus. A fee is charged for a parking permit. Parking permits are available from the Cashier's Office. To obtain a permit, the vehicle must have a valid license plate. Proof of insurance must also be provided.

Registration of the vehicle gives the student the right to park in designated areas; however, due to the limited parking facilities on campus, a student cannot be guaranteed a parking space. Violations of parking and traffic rules will result in a ticket and fine. Any fine not paid will result in restriction of registration and receipt of transcripts. For additional information, refer to Lincoln University Traffic and Parking Regulations. Copies can be obtained from the Lincoln University Police Department.

## **Student ID Card**

A student is issued one free permanent identification card during the first registration period. This card is valid for four years. The ID card provides for identification of a Lincoln University student and admission to designated University functions. The card must be presented upon request by any University official or staff employee. Lost ID cards

may be replaced at the Office for University Relations in room 303 Young Hall upon receipt of payment for a duplicate ID card.

## **International Student Affairs Office**

The International Student Affairs Office is located at 926 E. Dunklin St.. The Office of the Registrar reports changes in an international student's enrollment status to the U.S. Immigration Office. The International Student Affairs Office assists the international student in his/her adjustment to American life and with any problems he/she may face as a result of living in a foreign country. The international student should not plan on remunerative employment other than through campus employment that may be available.

An international student seeking permission to accept off-campus employment will be expected to demonstrate that his/her financial circumstances have changed from the time the student visa was granted. Spouses and other dependents of international students on F1 visas are prohibited by law from undertaking any kind of remunerative employment at any time, either on or off campus, while they are in the United States as such dependents.

Each student is responsible for the renewal of the I-94 form. If the I-94 has been lost or mutilated, the student must submit an I-102 and a filing fee to the U.S. Immigration Office. The International Student Affairs Office recommends that all international students live in the Lincoln University residence halls due to occasional unexpected delays in the receipt of funds from their home countries.

## **Student Government Association**

The Student Government Association (SGA), to which all undergraduate students belong, is the major undergraduate governmental body. It is funded, in part, by the student activity fee. The SGA hears appeals for financial assistance for organizations to attend workshops/conferences, acts as a liaison between the University and the students, and promotes educational and social programs for students. The SGA president and one representative of each class serve on the Lincoln University Senate, the academic governing body.

The SGA Campus Activity Board (CAB) is the official programming arm for student activities. Students are given an opportunity to apply for membership to the CAB in the spring. The mission of the CAB is to provide programs that challenge, inform, motivate and entertain Lincoln University students and the community. CAB's major responsibilities include planning Homecoming Week and SpringFest activities while providing other activities throughout the year. In addition, the CAB publishes a calendar of events each semester. The calendar is distributed to students and all departments.

## **Athletics**

Lincoln University is a member of the Mid-America Intercollegiate Athletic Association (MIAA). In addition to the MIAA affiliation, Lincoln University is a competing member of the National Collegiate Athletic Association Division II.

Lincoln University offers 11 varsity programs. The varsity programs sponsored for men include football, basketball, track & field, baseball and golf. The varsity programs offered for women include basketball, softball, track & field, tennis, golf and cross country.

## **Publications**

Student publications at Lincoln University include *The Clarion*, the newspaper, and *Arts and Letters*, the campus art and literature journal, both published under the direction of the Department of English, Foreign Languages and Journalism.

## **Society of Black Journalists**

The Society of Black Journalists is a professional society open to students regardless of race or nationality. The group enjoys presentations from professionals in many different areas of communication media.

## **Study Abroad**

Lincoln University students have access to over 90 international study abroad programs that offer courses for most majors and can be completed in conjunction with any degree. Lincoln University encourages student participation in study abroad opportunities. Assistance in identifying an appropriate experience and in completing the necessary paperwork is available through the Study Abroad Office – 413 Martin Luther King Building.

## **KJLU Radio**

The Department of Visual and Performing Arts operates KJLU-FM, a 29,500 watt public radio station. KJLU welcomes and encourages student and community participation and offers unique and challenging opportunities as well as the practical experience necessary to enter the field of radio broadcasting.

## **Music Groups**

There are a variety of musical ensembles available to students at Lincoln University. The Marching Musical Storm, the Lincoln University Marching Band, performs at half times and parades during the fall semester. The Lincoln University Vocal Ensemble performs at numerous occasions and spends a week each spring on tour. The Concert Band, Percussion Ensemble, Concert Choir, Jazz Ensemble and Opera Theatre Workshop each give additional opportunities for musicians to perform.

## **The Dance Troupe**

The Lincoln University Dance Troupe is a modern jazz company with a professional level repertoire that includes ballet, ethnic, street and lyrical forms. Musical selections for the company vary from spiritual to classical to contemporary and popular pieces. Membership is open to all students enrolled in the University meeting audition requirements established by the artistic director.

## **Special Events**

Lincoln University students, faculty, staff, and the Jefferson City community are invited to attend and participate in scheduled special events. Black History Month and departmental lecture series showcase distinguished professionals in various fields.

## **Student Organizations**

Students are encouraged to affiliate with one or more of the many student organizations. Membership is based upon the interests of the individual and the requirements of the particular organization, as well as a student's ability to meet

University criteria. Additionally, the organization must be in good standing with the University. The Greek sororities and fraternities are governed by the Pan-Hellenic Council and have guidelines enforced by the Council and the University.

All student organizations must register all on-campus activities at least two (2) weeks prior to the planned time of the event. Registration forms may be obtained at the Office of Student Life. The organization is responsible for completing the appropriate forms and obtaining the advisor's signature. Organizations are urged to plan well in advance to avoid scheduling conflicts. There must be at least two advisors who will remain in attendance throughout the entire event. The sponsoring organizations are responsible for all necessary arrangements for the affair. All student organization events require final approval from the Director of Student Activities.

Academic departments offer students a variety of organizations on both the regional and national level, including Delta Epsilon Chi (Marketing), Phi Beta Lambda (Business); National Association for the Education of Young Children (National), Early Childhood Student Association (campus); Lincoln University Agriculture Club (local); Sigma Tau Delta (international English honorary); Phi Alpha Theta (history honorary); Beta Beta Beta (biological sciences honorary); Pi Sigma Alpha (political science honorary); Kappa Kappa Psi (honorary band fraternity); Lambda Alpha Epsilon (Criminal Justice Association, national); Student Nurses Association; and Pre-Law Club (local). Social organizations such as the Baptist Student Union (BSU) offer membership to all students, creating an instant extended family. The academic organizations, social clubs, fraternities and sororities provide opportunities to build lasting friendships and meet other students in different parts of the country when attending conferences. They also encourage achievement, superior scholarship, and leadership. Organizations such as the ROTC Rangers, offer opportunities to compete at state, regional, national and international levels.

# EDUCATIONAL RESOURCE CENTERS

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## **Inman E. Page Library**

Inman E. Page Library serves as the primary educational resource center of Lincoln University, supporting the curricular and research needs of the institution through the development of pertinent library collections and the provision of services designed to facilitate access to information. The 80,000 square foot facility has a seating capacity of approximately 450, contains over 270,000 volumes, 66 paper periodical titles and 190 serial microform titles. The library has been designed to accommodate computers and laptops (including wireless), fiber optics, and Internet access. Laptops are available for checkout to students, faculty, and staff. The Library has more than 40 desktop computers for student use. Private and group study rooms are available for student, faculty and staff use. Two computer classrooms are available for faculty, staff, students and community patrons upon availability. Priority will be given to academic requests. Photocopying equipment is available.

Equipment has been added to comply with the Americans with Disabilities Act (ADA) requirements. Included is a TeleSensory Vantage CCD system which can enlarge printed material to meet the needs of persons with disabilities, Jaws (software that reads the screen to patrons) and Dragon Naturally Speaking (dictation software that allows one to compose by speaking into a microphone).

Almost all the functions of the library are fully automated through the online catalog. The system is also accessible from any personal computer with Internet access. In addition, the library provides an interlibrary loan service for sources not available in Page Library.

Lincoln University Page Library is a member of the MOBIUS Consortium, which links the academic libraries in the state of Missouri (over 50 colleges, universities and some public libraries are members). MOBIUS is a common library platform, which creates a virtual collection of approximately 14 million items and gives members access to direct borrowing between member institutions, allowing Lincoln University access to those 14 million items available.

The library is a member of the American Library Association, Lyasis, Amigos, and a full member of Online Computer Library Center (OCLC), which provides access to approximately 45 million catalog records. Page library subscribes to FirstSearch, resulting in access to many databases. It also serves as a partial depository of material published by the United States Government.

Tours and classes can be arranged to cover areas from general orientation to library customized information literacy research classes in specific fields of study.

The library is open to the public 93 hours weekly during the regular academic semester. The regular hours are:

Monday through Thursday 7:30 a.m.-Midnight

Friday 8:00 a.m.-5:00 p.m.

Saturday 11 a.m.-8:00 p.m.

Sunday 3:00 p.m.-Midnight

For more information:

<http://www.lincolnu.edu/web/library/library>

Tel: (573) 681-5504

## **University Archives and Lloyd L. Gaines Ethnic Studies Center**

The University Archives and Lloyd Gaines Ethnic Studies Center is located on the third floor of Page Library. It serves as the official repository for the historical records and documents of the University. The University Archives strives to preserve Lincoln's history while providing access to the materials for users throughout the institution and in the community. The Lincoln Collection is the largest collection in the Archives. It contains photos, clippings, documents and manuscripts about the history of Lincoln University. These are for library use only. The Archives also has a presence on the web through the Digital Archives. Documents on Lincoln's history are scanned and placed on the web. To access these documents, go to the address <http://www.lincolnu.edu/web/library/archives> and click on the Digital Archives link.

In addition, the University Archives promotes cultural awareness through supporting and sponsoring workshops and displaying archival artifacts and art. The Archives also houses a collection of rare, old books about different cultures. All items housed in the Archives or that have the label ARCH for Archives are for library use only and are fragile, requiring special care when handling.

Outside the Archives is the A.P. Marshall African American Studies Collection. The Archives staff works to maintain and add to this collection of books by and about African-Americans and persons of other cultures. These books may be checked out. For more information, please call (573) 681-5514.

## **Media and Emerging Technologies Center & Information Commons**

The Media and Emerging Technologies Center provides a variety of services designed to enhance multimedia presentations and Distance Education. These services include access to a varied collection of media, equipment, media production and instruction, and multimedia rooms.

The Media Center also provides other basic services such as scanning, dubbing and lamination. To find out more, please call (573) 681-5260 or visit the Page Library website at <http://www.lincolnu.edu/web/library/media-center>.

## **Center for Teaching and Learning**

The Center for Teaching and Learning exists to support the effective teaching and learning at Lincoln University by working with faculty and staff to enhance the intellectual climate, promoting open and ongoing dialogue among all members of the university community, and serving as an advocate for using best practices.

The Center provides support to the Lincoln University teaching community with best practice instructional design for online, hybrid, and face to face courses. In addition, instructional technologists assist faculty in the effective use of classroom technology. Students and faculty can access the CTL help desk for assistance using the online learning management system.

## **Center for Academic Enrichment**

Located in rooms 316-318 Martin Luther King Hall, the Center for Academic Enrichment (CAE) provides free academic support for currently enrolled Lincoln University students. The CAE staff includes specialists with degrees in mathematics, reading and English. Students may schedule appointments for individual help and are invited to participate in group discussions and exam reviews. Assistance with mathematics coursework ranges from Basic Mathematics through Calculus I; students may also ask for assistance with mathematics aspects of non-math courses (math across the

curriculum). While tied most closely with the English composition courses, writing assistance is available for any Lincoln University writing assignment (writing across the curriculum). Tutorial assistance is not provided for off-campus or on-line course work that is not a part of the current Lincoln University schedule of courses.

Supplemental Instruction (SI), a non-remedial, institution-wide academic assistance program attached to selected, difficult courses, is also coordinated through the CAE. Trained peer facilitators lead outside-of-class study sessions designed to help students in high-risk courses understand and process the materials covered in classes. Although participation in SI is voluntary, approximately 45 percent of students enrolled in SI-designated courses elect to become involved in the study sessions. Participants generally earn higher mean final course grades than non-participants and are more likely to remain in school.

## **Center for the First-Year Experience**

The purpose of the Center for the First-Year Experience is to ensure the academic and social success of each entering Lincoln University student by providing a quality, comprehensive first-year experience. Through a variety of programs and services, the center is poised to have an impact on students at the time of entrance to the university, throughout the first year, and beyond.

The objectives of the Center for the First-Year Experience are as follows:

- Provide a smooth transition from high school to college
- Increase retention
- Assist first-year students in becoming fully engaged in university life through academic excellence, student activities, programs, events, and student support resources
- Facilitate the transition to the sophomore year
- Support the professional development of faculty and staff involved in freshman-related activities

The Center for the First-Year Experience coordinates many first-year initiatives such as the University Seminar course which serves to assist students in making the transition to college life and prepares them for academic and social success at Lincoln University.

Additionally, the academic advisors are responsible for advising students with undeclared majors. The academic advisors are also responsible for assisting non-degree seeking and visiting students as well as supplementing the efforts of faculty advisors with freshmen who are conditionally admitted and/or placed on academic probation or suspension.

The Center for the First-Year Experience also provides learning communities for first-year students. A Learning Community is a cluster of courses organized around a common theme and taught by a team of faculty. Incoming freshmen have the opportunity to join a learning community in the fall semester.

For high-risk students, the Center for the First-Year Experience coordinates Lincoln's Educational Access Program (LEAP). LEAP is designed to strengthen the open admissions policy of the university by providing under-prepared students with the tools necessary to persist and succeed in college. LEAP is structured to support and enhance first-year students' academic and social acclimation to the University and is open to all first-time freshmen and transfer students who are Missouri residents; however, those students who graduate with less than a 2.0 from high school are strongly encouraged to take advantage of the opportunities and support offered.

The Center for the First-Year Experience also assists first-year students on academic probation with the Fresh Start program. Students volunteer to participate in the Fresh Start



program which assist students in setting academic goals, becoming aware of campus resources, and ultimately returning to good academic standing.

Lastly, the Default Management program has existed since 2000 when the Missouri Department of Higher Education provided Lincoln University with a State Default Prevention grant. The Default Management program is designed to reduce the University's overall student loan default rate, to increase awareness of the alternatives to student loan default, and to increase consumer education for all students. The debt management counselor also assists with locating borrowers for lenders, guarantee agencies, and service providers.

## **Student Support Services**

Student Support Services (SSS) is a federally funded grant program authorized by the U.S. Department of Education and administered at universities nationwide, including Lincoln University. The program aims to assist traditionally under-represented students in obtaining a degree. Located in the South Annex of Dawson Hall, SSS provides such services as individual and group tutoring, study skills workshops, secondary academic advisement, cultural enrichment and career exploration. In addition to these services, SSS is equipped with a computer lab for the exclusive use of program participants. Audio and video learning aids and semi-private study areas are also available for students.

To be eligible for participation in SSS, a student must be a U.S. citizen or lawful permanent resident of the U.S. and meet at least *one* of the following criteria:

- Student's (or student's family's) financial status must meet the "low-income" category qualifications as defined by the U.S. Department of Education
- Student must be a first-generation college student (neither parent earned a Bachelor's degree) or
- Student must have a learning or physical disability

To assist with the cost of attending college, applications to earn grant aid scholarships are offered to participants meeting program and government eligibility requirements.

## **Computer Laboratories**

Support of the academic computing labs is provided by the Office of Information Technology (OIT) located in Schweich Hall. Centrally supported labs are located in various locations across the campus including Martin Luther King (MLK) Hall, Stamper Hall and Founders Hall. Labs are open to all Lincoln University faculty, staff and students and provide a quiet environment that promotes student research and studying. Computers in the labs are upgraded with state-of-the-art equipment on a regular lifecycle plan. Multiple departmental computing labs exist across campus that offer specialized software for departmental students. Lab facilities are also available in Page Library.

Lab hours and installed software vary by lab location. Labs are staffed by Lincoln University student lab assistants who are trained in providing basic lab services and equipment troubleshooting. For information regarding disability information related to lab facilities, please contact the Coordinator for Access and Ability Services.

All computer users at Lincoln University are required to follow acceptable use guidelines when using University equipment and resources. Individuals who violate these guidelines may be denied further access. University standards for due process will be strictly followed in denial of computer access to any currently enrolled student or employee. Acceptable use policy guidelines are available on the OIT webpage. For further information on guidelines, contact OIT or the Office of Student Affairs.

# ACADEMIC POLICIES AND PROCEDURES

## Common Definitions

### Semester Credit Hour

The semester credit hour is defined as one fifty-minute class period per week for a minimum of sixteen weeks. Two or three hours of laboratory work are equivalent to one fifty-minute lecture period. Courses offered in alternative formats (i.e., four- or eight-week sessions, intersession) must meet for a time period that equates to the fifty-minute period times sixteen weeks (for a total of 800 minutes per credit hour offered). Example: A three-hour, four-week summer course that meets for four days each week must meet for 150 minutes each day.

### Course Numbers

#### System of Numbering Courses

- Courses 000-099: pre-college level courses, primarily for skills development; these courses do not count toward degree requirements.
- Courses 100-199: primarily for freshmen.
- Courses 200-299: primarily for sophomores.
- Courses 300-399: primarily for juniors and seniors.
- Courses 400-499: primarily for seniors.

### Upper and Lower Division Course Numbers

Courses numbered 100-299 are lower division courses. Courses numbered 300-499 are upper division courses.

### Classification of Students

- Freshman:** A student who has met the entrance requirements, enrolled in regular college work and/or in pre-college-level courses, and earned fewer than 30 semester credit hours.
- Sophomore:** A student with 30 to 59 semester credit hours.
- Junior:** A student with 60 to 89 semester credit hours.
- Senior:** A student with at least 90 semester credit hours who has not been admitted to the graduate program.

Students will be reclassified each semester in accordance with the requirements stated above.

### Classification of Student Load

Classification	Fall and Spring Semesters	Summer Session
Part-time	1-11 semester hours	1-5 semester hours
Full-time	12-18 semester hours	6-9 semester hours
Overload	over 18 semester hours	over 9 semester hours

## Academic Overload

Students wishing to carry an academic overload must meet the specified cumulative grade point average guidelines and receive appropriate administrative approvals.

### Fall and Spring Semesters

19-21 semester hours	GPA 3.00, and advisor's approval in writing.
Above 21 semester hours	GPA 3.00, and advisor's and college dean's approval in writing.

### Summer Session

10-12 semester hours	GPA 3.00, and advisor's approval in writing.
13-16 semester hours	GPA 3.50, and advisor's and college dean's approval in writing.

## Grading System

### Grades

"A"	work of exceptionally high quality
"B"	work of superior quality but somewhat lower than "A"
"C"	work of medium or average quality
"D"	work of an inferior quality
"F"	failing work
"S"	work of satisfactory quality
"U"	work of unsatisfactory quality
"I"	indicates a student has maintained an average of "D" or better but has not completed a small but essential part of the regular coursework
"X"	indicates a student was absent from the final examination with the prior approval of the instructor or the dean of the college in which the course was taken
"W"	indicates a student has officially dropped after the last day to register and/or add courses in any given term or semester and if a student withdraws from all courses in which the student was originally enrolled
"H"	indicates a student has been a "hearer" (auditor) in a course

**Note:** All grades are final except "I" and "X."

### Grade Points

"A"	4 grade points per semester hour
"B"	3 grade points per semester hour
"C"	2 grade points per semester hour
"D"	1 grade point per semester hour
"F"	0 grade points per semester hour
"S"	0 grade points per semester hour
"U"	0 grade points per semester hour
"W"	0 grade points per semester hour

## Grade Point Average (GPA)

Grade point average is the average number of grade points earned per credit hours attempted. In the cumulative GPA calculation, if a course is repeated, then only the highest grade earned is included in the total grade points calculation, and the credit hours are counted only once in the total credit hours attempted.

Activity physical education grades are included in grade point average calculations. Credit-by-examination (departmental and/or CLEP) and cooperative education credits are not calculated into the GPA. Transfer credit is not included in the GPA calculation except for purposes of granting honors and graduation honors. Courses in which a "I," "X," "H," "S," "U," or "W" are received are not included in computing the GPA.

## Repeated Courses

A student may repeat for a higher grade any course in which a "D" or "F" was earned. Only the highest grade earned will count in the GPA if the previous grade is a "D" or "F." A course in which a "B" or "C" is earned may not be retaken in order to achieve a higher grade. If a course is repeated, all grades obtained in that course remain on the student's transcript.

## Grade Reports

Grades are reported twice each semester: after the first eight weeks (mid-term) and at the end of a semester. Mid-term grades are not recorded on a student's permanent record. Though a deficiency grade of "D" may be reported at mid-term for pre-college-level courses, final grades for those courses are only "A," "B," "C," and "F."

Final grades are reported at the end of each semester and are recorded on a student's permanent record.

## Grade Re-evaluation

A student who has reasons that can be substantiated may request a grade correction according to the following procedure:

1. The student must first meet with the instructor (or department head, if the instructor is no longer employed) and request a re-evaluation of her/his performance in class
2. The instructor, upon receipt of the student's request, will review her/his records. If the instructor determines that the request is valid and substantiated and that a change of grade is justified, the instructor will fill out a change-of-grade form and submit it to the department head for action
3. The department head will forward the form to the dean
4. The dean will forward the form to the vice president for Academic Affairs
5. The vice president for Academic Affairs will forward the form to the Office of the Registrar for final action

If the instructor determines that the request for a change of grade is not justified, the student may appeal. To do so, the student must obtain a "Student Academic Complaint Policy and Procedure" form from the Office of Academic Affairs. The form specifies the action to be taken and the time line for doing so.

## Assignment of "I" and "X" Grades

A grade of "I" (Incomplete) may be assigned when, due to unusual circumstances, a student who has maintained an average of "D" or better is unable to complete a small, but significant, part of the coursework. In order to receive an "I", the student must contact the instructor **prior to** the end of the semester and request an "I", providing sound reason as to the necessity. At this time, a form is filled out indicating what the student must do to complete the course and how the completed work will be figured into the final grade. The form is signed by the student, instructor, and department head, and is kept on file in the departmental office.

A grade of “X” may be assigned when, through unusual circumstances, a student must miss the final exam of a course. It is the student’s responsibility to contact the instructor **prior to** the examination, provide sound reason for missing the final, and request the grade of “X”. The instructor must fill out a form and attach the final exam to it. This is kept on file in the departmental office.

## **Incomplete Coursework**

If a student receives a grade of “I” or “X”, the course must be completed and the instructor must submit the final grade to the Office of the Registrar. This must occur either (1) within the first four weeks of the student’s next fall or spring semester of enrollment, or (2) within one calendar year from the end of the semester or summer session in which the “I” or “X” was received if the student does not re-enroll. Once an “I” or “X” grade has been submitted, it cannot be changed until the following semester.

Failure to meet the four-week or one-year deadline will automatically cause the incomplete to change to an “F”. Any extension of the time limit must be approved by the dean of the college in which the course was taken. An incomplete grade that has been converted to an “F” may be reconverted to an “I” only with the approval of the appropriate dean.

## **Honors**

The Dean's List is compiled at the close of each semester. It includes all full-time students earning a grade point average of 3.00 or above, excluding grades in those courses which do not carry credit toward graduation. A student who receives a grade of "I" or "X" will not be considered for the Dean's List for that term.

Graduation with honors falls into three categories:

- Cum Laude is awarded for a cumulative GPA of 3.2 to 3.59
- Magna Cum Laude is awarded for a cumulative GPA of 3.6 to 3.79
- Summa Cum Laude is awarded for a cumulative GPA of 3.8 to 4.0

To be eligible to graduate with honors, a student must complete at least 60 hours in residence at Lincoln University.

All academic coursework from other colleges and universities accepted for transfer credit toward a degree at Lincoln University shall be included in the computation of the student's official grade point average for the purpose of granting convocation and graduation honors. Those courses that do not carry credit toward graduation at the institution where they were taken shall not count toward academic honors at Lincoln University.

## **Placement Tests**

In an effort to meet the academic needs of a diverse student population and enable students to be successful, Lincoln University uses a student’s English ACT score and a mathematics placement test to determine a student’s readiness for college level courses. To assist in the process, students are required to submit ACT scores to the University as a condition of admittance.

Students who have not taken a college-level English or Composition course prior to enrolling at Lincoln University are placed into the appropriate English course based on their score on the English section of the ACT. Students whose ACT English score is 13 or lower will be placed into ENG 90; an ACT English score of 14-17 will be placed into ENG 95; an ACT English score of 18 or higher will be placed into ENG 101.

Students who have not taken a college-level Mathematics course are required to take the Lincoln University Mathematics Placement Test for placement into the appropriate mathematics class.

Additional guidelines for placement in English and math courses include the following:

- Transfer students who have not taken a college-level English course must submit an ACT/SAT score for placement in English; transfer students who have not taken college-level mathematics courses must take the Lincoln University Mathematics Placement Test.
- Transfer students who have taken and passed with a minimum grade of “C” a developmental English course or sequence of courses equivalent to ENG 90 and/or ENG 95 (as determined by the Lincoln English faculty) at an accredited university or community college may be placed into a college level English course.
- Transfer students who have completed with a minimum grade of “C” a developmental course equivalent to MAT 50: Basic Mathematics and/or MAT 51: Basic Algebra (as determined by the Lincoln Mathematics faculty) at an accredited university or community college may be placed in MAT 51: Basic Algebra or MAT 111: Intermediate Algebra.
- Visiting students who wish to enroll in English and/or math courses are not required to submit ACT scores or take placement tests.
- International students without ACT/SAT scores must make an appointment with the English Department to take the English Placement Exam for International Students prior to the beginning of the semester.

## **Office of the Registrar**

The Office of the Registrar is the custodian of students’ academic records and upholds the laws governing the Family Educational Rights and Privacy Act (FERPA). The Office of the Registrar offers a broad range of services to support student success at Lincoln University including enrollment verification, third party release, degree verification, honors calculations, publishing course schedules, and verifying and posting grades and transfer courses. The Office of the Registrar is also responsible for assisting students with the following services and procedures: registration, advanced registration, change of major program, change of schedule, withdrawal from the University, withdrawal for military duties, summary check of degree requirements, filing for a degree, and request for transcripts.

## **Registration**

### **Regular Registration**

Students who have less than 45 credit hours must register for classes with a campus advisor during a designated registration period. When a student has completed 45 credit hours, he/she may continue to register with a campus advisor or register online through WebAdvisor. Restrictions must be lifted from a student’s file before he/she is eligible to register for classes. A student who registers during the late registration period will be assessed a \$75.00 fee. Additional registration regulations are published in the Schedule of Courses.

## **Advanced Registration**

Several weeks before the close of each semester, a period will be set aside for currently enrolled students to register for the next semester. Students eligible to participate in Advanced Registration must be currently enrolled, not on academic probation, and have no outstanding balance with the University. Detailed instructions are published prior to the Advanced Registration period. Students enrolled in pre-college-level courses (MAT 50, MAT 51, ENG 90, ENG 95) are advised to confer with the instructors of those courses about the advisability of advanced registering. Students must complete pre-college-level courses with a minimum grade of "C" before enrolling in the next higher level course.

## **Change of Major Program**

The student must complete all of the following steps for change of major program:

1. Obtain "Change of Program Form" from the Office of the Registrar or from the major area department office
2. Obtain the current advisor's signature
3. From the new major's department office, obtain the signature and name of the new advisor
4. Return the form to the Office of the Registrar for processing

## **Change of Schedule (Drop/Add Courses)**

Any change of schedule, whether adding a course, dropping a course or changing a course section, must be made within the period stipulated in the academic calendar. Students with more than 45 hours can add class(es) through WebAdvisor until the last day to register for classes; students with less than 45 hours may add classes with an advisor. Students may drop classes, either through WebAdvisor or with an advisor, through the last day to drop class(es). Students should refer to dates as indicated in the academic calendar.

## **Withdrawal from the University**

A student may withdraw from the University at any time prior to the last day to withdraw, which is indicated in the academic calendar. A withdrawal is not official until filed with the Office of the Registrar. All requests for withdrawal must be submitted in writing to the Office of the Registrar. Failure to withdraw properly will result in an automatic "F" grade in the courses affected (see Academic Calendar for dates). If students have active restrictions on their account, they must see the Office of the Registrar to withdraw.

## **Withdrawal for Military Duty**

A person who, in a special situation, is called to active duty in any branch of the military services of the United States while enrolled as a student of Lincoln University will be released from his/her academic responsibilities without penalty. The following options are available:

1. A student called to active duty may request to withdraw from all classes and receive a full refund of incidental fees/tuition paid for class enrollment. The refund of fees paid for residential living (room and board) will be prorated.  
**Note:** The student must initiate the withdrawal process in the Office of the Registrar and/or the Office of Veterans and Military Affairs by presenting his/her official military orders in order to qualify for refunds of tuition and fees.
2. A student called to active duty who has completed at least 85 percent of the time designated for a course may initiate a request, through the instructor of record,

that he/she be permitted either to receive an "I" grade in the course or to take an early final examination and receive a final grade.

**Note:** This transaction should be properly notated (to include signatures of both the student and instructor, if at all possible) with a copy of the agreement placed on file in the following offices: Office of the Registrar, Department Head, College Dean, and Vice President for Academic Affairs.

No modifications in any of the policy options will be permitted. Once a student notifies the designated University representative of his/her decision, the action selected will be considered final.

**Note:** Any property, i.e., equipment, instruments, books, belonging to the University that the student has in his/her possession should be returned to the lending source prior to separation.

The approved "I" grade(s) received by a student called to active military duty before the official close of the academic semester shall be maintained as a part of her/his academic record until such time as he/she re-enrolls in school. Upon re-enrollment, the student shall be given up to two full semesters to satisfy the requirements of the course(s) that were left unmet at the time of his/her departure from the University.

### **Date of *Bulletin* for Satisfying Undergraduate Degree Requirements**

The *Lincoln University Undergraduate Bulletin* contains the academic regulations and degree requirements of the University. A student may choose to satisfy these requirements for graduation from any one *Bulletin* issued in the eight years prior to the awarding of a bachelor's degree or the three years prior to the awarding of an associate degree, provided that he/she was enrolled during the academic year for which that *Bulletin* was issued.

### **Summary Check of Degree Requirements**

The student is responsible for consulting periodically throughout his/her academic career with a departmental advisor to verify that he/she is meeting both general education and degree requirements. After completing at least 70 credit hours for a baccalaureate degree or 45 hours for an associate degree, a general education check will be completed by the Registrar.

### **Filing for a Degree**

A student should file for graduation with the Office of the Registrar no later than the start of the semester in which he/she will graduate. A student **must** file on or before the last day to file for degrees for the semester in which the degree is to be received, in accordance with the deadline date listed in the Academic Calendar.

Graduate students must file for graduation through the Office of Graduate Studies.

### **Graduation**

Formal announcement of graduation is made and degrees are conferred in formal commencement ceremonies at the close of the spring semester. All students completing graduation requirements are encouraged to participate in the commencement ceremony. Students must satisfy all academic and financial requirements to be eligible to participate in commencement ceremonies.



## Participation in Commencement Exercises

Only students who have fulfilled all requirements for graduation will be allowed to participate in a commencement ceremony.

## Requests for Transcripts

A student may request his/her transcript at any time by completing a Request for Transcript form available in the Office of the Registrar or at [www.lincolnu.edu/web/records-office/transcripts](http://www.lincolnu.edu/web/records-office/transcripts). The release of a student's transcript requires the student's signature and the absence of any debt to the University. A student should allow three full business days for a transcript request to be processed.

A transcript may also be requested by a **mailed or faxed** letter that includes the following:

- Full name under which the student was last enrolled and any other names previously used by the student
- Current address and phone number
- Identifying information such as birth date, student ID number, degrees earned and dates, etc.
- Name and address of the transcript recipient
- A check or money order payable to Lincoln University.

The transcript request should be **mailed** to:

Office of the Registrar  
Lincoln University  
820 Chestnut Street  
B4 Young Hall  
Jefferson City, MO 65102-0029

The transcript request should be **faxed** to (573) 681-5013. The faxed transcript request form must include the receipt number and the amount paid.

Payment for a transcript may be made in person or by calling the Cashier's Office at Lincoln University, Rm. 105 Young Hall, (573) 681-5054 or (573) 681-5055.

The Office of the Registrar does not email or fax transcripts. To protect student privacy, requests from anyone other than the student will not be accepted. A transcript will neither be released nor delivered to anyone not designated in writing by the student.

## Auditing Courses

A student may register to audit any course upon written approval of the instructor. An auditor will not be held responsible for assignments or examinations, but is expected to maintain regular attendance.

The transcript will carry a grade of "H" ("Hearer") and no credit is received for auditing a course. A student may not change from "audit" to "credit" after the last day to enroll in courses for credit. A student may change from "credit" to "audit" before the last day for dropping courses.

Students are financially liable for any course(s) they audit, and financial aid cannot be awarded to cover the expenses of the audited course(s).

## Academic Policies

### Class Attendance Policy

Research confirms that class attendance is an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. Students are expected to attend all lectures, seminars, laboratories, and field work for each registered class and to complete all work assigned by the instructor.

Due to the relationship between class attendance and final course grades, total absences ideally should not exceed twice the number of times a class meets per week. Examples:

Courses meeting three times/week: maximum of six absences acceptable.

Courses meeting one time/week: maximum of two absences acceptable.

The maximum acceptable number of absences in other class formats, i.e., eight-week, four-week summer session, and intersession, should be pro-rated according to the formula above.

If a student exceeds the maximum number of acceptable absences for a course, the course instructor may choose to lower the student's grade by one letter, provided this policy is clearly stated in the syllabus at the beginning of the course.

In addition, course instructors will determine the following and will post it in all syllabi:

- Consequences for coming late and leaving class early
- Make-up policies for course work, quizzes, and exams

## **Special Policies for Pre-college Level Courses at Lincoln University**

In addition to all academic, financial, and behavioral rules and regulations governing students at Lincoln University, the following policies apply specifically to students enrolled in pre-college level courses (ENG 90, ENG 95, MAT 50 and MAT 51).

**Attendance:** Attendance is mandatory. Only excused absences will be allowed. Excuses must be documented in writing. Faculty members must record all absences whether excused or not.

**Administrative Drop:** Students whose unexcused absences amount to 25% of the contact hours for the course will be dropped from the class roster without recourse for reinstatement. A student will receive notice of excessive absenteeism when their absences constitute 15% of the contact hours. It is the responsibility of students to know their attendance record and monitor it on the Learning Management system.

**\*Administrative drop from any of these courses may be the first step to administrative withdrawal from the university. Administrative withdrawal does not relieve the student from the responsibility for all debts, including tuition, fees, room and board, and other incidental charges for the full semester.**

## **University-Approved Absences**

Excused absences for university-related activities may be issued only by the president, the vice president for Academic Affairs, or the vice president for Student Affairs. Notification for excused absences will specify student names, the event, and the time covered by the excused absence.

## **Conduct**

A student is held fully responsible for any breach of generally recognized rules of good conduct. Any student whose character or conduct is deemed harmful to the best interests of the University is subject to dismissal at any time from any course, or from the University, irrespective of academic record.

## **Academic Dishonesty/Cheating**

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is defined as unauthorized use of any materials, aids, information of assistance in doing any work required as part of a course. Plagiarism is the attempt to pass off another

person's work as one's own by failing to give credit to the original source of ideas or words. Students who are found to be guilty of academic dishonesty are subject to the policies and procedures as outlined below.

### **Policy**

- Any student guilty of cheating will be reported in writing to the department head and the dean of the college of the course involved and to the department head and the dean of the college in the student's major.
- Any student found guilty of cheating may receive, at the discretion of the instructor, a failing grade in the course.
- Disciplinary action for cheating may include suspension for one or more semesters, exclusion from selected programs of study, or permanent expulsion from the University.

Procedures for implementing Policies 1 and 3 (when action is recommended) shall be the responsibility of the appropriate academic unit. All students accused of cheating have the right of appeal through normal channels.

## **Academic Status Policies**

### **Good Academic Standing**

A student enrolled in Lincoln University who has a cumulative grade point average of at least 2.00 is considered to be in **good academic standing**.

### **Dean's List**

The Dean's List is compiled at the close of each semester. It includes all full-time students earning a grade point average of 3.00 or above, excluding grades in those courses which do not carry credit toward graduation. A student who receives a grade of "I" or "X" will not be considered for the Dean's List for that term.

### **Academic Probation**

A student whose cumulative GPA falls below a 2.00 at the end of a semester will be placed on **academic probation**.

Students on academic probation are limited to enrolling in no more than 13 credit hours. The student must either raise his/her cumulative GPA to at least a 2.00 by the end of the probationary semester, or earn at least a semester GPA of 2.50 while they are on academic probation. A student who earns at least a semester GPA of 2.50 GPA, but whose cumulative GPA remains below 2.00 will remain on academic probation.

### **Academic Suspension**

Students on academic probation who fail to raise their cumulative GPA to at least a 2.00 by the end of the probationary semester or earn at least a semester GPA of 2.50 while on academic probation will be academically **suspended from the University**.

Upon being academically suspended for the first time, a student is restricted from enrolling at Lincoln University for a period of one semester (fall or spring). When a student returns to Lincoln after the first suspension period, he/she would return on academic probation. As such, the student is limited to enrolling in no more than 13 credit hours and must earn a semester GPA of 2.50 in the semester in which he/she returns. Should the student fail to earn a semester GPA of 2.50 **or** fail to raise his/her cumulative GPA to at least a 2.00, the student will incur a second academic suspension from the university and will be **dismissed** from the university. Students are restricted from enrolling

at Lincoln University for a minimum period of three (3) years from the date of dismissal before they may apply for re-admission.

### **Appeals**

A student may appeal an action of first suspension by written request to the Academic Routine Committee. The student may request that consideration be given to permit his/her return under one of the following conditions:

- The student presents definitive documentation to show that some unique situation occurred which may have made academic failure in the most recent semester likely.
- The student presents definitive documentation to show that significant and continuous academic progress has been made in each semester of academic vulnerability.

The student must send his/her appeal (including supporting materials) for reinstatement to the chair of the Academic Routine Committee.

### **Summer Courses**

Courses taken during the summer session will be treated in the same manner as those taken during the fall and spring semesters. Students may be added to or removed from **academic probation/suspension** for one semester or dismissed depending upon their cumulative GPA.

### **Obtaining Alternative College Credit**

Lincoln University shall offer to its students various means of obtaining course credit other than through the traditional classroom/semester format. These means shall include departmental credit-by-exam, the College Level Examination Program (CLEP), the Cooperative Education Program (CEP), the Advanced Placement Program (AP courses for high school students), International Baccalaureate (IB), dual credit courses for high school students, experiential learning, advanced placement/credit in foreign languages, conference courses and the Mid-Missouri Associated Colleges and Universities (MMACU) agreement (p. 63).

### **Guidelines for Alternative College Credit**

- The combined total number of alternative college credit hours cannot exceed 30.
- Students may receive academic credit only for courses numbered 100-299.
- A passing grade shall be equivalent to a "C" or better; however, if the student earns a passing grade, then the credit only and not the grade is recorded on the transcript; a failing grade is not recorded.
- Each examination may only be taken once. A student will not be permitted to sit for a credit-by-examination assessment if any one of the following conditions exist:
  - The student has previously earned a "D" or "F" in the course.
  - The student is currently enrolled in the course.
  - It is within 30 calendar days of the student's expected date of graduation.

### **Departmental Credit-by-Examination**

A student wishing to earn credit by examination must contact the department head to request permission to take an examination. The request, and content of the departmental examination, is forwarded by the department head to the dean for approval. A maximum

of 18 hours may be earned in this manner as long as it does not exceed the total 30 hours for alternative credits listed above. The student must be currently enrolled during the semester in which he/she elects to take the exam, and must complete the examination by March 1 of the spring semester or by October 1 of the fall semester. The nursing program is granted an exception related to enrollment. Please contact the Department of Nursing Science regarding its procedures.

### **CLEP**

The College Level Examination Program (CLEP) is a national program that offers the opportunity to obtain college credit through examination. Each participating institution determines which CLEP tests will be given and the amount of credit to be awarded. Lincoln University will accept a maximum of 30 semester hours through CLEP. Guidelines listed above apply.

**Note:** To obtain credit for knowledge of the Missouri Constitution as required by state law, a student taking the CLEP examination in U.S. History must, in addition, take a locally administered examination on the state constitution.

### **Cooperative Education Program**

Lincoln University, through the Cooperative Education Program, offers credit for internship (CEP 299). A student may obtain a maximum of 6 hours credit per semester and 3 hours per summer session, not to exceed a total of 15 hours credit. All credit will be granted below the 300 level and will be elective credit unless otherwise approved in advance by the Vice President for Academic Affairs.

A student selected to participate in the program must meet the following requirements:

- Have completed the sophomore year
- Have a cumulative GPA of at least 2.0
- Be recommended by his/her advisor and/or department head and
- Receive the approval of the director of Continuing Education and Extended Studies

Fees for this program will be paid at the regular semester-hour rate. The student should contact Division of Continuing Education and Extended Studies at (573) 681-5206 for further information.

### **Advanced Placement Program**

High school students displaying high ability in certain subject areas may be eligible for advanced placement and/or academic credit through the Advanced Placement Program (APP). Students who score a 3 or higher on a 5-point scale on any of the examinations are given credit for having completed the comparable college subject requirement. High school students may start early on a college curriculum by taking APP courses in English, foreign languages, music, art, the natural sciences, mathematics, and history. Specific information is available from the Office of Counseling and Career Services (304 Founders Hall) and from the Office of the Dean of the College of Arts and Letters (312 Damel Hall).

### **International Baccalaureate (IB)**

Lincoln University will grant credit for International Baccalaureate (IB) subject examinations. For additional information, contact the Office of the Registrar.

## Dual Credit Courses

Lincoln University provides a "dual credit" option as an opportunity for the highly motivated student to obtain college-level credit for courses taken while still enrolled in high school. A high school student who desires to enroll for dual credit (both high school and college) may do so in one of two ways. In the first instance, the student may enroll and attend classes on a college campus and arrange to receive high school credit in addition to the credit earned at the college. In the second instance, the student may enroll in a high school course which will be taught at a level comparable to that at which college instruction is provided. The student will earn both high school and college credit. The high school site will be the location of the instructional activity.

The following eligibility restrictions apply:

- Enrollment in a dual-credit course is restricted to high school juniors or seniors who have a minimum overall grade point average of 3.0 (on a 4.0 scale) or the equivalent and are recommended by their high school principal or counselor. An exception is made for freshmen and sophomores who meet these requirements and score at the 90th percentile or above on the ACT or SAT.
- A student seeking to enroll for dual credit must be admitted to the University and must meet the academic prerequisites that both the high school and the University require.
- A student who wishes to obtain dual credit in an approved course which is of year-long high school duration must have received a grade of "B" in the first semester of the course to be eligible to enroll for dual credit during the second semester of the course.

For further information, contact Division of Continuing Education and Extended Studies at (573) 681-5206.

## Experiential Learning

Students admitted into the Bachelor of Liberal Studies program may petition for credit for prior work experiences. See Bachelor of Liberal Studies under the College of Professional Studies section for further information.

## Advanced Placement and Credit in Foreign Language

A student in any degree program who has completed one or more years of foreign language study in high school may be eligible for advanced placement into intermediate foreign language courses and for academic credit for the prerequisite course(s). Students must apply to the Department of English, Foreign Languages and Journalism prior to registration for advanced placement. Students who place into intermediate foreign language courses may receive full credit for the prerequisite course(s), provided that they pass the course in which they enroll with a grade of "C" or better. For details and application deadlines, contact the Department of English, Foreign Languages and Journalism.

## Conference Courses

- A conference course is defined as an independent program of study for a 300- or 400-level course listed in the *Lincoln University Undergraduate Bulletin*, provided that such a course is not offered during the semester in question.
- The following guidelines apply:
  - The student must have accumulated 90 degree credit hours or more, and have a minimum cumulative GPA of 2.00;

- A student may not register in a course in which he/she previously received a grade;
- Prior to registering for a conference course, a student must have the approval of the following:
  - 1) the student's academic advisor
  - 2) the instructor with whom the student will be taking independent study
  - 3) the department head of the student's major area
  - 4) the department head of the area in which the course is offered and
  - 5) the dean of the college in which the course is offered
- A student must register for a conference course at the regular time provided for University general registration.
- The maximum number of conference courses during any one semester for any student shall not be more than two courses and not exceed 8 credit hours. A student enrolling in a conference course must follow prescribed procedures (available in the Office of the Registrar). The registration form must be filed with the Office of the Registrar at least two weeks prior to the first day of registration.

### **Mid-Missouri Associated Colleges and Universities Consortium (MMACU)**

MMACU was formed in 1964 amongst five institutions in Mid-Missouri – Lincoln University, the University of Missouri, Stephens College, Westminster College and William Woods University. Full-time Lincoln students may take courses for credit at any of the MMACU institutions on a space-available basis, with appropriate permission. The MMACU enrollment option is designed to accommodate the student who wishes to take advantage of a course or courses which are not offered at Lincoln University in the current semester. A student must be in good academic standing and enrolled in a full-time course of study to qualify. Requests for MMACU enrollment must be planned in advance and arranged through the Office of the Registrar.

### **Transfer Courses (Courses Transferred Back to Lincoln)**

A student enrolled at Lincoln University desiring to earn credits at another institution of higher education as a University student and have those credits applied toward a degree at Lincoln University must seek the written approval of the Office of the Registrar and other appropriate University officials. **Approval must be obtained prior to taking the particular course(s).** The form (Certification of Transfer Credits) may be obtained from the Office of the Registrar. A student receiving such approval must have official transcripts submitted to the Office of the Registrar immediately upon completion of the course(s).

### **Upper Division Transfer Credit**

Lincoln University does not grant upper division (300-400) level credit for courses taken at two-year, or other similar, institutions, except in instances where upper division credit is granted through signed articulation and partnership agreements.

### **Federal Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records.

Eligible students have four primary rights under FERPA, including the right to:

1. Inspect their educational record;

2. Consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent;
3. Seek correction of their records, to prevent inaccurate or misleading information;
4. File a complaint with the U.S. Department of Education if they feel their rights are being violated.

Once students are enrolled at Lincoln University, FERPA rights transfer to the student, regardless of the student's age.

Directory information may appear in public documents and may otherwise be disclosed by the University for any purpose in its discretion, without the student's consent. The following categories of information have been designated as directory information at Lincoln University:

- Name
- Mailing Address
- Telephone Number
- Campus Email Address
- Academic Program of Study
- Classification (e.g. freshman)
- Dates of Attendance, including matriculation, drop and withdrawal dates
- Enrollment Status (e.g. full-time)
- Degrees Awarded
- Honors/Awards Received
- Previous Educational Institutions Attended
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Intercollegiate Athletic Teams

### **Right to Limit Disclosure of Directory Information**

The University will give annual public notice to students of the categories of information designated as directory information. Currently enrolled students have the right to suppress disclosure of their directory information (FERPA Hold). A FERPA Hold does not apply retroactively to previous releases of directory information and will remain applicable until the student submits a written request specifying otherwise. To request a FERPA Hold, students must submit the Request for Directory Exclusion form to the Office of the Registrar.

If a student requests a FERPA Hold, it shall be noted that directory information will be withheld from a variety of sources, including the student (him/herself), friends, relatives, prospective employers, honor societies, and the news media.

### **Consent to Disclosure of Personally Identifiable Information**

The University will not release personally identifiable information in educational records or allow access to those records to any person except to the extent that FERPA authorizes disclosure without consent, including but not limited to the following:

- The individual student
- Whomever the student authorizes by providing the institution with a written release (release must be written, signed and dated and must specify the records to be disclosed and the identity of the recipient)
- Any party requesting directory information (unless the student has a FERPA Hold)
- Employees of Lincoln University who have a legitimate educational interest



- Parents if the parents claim the student as a dependent for tax purposes. The University will exercise this option only on the condition that evidence of such dependency is furnished to the Office of the Registrar and all requests for disclosures are referred to that office. Requests made under this provision will be determined on a case-by-case basis at the discretion of the University
- Persons in connection with a health or safety emergency
- An alleged victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense in connection with a disciplinary proceeding
- Parents regarding alcohol and/or drug violations of a student under 21 years of age
- As otherwise provided in 20 U.S.C. 1232g(b) and 34 CFR Sec. 99.31

### **Additional Information**

For additional information regarding FERPA, please visit <http://www.lincolnu.edu/web/records-office/records-office>. If you have any questions about Lincoln University's FERPA policy or if you feel that your rights under FERPA are being, or have been, violated, please contact the Office of the Registrar.

### **Student Right-To-Know and Campus Security Act**

In 1990 the United States Congress enacted a series of laws, which were originally known as the "*Student Right-to-Know and Campus Security Act*" and "*Crime Awareness and Campus Security Act*." In 1998 The "*Crime Awareness and Campus Security Act*" was renamed the "*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*" in memory of Jeanne Clery, who was a victim of a violent crime at Lehigh University in 1986. The "*Clery Act*" requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

The "*Student Right-to-Know Act*" requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about graduation rates.

Graduation rates are available online at <https://bluetigerportal.lincolnu.edu/web/institutional-research/student-right-to-know-information1> or from the director of the Office of Institutional Research upon request. Contact information: Office of Institutional Research, Lincoln University, B-11 A Young Hall, 820 Chestnut Street, Jefferson City, MO 65102, (573) 681-5194.

Lincoln University is committed to providing a safe environment for students to learn and faculty and staff to work, and in keeping parents and students well informed about campus security. Current campus law enforcement policies and campus security statistics are available online at <https://bluetigerportal.lincolnu.edu/web/police-department/police-department> or upon request from the Chief of the Lincoln University Police Department. Contact information: Lincoln University Police Department, Lincoln University, 1118 Chestnut Street, Jefferson City, MO 65102, (573) 681-5555.

The Lincoln University Annual Security Report is also available for viewing at [http://bluetigerportal.lincolnu.edu/web/police-department/clery\\_information](http://bluetigerportal.lincolnu.edu/web/police-department/clery_information).

More information in regards to Lincoln University and the Clery Act requirements can be found on the LUPD website <http://www.lincolnu.edu/web/police-department/clery-act>.

## University Email/Portal Use Communications Policy

Lincoln University has designated the LU email system and the electronic Blue Tiger Portal (<https://bluetigerportal.lincolnu.edu>) as the official means of communication to students, faculty and staff. Each student, faculty member and staff member receives an official LU hosted email account and network ID (user name) and password. Official notices and information regarding the University will be sent through the LU email system and/or posted on the Blue Tiger Portal.

Typical communications available via email and/or the Blue Tiger Portal include information regarding enrollment, grades, billing, payments, financial aid, assessment exams, campus activities and announcements, and access to WebAdvisor.

It is expected that the email and/or information contained on the Blue Tiger Portal will be received and read by the recipient in a timely manner as these communications and information contained may be time-sensitive. Each individual who has an LU email account and/or access to the Blue Tiger Portal is responsible for monitoring their account as well as for any consequences of missing important messages or time-sensitive information contained within.

# UNDERGRADUATE DEGREE REQUIREMENTS

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## BACHELOR DEGREE PROGRAMS

### Semester Hours

A total of 121 semester hours of academic credit (excluding credit earned for pre-college-level courses) is required for graduation. Individual courses of study may require additional hours. If the one hour of activity physical education is waived, then a minimum of 120 hours of academic credit is required. There are no exceptions to the 120-hour requirement. Any course that is repeated for a higher grade will not be counted more than once.

MAT 50 (Basic Mathematics), MAT 51 (Basic Algebra), ENG 90 (Basic English), and ENG 95 (Introduction to College English) are pre-college-level courses and do not count toward the 121-hour requirement.

**A minimum of 40 hours of upper division courses (those numbered 300-499) is required for graduation. There are no exceptions to the 40-hour requirement.**

A maximum of 30 hours of extension and/or correspondence coursework may be counted toward a degree. A maximum of 10 semester hours in religion may be taken for elective credit.

### Grade Point Average Requirement for Graduation

A 2.00 cumulative grade point average is required for graduation. Grades earned in MAT 50, MAT 51, ENG 90 and ENG 95 do not carry credit toward graduation and shall not be included in determining the required minimum GPA. See **Grade Point Average** (p. 51) for calculation of the GPA.

## Major and Minor

Every student working toward a degree must select a major. Courses taken for the major must be approved by the major department. A major requires a minimum of 30 hours, including at least 18 upper division hours. A student wishing to declare a double major must complete all departmental requirements for each major. Only those courses required in both majors will be permitted to count toward both majors.

With the exception of some majors in the B.S. in Education degree program, a minor is not required, but may be elected, for any degree. If a minor is declared, a minimum of 18 hours (21 for the B.S. in Education degree) including at least 6 upper division hours is required. Individual departments should be consulted for specific major and minor requirements.

A student is not allowed to count toward his/her major or minor any course in which a grade lower than a "C" was received. A student earning less than a grade of "C" in a total of 9 hours of required major courses or less than a grade of "C" in 15 hours of all major courses (required and elective) may be denied further enrollment as a major in the department. A student who fails a course more than once is credited with failure only for the number of hours that the course carried. However, if a student fails a required major course three times, he/she may be denied further enrollment in that course.

## Associate Degree Programs

The University offers several associate degree programs. The minimum number of credit hours required ranges from 61-71, depending on the major field of study. See **University Academic Structure** (pp. 9-12) for a complete listing of degree programs. See specific department sections (under **Academic Programs**) for requirements.

## Second Bachelor's Degree

A student who has earned a bachelor's degree from a regionally accredited college or university may earn a second bachelor's degree if he or she 1) satisfies the curriculum requirements of the new major; 2) declares the new major in a field other than that of the first degree; and 3) completes a minimum total of 141 degree credit hours.

## Residence Requirements

Credit hours completed in regular classes, including conference courses, offered by Lincoln University on the main campus or any other location are said to be completed in residence. All students, including students who transfer to Lincoln University from another institution, must satisfy the following **minimum residence credit requirements**: A minimum of 30 credit hours of 300- and/or 400-level course work must be successfully completed in residence to obtain a baccalaureate degree; a minimum of 12 of these 30 semester hours must be in the major and, if a minor is declared, at least 6 of these 30 hours must be in the minor.

## Missouri State Law Requirement

Missouri state law prescribes that all candidates for a degree issued by the colleges and universities of Missouri must have "completed a course of instruction in" and "satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the State of Missouri, and in American History and American Institutions." This provision may be satisfied by completing Area 5 of the **General Education Requirements**.

A transfer student who has taken courses in American Government, American History, or American Political Institutions that did not include a study of the Missouri Constitution may meet this requirement by satisfactorily passing a departmental Missouri Constitution examination at least 30 days prior to graduation.

## **Computer Skills Requirement**

Lincoln University believes that computer skills are a vital component of a complete education program. Because essential knowledge related to computers and software programs varies according to area, departments have determined computer literacy requirements for their majors. Requirements specific to each major are found in the Academic Programs section of this *Bulletin*.

## **Writing Across the Curriculum**

Recognizing that effective writing contributes to a person's ability to learn and to communicate, Lincoln University's academic departments expect students to develop and demonstrate competence in using written language effectively. Each student in a baccalaureate degree program will be required to satisfactorily complete at least one writing intensive course in the major. Writing for the course will be distributed throughout the semester and will include formal writing assignments or a combination of formal and informal elements as deemed pedagogically appropriate by the academic unit offering the course. Writing will be a substantial and integral part of any course designated as writing intensive and will be a major component in determining the course grade.

## **Student Outcomes Assessment Program (SOAP)**

Assessment of programs and students is an integral part of the academic and administrative process. Assessment at Lincoln University serves three major purposes: (a) improvement of student learning and instruction, (b) accomplishment of institutional mission, and (c) as documentation of the student's achievement of educational goals.

Lincoln University students are required to participate in the institution's Student Outcomes Assessment Program. Because the University must be able to evaluate its programs and services, it is mandatory that all enrolled persons participate in the Student Outcomes Assessment Program.

Each student pursuing his/her first bachelor's degree is required to take the General Education Test, an assessment of general education skills, after the completion of 75 or more credit hours (including transfer credits). In addition, each graduating senior is required to take the Major Field Exit Examination in his/her major area. A student who fails to take the General Education Test or the Major Field Exit Examination will be denied permission to register for the succeeding semester or, if in the final semester, will be restricted from graduating.

The Office of Institutional Research and Assessment will maintain responsibility for monitoring student participation in assessment activities. Students must participate in the Student Outcomes Assessment Program in order to satisfy departmental and University requirements for graduation. More detailed assessment information is included in each program area.

# GENERAL EDUCATION

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## Philosophy and Goals of General Education

General education encompasses the knowledge, skills, and attitudes that should be the common experiences of all educated individuals so that they can engage effectively in a life-long process of inquiry and decision-making and an appreciation of the fine arts.

General education is complementary to but different in emphasis and approach from special training for a job or a profession, or scholarship in a particular field of knowledge. A major aim of the University is to graduate students who can function as educated individuals in their families, in their work places, and as members of society at large.

The ten goals of the general education program at Lincoln University include eight statewide goals established by the Missouri Coordinating Board for Higher Education and two institutional goals unique to the University. Lincoln University's general education program therefore strives to achieve the following ten goals:

1. To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.
2. To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.
3. To develop students' ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.
4. To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to synthesize the ethical implications of choices made on the basis of these values.
5. To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and the social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.
6. To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.
7. To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.
8. To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical

methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students would also understand that science is shaped by historical and social contexts.

9. To develop students' international perspective through an understanding of diverse cultures and beliefs. Students should develop an awareness of the history and values of another culture and a deeper sense of both the similarities and the differences among cultures.
10. To develop students' understanding of why and how they can protect and improve their personal health and the health of their community. Students should understand the functions and interrelatedness of the physical, mental, emotional, social, spiritual, environmental, and societal dimensions of wellness and develop an appreciation for lifetime wellness activities.

## General Education Requirements

All state institutions in Missouri have been asked to design a 42-hour block of general education courses that meets the goals of general education as described previously. Because each institution is designing courses to meet identical goals, the general education block transfers from one school to another and satisfies the requirements of each institution following the state guidelines.

The following courses represent the General Education requirements at Lincoln University that will satisfy the requirements of other institutions as well. They are applicable to all four-year bachelor's degrees with the exception of the Bachelor of Liberal Studies degree at Lincoln University.

Some majors require a grade of "C" in specified general education courses. For information pertaining to a particular major, see requirements of that major.

For honors courses, see the course descriptions for prerequisites, the requirements that must be met before a student may enroll in the course.

### Area 1: Communications Skills (9 hrs.)

- |    |  |        |
|----|--|--------|
| A. | ENG 101 Composition and Rhetoric I<br>ENG 151H Honors Composition and Rhetoric I   | 3 hrs. |
| B. | ENG 102 Composition and Rhetoric II<br>ENG 152H Honors Composition and Rhetoric II | 3 hrs. |
| C. | SPT 206 Fundamentals of Speech (Prerequisite: ENG 101)                             | 3 hrs. |

Note: A grade of "C" or better is required to pass the communications skills courses.

### Area 2: Mathematics Skills (3 hrs.)

- |  |                    |        |
|--|--------------------|--------|
|  | Math 112 or higher | 3 hrs. |
|--|--------------------|--------|

Note: A student's score on the Mathematics Placement Exam will determine his or her placement in a mathematics course. Those students who score high enough to enroll in

MAT 123 are exempt from this three-hour math requirement.

**Area 3: Personal and Community Health (2 hr.)**

PED 111 Personal and Community Health 2 hrs.

**Area 4: Life and Physical Sciences (7 hrs.)**

Select courses from biology, chemistry, physics, environmental science or experimental psychology. At least one of these courses must have a laboratory. 7 hrs.

**Area 5: Social and Behavioral Sciences (12 hrs.)**

A. United States and Missouri Constitution requirement 3 hrs.  
Select one of the following:  
HIS 205 US History I  
HIS 206 US History II  
PSC 203 American National Government  
PSC 203H Honors American National Government  
PSC 204 American State and Local Government

B. International History requirement 3 hrs.  
Select one of the following:  
HIS 101 World Civilization I  
HIS 151H Honors World Civilization I  
HIS 102 World Civilization II  
HIS 152H Honors World Civilization II

C. Psychology requirement 3 hrs.  
Select one of the following:  
PSY 101 General Psychology  
PSY 151H Honors General Psychology

D. Sociology/Economics requirement 3 hrs.  
Select one of the following:  
S/A 201 Introduction to Sociology  
S/A 202 Introduction to Anthropology  
S/A 151H Honors Introduction to Sociology  
SOC 301 The Family  
ECO 201 Principles of Economics I

**Area 6: Humanities and Fine Arts (6 hrs.)**

Select two courses from two different academic disciplines in the humanities: literature, philosophy, art appreciation, music appreciation, or theatre: 6 hrs.  
AAS 200 African American Studies  
ART 100 Introduction to Art  
ART 330 History and Appreciation of Art  
ART 331 Twentieth Century Art

MUS 200 World of Music  
 MUS 205 Music of Black Americans  
 SPT 209 Introduction to the Theatre  
 Any literature course numbered below 400  
 Any philosophy course numbered below 400  
 Any foreign language course numbered above 200

**Area 7: American Cultural Diversity (3 hrs.)**

Select a course from the following list: 3 hrs.

CD 200 Cultural Diversity in Modern America  
 ENG 307 American Literature Through 1865  
 ENG 308 Survey of American Literature: 1865-Present  
 HIS 203 African American History  
 HIS 402 Ethnic History  
 HIS 403 Blacks in America  
 HIS 404 History of the Old South  
 HIS 407 History of the New South  
 HIS 477 Women in America  
 MUS 205 Music of Black Americans  
 PSC 350 U.S. Ethnic and Racial Politics  
 PSC 480 Civil Rights, Civil Liberties

Subtotal to meet state guidelines: 42 hrs.

**Institutional Requirements**

Each state university may include additional requirements in its general education program that are unique to its mission and goals. In addition to completing the above general education requirements, every student is required to complete the additional institutional requirements.

**Area 8: International Cultural Diversity (3 hrs.)**

Select a course from the following list: 3 hrs.

AAS 200 African American Studies  
 ANT 311 World Ethnography  
 ANT 411 Culture Areas of the World  
 BAD 215 Introduction to Global Business  
 ENG 320 Masterpieces of Literature in English Translation  
 ENG 340 Women and Literature  
 EDU 260 Education and Cultural Diversity  
 FRE or SPA Any 3-hour course in French, Spanish, or  
 other modern foreign language  
 FRE 321 French Civilization I  
 FRE 322 French Civilization II  
 SPA 321 Latin American Civilization  
 SPA 322 Spanish Civilization  
 HIS 101 World Civilization I  
 HIS 151H Honors World Civilization I  
 HIS 102 World Civilization II



HIS 152H	Honors World Civilization II
NUR 335	Death & Bereavement: Cultural Variations
PHI 201	Major Religions of the World
PHI 208	African World View
PSC 440	Comparative Politics
PSC 460	International Relations
S/A 202	Introduction to Socio-Cultural Anthropology

**Area 9: Lifetime Wellness Skills (1 hr.)**

PED (any 100 level activity course) 1 hr.

Note: The following students are exempt from the activity physical education requirement:

- a) veterans who present a copy of the DD-214 or DD-2384 form to the Office for Veteran Affairs
- b) students who present a medical statement of disability/special need to the Office of the Registrar (for referral to the Academic Routine Committee)
- c) students who enter or re-enter the University after their 35th birthday

**Area 10: General Education Skills (1 hr.)**

GE 101 University Seminar 1 hr.

Note: This course is required for all full-time freshmen during their first semester of enrollment and for part-time freshmen by no later than the semester in which they will accumulate 16 credit hours. The University Seminar requirement is waived for students transferring 30 or more hours.

**Total General Education Requirements: 47 hrs.**

**Foreign Language Requirement for the Bachelor of Arts Degree**

In addition to the above general education requirements, students in Bachelor of Arts degree programs are required to complete at least 12 hours in a foreign language or coursework through FRE or SPA 230 or CHI 204.

A student in any degree program who has completed one or more years of foreign language study in high school may be eligible for advanced placement into intermediate foreign language courses and for academic credit for the prerequisite course(s). Students must apply to the Department of English, Foreign Languages and Journalism prior to registration for advanced placement. Students who place into intermediate foreign language courses may receive full credit for the prerequisite course(s), provided that they pass the course in which they enroll with a grade of "C" or better. For details and application deadlines, contact the Department of English, Foreign Languages and Journalism.

# ACADEMIC PROGRAMS

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All programs offered by Lincoln University are listed in alphabetical order by fields of learning under the college or area through which they are offered. Prior to the opening of each semester, a *Schedule of Courses* is published by the Office of the Registrar which lists the specific courses to be offered for that semester with the time of meeting, the building and the room number for each course.

In the course descriptions, the following information appears sequentially:

1. The academic program abbreviation and course number;
2. The title of the course;
3. The number of hours of credit. If the credit is variable or to be fixed in consultation with the major advisor, this is shown by the maximum and minimum credit;
4. The semester or session (fall-fa, spring-sp, summer-su) in which the course is generally offered and the calendar year (odd, even) in which the course is generally taught (may not be listed for each course);
5. "LF" if a lab fee is charged for the course;
6. "MF" if a music fee is charged for the course;
7. "EP" if eye protection is required in the course.
8. "AF" if an assessment fee is required in the course.

The eye protection requirement is stipulated by Missouri state law (1976) which requires all students, instructors, and visitors to wear an industrial-quality eye protective device when participating in or observing any courses of instruction which involve a potential eye hazard. All eye protection equipment must meet standards of the American National Standard Institute (A.N.S.I.), Standard A87.1968, and subsequent revisions thereof.

Sample programs of study or lists of program requirements are available in the *Bulletin* and in the academic departments for each degree area. Students are advised to work with a departmental advisor to monitor their progress through general education and major requirements.

The sample outlines generally do not include the scheduling of pre-college-level courses that might be required as a result of ACT scores and/or placement tests. Pre-college-level courses do not count toward the minimum 121 semester hours required for graduation. A student whose ACT scores and/or placement test results indicate that MAT 50, MAT 51, ENG 90, or ENG 95 are required should work with his/her assigned advisor to outline an alternative program of study.

# UNIVERSITY SEMINAR

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## Center for the First-Year Experience

### Goal

University Seminar serves to introduce students to the college experience and facilitates a successful transition from high school to college. It orients students to college life by providing valuable information, skills, and strategies for success necessary to persist and graduate from Lincoln University.

### Student Learning Objectives

Upon the successful completion of this course, students will be able to

1. identify and demonstrate effective social and academic skills
2. describe significant events in the history of Lincoln University
3. demonstrate appreciation of lectures, recitals, and convocations
4. demonstrate active critical thinking and reading by participating in class discussion and activities
5. conduct library research and demonstrate the effective use of technology
6. connect and network with people at Lincoln University, including advisors, tutors, peers, instructors, and other faculty/staff/administrators, and access student support resources
7. understand the policies and programs outlined in the *Lincoln University Undergraduate Bulletin*
8. demonstrate an understanding of the rights and responsibilities of students at Lincoln University as outlined in the *Lincoln University Student Handbook*
9. perceive specific personal strengths, weaknesses, skills, and abilities and use this knowledge to explore major and career options and make informed decisions regarding short-term and long-term goals

### Assessment Program

Assessment measures allow students, faculty, and staff to determine whether the students have met the objectives of the course. For this general education course, the primary measure of assessment is an electronic portfolio, a collection of journals, assignments demonstrating skills learned, and videos and photos, which reflects the transition from high school to college and demonstrates an ability to use technology effectively in college and the workforce.

### Course Description

This course is required of all full-time freshmen during their first semester of enrollment and for part-time freshmen by no later than the semester in which they will accumulate 16 credit hours. The University Seminar requirement is waived for students transferring 30 or more hours or for students entering Lincoln University with a postsecondary degree.

**GE 101 UNIVERSITY SEMINAR.** (1). An introduction to college in general and Lincoln University in particular. Prepares freshmen for success in their academic pursuits and encourages their personal growth. (See **General Education Requirements**, Area 10.)

# **COLLEGE OF AGRICULTURAL AND NATURAL SCIENCES**

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Office of the Dean  
112A Bennett Hall  
(573) 681-5109

## **DEPARTMENT OF AGRICULTURE AND ENVIRONMENTAL SCIENCES**

107 Foster Hall  
(573) 681-5967

## **DEPARTMENT OF LIFE AND PHYSICAL SCIENCES**

131 Founders Hall  
(573) 681-5120

# AGRICULTURE AND ENVIRONMENTAL SCIENCES

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## **Mission**

The mission of the Department of Agriculture and Environmental Sciences is to provide educational opportunities for students from various backgrounds to be successful in a diverse society. The Department is dedicated to teaching the principles and concepts of agriculture, agribusiness and environmental sciences and their applications. The curricula prepare students for employment, professional advancement, and graduate studies. The Department accomplishes its goals through small classes and individual student attention in a nurturing educational environment.

## **Degrees Offered**

Bachelor of Science in Agriculture

Bachelor of Science in Agribusiness

Bachelor of Science in Environmental Science

## **Minors:**

Agriculture

Agribusiness

Aquaculture

Biotechnology

Environmental Science

Geospatial Information Science

Wildlife Management

## **Pre-Professional Training**

Pre-Veterinary Medicine

## **Objectives**

Students completing a degree in the department of Agriculture and Environmental Sciences will be prepared:

1. To demonstrate fundamental understanding, critical thinking skills, reasoning, analysis and decision making relevant to the practices of agriculture, agribusiness and environmental sciences
2. To demonstrate competence in written and verbal communication
3. To pursue advanced studies in agriculture, agribusiness and environmental sciences and related disciplines

## **Assessment Program**

Assessment of knowledge in the major area will occur during the junior and senior years. The assessment will include written examination of the student's scientific experiences. Primary emphasis will be placed on the "Major Field Assessment Test" in the student's major area to be taken during the last semester.

**Other assessment measures:**

1. Internships completed
2. Alumni survey
3. Follow-up surveys with employers;
4. Exit interviews of graduates.

**Computer Science Requirement**

At completion of the Agriculture or Environmental Science degree program at Lincoln University, the student will have gained a basic understanding of computers and various software programs. Students will have the opportunity to gain the necessary computer knowledge and skills by taking CS 103 or CS 105. Students will also have the opportunity to develop computer skills in other departmental courses.

Students majoring in Agribusiness are required to take CS 105, BED 208, or demonstrate a comparable skill level through a proficiency examination. This requirement must be met prior to completing the first 60 hours of work or within the first semester of transferring to Lincoln University, whichever is applicable.

# AGRICULTURE

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## DEPARTMENT OF AGRICULTURE AND ENVIRONMENTAL SCIENCES

Professors: Chowdhury, Eivazi, Omara-Alwala, Paul  
Associate Professors: Andrei, El-Dweik, Wetzel  
Assistant Professors: Ahuja, Caldwell, Egilla,  
Hicks, Riedle, Shanks, Wuliji

### Degree Offered

B.S. in Agriculture, offers an emphasis in Animal Science, Plant and Soil Science, and Natural Resources Management.

### Required Courses

**General Education Requirements:** A minimum grade of “C” is required in BIO 103, BIO 104L, CHM 101, CHM 102, CS 103 or CS 105, and MAT 113 or MAT 117.

**Core Agriculture Degree Requirements:** All Agriculture majors must complete all the courses listed under “Course Requirements Leading to a Bachelor of Science degree with a major in Agriculture” with a minimum grade of “C”.

### Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

**AGR 101A INTRODUCTION TO ANIMAL SCIENCE.** (3, fa). An overview of the livestock industry including animal production, breeding and genetics, physiology, nutrition, health and marketing. Three-hours lecture.

**AGR 102P INTRODUCTION TO PLANT SCIENCE.** (3, sp). An introduction to crop plants including agriculture history, global distribution, fundamentals of crop process, crop-climate relation, principles of crop production and management. Two-hours lecture and one two-hour laboratory.

**AGR 211P SOILS IN OUR ENVIRONMENT.** (4, sp). Constitution of the soil and the various biological, chemical and physical processes as they relate to plant growth. Three-hours lecture and one two-hour laboratory. Prerequisites: CHM 101 or CHM 103 and CHM 104L or consent of instructor.

**AGR 328P INTEGRATED PEST MANAGEMENT.** (3, fa, odd). Symptoms, causes and control of animal and plant diseases and classification; identification, distribution, life cycle, economic impact and control of pests. Two-hours lecture and one two-hour laboratory. Prerequisites: AGR 102P and AGR 211P.

**AGR 401 AGRICULTURE SEMINAR.** (1, fa, sp). Oral and written reports on topics in agriculture. One hour lecture. This course designated writing intensive.

## Courses common to all agriculture emphasis areas

- AGR 175 SPECIAL TOPICS.** (1-5). Topic to be listed in the course schedule. Students may enroll again as topic changes. May not be used as a general education requirement. Consent of instructor required.
- AGR 325 COOPERATIVE EDUCATION PROGRAM.** (3-9). There are two options: **(A)** Practical work experience for a minimum duration of 26 weeks divided into two or more periods. Students electing the cooperative program will spend the summer (10 weeks) between their sophomore and junior years on a cooperative assignment. The second work experience would be in the fall semester (18 weeks) of their senior year. **(B)** This may be used as an internship with a practical work experience for a minimum period of 10 weeks.
- AGR 400 RESEARCH IN AGRICULTURE.** (2-4, fa, sp, su). Individual research project in the area of student's interest. This is to include a complete written report of the findings. Consent of instructor required.
- AGR 406 SPECIAL TOPICS IN AGRICULTURE.** (1-4). Topic to be listed in course schedule; may or may not include laboratory; may re-enroll as topic changes. Prerequisite: Consent of instructor.

## Required Courses for Emphasis areas

A minimum of 40 upper division credit hours (those numbered 300 and above) is required for graduation. Each of the three options has the following additional requirements. These courses also require a minimum grade of "C."

### Animal Science Emphasis (Required upper division courses)

- AGR 200A MEAT SCIENCE.** (2, fa, odd). This is an introductory course that covers conversion of muscle to meat, meat quality, meat color, meat cooking, meat grading, food safety, meat inspection, meat curing and sausage processing. Two hours lecture. Prerequisite: AGR 101A.
- AGR 303A PRINCIPLES OF NUTRITION.\*\*** (3, fa, sp). Basic principles of nutrition for man and animals, sources and utilization of essential nutrients. Three hours lecture. Prerequisites: BIO 103 and 104L or CHM 101.
- AGR 308A BEEF AND DAIRY CATTLE PRODUCTION.** (3, fa, even). Current production methods involved in the development and operation of a livestock enterprise. Special emphasis on beef cattle with some consideration given to dairy cattle. Two hours lecture and one two hour laboratory. Prerequisite: AGR 101A.
- AGR 313P PASTURES AND FORAGES.** (3, fa, odd). Production, management and utilization of annual and perennial forage plants for pasture, hay and silage. Two-hours lecture and one two-hour laboratory. Prerequisites: AGR 102P and AGR 211P.
- AGR 315A SHEEP AND GOAT PRODUCTION.** (3, sp, even). Current production methods involved in the development and operation of a sheep and goat enterprise. Two hours lecture and one two hour laboratory. Prerequisite: AGR 101A.
- AGR 320A ANIMAL BREEDING AND GENETICS.** (3, sp, odd). Genetic principles and their application towards genetic management of livestock populations and aquatic organisms. Three hours lecture. Prerequisite: AGR 101A.



- AGR 339A MONOGASTRIC NUTRITION.\*\*** (3, sp, even). Course covers nutrition of monogastric animals (birds, mammals and fishes) emphasizing nutrient characteristics, functions, sources, digestion, absorption, and metabolism. Taxonomic and life stage differences addressed. Formulation and manufacturing is explored. Two hours lecture and one two hour laboratory. Prerequisites: AGR 101A, CHM 101 and CHM 102.
- AGR 340A COMPANION ANIMAL AND HORSE SCIENCE.** (3, sp, odd). Provides introductory information for students in physiology, nutrition, reproduction, health/diseases, and basic care of a wide variety of animals including dogs, cats, horses, birds, guinea pigs, rabbits, rodents, and reptiles. Three hours lecture. Prerequisite: AGR 101A.
- AGR 360A FUNDAMENTALS OF AQUACULTURE.** (3, fa). This course covers basic principles of aquacultural production for human food and non-food purposes. Students will learn the aquaculture species commonly used for production, cross-breeding and selection; the nutritional and environmental requirements for optimum productivity and the effects of aquacultural production on land and water use. Prerequisites BIO 103 and 104 or CHM 101. Three-hours lecture.
- AGR 408A RUMINANT NUTRITION.** (3, fa, odd). Upper level undergraduate course that takes a practical approach to ruminant nutrition; physical/chemical composition of feedstuffs, feed processing/ preparation, nutrient interactions, and application of nutritional principles to feeding ruminant animals. Two hours lecture and one two hour laboratory. Prerequisites: AGR 101A.
- AGR 422A REPRODUCTIVE PHYSIOLOGY.** (3, fa, odd). Anatomy and function of the male and female reproductive systems. Two hours lecture and one two hour laboratory. Prerequisite: AGR 101A.

\*\* Students may take AGR 303A: Principles of Nutrition or AGR 339A: Monogastric Nutrition, as advised.

### ***Animal Science Electives***

Choose any 9 or more credits from any 300-400 level classes from departmental offerings (majors or minors) to complete your electives.

### **Natural Resources Management Emphasis** (Required courses)

- AGR 107P/ BIO 106 GENERAL BOTANY.** (4, fa). Fundamental facts and principles of plant life. Form, structure, reproduction and life processes are emphasized. Three hours lecture and one three-hours laboratory. Prerequisite: BIO 103.
- AGR 321N WILDLIFE POLICY AND LAW.** (3, fa, odd). Students will be provided with historical and legal perspectives of the current state, national, and international policies governing our natural resources and the agencies responsible for implementing those policies. Three hours lecture.
- AGR 326N/ BIO 326 ORNITHOLOGY.** (3, sp). An overview of the biology of birds, including anatomy, physiology, taxonomy and distribution, behavior, population community dynamics, ecology, origin, and evolution; emphasizes unique attributes of birds as animals. Two hours lecture and one two-hour laboratory.

- AGR 414P SOIL, WATER, AND AIR CONSERVATION/MANAGEMENT.** (3, fa). Theoretical and practical aspects of contemporary methods of conservation and management of soil, water, and air. Two hours lecture and two hours lab. Prerequisite: AGR 211P.
- AGR 417N WILDLIFE MANAGEMENT METHODS AND TECHNIQUES.** (4, fa, odd). Basic principles and practices of wildlife management; special emphasis on population and habitat control. Three hours lecture and one two-hours laboratory.
- BIO 423 ECOLOGY.** (4, fa). This course will present the dynamics of coexistence among species and their interactions with the physical environment. Four hours lecture. Prerequisites: BIO 103 and 104L.
- AGR 426/ BIO 426 TAXONOMIC BOTANY.** (4, fa, even). The study of vascular plant diversity and evolutionary history. A plant collection will emphasize identification and recognition of regional species. Prerequisites: BIO 103 and 104L, and BIO 105 or 106 or AGR 107. Two one-hour lectures and two two-hour laboratories.

### *Natural Resources Management Electives*

- AGR 305N WILDLIFE DAMAGE MANAGEMENT.** (3, sp, even). An overview of wildlife as misplaced resources; wildlife damage and its measurement; social, ethical and human dimensions of damage management; present management practices; research on future management alternatives. Two hours lecture and one two-hour laboratory.
- AGR 435N/ ENV 435 WETLAND ECOLOGY AND MANAGEMENT.** (3, fa odd). A comprehensive presentation of biological, physical, chemical, and ecological aspects of major wetland types in North America, and wetland delineation. Two hours lecture and one two- hours laboratory. Prerequisites: CHM 101, GIS 208, BIO308, and AGR 211P.
- AGR 429N/ BIO 429 PLANT PHYSIOLOGY.** (4, fa, odd, LF). The study of how plants function. Chemical and physical processes at the level of the organism, organ, cell, organelle and biomolecule. Prerequisites: BIO 105 or 106 or AGR 107, CHM 102. Three one-hour lectures and one three-hour laboratory.

Additionally, choose any 300-400 level classes from departmental offerings (majors or minors) to complete electives.

### *Plant and Soil Science Emphasis* (Required upper division courses)

- AGR 107P/ BIO 106 GENERAL BOTANY.** (4, fa). External and internal structure and reproduction of plants and other photosynthetic organisms. Three one-hour lectures and one three-hour laboratory. Prerequisite: BIO 103.
- AGR 215P INTRODUCTION TO ALTERNATIVE ENERGY SYSTEMS.** (3, fa). Introduces students to different resources and systems of renewable energy production. Environmental and economic aspects of renewable energy systems will also be taught. Three hours lecture.
- AGR 309P SOIL QUALITY AND AGRICULTURAL SUSTAINABILITY.** (3, fa, odd). Study of the challenges facing society including food security, loss of

soil and water resources and associated ecosystem services. Embracing science-based soil management practices that directly respond to these challenges is both crucial and essential for the long-term sustainability of soil resources. Three-hours lecture. Prerequisite: AGR 102P and AGR 211P.

**AGR 312P FOOD AND ENERGY CROPS.** (3, sp, even). Fundamentals of energy and field crops, management, classification, principles of production, preservation, utilization and distribution. Two-hours lecture and one two-hour laboratory. Prerequisites: AGR 102P and AGR 211P.

**AGR 315P TECHNOLOGIES OF BIOENERGY PRODUCTION.** (3, sp) Introduces students to different technologies for the conversion of biomass into bioenergy. Technologies include biochemical and thermochemical processes. Two-hours lecture and one two-hour lab.

**AGR 324P SOIL FERTILITY AND FERTILIZERS.** (3, sp, even). The study of nutrient elements in soils as they relate to plant growth; worldwide use of fertilizers, their environmental impacts; management and economics of soil amendments. Two hours lecture and one two-hour laboratory. Prerequisite: AGR 211P

**AGR 404P CROP SYSTEMS.** (Capstone). (3, sp, odd). A course in which students integrate the knowledge acquired during their education and synthesize solutions to current plant and soil science issues through different types of experiences. Three-hours lecture. Prerequisites: Completion of 76 credits and consent of instructor.

**AGR 414P SOIL, WATER, AND AIR CONSERVATION/MANAGEMENT.** (3, fa). Theoretical and practical aspects of contemporary methods of conservation and management of soil, water, and air. Two hours lecture and two hours lab. Prerequisite: AGR 211P.

### *Plant and Soil Science Electives*

**AGR 306P HORTICULTURE.** (3, sp, even). Fundamentals of horticulture crop management, classification, principles of production, preservation, utilization and management. Two-hours lecture and one two-hour laboratory. Prerequisites: AGR 102P, AGR 107/BIO106.

**AGR 409P PLANT PROPAGATION.** (3, sp, odd). The art and science of propagating plants; the physiological and environmental factors essential for propagating plants for human benefits. Two-hours lecture, and one two-hour laboratory. Prerequisites: AGR 102P, AGR 306P, AGR 429P/BIO 429.

**AGR 426P/ BIO 426 TAXONOMIC BOTANY.** (4, fa, even). The study of vascular plant diversity and evolutionary history. A plant collection will emphasize identification and recognition of regional species. Prerequisites: BIO 103 and 104L, and BIO 105 or 106 or AGR 107. Two one-hour lectures and two two-hour laboratories.

**AGR 429P/ BIO 429 PLANT PHYSIOLOGY.** (4, fa, odd). The study of how plants function. Chemical and physical processes at the level of the organism, organ, cell, organelle and biomolecule. Prerequisites: BIO 105 or 106 or AGR 107, CHM 102. Three one-hour lectures and one three-hour laboratory.

Additionally, choose any 300-400 level classes from departmental offerings (majors or minors) to complete electives.

## Course Requirements

Leading to a Bachelor of Science degree with  
a major in Agriculture

<b>Among the 47 general education hours required, the following specific courses are recommended for the Bachelor of Science degree in Agriculture.</b>		
<b>Area 2:</b>		
MAT 113, or MAT 117	College Algebra Elementary Statistics	3
<b>Area 4:</b>		
BIO 103 BIO 104L CHM 101 CHM 102	Principles of Biology Principles of Biology Lab General Chemistry I General Chemistry II	12
<b><i>Computer Skills Requirement</i></b>		
CS 103 or CS 105	Intro to Micro Computers Integrated Computer Applications	3
<b><i>Major Course Requirements for Agriculture</i></b>		
<b>Core Courses (for any emphasis)</b>		
AGR 101A	Introduction to Animal Science	3
AGR 102P	Introduction to Plant Science	3
AGR 211P	Soils in Our Environment	4
ABU 202	Introduction to Agricultural Economics	3
BT 212	Introduction to Biotechnology	3
ENV 103	Introduction to Environmental Science	3
GIS 208	Introduction to Geospatial Information Sci	3
AGR 328	Integrated Pest Management	3
AGR 401	Agriculture Seminar	1

<b>Courses Common to all Agricultural Emphasis Areas</b>		
AGR 175	Special Topics	1-5
AGR 325	Cooperative Education Program	3-9
AGR 400	Research in Agriculture	2-4
AGR 406	Special Topics in Agriculture	1-4

<b><i>Animal Science Emphasis</i></b>		
<b><i>Required Courses</i></b>		
AGR 200A	Meat Science	2
AGR 303A	Principles of Nutrition**	3
AGR 308A	Beef and Dairy Cattle Production	3
AGR 313A	Pastures and Forages	3
AGR 315A	Sheep and Goat Production	3
AGR 320A	Animal Breeding and Genetics	3
AGR 339A	Monogastric Nutrition**	3
AGR 340A	Companion Animal and Horse Science	3
AGR 460A	Fundamentals of Aquaculture	3

AGR 408A	Ruminant Nutrition	3
AGR 422A	Reproductive Physiology	3
<i>**Students may take AGR 303A , AGR 339A or AGR 421A as advised.</i>		
<b><i>Natural Resources Management Emphasis Required Courses</i></b>		
AGR 107P/ BIO 106	General Botany	4
AGR 321N	Wildlife Policy and Law	3
AGR 326	Ornithology	3
AGR 414P	Soil, Water, and Air Conservation/ Management	3
AGR 417N	Wildlife Management Methods and Techniques	4
BIO 423	Ecology	4
<b><i>Electives</i></b>		
AGR 305N	Wildlife Damage Management	3
AGR 429P/ BIO 429	Plant Physiology	4
AGR 425	Mammalogy	3
AGR 426	Taxonomic Botany	4
AGR 435	Wetland Ecology and Management	3
WLM 320	Urban Wildlife	3

<b><i>Plant and Soils Science Emphasis Required Courses</i></b>		
AGR 107P/ BIO 106	General Botany	4
AGR 215P	Introduction to Alternative Energy Systems	3
AGR 309P	Soil Quality and Agricultural Sustainability	3
AGR 312P	Food and Energy Crops	3
AGR 315P	Technologies of Bioenergy Production	3
AGR 324P	Soil Fertility and Fertilizers	3
AGR 404P	Crop Systems	3
AGR 414P	Soil, Water, and Air Conservation/ Management	3
<b><i>Recommended Electives</i></b>		
AGR 306P	Horticulture	3
AGR 350 and AGR 350L	Experimental Biotechnology	4
AGR 409P	Plant Propagation	3
AGR 422	Economics of Energy and Climate Change	3
AGR 426P	Taxonomic Botany	4
AGR 429P	Plant Physiology	3

**Additional Information:**

All major requirements must be completed with a grade of “C.”

40 hours of upper division work required.

Free electives for majors and minors should be selected from upper division departmental courses.

# AGRIBUSINESS

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## DEPARTMENT OF AGRICULTURE AND ENVIRONMENTAL SCIENCES

Professor: Wollo  
Associate Professor: Ajuzie  
Assistant Professor: Gedikoglu

### Degree Offered

Bachelor of Science in Agribusiness

### Required Courses

**General Education Requirements:** A minimum grade of “C” is required in MAT 112 or 113 (Area 2), BIO 103, BIO 104, CHM 101 (Area 4), ECO 201 (Area 5), PHI 304 (Area 6b), and BAD 215 (Area 8).

**Core Requirements:** A minimum grade of “C” in ABU 202, ACC 246, 247; BAD 275, 350, 376; CS 105 or BED 208; MAT 117 or BAD 200; ECO 202; AGR 101A, 102P, 211P, 401; ENV 103.

**Major Requirements:** A minimum grade of “C” in, ABU 319, 320, 321, 323 402, 410, 412 or 414; Thirteen (13) credit hours of upper division electives from the following courses: ABU 407 or BAD 407; ABU 419, 420, 422, 424, 495; upper division agriculture courses; or upper division courses approved by the advisor.

### Course Descriptions

- ABU 202 INTRODUCTION TO AGRICULTURAL ECONOMICS.** (3, fa, odd). Economic principles as they relate to agribusiness, production activities, marketing activities, and the behavior of consumers, the influence of nonfarm agencies and institutions, and the role of government are studied and related to the agribusiness program.
- ABU 302 APPLIED INTERMEDIATE MICROECONOMICS.** (3, fa, odd). The study of microeconomic analysis at the intermediate level and its application to decision making in agribusiness and agriculture, consumer demand analysis, production and cost analysis, and analysis of various market structures. Prerequisite: ABU 202 or ECO 202 and MAT 112 or 113.
- ABU 319 AGRICULTURE PROGRAMS AND POLICIES.** (3, fa, even). A study of the effect that governmental programs and policies have had on the price structure and competitiveness of agricultural products on the domestic and export markets. Prerequisite: ABU 202 and junior or senior standing.
- ABU 320 MARKETING AGRICULTURE PRODUCTS.** (3, sp, odd). Market development and agencies involved in concentration, dispersion, and

- equalization of products as they affect agriculture issues. Prerequisite: ABU 202, ECO 202 and junior or senior standing.
- ABU 321 AGRICULTURAL PRICE ANALYSIS.** (3, sp, even). Economic theory, data and statistics are used to describe agricultural price relationships and variations; factors causing price variations are determined; and trend, cyclical, seasonal and random price movements are analyzed. Prerequisite: ABU 202 or ECO 202, MAT 117, BAD 200, or BAD 376.
- ABU 323 AGRICULTURAL FUTURES MARKETING.** (3, sp, even). This course is designed to introduce students to the composition of the futures and options markets, how the cash and futures markets are related, basis formations, hedging and speculation, and chart reading to determine trends. Prerequisite: ABU 202 and ABU 320.
- ABU 402 ENVIRONMENTAL AND RESOURCE ECONOMICS.** (3, sp, odd). Examination of economic aspects of natural resource use with regard to environmental quality issues. Prerequisite: ABU 202 or ECO 202 or ABU 302.
- ABU 407 AGRIBUSINESS INTERNSHIP.** (3-6, fa, sp, su). Supervised practical instruction in a public or private organization along with an academic component monitored by faculty. Prerequisite: Senior standing or permission of instructor.
- ABU 410 SENIOR SEMINAR IN AGRIBUSINESS.** (2, sp). A capstone course that synthesizes the contents of the courses in a major area and integrates them into a coherent content course. A term paper with a focus on an economic or business related topic is required. This course is designated writing intensive. Prerequisite: senior standing.
- ABU 412 FARM BUSINESS MANAGEMENT.** (3, fa odd). The organization and management of farm business, including land, labor and capital for maximum income. Prerequisite: ABU 202 and junior or senior standing.
- ABU 414 AGRIBUSINESS MANAGEMENT.** (3, fa, odd). Examination of the basic functions of management: planning, organizing, and controlling. Development of the understanding of agribusiness organizations and of the decision-making skills required in agribusiness management. Prerequisite: ABU 202, ABU 320, BAD 310, or consent of instructor.
- ABU 419 AGRICULTURAL COOPERATIVES.** (3, fa, odd). Economic basis for cooperative action, structure of cooperatives, problems of membership, public relations, personnel, tax policies, financing, and administrative policies. Prerequisite: junior or senior standing.
- ABU 420 INTERNATIONAL AGRICULTURE MARKETING AND TRADE.** (3, fa, even). Examination of international trade relations relevant to agriculture products. Emphasis will be on the development of modern trade theory, tariffs, non-tariff trade barriers, trade policies, and regional trading arrangements. Topics relating to international monetary relations, such as balance of payments and foreign exchange rate determination. Prerequisite: ABU 202 or ECO 201 or ABU 301.
- ABU 422 ECONOMICS OF ENERGY AND CLIMATE CHANGE.** (3, sp, even). Analysis of energy demand, energy supply, energy prices, environmental consequences of energy consumption and production, and public policies. Impact of climate change on the agricultural markets and analysis of climate change policies. Prerequisite: ABU 402

**ABU 424 APPLIED ECONOMETRICS.** (3, sp, even). Introduction to methods used to estimate relationships and test hypotheses pertaining to variables in agriculture and economics. Simple and multiple regression analysis; probability and logic; simultaneous equations heteroskedasticity; endogeneity. Prerequisite: MAT 117 or BAD 200.

**ABU 495 SPECIAL TOPICS IN AGRIBUSINESS.** (1-3). Topic to be listed in course schedule. May enroll as topic changes or BAD 376.

**Course Requirements**  
 Leading to a Bachelor of Science Degree  
 with a major in Agribusiness

<b>Among the 47 general education hours required, the following specific courses are recommended for the Bachelor of Science degree in Agriculture.</b>		
<b>Area 2:</b>		
MAT 112, or MAT 113	Applied Algebra College Algebra	3
MAT 117 or BAD 200	Elementary Statistics Intro. Business Statistics	3
<b>Area 4:</b>		
BIO 103	Principles of Biology	3
BIO 104L	Principles of Biology Lab	1
CHM 101	General Chemistry I	4
CHM 101L	General Chemistry I Lab	0
<b>Area 5</b>		
ECO 201	Principles of Economics I	3
<b>Area 6</b>		
PHI 304	Business Ethics	3
<b>Area 8</b>		
BAD 215	Introduction to Global Business	3
<b>Core Requirements</b>		
ABU 202	Introduction to Agribusiness	3
ABU 302	Applied Intermediate Microeconomics	3
ACC 246	Principles of Accounting I	3
ACC 247	Principles of Accounting II	3
BAD 275	Business Law I	3
BAD 350	Financial Management	3
BAD 376	Business Statistics	3
BED 208 or CS 105	Business Apps. for the Microcomputer Integrated Computer Applications	3
ECO 202	Principles of Economics II	3
AGR 102P	Introduction to Crop Science	3
AGR 101A	Introduction to Animal Science	3
AGR 211P	Introduction to Soil Science	3
ENV 103	Introduction to Environmental Science	3
AGR 401	Agricultural Seminar	1



<b>Major Courses</b>		
ABU 202	Introduction to Agricultural Economics	3
ABU 319	Agricultural Programs and Policies	3
ABU 320	Marketing Agricultural Products	3
ABU 321	Agricultural Price Analysis	3
ABU 323	Agricultural Futures Marketing	3
ABU 402	Environmental and Resource Economics	3
ABU 410	Senior Seminar in Agribusiness	2
ABU 412 or ABU 414	Farm Management Agribusiness Management	3
<b>Upper Division Electives</b>		
ABU 407 or BAD 407	Agribusiness Internship Business Internship	3-6
ABU 420	International Agriculture Market and Trade	3
ABU 419	Agricultural Cooperatives	3
ABU 422	Economic of Energy and Climate Change	3
ABU 424	Applied Econometrics	3
ABU 495	Special Topics in Agriculture	1-3
or	Upper division agriculture course	3
or	Upper division courses approved by advisor	3

# ENVIRONMENTAL SCIENCE

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## DEPARTMENT OF AGRICULTURE AND ENVIRONMENTAL SCIENCES

Professors: Eivazi, Nkongolo, Tesfaye, Yang  
Associate Professors: Andrei, Ikem  
Assistant Professors: Bayan, El-Mashad, Liu, Riedle, Zheng

### Degree Offered

Bachelor of Science in Environmental Science

### Required Courses

**General Education Requirements:** A minimum grade of "C" is required in CHM 101 and 102, PHY 103, 104L, BIO 103, and 104L.

**Core Requirements:** A minimum grade of "C" is required in ENV 103, 104L, 302, 312, 315, 400, 401, 410, 415, 425, AGR 211P, GIS 316, BIO 301, BIO 423, and MAT 117. In addition, the student must complete ENV electives.

A minimum of 40 upper division credit hours (those numbered 300 and above) is required for graduation.

### Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- ENV 103 INTRODUCTION TO ENVIRONMENTAL SCIENCE.** (3, sp, fa). Introduction to the principles and basic facts of the natural environment. Topics include earth materials, land forms, weather and climate, vegetation and soils, and the processes of environmental changes including contamination and their implications to economic and human systems. Three-hours lecture.
- ENV 104L INTRODUCTION TO ENVIRONMENTAL SCIENCE LABORATORY.** (1, sp, fa). Hands-on laboratory and field investigations designed to reinforce principles and basic facts of the natural environment. One two-hour laboratory. Prerequisite: ENV 103 or concurrent enrollment.
- ENV 302 ENVIRONMENTAL SAMPLING, METHODS AND DATA ANALYSIS.** (3, fa). Principles and methods of sampling, chemical, physical and biological analyses of soil, water, and air. Data handling and statistical analysis, interpretation of results. Two-hours lecture and one two-hour lab. Prerequisites: ENV 103, AGR 211P, CHM 102 and MAT 117.
- ENV 312 ENVIRONMENTAL GEOLOGY.** (3, sp). The course examines geological phenomena, both naturally occurring and human activity induced, that affect the environment. Topics covered include earthquakes, volcanoes, landslides,

subsidence, ground water, flooding and pollution. Two-hours lecture and one two-hour lab. Prerequisite: ENV 103.

- ENV 315 WASTE MANAGEMENT.** (3, sp). Waste classification and characterization into hazardous, non-hazardous, radioactive, non radioactive, solid wastes, liquid wastes; waste generation and major sources; waste source reduction strategies; waste treatment, transportation and disposal; remediation of contaminated sites; regulatory aspects of waste disposal; waste management principles; environmental performance evaluation. Prerequisites: ENV 103, CHM 101 and CHM 102
- ENV 400 RESEARCH IN ENVIRONMENTAL SCIENCE.** (1-3, sp, fa, su). This course provides a research opportunity for experiential learning in the areas of water quality, soil remediation and GIS application and other related topics.
- ENV 401 SEMINAR IN ENVIRONMENTAL SCIENCE.** (1, fa, sp). This course is designed to introduce presentation skills, including abstract writing, PowerPoint preparation, and oral presentation on environmental science topics.
- ENV 410/ PSC 470 ENVIRONMENTAL POLICY AND LAW.** (3, sp, fa, even). This course is designed to introduce students to environmental policy and laws and will be designed to encourage critical thinking in applying laws and policies to address environmental problems on the local, regional, national and global levels. Prerequisites: ENV 103 or permission of instructor
- ENV 415 ENVIRONMENTAL MONITORING AND REMEDIATION.** (3, fa). Study of inorganic and organic contaminants, their sources, movement in the environment, monitoring and remediation. Two-hours lecture and one two-hour lab. Prerequisites: ENV 103, AGR 211P, CHM 101 and 102.
- ENV 425 CAPSTONE IN ENVIRONMENTAL ISSUES.** (3, sp, fa). A writing intensive course in which students integrate the knowledge acquired during their education and plan to carry out a scientific project from inception through completion. They present the results in both written and oral formats. This course is designated writing intensive.

### *Electives*

- ENV 202 SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE.** (1-4). Topics to be listed in course schedule. May enroll again as topic changes. May not be used as a general education requirement.
- ENV 418 SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE.** (1-4). Topics to be listed in course schedule. May enroll again as topic changes. May not be used as a general education requirement.
- ENV 435/ AGR 435 WETLAND ECOLOGY AND MANAGEMENT.** (3, fa, odd). A comprehensive presentation of biological, physical, chemical, and ecological aspects of major wetland types in North America , and wetland delineation. Two hours lecture and one two hour laboratory. Pre-requisites: CHM 101, GIS 208, BIO 426, and AGR 211P.
- ENV 450 HYDROLOGY.** (3, sp). Introduction to hydrologic cycle and watershed hydrology, fundamental principles governing movement of surface water and groundwater, water quality issues, and anthropogenic and climate impact on hydrology. Three-hours lecture. Prerequisites: ENV 103, MAT 113 or MAT 117.

Additionally, choose any 300-400 level classes from departmental offerings (majors or minors) to complete free electives.

**Course Requirements**  
 Leading to a Bachelor of Science degree  
 with a major in Environmental Science

<b>Among the 47 general education hours required, the following specific courses are recommended for the Bachelor of Science degree in Environmental Science.</b>		
<b>Area 2:</b>		
MAT 117	Elementary Statistics	3
<b>Area 4:</b>		
BIO 103	Principles of Biology	3
BIO 104L	Principles of Biology Lab	1
CHM 101	General Chemistry I	4
CHM 102	General Chemistry II	4
PHY 103	Earth Science	3
PHY 104L	Earth Science Lab	1
<b>Computer Skills Requirement</b>		
CS 103 or CS 105	Intro to Micro Computers Integrated Computer Applications	3
<b>Major Course Requirements for Environmental Science</b>		
<b>Core Courses</b>		
ENV 103	Introduction to Environmental Science	3
ENV 104L	Introduction to Environmental Science LAB	1
AGR 211P	Soils in Our Environment	4
ENV 302	ENV Sampling , Methods & Data Analysis	3
ENV 312	Environmental Geology	3
ENV 315	Waste Management	3
ENV 410/ PSC 470	Environmental Policy and Law	3
ENV 415	Environmental Monitoring and Remediation	3
ENV 425	Capstone in Environmental Science	3
ENV 401	Seminar in Environmental Science	1
BIO 301	General Microbiology	4
ENV 400	Research in Environmental Science	1-3
GIS 316	Fundamentals of GIS	3
BIO 423	Ecology	4
<b>Electives</b>		
ENV 202	Special Topics in Environmental Science	1-4
ENV 418	Special Topics in Environmental Science	1-4
ENV 435	Wetland Ecology and Management	3
ENV 450	Hydrology	3

Additional Information:

All major requirements must be completed with a grade of “C.”

40 hours of upper division work required.

Choose any 300-400 level classes from departmental offerings (majors or minors) to complete free electives.

# AGRIBUSINESS (Minor)

## Required Courses

**Minor:** A minimum grade of "C" in AGR 102P, 101A, 211P, ABU 202, ACC 246, plus 6 hours of ABU electives (300-400 level).

**AGR 101A INTRODUCTION TO ANIMAL SCIENCE.** (3, sp). An overview of the livestock industry including animal products, breeding and genetics, physiology, nutrition, marketing and health. Three-hours lecture.

**AGR 102P INTRODUCTION TO PLANT SCIENCE.** (3, sp). An introduction to crop plants including agriculture history, global distribution, fundamentals of crop process, crop-climate relation, principles of crop production and management. Two-hours lecture and one two-hour laboratory.

**AGR 211P SOILS IN OUR ENVIRONMENT.** (4, sp). Constitution of the soil and the various biological, chemical and physical processes as they relate to plant growth. Three-hours lecture and one two-hour lab. Prerequisites: CHM 101 or 103 and 104L or consent of instructor.

**ABU 202 INTRODUCTION TO AGRICULTURAL ECONOMICS.** (3, fa). Economic principles as they relate to agribusiness, agriculture, production activities, marketing activities, the behavior of consumers, the influence of non-farm agencies and institutions, and the role of government are studied and related to the agribusiness economy.

**ACC 246 PRINCIPLES OF ACCOUNTING I.** (3, fa, sp, su). Fundamental principles of financial accounting as applied to sole proprietorship and partnerships. Prerequisites: a minimum grade of "C" in MAT 112, 113, 121, or 123; BED 208 or CS 108.

# AGRICULTURE (Minor)

## Required Courses

**Minor:** A minimum grade of "C" in AGR 102P, 101A, 211P, ABU 202, ENV 103 plus 6 hours of AGR electives (300-400 level).

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

**AGR 101A INTRODUCTION TO ANIMAL SCIENCE.** (3, sp). An overview of the livestock industry including animal production, breeding and genetics, physiology, nutrition, health and marketing. Three-hours lecture.

**AGR 102P INTRODUCTION TO PLANT SCIENCE.** (3, sp). An introduction to crop plants including agriculture history, global distribution, fundamentals of crop process, crop-climate relation, principles of crop production and management. Two-hours lecture and one two-hour laboratory.

**AGR 211P SOILS IN OUR ENVIRONMENT.** (4, sp). Constitution of the soil and the various biological, chemical and physical processes as they relate to plant growth. Three-hours lecture and one two-hour lab. Prerequisites: CHM 101 or 103 and 104L or consent of instructor.

**ABU 202 INTRODUCTION TO AGRICULTURAL ECONOMICS.** (3, fa). Economic principles as they relate to agribusiness, agriculture, production activities, marketing activities, the behavior of consumers, the influence of non-farm agencies and institutions, and the role of government are studied and related to the agribusiness economy.

**ENV 103 INTRODUCTION TO ENVIRONMENTAL SCIENCE.** (3, sp, fa). Introduction to the principles and basic facts of the natural environment. Topics include earth materials, land forms, weather and climate, vegetation and soils, and the processes of environmental changes including contamination and their implications to economic and human systems. Three-hours lecture.

# AQUACULTURE (Minor)

## Objective

To train students, particularly those who are majoring in agricultural, environmental and biological sciences, for graduate, professional and technical supporting positions in aquaculture and fisheries oriented occupations.

## Required Courses

**Minor:** A minimum grade of “C” in AGR 360A, AGR 361A, AGR 362A, AGR 363A and AGR 421A, AGR 426A.

## Course Descriptions

Listed courses may not be taught every semester, or every year. The department head and departmental advisors have information about projected course offerings for each semester year.

**ABU320/ AGR 320** **MARKETING AGRICULTURAL PRODUCTS.** (3, sp, odd). A Market development and agencies involved in concentration, dispersion, and equalization of products as they affect agricultural issues. Three-hours lecture. Prerequisites: ABU 202 and junior or senior standing.

**AGR 360A** **FUNDAMENTALS OF AQUACULTURE.** (3, fa). An overview of the principles and practices of farming aquatic organisms, including fish, mollusks, crustaceans and aquatic plants, particularly for human food. Three-hours lecture. Prerequisites: BIO 103 and 104L.

**AGR 361A** **WATER QUALITY FOR FISH CULTURE.** (3, fa). This course provides an in-depth coverage of the fundamental principles of water quality in aquaculture production, including a discussion of basic physical, chemical and biological principles. Two hours lecture and one two-hours laboratory . Prerequisites: CHM 101 and CHM 102.

**AGR 362A** **AQUATIC BIOLOGY.** (3, sp). Introduction to anatomical, physiological and life history adaptations of organisms to aquatic environments. Three-hours lecture. Prerequisites: BIO 103 and 104L.

**AGR 363A** **BREEDING AND GENETICS OF AQUATIC ORGANISMS.** (3, sp). Introduction to breeding methods employed to propagate aquatic organisms and methods concerning genetics used for conservation of allelic profiles, Three-hours lecture.

**AGR 421A** **FISH NUTRITION.** (3, sp-odd). Basic principles of nutrition for fish and other aquaculture animal species, sources and utilization of essential nutrients. Three-hours lecture. Prerequisites: BIO 103 and 104L or CHM 101 and CHM 102

# BIOTECHNOLOGY (Minor)

## Objective

To apply the scientific study of biology, chemistry and engineering to the practices of medicine, agriculture, pharmaceuticals and numerous other professional fields.

## Required Courses

**Minor:** A minimum grade of “C” in BT 212, 350, 351, 380, BIO 312, CHM 306 and CHM 307L.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- BT 212 INTRODUCTION TO BIOTECHNOLOGY.** (3, fa). A course designed to give an overview of biotechnology. A survey of the practical applications of biotechnology to a diverse group of disciplines. Two hours lecture and one two-hours laboratory.
- BT 350 EXPERIMENTAL BIOTECHNOLOGY I.** (4, fa). A presentation of both theory and laboratory experience in recombinant DNA methodology. Other topics to be covered will include cells of the immune system, antigen/antibody immunochemistry, immunogenetics and immune responses as well as protein chemistry. Prerequisites: BT 212, BIO 312. Two hours lecture and two two-hour laboratories.
- BT 351 APPLICATIONS IN BIOTECHNOLOGY II.** (4, sp). A course examining plant, animal and microbial cell culture. The use of cultured animal and plant cell systems in research and industry will be explored. Skills in mammalian cell culture will include cell counting, freezing and thawing cell lines and culture of suspension and attached cells. Prerequisites: BT 350. Two hours lecture and two two-hours laboratories.
- BT 380 ETHICAL APPLICATIONS OF BIOTECHNOLOGY.** (2, sp). A study designed to familiarize students with current topics in biotechnology and the ethical considerations of the experiments that are performed. Prerequisites: BT 212 or permission of instructor. Two-hour lecture/discussion.



# ENVIRONMENTAL SCIENCE (Minor)

## Objective

To study the biological and physical aspects of the environment and environmentally related issues, including methods of quantifying and abating or controlling environmental pollution and collateral damage.

## Required Courses

**Minor:** A minimum grade of “C” in ENV 103, 104L, 302, 415, and 410/PSC 470. In addition, the student must complete seven (7) hours from the following: CHM 101 and 102, PHY 103, PHY 104, BIO 301, AGR 211P, ENV 435.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- ENV 103 INTRODUCTION TO ENVIRONMENTAL SCIENCE.** (3, sp, fa). Introduction to the principles and basic facts of the natural environment. Topics include earth materials, land forms, weather and climate, vegetation and soils, and the processes of environmental changes including contamination and their implications to economic and human systems. Three-hours lecture.
- ENV 104L INTRODUCTION TO ENVIRONMENTAL SCIENCE LABORATORY.** (1,sp, fa). Hands-on laboratory and field investigations designed to reinforce principles and basic facts of the natural environment. One two-hour laboratory. Prerequisite: ENV 103 or concurrent enrollment.
- ENV 302 ENVIRONMENTAL SAMPLING, METHODS AND DATA ANALYSIS.** (3, fa). Principles and methods of sampling, chemical, physical and biological analyses of soil, water, and air. Data handling and statistical analysis, interpretation of results. Two-hours lecture and one two-hour lab. Prerequisites: ENV 103, AGR 102P, CHM 102 and MAT 117.
- ENV 410/PCS 470 ENVIRONMENTAL POLICY AND LAW.** (3, sp). This course is designed to introduce students to environmental policy and laws and will be designed to encourage critical thinking in applying laws and policies to address environmental problems on the local, regional, national and global levels. Case studies that highlight specific issues affecting or involving some facet of environmental quality will be analyzed and discussed with regards to social and economic impacts. Prerequisites: ENV 103 and 301 or permission of instructor.
- ENV 415 ENVIRONMENTAL MONITORING AND REMEDIATION.** (3, fa). Study of inorganic and organic contaminants, their sources, movement in the environment, monitoring and remediation. Two-hours lecture and one two-hour lab. Prerequisites: ENV 103, AGR 211P, CHM 101 and 102.

# GEOSPATIAL INFORMATION SCIENCES (Minor)

## Objective

To study the principles and applications of the three components of geospatial information sciences: namely geographic information system, remote sensing and global positioning system.

## Required Courses

**Minor:** A minimum grade of “C” in GIS 208, GIS 301, GIS 308, GIS 316, GIS 416 and GIS 440.

## Course Descriptions:

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

**GIS 208 INTRODUCTION TO GEOSPATIAL INFORMATION SCIENCE.** (3, fa). Covers the basic principles of remote sensing, global positioning system and geographic information systems. It also introduces the application of GIS in diverse fields. Two-hours lecture and one two-hour laboratory.

**GIS 301 INTRODUCTION TO GLOBAL POSITIONING SYSTEM.** (3, sp). Designed to introduce students to Global Positioning System (GPS) technology. Lectures will address geodesy, satellite orbits, data transmission, data collection and processing. Laboratory exercises will provide familiarity with the operation of GPS receivers. Two-hours lecture and one two-hour laboratory. Prerequisite: GIS 208.

**GIS 308 COMPUTER ASSISTED CARTOGRAPHY.** (3, fa). This course is designed to teach the fundamentals of computer cartography to students who may have no background in computer science or cartography. Students will be introduced to a range of cartographic, GIS and mapping software. Two-hours lecture and one two-hour laboratory. Prerequisite: GIS 208.

**GIS 316 FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS.** (3, sp). Examines basic technical and analytical methods related to spatial databases, and geographic analysis between real world issues and digital relationships. Lectures will cover data sources and collection, analysis methods and computer technology. Two-hours lecture and one two-hour laboratory. Prerequisite: GIS 208 and junior/senior standing or instructor's written permission.

**GIS 416 GEOGRAPHIC INFORMATION SYSTEMS APPLICATIONS.** (3, sp). GIS applications course will examine advanced technical and analytical methods related to spatial databases and geographic objects. Coordinate systems vector/raster structures, modeling and other items related to GIS projects will be covered. Two-hours lecture and one two-hour laboratory. Prerequisite: GIS 316.

- GIS 420 RESEARCH IN GEOSPATIAL INFORMATION SCIENCE.** (1-3, fa, sp, su). Individual research project in the area of student's interest. This is to include a written report of the findings. Consent of instructor required.
- GIS 440 REMOTE SENSING OF THE ENVIRONMENT.** (3, fa). Covers the propagation of electromagnetic radiation and its interaction with surface features, digital image processing, and the application of remote sensing in vegetation, soil, water, and urban landscape studies. Two hours lecture and one two-hour laboratory. Prerequisite: GIS 208 and junior/senior standing or written permission of instructor.

## **WILDLIFE MANAGEMENT (Minor)**

### **Objective**

To study the principles and practices used in the conservation and management of habitats and wildlife resources for aesthetic, ecological and recreational uses.

### **Required Courses**

**Minor:** A minimum grade of "C" in AGR 321N, 326N, 417N, 425N, WLM 320, 330, 420, 430 and 440.

### **Course Descriptions**

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- WLM 320 URBAN WILDLIFE.** (3, sp, even). This course will present the dynamics of co-existence among non-domestic (wildlife) species and humans in a predominantly human derived environments. Prerequisites: ENV 103.
- WLM 330 COMMUNICATION AND EDUCATION FOR WILDLIFE MANAGEMENT.** (3, fa, even). This course is designed to teach students how to understand complex issues in natural resource management and present them to others in a way that allows them to make intelligent and informed decisions about natural resource management issues. Prerequisites: ENG 101 and 102 OR ENG 151H and 152H, SPT 206, ENV 103. This course is designated writing intensive.
- WLM 420 INTERNSHIP IN WILDLIFE MANAGEMENT.** (3). This course is designed to give students an opportunity to gain training and experience in a professional capacity. Students will be required to complete a minimum of 150 hours of contracted activities and submit a final written and oral report. May be repeated but only the first three hours will count toward the minor. Prerequisites: BIO 103/104L or ENV 103 and consent of instructor.
- AGR 425N MAMMALOLOGY.** (3, fa, even). The scientific study of mammals, including anatomy, physiology, taxonomy and distribution, behavior, population and community dynamics, ecology, origins, and evolution; emphasizes unique

attributes of mammals as animals. Two hours lecture and one two-hour laboratory. Prerequisites: BIO 103 and 104.

**WLM 430 CURRENT TOPICS IN WILDLIFE MANAGEMENT.** (1, sp, odd). Written reports, oral reports and discussion of selected wildlife issues. Prerequisites: BIO 103/104L or ENV 103.

**WLM 440 POPULATION AND COMMUNITY DYNAMICS.** (3, sp, odd). Students will gain a basic understanding of factors governing the distribution and abundance of organisms, demography, life history, basic techniques for measuring diversity, and modeling demography and community structure. Prerequisites: BIO 423. Three 1 hour lectures.

## Pre-Professional Training

### Pre-Veterinary Medicine

A strong high school background in biology, chemistry, mathematics and physics is highly beneficial for those interested in pursuing veterinary medicine as a career. The rigorous university curriculum is designed to allow students to meet the 60 hour minimum requirement for application to the College of Veterinary Medicine at the University of Missouri-Columbia (See Animal Science Curriculum for an example of the specific courses at Lincoln University that meet the requirements).

Students completing 1) the courses outlined below, and 2) the Veterinary College Admission Test (VCAT) within three years of application and receiving a minimum score of 20 are eligible to apply. However, most students admitted to each freshman class in veterinary school have completed their Bachelor of Science degrees. The majority of these students have majored in Animal Science or Biology.

Non-academic activities are also important criteria for acceptance with a minimum 40 hours required observance of veterinarian(s) actively engaged in clinical work. Additional public activities are highly recommended. For additional information, contact the Department of Agriculture & Environmental Sciences at 573-681-5967.

### Required courses

6 hours composition	English 101 and 102
3 hours of college algebra	MAT 113 College Algebra
8 hours of inorganic chemistry	CHM 101 and 102
5 hours of organic chemistry with a lab	CHM 301 and 302 plus CHM 303 (one of the laboratories)
3 hours of biochemistry	CHM 306
5 hours of non-calculus based physics	PHY 101 and 102
10 hours of biological science choose from the following: Principles of Biology with Lab, Genetics and Microbiology)	
10 hours of social science or humanities	
10 hours of electives, for example, nutrition, reproductive physiology, etc.	

# BIOLOGY

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## DEPARTMENT OF LIFE & PHYSICAL SCIENCES

Professors: Benne, Lee, Scott  
Associate Professors: Stephan, Wurst  
Assistant Professor: Morin

### Mission

The mission of the Biology program is to provide educational opportunities for students from various backgrounds to be successful in a complex, technological and diverse society. The program is dedicated to teaching the principles and concepts of life sciences and demonstrating how it applies to our natural and social environment; provides majors with current and relevant programs that prepare them for employment or professional advancement and conducts laboratory and research experiences for undergraduates that reinforce learning and applications of empirical methods of science. The program accomplishes its goals through small classes and individual attention in a nurturing educational environment.

### Degrees Offered

Bachelor of Science with a major in Biology  
Bachelor of Science in Education with a major in Biology  
Bachelor of Science with a major in Clinical Laboratory Science

### Objectives

Students completing the Biology degree program will

1. obtain an understanding of the major concepts of biological systems and related areas
2. gain the ability to express themselves effectively in both written and oral forms
3. continue their biology education beyond the bachelor's degree or find employment in a field utilizing biology

### Assessment Program

Assessment of biological knowledge and skills will take place in the junior and senior years of the major. The assessment will include both written and oral presentations of scientific information. In order to assess student progress in the objectives they will participate in the following courses or activities.

1. Students receiving a B.S. degree in Biology or a B.S. Ed. degree with a major in Biology will take BIO 410. Written and oral presentations will be recorded and reviewed by faculty.
2. Students receiving a B.S. degree in Biology or Clinical Laboratory Science will take the major field exam prior to graduation.
3. Students receiving a B.S. Ed. degree with a major in Biology will take the Praxis exam prior to graduation.
4. Students receiving a B.S. degree in Clinical Laboratory Science will be required to provide evidence of completion of a certified program.
5. Future employment status of all students receiving degrees in Biology will be assessed by student participation in an employment survey following graduation.

## Computer Science Requirement

Upon completion of the Biology, Biology Education or Clinical Laboratory Science degree programs at Lincoln University, students will have gained a basic understanding of computers and various software programs. Students will have the opportunity to gain the necessary computer knowledge and skills by taking CS 103 (or the equivalent), BIO 314, BIO 410 or GIS 316, which are computer intensive.

## Required Courses

A minimum of 40 upper division hours (those numbered 300 and above) is required for graduation.

### Major: B.S. in Biology

A minimum grade of "C" in BIO 103, 104L, 105, 301, 310, 312, 314, 409, 410, and 426 or 429; 3-4 credit hours of upper division electives from the following list: BIO 306, 400, 401, 403, 404, 416 422; 3-4 credit hours of upper division electives from the following list: BIO 326, 400, 404, 406, 423, 425; CHM 101, 102, 301, 302, 303, 304 and MAT 117. PHI 308 is required for Area 6B (humanities and fine arts) of the General Education requirements.

### Major: B.S.Ed. in Biology

Students working toward the B.S. Ed. degree with a major in Biology meet all of the requirements for the B.S. in Biology. In addition, the following courses must be completed with a grade of "C" or better: BIO 423, PHI 308, PHY 101, 102, 103, 104, 105, and 106.

**Minor:** A minimum grade of "C" in BIO 103/104L, 105, 301, 409, 410, 426 or 429, and 3-4 hours biology electives (300-400 level).

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

**BIO 103 PRINCIPLES OF BIOLOGY.** (3, fa, sp, su). Introduction to basic concepts that are foundations of the life sciences. Three one-hour lectures. No laboratory. (Students who need a biology lab course should enroll concurrently in BIO 104L.)

**BIO 104L PRINCIPLES OF BIOLOGY LABORATORY.** (1, fa, sp, su, LF). Hands-on investigations designed to reinforce basic concepts and principles common to the life sciences. Fulfills general education lab requirement. One two-hour laboratory. Prerequisite: Previously taken or concurrent enrollment in BIO 103 (or equivalent).

**BIO 105 ORGANISMAL BIOLOGY.** (4, sp, LF). Overview of 5 major kingdoms, with major focus on structural and functional relationships and phylogeny. Prerequisites: BIO 103 and 104L. Two one-hour lectures and two two-hour laboratories.

**BIO 106 GENERAL BOTANY.** (4, fa, LF). External and internal structure and reproduction of plants and other photosynthetic organisms. Three one-hour lectures and one three-hour laboratory. Prerequisite: BIO 103.

**BIO 175 SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May enroll again as topic changes. May not be used as a general education requirement.

- BIO 208 HUMAN ANATOMY AND PHYSIOLOGY.** (3, fa, sp, su). An integrated study of morphological and functional aspects of the human body. Prerequisite: BIO 103 and 104L. Corequisite: BIO 209L. Three one-hour lectures.
- BIO 209L HUMAN ANATOMY AND PHYSIOLOGY LAB.** (2, fa, sp, su, LF). Laboratory observations that are designed to supplement lecture material presented in BIO 208 with an emphasis on morphological identification. Prerequisite: Concurrent enrollment in or previous completion of BIO 208. Two two-hour laboratories.
- BIO 301 GENERAL MICROBIOLOGY.** (4, fa, sp, su, LF). Morphology, classification, physiology, and cultivation of microorganisms. Prerequisites: BIO 103 and 104L. Two one-hour lectures and two two-hour laboratories.
- BIO 305 HISTOLOGY.** (4, LF). A microscopic study of animal tissues. Prerequisites: BIO 103 and 104L. Two one-hour lectures and two two-hour laboratories.
- BIO 310 GENERAL GENETICS.** (4, fa, LF). The chemical, molecular, and cytological basis for inheritance. Prerequisites: BIO 103 and 104L, CHM 102. Three one-hour lectures and one three-hour laboratory. This course is designated writing intensive.
- BIO 312 MOLECULAR BIOLOGY OF THE CELL.** (4, sp, LF). A course relating structure and function of cells at subcellular and molecular levels. Prerequisites: BIO 103, 104L, 105 and CHM 101 and 102. Three one-hour lectures and one three-hour laboratory.
- BIO 314 GENERAL PHYSIOLOGY.** (4, sp, LF). A study of the theoretical and applied concepts of animal physiology. Prerequisites: BIO 103, 104L, BIO 105 or AGR 101A, CHM 101 and 102. Three one-hour lectures and one three-hour laboratory.
- BIO 326 ORNITHOLOGY.** (3, sp, odd, LF). An overview of the biology of birds, including anatomy, physiology, taxonomy and distribution, behavior, population community dynamics, ecology, origin, and evolution; emphasizes unique attributes of birds as animals. Prerequisite: BIO 103 and 104L. Two one-hour lecture and one two-hour laboratory.
- BIO 400 SPECIAL TOPICS IN BIOLOGY.** (1-4, LF may be required). Topic to be listed in course schedule; may or may not include laboratory, may re-enroll as topic changes. Prerequisite: BIO 103 and 104L or consent of instructor.
- BIO 401 IMMUNOLOGY.** (3, sp). Basic concepts inherent to field of immunology; antigens, antibodies, cells of the immune system; complement; immune reactions; host defense mechanisms; allergies; clinical implications. Prerequisites: BIO 103 and 104L; one semester of General Chemistry (CHM 101 or equivalent). Three one-hour lectures.
- BIO 403 PARASITOLOGY.** (4, LF). A survey of parasitism in various animal phyla with emphasis on host-parasite relationships and vector associations. Prerequisites: BIO 103 and 104L and 105. Two one-hour lectures and two two-hour laboratories.
- BIO 404 RESEARCH IN BIOLOGY.** (1-3, fa, sp, su, LF, may re-enroll, maximum 6 credits towards major). Individual research involving a survey of biological literature, experimental design, collection, analysis and reporting of data. Open to junior and senior biology majors. Prerequisite: Biology majors, written consent of instructor, see department head for further information.

- BIO 406** **EVOLUTION.** (3). Analysis of the theories of the origin of living organisms and mechanisms of evolutionary change. Prerequisite: A minimum of twelve hours credit in biology. Three one-hour lectures.
- BIO 409** **CRITICAL EXAMINATION OF SCIENTIFIC WRITING.** (1, fa). Critical reading and discussion of scientific literature. Prerequisite: Minimum of junior standing; at least 8 hours of 300-400 Biology credits.
- BIO 410** **SEMINAR IN BIOLOGY.** (1, sp). Oral and written reports of selected topics in biology. This course is designated writing intensive. Prerequisites: BIO 409. For BLS purposes, course may be considered CAPSTONE.
- BIO 416** **DEVELOPMENTAL BIOLOGY.** (4, LF). Fundamental principles of embryonic development. Prerequisites: BIO 103, 104L and 105. Two one-hour lectures and two two-hour laboratories.
- BIO 422** **REPRODUCTIVE PHYSIOLOGY.** (3, fa, odd, LF). Anatomy and function of the male and female mammalian reproductive systems. Prerequisite: AGR 201A and BIO 103 and 104L. Two hours lecture and one two-hour laboratory.
- BIO 423** **ECOLOGY.** (4, fa). This course will present the dynamics of coexistence among species and their interactions with the physical environment. Prerequisites: BIO 103, 104L and junior standing. Four one-hour lectures.
- BIO 425** **MAMMALOLOGY.** (3, fa, even, LF). The scientific study of mammals, including anatomy, physiology, taxonomy and distribution, behavior, population and community dynamics, ecology, origins, and evolution; emphasizes unique attributes of mammals as animals. Prerequisites: BIO 103 and 104L. Two one-hour lectures and one two-hour laboratory.
- BIO 426** **TAXONOMIC BOTANY.** (4, fa, LF). The study of vascular plant diversity and evolutionary history. A plant collection will emphasize identification and recognition of regional species. Prerequisites: BIO 103 and 104L, and BIO 105 or 106 or AGR 107. Two one-hour lectures and two two-hour laboratories.
- BIO 429** **PLANT PHYSIOLOGY.** (4, sp, LF). The study of how plants function. Chemical and physical processes at the level of the organism, organ, cell, organelle and biomolecule. Prerequisites: BIO 105 or 106 or AGR 107, CHM 102. Three one-hour lectures and one three-hour laboratory.

## **B.S. in Clinical Laboratory Science**

Students wishing to enter the field of Clinical Laboratory Science may obtain their preparatory training at Lincoln University. After the completion of 90 semester hours of approved college work, Lincoln University will award 30 semester hours of credit upon satisfactory completion of the clinical program at an American Medical Association approved School of Medical Technology. Prior to matriculation at an approved school of Medical Technology, the student must secure from the Lincoln University Registrar a certified statement indicating the satisfactory completion of all the requirements for the degree, with the exception of the clinical portion of the program. Following completion of the clinical program, Lincoln University will grant the B.S. in Clinical Laboratory Science degree.



## Required Courses

**Major:** Bachelor of Science in Clinical Laboratory Science: A minimum grade of “C” in BIO 103/104L, 105, 208/209L, 301, 312, 314, 401 and one of the following: 305, 310 or 403; CHM 101, 102, 202, 301, 302, 303, and 304; and MAT 117. PHY 101 and 102 and CHM 306 are strongly recommended.

The following courses or their equivalents are taken at an approved School of Medical Technology as part of the clinical program: CLS 425, 426, 427, 428, 429, 430 and 431.

## Course Descriptions

Listed courses are not taught at Lincoln University. Clinical program will provide information about projected course offerings for a semester/year.

- CLS 425 CLINICAL MICROBIOLOGY.** (6-8). The theory and laboratory study of pathogenic bacteria, viruses, rickettsiae, fungi, and parasites; includes specimen handling, methods of isolation, cultivation, diagnostic procedures, asepsis, environmental monitoring, medical significance, and quality control.
- CLS 426 CLINICAL CHEMISTRY.** (6-10). Identification and quantification of specific chemical substances in blood and body fluids by various analytical techniques; clinical correlation with diagnosis and treatment of disease principles of instrumentation; toxicology; and quality control.
- CLS 427 CLINICAL HEMATOLOGY.** (4-7). Theory of blood cell formation; morphology of cellular constituents; disease states; hemostasis; and coagulation testing; includes techniques and instrumentation used to determine major hematological and clotting parameters and quality control procedures.
- CLS 428 CLINICAL IMMUNOHEMATOLOGY.** (3-4). Studies the common blood group systems; principles and procedures for antigen-antibody detection; cross-matching; blood collection and preservation; processing; the evaluation of transfusion reaction; and quality control procedures.
- CLS 429 CLINICAL IMMUNOLOGY.** (2-6). Characteristics of antigen/ antibody function and interaction; principles and procedures of humoral and cellular immune responses; performance of serological procedures; clinical correlation of abnormalities; and quality control.
- CLS 430 CLINICAL URINALYSIS.** (1-3). Studies renal physiology and function in health and disease states; includes chemical and microscopic examination of urine, other excreta, and body fluids in relation to disease processes, along with quality control procedures.
- CLS 431 TOPICS IN MEDICAL TECHNOLOGY/CLINICAL LABORATORY SCIENCE.** (0-4). Subject matter may include the following: hospital orientation, laboratory management, radioisotope techniques, quality control procedures, laboratory safety, special projects, special techniques, and seminars on various subjects deemed necessary by hospital personnel.

**SAMPLE PROGRAM OF STUDY**  
 Leading to a Bachelor of Science degree  
 with a major in Biology

**FRESHMAN YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
GE 101	University Seminar	1			
ENG 101	Comp. & Rhet. I	3	ENG 102	Comp. & Rhet. II	3
BIO 103	Principles of Biology	3	BIO 105	Organismal Biology	4
BIO 104L	Principles of Biology Lab	1		Int'l. Cul. Div. Req.	3
CHM 101	General Chemistry I	4	CHM 102	General Chemistry II	4
	Int'l. History Req.	3			<hr/>
		<hr/>			14
		15			

**SOPHOMORE YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
PED	Activity	1			
BIO 301	Microbiology	4	CHM 302	Organic Chemistry II	3
CHM 301	Organic Chemistry I	3	CHM 304	Organic Chemistry II Lab	1
CHM 303	Organic Chemistry I Lab	1		Hum./Fine Arts. Req. I	3
SPT 206	Fund. of Speech	3	MAT 117	Statistics	3
	Soc./SA/Eco. Requirement	3		General Electives	6
		<hr/>			<hr/>
		15			16

**JUNIOR YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
			BIO 401	Immunology**	3
BIO 310	General Genetics	4	PSY 101	General Psychology	3
	Am. Cul. Div. Req.	3		U.S./MO Const. Req.	3
BIO 426	Taxonomic Botany	4	BIO 312	Molec Biology of the Cell	4
	General Electives	5		General Electives	3
		<hr/>			<hr/>
		16			16

**SENIOR YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
BIO 409	Scientific Writing	1	PED 111	Pers. and Com. Health	2
BIO 423	Ecology***	4	BIO 314	General Physiology	4
PHI 308	Philosophy of Science	3	BIO 410	Seminar in Biology	1
	General Electives	6		General Electives	8
		<hr/>			<hr/>
		14			15

\*Either BIO 426 or BIO 429 may be taken to fulfill this specific degree requirement.

\*\*This course is an example from the first list of upper division electives, other courses from the appropriate list may be substituted.

\*\*\*This course is an example from the second list of upper division electives, other courses from the appropriate list may be substituted.

Students planning to attend various professional schools (i.e. medical, dental, pharmacy, etc.) should work closely with their advisor to assure the general electives include the appropriate courses to prepare them for entry into these programs.

## SAMPLE PROGRAM OF STUDY

### Leading to a Bachelor of Science degree in Education with a major in Biology

(Includes Unified Science Certification Requirements)

#### FRESHMAN YEAR

<b>First Semester</b>			<b>Second Semester</b>		
GE 101	University Seminar	1			
ENG 101	Comp. & Rhet. I	3	PED 111	Pers. and Com. Health	2
BIO 103	Principles of Biology	3	BIO 105	Organismal Biology	4
BIO 104L	Principles of Biology Lab	1	ENG 102	Comp. & Rhet. II	3
CHM 101	General Chemistry I	4	CHM 102	General Chemistry II	4
	U.S./MO Const. Req.	3		Soc./SA/Eco. Requirement	3
		15			16

#### SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
PED	Activity	1		Hum./Fine Arts. Req. I	3
EDU 204	Educational Psychology	3	CHM 302	Organic Chemistry II	3
CHM 301	Organic Chemistry I	3	CHM 304	Organic Chemistry II Lab	1
CHM 303	Organic Chemistry I Lab	1	PHY 102	College Physics II	4
PHY 101	College Physics I	4	EDU 260	Ed. And Cult. Div. (fulfills the Int'l CD req)	3
EDU 202	Observations in Education	1			
SPT 206	Fund. of Speech	3	SE 221	Ed. of Exceptional Child	2
		17			16

#### JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
	Am. Cul. Div. Req.	3	BIO 401	Immunology**	3
	Int'l. History Req.	3	PSY 101	General Psychology	3
EDU 270	Educational Technology	3	MAT 117	Statistics	3
BIO 426	Taxonomic Botany	4	BIO 312	Molec Biology of the Cell	4
BIO 310	General Genetics	4	EDU 316	Techniques of Teaching	3
		17			16

#### SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
PHY 105	Astronomy	3	BIO 314	General Physiology	4
PHY 106L	Astronomy Lab	1	EDU 406	School and Society	3
BIO 301	Microbiology	4	PHY 103	Earth Science	3
BIO 409	Scientific Writing	1	PHY 104L	Earth Science Lab	1
EDU 302	Paraprofessional Training	1	BIO 410	Seminar in Biology	1
EDU 417S	Meth. in Teaching Science	2	PHI 308	Philosophy of Sci. (fulfills Hum./Fine Arts II Req)	3
BIO 423	Ecology***	4			
		16			15

#### FIFTH YEAR

<b>First Semester</b>			<b>Second Semester</b>		
EDU 435	Classroom Management	3			
EDU 420	Tech. of Teaching Reading	4	EDU 474	Student Teaching	10
EDU 322	Adolescent Devel	2	EDU 475	Sem. in Student Teaching	2
		9			12

\*Either BIO 426 or BIO 429 may be taken to fulfill this specific degree requirement.

\*\*This course is an example from the first list of upper division electives, other courses from the appropriate list may be substituted.

\*\*\*This course must be used from the second list of upper division electives to satisfy the unified science requirements for certification.

**SAMPLE PROGRAM OF STUDY**  
 Leading to a Bachelor of Science degree  
 with a major in Clinical Laboratory Science

**FRESHMAN YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
BIO 103	Principles of Biology	3	BIO 105	Organismal Biology	4
BIO 104L	Principles of Biology Lab	1	CHM 102	General Chemistry II	4
CHM 101	General Chemistry I	4	MAT	Elective higher than 111	3
MAT 111	Intermediate Algebra	3	ENG 102	Comp. & Rhet. II	3
ENG 101	Comp. & Rhet. I	3		Am. Cul. Div. Req.	<u>3</u>
GE 101	University Seminar	<u>1</u>			17
		15			

**SOPHOMORE YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
BIO 208	Human A & P	3	BIO 301	General Microbiology	4
BIO 209L	Human A & P Lab	2	CHM 302	Organic Chemistry II	3
CHM 301	Organic Chemistry I	3	CHM 304	Organic Chemistry II Lab	1
CHM 303	Organic Chemistry I Lab	1		Soc./SA/Eco. Req.	3
SPT 206	Fund. of Speech	3		Hum./Fine Arts. Req. I	3
PSY 101	General Psychology	<u>3</u>	PED	Activity	<u>1</u>
		15			15

**JUNIOR YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
PED 111	Pers. and Com. Health	2	BIO 312	Molecular Cell Biology	4
	Int'l. History Req.	3	BIO 314	General Physiology	4
	U.S./MO Const. Req.	3	CHM 202	Quantitative Analysis	4
	Hum./Fine Arts Req. II	3	BIO 401	Immunology	3
BIO 310	General Genetics	<u>4</u>		Int'l. Cul. Div. Req.	<u>3</u>
		15			18

**SENIOR YEAR**

Thirty hours from an approved School of Medical Technology or an accredited hospital program will be transferred to Lincoln University in order to complete the degree requirements.

# CHEMISTRY

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## DEPARTMENT OF LIFE & PHYSICAL SCIENCES

Associate Professors: Afrasiabi, Ramos

### Mission

The mission of the Chemistry program is to provide educational opportunities for students from various backgrounds to be successful in a complex, technological and diverse society. The program is dedicated to teaching the principles and concepts of physical sciences and demonstrating how it applies to our natural and social environment; provides majors with current and relevant programs that prepare them for employment or professional advancement and conducts laboratory and research experiences for undergraduates that reinforce learning and applications of empirical methods of science. The program accomplishes its goals through small classes and individual attention in a nurturing educational environment.

### Degrees Offered

Bachelor of Science with a major in Chemistry

Bachelor of Science in Education with a major in Chemistry

### Objectives

Students completing a degree in Chemistry will demonstrate

1. critical thinking and logical reasoning in chemistry content and knowledge
2. the ability to use laboratory equipment to conduct research
3. skills for successful employment in their field

### Assessment Program

Assessment of chemistry knowledge and skills will take place in the junior and senior years of the majors. The assessment will include both written and oral presentations of scientific information. In order to assess student progress in the objective areas they will participate in the following courses or activities:

1. Students will participate in seminar courses and generate oral and visual presentations.
2. Students receiving a B.S. in Chemistry will take the major field exam prior to graduation.
3. Students receiving a B.S. Ed. in Chemistry will take the Praxis exam prior to graduation.
4. Future employment status of all students receiving degrees in Chemistry will be assessed by student participation in an employment survey following graduation.

### Computer Science Requirement

Upon completion of the Chemistry or Chemistry Education degree programs at Lincoln University, the student will have gained a basic understanding of computers and various science software programs. Students will have the opportunity to gain the necessary computer knowledge and skills by taking CS 103 (or an equivalent), or through participation in department sponsored/presented workshops or by successful completion of

courses designated as computer intensive. Students will also have opportunities to develop computer skills in other science courses which require the use of the computer.

## Required Courses

A minimum of 40 upper division hours (those numbered 300 and above) is required for graduation.

### Major: B.S. in Chemistry

A minimum grade of "C" in CHM 101, 102, 202, 301-302, 303-304, 306-307, 401-402, 403-404, 405, 409, and 410; MAT 123, 203, 304; PHY 101-102 or 201-202; and at least one course in computer programming is recommended: MAT 461 or its equivalent.

### Major: B.S. Ed. in Chemistry

Students working toward the B.S. Ed. degree with a major in Chemistry must complete all of the requirements for the B.S. in Chemistry as well as the required Education courses for the unified science certification. In addition, the following courses must be completed with a grade of "C" or better: BIO 423 or ENV 103; and PHY 103, 104, 105 and 106. All candidates for certification in Chemistry must also complete PHI 308, BIO 103, 104 and BIO 105.

**Minor:** A minimum grade of "C" in CHM 101-102, 202, 301-302 and 303-304.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- CHM 101 GENERAL CHEMISTRY I.** (4, fa, LF, EP). Introduction to chemistry with emphasis on principles. Also includes a survey of the descriptive chemistry of the elements. Three one-hour lectures and one three-hour laboratory. Prerequisite: MAT 111 before or with this course.
- CHM 102 GENERAL CHEMISTRY II.** (4, sp, LF, EP). A continuation of CHM 101. The laboratory work includes an introduction to semi-micro qualitative analysis. Three one-hour lectures and one three-hour laboratory. Prerequisite: CHM 101 and MAT 111.
- CHM 103 LIVING WITH CHEMISTRY.** (3, fa, sp, su). A basic chemical principles course for non-majors, designed for general education and liberal studies students. Can be used to satisfy a part of the general education science requirement. Three one-hour lectures.
- CHM 104L LIVING WITH CHEMISTRY LABORATORY.** (1, fa, sp, LF, EP). A basic chemical principles laboratory to accompany the Living with Chemistry course. Fulfills general education lab requirement. One two-hour laboratory. Prerequisite: CHM 103 or concurrent enrollment in CHM 103.
- CHM 175 SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May enroll again as topic changes. May not be used as a general education requirement.
- CHM 202 QUANTITATIVE ANALYSIS.** (4, sp, LF, EP). Elementary gravi-metric and volumetric analysis with introduction to instrumental methods. Prerequisite: CHM 102, grade of "C". Two one-hour lectures and two three-hour laboratories.

- CHM 205** **ELEMENTARY ORGANIC CHEMISTRY.** (4, LF, EP). A brief survey of organic and biochemistry. Does not fulfill any part of the requirement for the chemistry major. Prerequisites: CHM 103 or CHM 102.
- CHM 301** **ORGANIC CHEMISTRY I.** (3, fa). Preparation and properties of organic compounds. Stress is placed on the theoretical foundations of the subject. Three one-hour lectures. Prerequisite: CHM 102.
- CHM 302** **ORGANIC CHEMISTRY II.** (3, sp). A continuation of CHM 301, by which it must be preceded. Three one-hour lectures.
- CHM 303** **ORGANIC CHEMISTRY LABORATORY I.** (1,fa, LF, EP). One three-hour laboratory. Prerequisite or corequisite: CHM 301.
- CHM 304** **ORGANIC CHEMISTRY LABORATORY II.** (1,sp, LF, EP). One three-hour laboratory. Prerequisite or corequisite: CHM 302.
- CHM 306** **BIOLOGICAL CHEMISTRY.** (3, fa). Chemistry and function of proteins, nucleic acids and other biologically important molecules. The major metabolic pathways necessary for the study of nutrition, biology and biochemistry are examined in detail. Three one-hour lectures. Prerequisite: either CHM 205 or 302 with a grade of "C" or consent of instructor.
- CHM 307** **BIOLOGICAL CHEMISTRY LABORATORY.** (1, fa, LF, EP). May accompany or follow CHM 306. One three-hour laboratory. Prerequisite: Same as CHM 306.
- CHM 400** **RESEARCH IN CHEMISTRY.** (1-3, fa, sp, may re-enroll, maximum 6 credits). Individual research involving a survey of chemical literature, experimental design, collection, analysis and reporting of data. Open to junior and senior chemistry majors. Prerequisite: Chemistry majors, written consent of instructor, see department head for further information.
- CHM 401** **PHYSICAL CHEMISTRY I.** (3, fa, odd). Laws and theories of chemistry. topics of interest in physics and chemistry. Includes thermodynamics, kinetics, quantum theory, spectroscopy, chemical bonding, and molecular structure. Three one-hour lectures. Prerequisites: MAT 203, CHM 202, PHY 102 or 202.
- CHM 402** **PHYSICAL CHEMISTRY II.** (3, sp, even ). A continuation of CHM 401. Three one-hour lectures.
- CHM 403** **PHYSICAL CHEMISTRY LABORATORY I.** (1, fa, odd, LF, EP). To accompany or follow CHM 401. Introduction to techniques of basic physicochemical measurements and illustration of physicochemical principles. One three-hour laboratory. Prerequisites: Same as for CHM 401.
- CHM 404** **PHYSICAL CHEMISTRY LABORATORY II.** (1, sp, even, LF, EP). A continuation of 403. One three-hour laboratory.
- CHM 405** **INORGANIC CHEMISTRY.** (4, fa, even). A survey of modern inorganic chemistry. The material to be covered will include inorganic structures and reactions as well as applicable theories, coordination chemistry, bio-inorganic chemistry, solid state. Three one-hour lectures and one three-hour lab. Prerequisite: CHM 202.
- CHM 409/410** **CHEMISTRY SEMINAR.** (1, fa). Written and oral reports on selected topics in Chemistry. Prerequisite: Minimum of twelve hours in chemistry. Junior or senior standing or consent of instructor. This course is designated writing intensive.
- CHM 441** **SPECIAL TOPICS IN CHEMISTRY.** (1-4, LF may be required). Topics to be listed in course schedule; may or may not include laboratory; may re-enroll as topic changes. Prerequisite: Consent of instructor.

**SAMPLE PROGRAM OF STUDY**  
 Leading to a Bachelor of Science degree  
 with a major in Chemistry

**FRESHMAN YEAR**

<b>First Semester</b>		<b>Second Semester</b>			
GE 101	University Seminar	1	CHM 102	General Chemistry II	4
CHM 101	General Chemistry I	4	ENG 102	Comp. & Rhet. II	3
ENG 101	Comp. & Rhet. I	3	MAT 203	Anal. Geo. & Calculus II	5
MAT 123	Anal. Geo. & Calculus I	5		U.S./MO Const. Req.	3
PED 111	Pers. and Com. Health	2			<u>15</u>
		<u>15</u>			

**SOPHOMORE YEAR**

<b>First Semester</b>		<b>Second Semester</b>			
CHM 301	Organic Chemistry I	3	CHM 302	Organic Chemistry II	3
CHM 303	Organic Chemistry I Lab	1	CHM 304	Organic Chemistry II Lab	1
MAT 304	Anal. Geo. & Calculus III	5	CHM 202	Quantitative Analysis	4
PHY 101	College Physics*	4	PHY 102	College Physics II *	4
PED	Activity	1		Hum./Fine Arts. Req. I	3
		<u>14</u>			<u>15</u>

**JUNIOR YEAR**

<b>First Semester</b>		<b>Second Semester</b>			
CHM 306	Biochemistry	3	CHM 402	Physical Chemistry II	3
CHM 307	Biochemistry Lab	1	CHM 404	Physical Chemistry II Lab	1
CHM 401	Physical Chemistry I	3		Am. Cul. Div. Req.	3
CHM 403	Physical Chemistry I Lab	1	SPT 206	Fund. of Speech	3
PSY 101	General Psychology	3		Int'l. History Req.	3
	Soc./SA/Eco. Req.	3	MAT 461	Intro. to Math. Program.	3
		<u>14</u>			<u>16</u>

**SENIOR YEAR**

<b>First Semester</b>		<b>Second Semester</b>			
CHM 405	Inorganic Chemistry	4	CHM 410	Chemistry Seminar	1
CHM 409	Chemistry Seminar	1		Int'l. Cul. Div. Req.	3
	Hum./Fine Arts Req. II	3		Electives	12
	Electives	8			<u>16</u>
		<u>16</u>			

\*PHY201 & PHY202 may be substituted for PHY101 & PHY 102.



**SAMPLE PROGRAM OF STUDY**  
 Leading to a Bachelor of Science degree in Education  
 with a major in Chemistry  
 (Includes Unified Science Certification Requirements)

**FRESHMAN YEAR**

<b>First Semester</b>				<b>Second Semester</b>	
GE 101	University Seminar	1	CHM 102	General Chemistry II	4
CHM 101	General Chemistry I	4	ENG 102	Comp. & Rhet. II	3
ENG 101	Comp. & Rhet. I	3	MAT 203	Anal. Geo. & Calculus II	5
MAT 123	Anal. Geo. & Calculus I	5	PHY 103	Earth Science	3
PED 111	Pers. and Com. Health	2	PHY 104L	Earth Science Lab	<u>1</u>
PED	Activity	<u>1</u>			16
		16			

**SOPHOMORE YEAR**

<b>First Semester</b>				<b>Second Semester</b>	
CHM 301	Organic Chemistry I	3	CHM 302	Organic Chemistry II	3
CHM 303	Organic Chemistry I Lab	1	CHM 304	Organic Chem. II Lab	1
MAT 304	Anal. Geo. & Calc. III	5	CHM 202	Quantitative Analysis	4
PHY 101*	College Physics I	4	PHY 102*	College Physics II	4
SE 221	Ed. of Except. Child	2	EDU 322	Adolescent Development	2
EDU 202	Observations in Ed.	<u>1</u>	EDU 204	Educational Psychology	<u>3</u>
		16			17

**JUNIOR YEAR**

<b>First Semester</b>				<b>Second Semester</b>	
	Hum./Fine Arts. Req.	3	CHM 402	Physical Chemistry II	3
	Soc./SA/Eco. Req.	3	CHM 404	Physical Chem. II Lab	1
CHM 401	Physical Chemistry I	3		Am. Cul. Div. Req.	3
CHM 403	Physical Chem. I Lab	1	EDU 270	Instructional Technology	3
PSY 101	General Psychology	3	SPT 206	Fund. of Speech	3
BIO 103	Principles of Biology	3	BIO 105	Organismal Biology	<u>4</u>
BIO 104	Principles of Bio. Lab	<u>1</u>			17
		17			

**SENIOR YEAR**

<b>First Semester</b>				<b>Second Semester</b>	
CHM 405	Inorganic Chem.	4	CHM 410	Chemistry Seminar	1
CHM 409	Chemistry Seminar	1	EDU 260	Ed. & Cultural Diversity	3
	U.S./MO Const. Req.	3	PHY 105	Astronomy	3
BIO 423	Ecology	4	PHY 106	Astronomy Lab	1
CHM 306	Biochemistry	3	PHI 308	Philosophy of Science	3
CHM 307	Biochemistry Lab	<u>1</u>		Int'l. History Req.	3
		16	EDU 406	School and Society	<u>3</u>
					17

**FIFTH YEAR**

<b>First Semester</b>				<b>Second Semester</b>	
EDU 302	Paraprofessional Training	1	EDU 475	Seminar in Student Teaching	2
EDU 316	Techniques of Teaching	3	EDU 474	Student Teaching	<u>10</u>
EDU 417S	Materials, Methods, & Obs.	2			12
EDU 435	Classroom Management	3			
EDU 420	Tech. of Teaching Reading	<u>3</u>			
		11			

\*PHY201 & PHY202 may be substituted for PHY101 & PHY 102.

# PHYSICS

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## DEPARTMENT OF LIFE & PHYSICAL SCIENCES

Professor: Borgwald

Associate Professor: Balasubramanian

### Mission

The mission of the Physics program is to provide educational opportunities for students from various backgrounds to be successful in a complex, technological and diverse society. The program is dedicated to teaching the principles and concepts of physical sciences and demonstrating how it applies to our natural and social environment; provides majors with current and relevant programs that prepare them for employment or professional advancement and conducts laboratory and research experiences for undergraduates that reinforce learning and applications of empirical methods of science. The program accomplishes its goals through small classes and individual attention in a nurturing educational environment.

### Degrees Offered

Bachelor of Science with a major in Physics

Bachelor of Science in Education with a major in Physics

### Objectives

Students completing the B.S. degree in Physics or the B.S. Ed. degree with a major in Physics will

1. acquire a basic understanding of major concepts of physical processes in their environment
2. gain the ability to observe, measure, analyze, and interpret data from the physical environment
3. demonstrate the ability to express themselves effectively in both written and oral scientific communication
4. show evidence of success in graduate study or employment in fields related to physics

### Assessment Program

Assessment of physics knowledge and skills will take place in the junior and senior years of the majors. The assessment will include both written and oral presentations of scientific information as well as a detailed examination of their scientific experiences. In order to assess student progress in the objective areas they will participate in the following courses or activities:

1. Students will generate a portfolio of their laboratory reports, homework and essay exams and participate in class presentations which will be documented for later review.
2. Students receiving a B.S. degree in physics will take the major field exit exam prior to graduation.
3. Students receiving a B.S.Ed. degree with a major in physics will take the Praxis exam prior to graduation.

4. Future employment status of all students receiving degrees in Physics will be assessed by student participation in an employment survey following graduation.

## Computer Skills Requirement

Upon completion of the Physics or Physics Education degree program at Lincoln University, the student will have gained a basic understanding of computers and various software programs. Students will have the opportunity to gain the necessary computer knowledge and skills by taking CS 103 (or the equivalent). Students will also have opportunities to develop computer skills in other science courses which require the use of the computer.

## Required Courses

A minimum of 40 upper division hours (those numbered 300 and above) is required for graduation.

**Major:** B.S. in Physics

A minimum grade of “C” in PHY 201, 202, 300, 301, 306, 316, 320, 330, 340L and 410; CHM 101 and 102; MAT 123, 203, 304 and 324.

**Major:** B.S. Ed. in Physics

Students working toward the B.S. Ed. degree with a major in Physics must meet all of the requirements for the B.S. in Physics. In addition, the following courses must be completed with a grade of “C” or better: BIO 423 or ENV 103; PHY 103, 104, 105, and 106. In addition, all candidates must also complete PHI 308, BIO 103, 104, BIO 105; CHM 103, 104 and 205 may be substituted for CHM 101 and 102.

**Minor:** At least 18 credit hours with a minimum grade of “C” in PHY 201, 202, 340L, and 7-9 credit hours of 300-400 level Physics courses.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

**PHY 101 COLLEGE PHYSICS I.** (4, fa, LF). Course includes mechanics, heat, and sound. Calculus not used. Prerequisite: MAT 111; MAT 113 or 121 recommended. Three one-hour lectures and one three-hour laboratory.

**PHY 102 COLLEGE PHYSICS II.** (4, sp, LF). Continuation of PHY 101. Course includes electromagnetism, light and optics. Prerequisite: PHY 101; MAT 114 or 121 recommended. Three one-hour lectures and one three-hour laboratory.

**PHY 103 EARTH SCIENCE.** (3, fa, sp). Fundamental physical principles with specific applications to meteorology, astronomy, geology, and oceanography. Students needing a physical science lab course should enroll concurrently in PHY 104. Three one-hour lectures.

**PHY 104L EARTH SCIENCE LABORATORY.** (1, fa, sp, LF). Laboratory course designed to engage students in experiments relating to physical principles and their applications. Fulfills general education lab requirement. One two-hour laboratory. Prerequisite: Previously taken or concurrent enrollment in PHY 103.

- PHY 105** **INTRODUCTORY ASTRONOMY.** (3, fa, sp). A survey course in contemporary astronomy, methods and instruments of astronomy, the solar system, planets, moons, the sun, stars, stellar formation and evolution, galaxies, and cosmology.
- PHY 106L** **INTRODUCTORY ASTRONOMY LAB.** (1, fa, sp, LF). A laboratory course to accompany Introductory Astronomy. A combination of outdoor observations of the sky and indoor experiments in the physical background of astronomy and measurement techniques used in astronomy. Prerequisite: PHY 105 or concurrent enrollment in PHY 105.
- PHY 175** **SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May enroll again as topic changes. May not be used as a general education requirement.
- PHY 201** **GENERAL PHYSICS I.** (5, fa, LF). Calculus-based course designed to meet the needs of majors in physics, chemistry and mathematics, and students who plan to study engineering. Course includes mechanics, heat and waves. Three two-hour activity-based classes with embedded labs and one one-hour problem solving class. Prerequisite: MAT 123.
- PHY 202** **GENERAL PHYSICS II.** (5, sp, LF). Continuation of Physics 201; course includes electromagnetism, light and atomic physics. Three two-hour activity-based classes with embedded labs and one one-hour problem solving class. Prerequisites: PHY 201 and MAT 203.
- PHY 210** **WORLD ENERGY: RESOURCES AND UTILIZATION.** (3). A study of world energy resources including solar, wind, fossil fuel, nuclear, tidal, hydro, and geothermal energies; the study will include considerations of energy collection, utilization, distribution, and degradation. Emphasis may be given during any given semester to one particular form of energy (and its utilization, etc.). Three one-hour lectures. Prerequisite: Either PHY 101 or PHY 103 or PHY 201 or the equivalent.
- PHY 300** **METHODS OF MATHEMATICAL PHYSICS.** (3). Advanced mathematical techniques with an emphasis on applications in physics. Topics will include vector calculus, differential equations, infinite series, complex variables, Fourier series, and integral transforms. Prerequisites: PHY 201-202, Corequisite: MAT 304.
- PHY 301** **MECHANICS.** (3). Principles and techniques of mechanics dealing primarily with classical problems in particle and rigid body dynamics. Vector analysis. Newtonian, Lagrangian, and Hamiltonian formulations. Three one-hour lectures. Prerequisites: PHY 201-202; MAT 304 corequisite.
- PHY 306** **OPTICS.** (3). Geometrical and physical optics; image formation by lenses and mirrors, interference, diffraction, polarization, optical aspects of spectrometry. Three one-hour lectures. Prerequisites: PHY 201-202; MAT 304 corequisite.
- PHY 316** **ELECTRICITY AND MAGNETISM.** (3). Charges at rest, charges in motion and their magnetic effects, Maxwell's equations and electromagnetic waves. Three one-hour lectures. Prerequisites: PHY 201-202; MAT 304 corequisite.
- PHY 320** **MODERN PHYSICS.** (3). Foundations of wave mechanics, including quantum effects, special relativity, wave-particles, nature of matter, electromagnetic energy, atomic spectra, and optics. Three one-hour lectures. Prerequisites: PHY 201-202; MAT 304 corequisite.
- PHY 330** **HEAT AND THERMODYNAMICS.** (3). Laws of thermodynamics, engine cycles, temperature, entropy, internal energy, phase rule, heat

transfer. Three one-hour lectures. Prerequisite: PHY 201-202; MAT 304 corequisite.

**PHY 340L ADVANCED LABORATORY.** (1, LF). Introduction to the use of experimental apparatus and modern laboratory techniques. Experiments will be selected from areas of modern physics, optics, and electronics. This course is designated writing intensive. Prerequisites: PHY 201-202.

**PHY 400 RESEARCH IN PHYSICS.** (1-3, fa, sp, may re-enroll, maximum 6 credits). Individual research involving a survey of physics literature, experimental design, collection, analysis and reporting of data. Open to junior and senior physics majors. Prerequisite: Physics majors, written consent of instructor, see department head for further information.

**PHY 401 SPECIAL TOPICS IN PHYSICS.** (1-4, LF may be required). Topic to be listed in course schedule; may or may not include laboratory; may re-enroll as topic changes. Prerequisites: PHY 101-102 or 201-202 and consent of instructor.

**PHY 410 QUANTUM MECHANICS.** (3). Introduction to the theory of Quantum Mechanics, including the wave function, eigenvalue problems, the time-independent Schrodinger Equation, Quantum systems in three dimensions, and time-independent perturbation theory. Prerequisites: PHY 201-202, PHY 320, MAT 324.

## SAMPLE PROGRAM OF STUDY

### Leading to a Bachelor of Science degree with a major in Physics

#### FRESHMAN YEAR

<b>First Semester</b>			<b>Second Semester</b>		
PHY 201	General Physics I	5	PHY 202	General Physics II	5
MAT 123	Calculus I	5	MAT 203	Calculus II	5
GE 101	University Seminar	1	ENG 102	Comp. & Rhet. II	3
ENG 101	Comp. & Rhet. I	3	PSY 101	General Psychology	3
			14		

#### SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
PHY 320	Modern Physics	3		Upper division PHY Elective	3
MAT 304	Calculus III	5	PHY 340L	Adv. Lab.	1
	Am. Cul. Div. Req.	3		U.S./MO Const. Req.	3
	Int'l. History Req.	3		Hum./Fine Arts Req. I	3
PED 111	Pers. and Com. Health	2		Soc./SA/Eco. Req.	3
			PED	Activity	1
			14		

#### JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
PHY 301	Mechanics	3	PHY 316	Elec. and Mag.	3
CHM 101	Gen. Chemistry I	4	CHM 102	Gen. Chemistry II	4
	Hum./Fine Arts Req. II	3		Int'l. Cult. Div. Req.	3
SPT 206	Fund. of Speech	3		Elective	3
	Elective	3		Elective	3
			16		

## SENIOR YEAR

<b>First Semester</b>				<b>Second Semester</b>	
PHY 330	Upper division PHY elective	3	PHY 306	Optics	3
	Heat and Therm.	3		Electives	<u>11</u>
	Electives	<u>9</u>			14
		15			

## SAMPLE PROGRAM OF STUDY

### Leading to a Bachelor of Science degree in Education with a major in Physics

(Includes Unified Science Certification Requirements)

## FRESHMAN YEAR

<b>First Semester</b>				<b>Second Semester</b>	
PHY 201	General Physics I	5	PHY 202	General Physics II	5
MAT 123	Calculus I	5	MAT 203	Calculus II	5
GE 101	University Seminar	1	ENG 102	Comp. & Rhet. II	3
ENG 101	Comp. & Rhet. I	<u>3</u>	EDU 270	Instructional Technology	<u>3</u>
		14			16

## SOPHOMORE YEAR

<b>First Semester</b>				<b>Second Semester</b>	
PHY 320	Modern Physics	3		Upper division PHY Elective	3
MAT 304	Calculus III	5	PHY 304L	Adv. Lab.	1
CHM 101	Gen. Chemistry I	4	CHM 102	Gen. Chemistry II	4
	Am. Cul. Div. Req.	<u>3</u>	SPT 206	Fund. of Speech	3
		15		Hum./Fine Arts Req.	<u>3</u>
					14

## JUNIOR YEAR

<b>First Semester</b>				<b>Second Semester</b>	
PHY 301	Mechanics	3	PHY 316	Elec. And Mag.	3
PHI 308	Philosophy of Science	3	PHY 105	Astronomy	3
EDU 202	Observations in Edu.	1	PHY 106L	Astronomy Lab	1
EDU 204	Educational Psychology	3	PED 111	Pers. and Com. Health	2
SE 221	Edu. of Exceptional Child	2	PED	Am. National Government	1
BIO 103	Principles of Biology	3	PSC 203	Am. National Govt.	3
BIO 104	Principles of Biology Lab	<u>1</u>	EDU 322	Adolescent Devel.	<u>2</u>
		16			15

## SENIOR YEAR

<b>First Semester</b>				<b>Second Semester</b>	
	Upper division PHY elective	3	PHY 306	Optics	3
PHY 330	Heat and Therm.	3	BIO 105	Organismal Biology	4
BIO 423	Ecology	4	EDU 406	Int'l. History Req.	3
EDU 316	Techniques of Teaching	3	EDU 420	School and Society	3
EDU 417S	Meth. in Teaching Science	2		Tech. of Teaching	3
EDU 302	Paraprofessional Training	<u>1</u>		Reading	<u>16</u>
		16			

## FIFTH YEAR

<b>First Semester</b>			<b>Second Semester</b>		
PHY 103	Earth Science	3	EDU 475	Seminar in Student Teaching	2
PHY 104	Earth Science Lab	1	EDU 474	Student Teaching Second.	<u>10</u>
EDU 435	Classroom Management	3			<u>12</u>
EDU 260	Edu. and Cultural Diversity	3			
PSY 101	General Psychology	3			
	Soc./SA/Eco. Req.	<u>3</u>			
		16			

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## DEPARTMENT OF LIFE & PHYSICAL SCIENCES

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### Pre-Professional Training

Many educators believe that the best preparation for post-undergraduate professional training is completion of four years of college work. Accordingly, students who desire to pursue the study of medicine, osteopathic medicine, dentistry, veterinary medicine, podiatry, optometry or law are, in general, strongly urged to complete a four-year program leading to a bachelor's degree before entering these professional schools.

Through careful planning and consultation with the pre-professional advisor, a student can complete all pre-professional requirements while simultaneously satisfying requirements for a bachelor's degree.

### Pre-Medical

Lincoln University is prepared to provide adequate training for professional schools; however, there are no majors in pre-professional training for medical fields. While a heavy concentration of chemistry, biology and physics courses is recommended for the prospective medical student, completion of coursework is not a guarantee of admission to a professional school. In fact, very few students are accepted for admission without having completed a four-year degree program. The admissions offices of medical schools evaluate grade point averages and course content but also consider scores on the standardized pre-professional tests (MCAT, DAT). Students should pursue a course of study which will give them a broad scientific background.

Pre-medical advisement is conducted by the pre-professional advisors in the Department of Life and Physical Sciences.

Undergraduate work for students planning health-professional careers as medical physicians, dental physicians and osteopathic physicians should include the following:

<b>Required Courses</b>	<b>Semesters</b>
Biology (with lab) .....	1
Other biology (with lab)-may include:	
anatomy, embryology, genetics, or others .....	2
Inorganic chemistry (with lab).....	2
Organic chemistry (with lab) .....	2
General physics (with lab).....	2
Mathematics-algebra, calculus, statistics, or trigonometry .....	2
English composition and literature .....	2

## Pre-Dental, Pre-Podiatry, Pre-Optometry

Students preparing for dentistry, podiatry, and optometry are advised to follow the courses suggested for pre-medical students.

## Pre-Pharmacy

The first professional degree program in pharmacy, which qualifies the graduate for licensure examination, may be that leading to the baccalaureate degree in pharmacy or the doctor of pharmacy degree. The baccalaureate curriculum customarily requires a five-year program of study. A doctor of pharmacy program may also be designed as a post-baccalaureate in pharmacy curriculum with a combined period of study usually exceeding six years. Students at Lincoln University may complete up to two years of pre-professional study in any of the above degree programs. Courses recommended are similar to those in the freshman and sophomore curriculum for the B.S. in chemistry plus coursework in the biological sciences and social/behavioral sciences. However, since requirements vary from school to school, including the requirements for taking the Pharmacy College Admission Test (PCAT), students are encouraged to seek academic advising and to contact specific colleges of interest or the American Association of Colleges of Pharmacy, 4630 Montgomery Avenue, suite 201, Bethesda, MD 20814.

## Pre-Veterinary Medicine

A strong high school background in biology, chemistry, mathematics and physics is highly beneficial for those interested in pursuing veterinary medicine as a career. The rigorous university curriculum is designed to allow students to meet the 60 hour minimum requirement for application to the College of Veterinary Medicine at the University of Missouri-Columbia (See Animal Science Curriculum for an example of the specific courses at Lincoln University that meet the requirements).

Students completing 1) the courses outlined below, and 2) the Veterinary College Admission Test (VCAT) within three years of application and receiving a minimum score of 20 are eligible to apply. However, most students admitted to each freshman class in veterinary school have completed their Bachelor of Science degrees. The majority of these students have majored in Animal Science or Biology.

Non-academic activities are also important criteria for acceptance with a minimum 40 hours required observance of veterinarian(s) actively engaged in clinical work. Additional public activities are highly recommended. For additional information, contact either the Department of Agricultural and Environmental Sciences or the Department of Life and Physical Sciences.

Required courses	Semesters
English or communication skills.....	2
Mathematics .....	2
Inorganic chemistry .....	2
Organic chemistry .....	2
Biochemistry .....	1
Physics .....	2
Biological science .....	3
Social sciences or humanistic studies .....	4



# **COLLEGE OF ARTS AND LETTERS**

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Office of the Dean  
312 Damel Hall  
(573) 681-5178

## **DEPARTMENT OF ENGLISH, FOREIGN LANGUAGES AND JOURNALISM**

431 Martin Luther King Hall  
(573) 681-5280

## **DEPARTMENT OF HISTORY, POLITICAL SCIENCE AND PHILOSOPHY**

415 Martin Luther King Hall  
(573) 681-5231

## **DEPARTMENT OF VISUAL AND PERFORMING ARTS**

9 Richardson Fine Arts Center  
(573) 681-5195

# ENGLISH

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## DEPARTMENT OF ENGLISH, FOREIGN LANGUAGES AND JOURNALISM

Professors: Harris, Heermance, Lilienfeld

Associate Professors: Fester, Frazier

Assistant Professors: Anderson, Salmons, Youngblood

Instructors: Bales, Burrell, Holzhauser

### Mission

The English area offers programs based on the belief that language shapes our world, enabling us to think and express our ideas, allowing us to collaborate with others, and preparing us to meet the challenges of the 21<sup>st</sup> century. The faculty endeavor to impart this philosophy to our majors and to provide them with the background knowledge and the skills necessary for them to embark on careers or enter graduate school. Equally important, we seek to foster in our majors an understanding and appreciation of the disciplines in which they complete degrees.

### Degrees Offered

Bachelor of Arts with a major in English, emphasis in literature

Bachelor of Arts with a major in English, emphasis in creative writing

Bachelor of Science in Education with a major in English

### Objectives

All students completing the English degree programs will be able to:

1. analyze, critique, and interpret canonical and other works of literature
2. write a variety of essays in standard English, without patterns of errors, on topics in language and literature

All students completing the B.A. in English with an emphasis in literature will be able to:

1. demonstrate a broad knowledge of major works of literature in English and an understanding of their contexts
2. demonstrate an understanding of the history, structure, and linguistic variation of the English language

All students completing the B.A. in English with an emphasis in creative writing will be able to:

1. identify and use the fundamental techniques of poetry, fiction, and drama
2. compose poetry, or fiction, or drama and prepare those compositions for publication

All students completing the B.S. Ed. with a major in English will:

1. compare favorably in knowledge of English education with students completing a similar program nationally
2. be able to choose, organize and deliver appropriate content for secondary English language arts classes
3. be able to demonstrate an understanding of the history, structure, and linguistic variation of the English language

## Assessment Program

Assessment measures allow students and faculty to determine whether students have met the objectives of the program. For the various English degrees, the primary measure of assessment is the portfolio, a collection of papers reflecting the work students do in the major courses. Further explanation of the portfolio and the process for evaluation is contained in the *Handbook for Majors*, given to every student who declares English as a major. The portfolio is a requirement for graduation. All students seeking a degree in English must receive a rating of “Pass” or higher on the portfolio in order to meet this requirement. Portfolio committees meet once per semester. Students who receive a “Fail” rating may resubmit their portfolios the following semester.

### Other Assessment Measures

1. Literature and creative writing students will take the ETS Literature in English standardized test.
2. Students completing the B.S. Ed. will take the Praxis II (a standardized exam) and complete an education portfolio.

## Computer Skills Requirement

Upon completion of an English program at Lincoln, students will have gained basic skills in word processing, electronic mail, and Internet usage. Students will gain necessary computer skills through successful completion of ENG 316 (and other computer-assisted courses, as designated).

## Required Courses

A minimum grade of "C" is required in all English courses for the major or minor.

- Major:** B.A. in English with Emphasis in Literature (42 hours)  
ENG 200, 307, 308, 310, 311, 316, 320 or 417, 325 or 335, 401, 405 or 409, 410 or 413, 404 or 411, 416, 419.
- Major:** B.A. in English with Emphasis in Creative Writing (42 hours)  
ENG 200, 271, 316, 307 or 308, 310 or 311, 401, 404 or 411, 405 or 409, 320 or 417, 340 or 416, two 300-level workshops, one 400-level workshop, and 474.
- Major:** B.S.Ed. in English (42 hours)  
ENG 200, 307 or 308, 310, 311, 316, 320 or 417, 325, 335, 401, 405 or 409, 404 or 411, 416, 419, 490.
- Minor:** English with Emphasis in Literature (21 hours)  
ENG 200, 307 or 308, 316, 310 or 416 or 417, 325 or 335, 310 or 311, and one literature elective.
- Minor:** English with Emphasis in Creative Writing (21 hours)  
ENG 200, 271, 375 or 376 or 377 or 378, 475 or 476, 409, 404 or 411, and one elective literature course.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and English faculty advisors have information about projected course offerings for a semester/year.

- ENG 90 BASIC ENGLISH.** (4). A literacy based college preparatory course for students who need intensive review of English basics. A pre-college-level

course which *may not be used to satisfy the communications portion of the general education requirement.*

- ENG 95 INTRODUCTION TO COLLEGE ENGLISH.** (4). An introduction to college reading and writing designed to prepare students for Eng 101 (Composition and Rhetoric). Prerequisite: Completion of ENG 90 with a grade of C or better or an ACT English subscore of 14-17 and a satisfactory score on LU's institutional English placement test. A pre-college-level course which *may not be used to satisfy the communications portion of the general education requirement.*
- ENG 101 COMPOSITION AND RHETORIC I.** (3). A writing course that focuses on personal, descriptive, and narrative types of essay writing. Prerequisite: ACT English subscore of 18 or above or satisfactory performance on LU's English Placement Test or a passing grade of "C" in ENG 95. This course, completed with a minimum grade of "C," is a prerequisite to any higher-numbered English course except ENG 151H-152H.
- ENG 102 COMPOSITION AND RHETORIC II.** (3). A writing course that focuses on argumentative and persuasive writing, with a limited introduction to research. Prerequisite: grade of "C" or higher in ENG 101. This course, completed with a minimum grade of "C," is a prerequisite to any higher-numbered English course except ENG 151H-152H.
- ENG 151H HONORS COMPOSITION AND RHETORIC I.** (3). A writing course utilizing a variety of texts and non-traditional methods to reach the gifted learner. Expository writing is stressed. Prerequisite: English ACT subscore of 24 or above or permission of instructor.
- ENG 152H HONORS COMPOSITION AND RHETORIC II.** (3). A continuation of ENG 151H, stressing analytical and research assignments. Prerequisite: grade of "C" or higher in ENG 101 or ENG 151H and permission of instructor.

**ENG 101-102 or ENG 151H-152H, with minimum grade of "C,"  
are prerequisites for all other English courses.**

- ENG 200 INTRODUCTION TO LITERATURE.** (3). A study of the major literary genres (fiction, poetry, drama) with the aim of developing in the student the ability to read imaginative writing critically with understanding and appreciation.
- ENG 271 INTRODUCTION TO CREATIVE WRITING.** (3). An introductory course in writing poetry and short stories focusing on students' own writing. Students learn to give and receive constructive criticism on creative work.
- ENG 272 WRITING FOR SUBMISSION.** (1). Students will prepare their creative and academic work for submission to magazines, journals and conferences; write query and submission letters; write letters of application and statements of purpose for graduate school.
- ENG 301H HONORS INTRODUCTION TO LITERATURE.** (3). Intensive study of major literary genres (fiction, poetry, drama) with the aim of expanding student appreciation and critical reading/writing skills. May focus on a topic or theme.
- ENG 307 AMERICAN LITERATURE THROUGH 1865.** (3). The development of American literature through the Civil War. Features the various American subcultures, including those of African Americans and women, that have

produced major forms and works, and focuses upon a greater aesthetic understanding of the salient literature of the period.

- ENG 308 SURVEY OF AMERICAN LITERATURE: 1865-PRESENT.** (3). The development of American literature from the Civil War to the present. With an emphasis on major works, including those of African Americans and women, this course traces the maturation of American literature through the Modernist period and beyond.
- ENG 310 SURVEY OF ENGLISH LITERATURE I.** (3). The development of English literature through the sixteenth century. Emphasis on major forms and works.
- ENG 311 SURVEY OF ENGLISH LITERATURE II.** (3). A study of seventeenth and eighteenth century English literature with emphasis on major writers and literary trends and types. Reading of primary texts will be stressed.
- ENG 312H VIRGINIA WOOLF AND HER WORKS.** (3). Focuses on selected novels, essays, memoirs, letters, diaries by Virginia Woolf; and plays, novels, films about Woolf, using a variety of critical approaches. This course is designated writing intensive.
- ENG 314H FILM AND FICTION.** (3). A study of film and literature in varied genres, such as Romance, Drama, Mystery, Science Fiction, The Western, and Comedy. Examples include classic and contemporary examples of film and fiction.
- ENG 316 WRITING AND RESEARCH.** (3). Students will develop their writing and research skills through practice with writing analytical essays and research papers. Guided practice in research methods, source evaluation, critical analysis, and documentation style. This course is designated writing intensive.
- ENG 320 MASTERPIECES OF WORLD LITERATURE.** (3). Focuses on reading and appreciation of various ethnic, regional, and national literatures (not including British and American literature). Students will examine different genres, periods, and literatures of diverse geographies.
- ENG 325 THE ENGLISH LANGUAGE.** (3). An introduction to the phonology, morphology, and syntax of English.
- ENG 330 LINGUISTIC VARIATION.** (3). An introduction to the nature of dialects and other linguistic variation and change; regional, social, and political correlates of language behavior, including multilingualism, language shift, and language maintenance.
- ENG 335 HISTORY OF THE ENGLISH LANGUAGE.** (3). A study of the development of the English language from Anglo Saxon to the present.
- ENG 340 WOMEN AND LITERATURE.** (3). A study of representative stories, novels, poems, essays and memoirs by nineteenth and twentieth century American, European, African, and Asian women writers.
- ENG 343 INTRODUCTION TO FOLKLORE.** (3). Focuses on folklore as a genre. Students will explore samples from African, African American, Native American and European traditions, among others. Students will become familiar with the terminology of the genre and will complete a project involving the collection of folk material.
- ENG 370H HONORS SPECIAL TOPICS IN LITERATURE.** (3). Concentrated study of a specific topic to be listed in course schedule. Provided that different material is covered, course may be repeated for a maximum of six credit hours.

- ENG 375 FICTION WRITING WORKSHOP.** (3). Short fiction writing. Focus is on students' writing. Students learn to give and receive constructive criticism on creative work. Students may re-enroll for maximum of nine hours credit. Prerequisite: ENG 101-102 or 151H-152H and ENG 271 with a minimum grade of "C."
- ENG 376 POETRY WRITING WORKSHOP.** (3). Poetry writing. Focus is on students' writing. Students learn to give and receive constructive criticism on creative work. Students may re-enroll for maximum of nine hours credit. Prerequisites: ENG 101-102 or 151H-152H, ENG 200 and ENG 271 with a minimum grade of "C."
- ENG 377 PLAYWRITING WORKSHOP.** (3). Play and script writing. Focus is on students' writing. Students learn to give and receive constructive criticism on creative work. Students may re-enroll for maximum of nine hours credit. Prerequisites: ENG 101-102 or 151H-152H and ENG 271 with a minimum grade of "C."
- ENG 378 CREATIVE NONFICTION WRITING WORKSHOP.** (3). Creative nonfiction writing. Focus is on students' writing. Students learn to give and receive constructive criticism on creative work. Students may re-enroll for maximum of nine hours credit. Prerequisites: ENG 101-102 or 151H-152H and ENG 271 with a minimum grade of "C."
- ENG 401 SHAKESPEARE.** (3). A study of the sonnets and several plays. Prerequisite: ENG 200.
- ENG 404 THE ROMANTIC MOVEMENT IN ENGLISH POETRY.** (3). Intensive study of the poetry and critical writings of key Romantics. This course is designated writing intensive. Prerequisite: ENG 200.
- ENG 405 VICTORIAN LITERATURE.** (3). Intensive reading of selected prose, drama and poetry of the period. Prerequisite: ENG 200.
- ENG 409 THE NOVEL.** (3). Examines the history, structure and criticism of the novel as a literary genre through a thematic, historic, or regional/ethnic survey of selected works. May also focus on the intensive study of a particular author or a particular literary/historical movement.
- ENG 410 DRAMA.** (3). Examines the history, structure and criticism of drama as a literary genre through a historical survey of selected works from the ancient Greeks to contemporary playwrights.
- ENG 411 MODERN POETRY.** (3). Close reading of significant works of British and American poetry, chiefly from the twentieth century. Prerequisite: ENG 200 or 310 or 311.
- ENG 413 MODERN DRAMA.** (3). Close reading of significant works of British, American and continental drama, from the mid-nineteenth century to the present.
- ENG 416 AFRICAN AMERICAN LITERATURE.** (3). Readings in the literary interpretation of the African American experience by African American authors, viewed within a comprehensive, historical context. Prerequisite: ENG 307 or 308.
- ENG 417 CLASSICAL GREEK AND ROMAN LITERATURE.** (3). Examines the literature of Ancient Greece and Rome, introducing students to the works of several Greek and Roman playwrights, poets and essayists. The course will require students to study ways in which these writers have influenced and continue to influence the western canon.

- ENG 419 LITERARY CRITICISM.** (3). Critical theories and approaches that have influenced the study of western literature. Prerequisites: ENG 200 and ENG 307 or 308 or 310 or 311.
- ENG 470 SPECIAL TOPICS IN LANGUAGE AND LITERATURE.** (1-3). Topic to be listed in course schedule. Concentrated study of a specific author, work, or topic. Prerequisite: three upper-division hours in English appropriate to the topic. Provided that different material is covered, course may be repeated for maximum of nine hours credit.
- ENG 470H HONORS SPECIAL TOPICS IN LANGUAGE AND LITERATURE.** (3). Concentrated study of a specific author, work, or topic. Topic to be listed in course schedule. Prerequisite: 3 hours upper division credit in English appropriate to topic.
- ENG 471H HONORS SPECIAL TOPICS IN CREATIVE WRITING.** (1-3). Topic to be listed in course schedule. Concentrated study of particular sub-genre of writing. Focus on students' writing. Students will receive constructive criticism on a major writing project. Prerequisite: ENG 271 and instructor's permission. Provided that different material is covered, course may be repeated for maximum of six hours credit. Prerequisite: 3 hours upper division credit in English appropriate to topic.
- ENG 473H HONORS SPECIAL TOPICS IN AFRICAN AMERICAN LITERATURE.** (1-3). Topic to be listed in course schedule. Intensive study of a period, a genre, or the works of a single author within the African American experience. Prerequisite: 3 hours upper division credit in English appropriate to topic. Provided that different material is covered, course may be repeated for maximum of six hours credit.
- ENG 474 INTERNSHIP IN EDITING AND PUBLISHING.** (3). Provides students with an opportunity to design, edit, and produce an art and literature magazine. Course may be repeated for maximum of six hours credit. Prerequisite: ENG 200 and a 300-level creative writing workshop.
- ENG 475 ADVANCED FICTION WORKSHOP.** (3). Advanced fiction writing. Focus is on students' writing. Writing and workshop experience assumed. Prerequisite: ENG 375. Course may be repeated for maximum of six hours credit.
- ENG 476 ADVANCED POETRY WORKSHOP.** (3). Advanced poetry writing. Focus is on students' writing. Writing and workshop experience assumed. Prerequisite: ENG 376. Course may be repeated for maximum of six hours credit.
- ENG 490 PROBLEMS AND PRACTICE IN THE TEACHING OF GRAMMAR AND WRITING.** (3). Approaches and applications in the teaching of grammar and writing. Students will review grammar and writing concepts, design grammar tests and writing assignments, create rubrics, and evaluate writing. Meets Missouri secondary certification requirements. This course is designated writing intensive. Prerequisite: Successful completion of ENG 101/102 and three upper-division English classes.
- ENG 498 INTERNSHIP.** (3). Provides students with an opportunity to apply their English skills in a work setting and to begin formulating a career plan. Department head consent required.

**Course Requirements**  
 Leading to a Bachelor of Arts degree with  
 a major in English  
 with an Emphasis in Literature

<b>Major Course Requirements</b>		
ENG 200	Intro to Literature	3
ENG 307	American Lit Thru 1865	3
ENG 308	Survey American Lit 1865-Present	3
ENG 310	Survey of English Lit I	3
ENG 311	Survey of English Lit II	3
ENG 316	Writing & Research	3
ENG 320 or ENG 417	Masterpieces of World Lit Classical Greek & Roman Lit	3
ENG 325 or ENG 335	The English Language History of the English Language	3
ENG 401	Shakespeare	3
ENG 405 or ENG 409	Victorian Lit The Novel	3
ENG 410 or ENG 413	Drama Modern Drama	3
ENG 404 or ENG 411	The Romantic Movement Modern Poetry	3
ENG 416	African American Lit	3
ENG 419	Literary Criticism	3
<b>Total Major Required Hours</b>		<b>42</b>

Additional Requirements:

B.A. degrees require foreign language credit hours. See page 73.  
 Seniors must take the ETS Literature in English standardized test.  
 Students must complete the graduation portfolio requirement.



**Course Requirements**  
 Leading to a Bachelor of Arts degree with  
 a major in English  
 with an Emphasis in Creative Writing

<b>Major Course Requirements</b>		
ENG 200	Intro to Literature	3
ENG 271	Intro to Creative Writing	3
ENG 316	Writing & Research	3
ENG 307 or ENG 308	American Lit Thru 1865 Survey of American Lit 1865 - Present	3
ENG 310 or ENG 311	Survey of English Lit I Survey of English Lit II	3
ENG 320 or ENG 417	Masterpieces of World Lit Classical Greek & Roman Lit	3
ENG 340 or ENG 416	Women & Literature African American Lit	3
ENG 401	Shakespeare	3
ENG 404 or ENG 411	The Romantic Movement Modern Poetry	3
ENG 405 or ENG 409	Victorian Lit The Novel	3
ENG 3xx	Writing workshop	3
ENG 3xx	Writing workshop	3
ENG 4xx	Writing workshop	3
ENG 474	Internship in Editing & Publishing	3
<b>Total Major Required Hours</b>		<b>42</b>

Additional Requirements:

B.A. degrees require foreign language credit hours. See page 73.  
 Seniors must take the ETS Literature in English standardized test.  
 Students must complete the graduation portfolio requirement.

## Course Requirements

### Leading to a Bachelor of Science in Education with a major in English

Successful completion of the Lincoln University General Education courses and the courses listed below will entitle a person to receive the degree B.S.Ed. with a major in English and will lead to a certificate to teach English in the State of Missouri in grades 9-12.

<b>Among the 47 general education hours required, the following specific courses are required for the B.S.Ed. in English.</b>		
<b>Area 8:</b>		
EDU 260	Education and Cultural Diversity	3
<b>Area 5a: Both of the following courses are required.</b>		
HIS 205/206	American History I or II	3
PSC 203	American National Government	3
<b>Major Courses</b>		
ENG 200	Introduction to Literature	3
ENG 307	Major American Writers	3
ENG 310	Survey of English Literature I	3
ENG 311	Survey of English Literature II	3
ENG 316	Writing and Research	3
ENG 320 or ENG 417	Masterpieces of World Literature Classical Greek and Roman Literature	3
ENG 325	The English Language	3
ENG 335	History of the English Language	3
ENG 401	Shakespeare	3
ENG 405 or ENG 409	Victorian Literature The Novel	3
ENG 404 or ENG 411	The Romantic Movement Modern Poetry	3
ENG 416	African American Literature	3
ENG 419	Literary Criticism	3
ENG 490	Problems/Practices in Teaching Writing	3
<b>Major Courses Total</b>		<b>42</b>
<b>Pre-Professional Block I</b> <i>(These courses must be taken concurrently.)</i>		
EDU 202	Observations in Education	1
EDU 204	Educational Psychology (WI)	3
EDU 270	Instructional Technology	3
SE 221	Introduction to the Exceptional Child	2
<b>Block I Total</b>		<b>9</b>

<b>Pre-Professional Block II</b>		
<i>(These courses may be taken over several semesters)</i>		
EDU 255	Adolescent Literature*	2
EDU 322	Adolescent Development	2
<b>Block II Total</b>		<b>4</b>
<b>The following courses require admission to the Teacher Education Program before registration.</b>		
<b>Block III</b>		
EDU 316	Techniques of Teaching	3
EDU 420	Reading in the Content Fields	3
<b>Block III Total</b>		<b>6</b>
<b>Block IV</b>		
EDU 302	Paraprofessional Training	1
EDU 406	School and Society (WI)	3
EDU 417E	M/M/O: Teaching English	3
EDU 435	Classroom Management	3
<b>Block IV Total</b>		<b>10</b>
<b>Block V</b>		
EDU 473	Student Teaching in Grades 6-9	5
EDU 474	Student Teaching in Grades 9-12	5
EDU 475	Seminar in Student Teaching	2
<b>Block V Total</b>		<b>12</b>
<b>Education Total</b>		<b>41</b>

It is recommended that students add the middle school endorsement (grades 5-9).

EDU 460	Middle School Philosophy, Organization and Curriculum	3
EDU 435	Behavioral Management	3
EDU 416	Reading and Writing in the Middle School*	4
EDU 461	Middle School Curriculum and Instruction	2
<b>Total</b>		<b>12</b>

Additional Information:

\* English Education majors adding the Middle School endorsement take EDU 416 instead of EDU 255.

# FOREIGN LANGUAGES

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## DEPARTMENT OF ENGLISH, FOREIGN LANGUAGES AND JOURNALISM

Assistant Professors: Roling, Williams

### **Mission**

The mission of the Foreign Languages program at Lincoln University is to provide students with working knowledge of the target language enabling them to function bilingually in their daily lives and to enrich their cultural awareness and understanding in topics relevant to the regions of the world where their studied language is spoken.

### **Degree Offered**

Bachelor of Arts with a major in Spanish

### **Objectives**

Students who successfully complete the degree program in Spanish or the minors in French or Spanish should demonstrate the following:

1. The ability to confidently express themselves in French or Spanish
2. The capacity to comprehend authentic written and spoken French or Spanish
3. An understanding of French or Spanish cultural aspects such as history, literature, music and art, and their impact on American culture and society

### **Assessment Program**

Assessment measures allow students and faculty to determine whether the students have met the objectives of the program. The Spanish faculty has devised an assessment program that measures proficiency in the five core skills of language acquisition: speaking, listening, writing, reading and culture. Assessment measures are spread throughout the degree program so that students may receive periodic reports of their progress. All students completing the Bachelor of Arts degree with a major in Spanish must complete an in house oral assessment consistent with ACTFL standards and complete a mini-thesis on a cultural subject. This mini-thesis (15-20 pages) must be an in-depth study or an account of the student's experiences while traveling abroad in Spain or Latin America.

### **Computer Skills Requirement**

Upon completion of the Spanish program at Lincoln University, the student will have gained skills in word processing, electronic mail, and internet usage through his/her active participation in FRE/SPA 105, 205, 303 and 304.

## Required Courses

- Major:** Spanish  
27 credit hours in Spanish beyond SPA 205. Students must receive a grade of “C” or better in all courses in the major.  
Required Language Courses: SPA 230, 303, 304; students completing this requirement abroad may substitute SPA 304 for SPA 305.  
Required Civilization Course: SPA 321 or 322 or 323; students completing this requirement abroad will take SPA 323.  
Upper Division Elective Courses: 18 credit hours of elective courses at the SPA 300/400 level.
- Minor:** French or Spanish  
22 credit hours in French or Spanish (with 12 hours of FRE/SPA courses numbered 300 and above) with a minimum grade of “C.”

Students may complete the minor requirements on campus or abroad. For students completing the minor on campus, the following courses are required: FRE/SPA 105, 205, 230, 303, 304, 321 or 322. For students completing the minor abroad, the following courses are required: FRE/SPA 105, 205, 230, 305, 323 and an upper division elective in the target language.

## Study Abroad

Students pursuing a major in Spanish, a minor in Spanish or French, or studying another foreign language at Lincoln University are strongly encouraged to complete part of their language and culture studies through international study abroad.

## Advanced Placement and Credit in Foreign Language

Students who have completed one or more years of foreign language study in high school may be eligible for advanced placement into FRE or SPA 205 or 303 and to receive academic credit for the prerequisite course or courses. Students must apply to the Department of English, Foreign Languages and Journalism prior to registration for advanced placement. Local placement tests will be administered by the foreign language faculty. Students who place into FRE or SPA 205 or 303 may receive full credit for the prerequisite course or courses provided that they pass the course in which they enroll with a grade of “C” or better. For details and application deadlines, contact the head of the Department of English, Foreign Languages and Journalism.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

### Chinese

All courses are conducted in Chinese, unless otherwise noted.

- CHI 101 BASIC CHINESE I.** (3). Fundamental principles of pronunciation, vocabulary and idiomatic expressions of spoken Mandarin Chinese. Introduction to Chinese characters.
- CHI 102 BASIC CHINESE II.** (3). Fundamental principles of pronunciation, vocabulary and idiomatic expressions of spoken Mandarin Chinese.

Expansion of Chinese characters for reading and writing. Pre-requisite: Completion of CHI 101 with a grade of C or better.

- CHI 105 BASIC CHINESE.** (5, fa, sp). Fundamental principles of pronunciation, vocabulary and idiomatic expressions of spoken Mandarin Chinese. Introduction to Chinese characters. Prerequisite: Enrolled in or completed ENG 101 or ENG 151H.
- CHI 203 INTERMEDIATE CHINESE I.** (3). Designed for students who possess basic conversational skills in Mandarin Chinese. This course builds on previously acquired skills and introduces students to more advanced grammar, vocabulary, and idiomatic expressions. The course helps students develop speaking, listening, reading and writing skills in the target language. Pre-requisite: Completion of CHI 102 with a grade of C or better.
- CHI 204 INTERMEDIATE CHINESE II.** (3). This course is the final course in the elementary Chinese sequence. It is designed to provide students with expanded opportunities to gain fluency in speaking, listening, reading and writing and also to better understand Chinese culture. Pre-requisite: Completion of CHI 203 with a grade of C or better.
- CHI 205 INTERMEDIATE CHINESE.** (5, fa, sp). This course builds on previously acquired skills and introduces students to more advanced grammar, vocabulary, and idiomatic expressions. The course helps students develop speaking, listening, reading and writing skills in the target language. Prerequisite: CHI 105 with a grade of “C” or better.
- CHI 321 INTRODUCTION TO CHINESE CIVILIZATION.** (3, fa, sp). An introductory survey of Chinese civilization and culture. Readings and instruction are in English. Prerequisite: junior standing.
- CHI 322 LIFE IN MODERN CHINA.** (3, fa, sp). A study of topics related to Chinese culture in the twentieth and twenty-first centuries with a focus on China’s role in a globalized economy. Readings and instruction are in English. Prerequisite: junior standing.

## **French**

All courses are conducted in French, unless otherwise noted.

- FRE 105 FRENCH I.** (5). Students will develop skills in the five areas of second language acquisition: speaking, listening, writing, reading, and cultural awareness. Prerequisite: Enrolled in or completed English 101 or equivalent.
- FRE 205 FRENCH II.** (5). Students will use previously acquired skills to achieve basic communicative exchanges. Upon completion of this course, students will be able to communicate successfully in interactive, task-orientated and social situations. Prerequisite: a grade of “C” or better in French 105 or a satisfactory score on the placement test.
- FRE 120 ELEMENTARY FRENCH FOR TRAVELERS.** (3). This introductory course is designed to provide travelers with essential speaking skills in French. Upon completing this course, participants will be able to meet their basic needs, interact with native speakers, and become acquainted with the French way of life. No previous knowledge of French is required.
- FRE 200 SPECIAL TOPICS.** (1-3). Organized study of selected topics. Subjects of study will vary from semester to semester. Students may re-enroll as topic

changes for up to six credit hours. Prerequisite: sophomore standing or permission of instructor.

- FRE 230 INTRODUCTION TO FRENCH COMPOSITION.** (3). This course integrates the semantic and syntactic knowledge acquired in FRE 105 and 205 to provide students with an introduction to thematic writing in the target language. Prerequisite: a grade of “C” or better in FRE 205 or placement through examination.
- FRE 300 SPECIAL TOPICS.** (1-3). Organized study of selected topics. Subjects of study will vary from semester to semester. Students may re-enroll as topic changes for up to six credit hours. Prerequisite: junior standing or permission of instructor.
- FRE 303 FRENCH CONVERSATION AND COMPOSITION I.** (3). Students will develop fluency in spoken and written expression and build vocabulary through composition and discussion about everyday life in the French-speaking world, particularly in professional settings. Prerequisite: a grade of “C” or better in FRE 230.
- FRE 304 FRENCH CONVERSATION AND COMPOSITION II.** (3). Students will continue to acquire flexibility in spoken and written expression. Upon completion of this course, students will be able to initiate and sustain general conversation on various topics in professional and other settings and to use written language effectively for professional and personal exchanges. Prerequisite: a grade of “C” or better in FRE 303.
- FRE 305 TOTAL IMMERSION FRENCH CONVERSATION AND COMPOSITION.** (3). While studying abroad, students will develop fluency in spoken and written expression and build vocabulary through composition and discussion in everyday life. Prerequisites: a grade of “C” or better in FRE 205.
- FRE 312 FRENCH FOR THE PROFESSIONS.** (3). A composition and conversation course designed to provide students with the skills required to function professionally in international settings. Topics will vary to include diverse professional fields such as business, education, nursing, criminal justice, etc. Students may re-enroll as topic changes for up to six credit hours. Prerequisite: FRE 304 or 305.
- FRE 321 FRENCH CIVILIZATION I.** (3). Students will develop an appreciation of the French civilization from the Middle Ages through the French Revolution through the study of history, literature, music and art. No knowledge of French is required. This course is taught in English.
- FRE 322 FRENCH CIVILIZATION II.** (3). Students will further their appreciation of the French civilization from the French Revolution to modern times through the study of history, literature, art, music and cinema. No knowledge of French is required. This course is taught in English.
- FRE 323 FRENCH CIVILIZATION ABROAD.** (3). While traveling, students will reach their own understanding of the French/Francophone culture and gain an appreciation of the civilization. This course is required for all students enrolled in the Study Abroad Program. This course is taught in English. Prerequisites: FRE 205.
- FRE 330 FRENCH LINGUISTICS.** (3). An overview of the history and structure of the French language combined with an opportunity for advanced writing focusing on the morphology and syntax of standard modern French. Prerequisite: FRE 304 or 305.

- FRE 331 FRENCH LITERATURE SURVEY I.** (3). A study of selected French prose, plays, and poetry from the Middle Ages through the eighteenth century. Prerequisite: FRE 304 or 305.
- FRE 332 FRENCH LITERATURE SURVEY II.** (3). A study of selected nineteenth and twentieth century prose, plays, and poetry of the Francophone world. Prerequisite: FRE 304 or 305.
- FRE 400 SPECIAL TOPICS.** (1-3). Organized study of selected topics. Subjects of study will vary from semester to semester. Students may re-enroll as topic changes for up to six credit hours. Prerequisite: senior standing or permission of instructor.
- FRE 412 ADVANCED PROFESSIONAL FRENCH.** (3). This course emphasizes written and oral communications in professional settings as well as translation and creation of work-related documents such as memoranda, business letters and resumes. Prerequisite: senior standing or permission of instructor.

### **Spanish**

All courses are conducted in Spanish, unless otherwise noted.

- SPA 105 SPANISH I.** (5). Students will develop skills in the five areas of second language acquisition: speaking, listening, writing, reading, and cultural awareness. Prerequisite: Enrolled in or completed English 101 or equivalent.
- SPA 205 SPANISH II.** (5). Students will use previously acquired skills to achieve basic communicative exchanges. Upon completion of this course, students will be able to communicate successfully in interactive, task-orientated and social situations. Prerequisite: a grade of “C” or better in Spanish 105 or a satisfactory score on the placement test.
- SPA 120 ELEMENTARY SPANISH FOR TRAVELERS.** (3). This introductory course is designed to provide travelers with essential speaking skills in Spanish. Upon completing this course, participants will be able to meet their basic needs, interact with native speakers, and become acquainted with the Spanish way of life. No previous knowledge of Spanish is required.
- SPA 200 SPECIAL TOPICS.** (1-3). Organized study of selected topics. Subjects of study will vary from semester to semester. Students may re-enroll as topic changes for up to six credit hours. Prerequisite: sophomore standing or permission of instructor.
- SPA 230 INTRODUCTION TO SPANISH COMPOSITION.** (3). This course integrates the semantic and syntactic knowledge acquired in SPA 105 and 205 to provide students with an introduction to thematic writing in the target language. Prerequisite: a grade of “C” or better in SPA 205 or placement through examination.
- SPA 300 SPECIAL TOPICS.** (1-3). Organized study of selected topics. Subjects of study will vary from semester to semester. Students may re-enroll as topic changes for up to six credit hours. Prerequisite: junior standing or permission of instructor.
- SPA 303 SPANISH CONVERSATION AND COMPOSITION I.** (3). Students will develop fluency in spoken and written expression and build vocabulary through composition and discussion about everyday life in the Spanish-speaking world, particularly in professional settings. Prerequisite: a grade of “C” or better in SPA 230.



- SPA 304 SPANISH CONVERSATION AND COMPOSITION II.** (3). Students will continue to acquire flexibility in spoken and written expression. Upon completion of this course, students will be able to initiate and sustain general conversation on various topics in professional and other settings and to use written language effectively for professional and personal exchanges. Prerequisite: a grade of “C” or better in SPA 303.
- SPA 305 TOTAL IMMERSION SPANISH CONVERSATION AND COMPOSITION.** (3). While studying abroad, students will develop fluency in spoken and written expression and build vocabulary through composition and discussion in everyday life. Prerequisites: a grade of “C” or better in SPA 205.
- SPA 312 SPANISH FOR THE PROFESSIONS.** (3). A composition and conversation course designed to provide students with the skills required to function professionally in international settings. Topics will vary to include diverse fields such as business, education, nursing, criminal justice, etc. Students may re-enroll as topic changes for up to six credit hours. Prerequisite: SPA 303 or 304.
- SPA 321 LATIN AMERICAN CIVILIZATION.** (3). Students will gain an appreciation of the Latin American civilization through the study of history, literature, art, and music. No knowledge of Spanish is required. This course is taught in English. This course is designated writing intensive.
- SPA 322 SPANISH CIVILIZATION.** (3). Students will develop an appreciation of the Spanish civilization from the Moorish invasions to the modern era through the study of history, literature, art, music, and cinema. No knowledge of Spanish is required. This course is taught in English. This course is designated writing intensive.
- SPA 323 SPANISH CIVILIZATION ABROAD.** (3). While traveling in Spain or Latin America, students will reach their own understanding of the Spanish culture and gain an appreciation of the Hispanic civilization. This course is required for all students enrolled in the Study Abroad Program. This course is taught in English. Prerequisites: SPA 205.
- SPA 330 SPANISH LINGUISTICS.** (3). An overview of the history and structure of the Spanish language combined with an opportunity for advanced writing focusing on the morphology and syntax of standard modern Spanish. Prerequisite: SPA 304 or 305.
- SPA 331 HISPANIC LITERATURE SURVEY I.** (3). A study of selected fiction and non-fiction prose of Spain and Spanish America. Prerequisite: SPA 304 or 305.
- SPA 332 HISPANIC LITERATURE SURVEY II.** (3). A study of selected plays and poetry of Spain and Spanish America. Prerequisite: SPA 304 or 305.
- SPA 400 SPECIAL TOPICS.** (1-3). Organized study of selected topics. Subjects of study will vary from semester to semester. Students may re-enroll as topic changes for up to six credit hours. Prerequisite: senior standing or permission of instructor.
- SPA 412 ADVANCED PROFESSIONAL SPANISH.** (3). This course emphasizes written and oral communications in professional settings as well as translation and creation of work-related documents such as memoranda, business letters and resumes. Prerequisite: senior standing or permission of instructor.

## SAMPLE PROGRAM OF STUDY\*

Leading to a Bachelor of Arts degree  
with a major in Spanish

### FRESHMAN YEAR

<b>First Semester</b>		<b>Second Semester</b>	
SPA 105	Spanish I	5	SPA 205
	US/MO Const. Req.	3	ENG 102
ENG 101	Comp. & Rhet. I	3	PED 111
GE 101	University Seminar	1	
PSY 101	General Psychology	3	
		15	
			17

### SOPHOMORE YEAR

<b>First Semester</b>		<b>Second Semester</b>	
SPA 230	Intro. to Spanish Comp	3	SPA 303
SPT 206	Fund of Speech	3	Hum./Fine Arts Req.
	Science Req.	3	Science Req./lab
	Hum./Fine Arts Req.	3	Am. Cul. Div. Req.
	Elective	3	ANT/SOC/ECO Req.
		15	
			16

### JUNIOR YEAR

<b>First Semester</b>		<b>Second Semester</b>	
SPA 321 or	Latin Am. Civilization	3	SPA 312
SPA 322	Spanish Civilization		SPA 300
SPA 304	Spanish Conv./Comp. II	3	Special Topics
HIS 101/102	World Civilization I or II	3	Elective
	Elective	3	Elective
	Elective	3	Elective
		15	
			15

### SENIOR YEAR

<b>First Semester</b>		<b>Second Semester</b>	
SPA 331	Hispanic Lit. Survey I	3	SPA 332
SPA 412	Adv. Prof. Spanish	3	SPA 400
	Elective	3	Special Topics
	Elective	3	Elective
	Elective	3	Elective
		15	
			15

Total: 122 hours.

\*This is a sample program which students should try to follow as closely as possible.

\*This sample does not reflect study abroad.

# JOURNALISM

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## DEPARTMENT OF ENGLISH, FOREIGN LANGUAGES AND JOURNALISM

Assistant Professors: Knight, Rossett

### **Mission**

The Journalism program has dual goals in all of its degree programs. We aim to provide a liberal arts background and a set of field-specific skills for our students. We defer to the General Education program to provide that liberal arts focus. We, then, provide specific course work and laboratory experiences within the majors to provide the specific training.

### **Degrees Offered**

Bachelor of Arts with a major in Journalism

Bachelor of Science with a major in Journalism

### **Objectives**

All students completing the B.S. or B.A. in Journalism will be able to demonstrate

1. above average newswriting skills and working knowledge of the Associated Press Style Manual
2. above average speaking skills, showing proper voice and diction
3. employability in the field through excellence in required Internship and audition tapes and portfolio of clips (samples of written news work)

### **Assessment Program**

Assessment measures allow students and faculty to determine whether students have met the objectives of the program. The Journalism faculty has spread its assessment measures throughout the degree programs so that students can receive periodic reports of their progress and follow-up advice. Audition tapes and a portfolio are required before graduation, but these should be works in progress, by each student, throughout an academic career. Program assessment will also take place, examining audio and video tapes produced in classes and writing samples from classes and student publications, as well as exit examination results from each graduating senior.

### **Computer Skills Requirement**

Students entering the Bachelor of Arts or Bachelor of Science with a major in Journalism at Lincoln University must demonstrate competency in basic word processing. This requirement can be met by enrolling in CS 103 Introduction to Microcomputers, or by passing a test administered by that department. (See Computer Science and Computer Information Systems for a description of CS 103).

It is preferred that students be able to perform word processing during their freshman year in order to successfully complete training for print/online newswriting and editing and broadcasting.

## Required Courses

A minimum grade of "C" is required in English 101 and 102 for all Journalism courses numbered 200 and above. Additional requirements for the Journalism major include ENG 271 or 316; SPT 150; PSC 320; 3 hours of upper division journalism ethics and 3 hours of economics or HIS 405. With the exception of ENG 101 and 102, these courses may also be used as part of the minor concentration required for the B.S. In keeping with national accreditation standards, 80 hours must be completed outside of the major, of which 65 must be in the traditional liberal arts and sciences.

### Major: B.A. in Journalism

**Core Requirements for both the Print/Online Newswriting and Editing Track and the Broadcast Track:** A minimum grade of "C" in 38 hours of Journalism including the following: JOU 125, 126, 135, 200, 205, 206, 225, 345, 347 (2 hrs.), 373, 418, 498 and 499. Additional requirements for both tracks include 12 hours of a foreign language and word processing competency.

**Print/Online Newswriting and Editing Track** also requires, with a minimum grade of "C" or better, completion of JOU 203, 325, 326, 383, 407 426 and 431.

**Broadcast Track** also requires, with a minimum grade of "C" or better, completion of JOU 300, 335, 336, 341, 496 and 497.

### Major: B.S. in Journalism

Includes the requirements listed for one of the tracks for the B.A., with a minor or concentration of courses approved by the advisor totaling at least 12 credit hours in lieu of foreign language. Except for English 101 and 102, this concentration may include courses used to satisfy the general education requirements. Word processing competency is also required. Note: A bona fide working experience (paid or unpaid) will be required in conjunction with JOU 498 as a condition of graduation.

**Minor:** A minimum grade of "C" in 18 hours of Journalism including JOU 125, 135 or 225, 200 and 418, as arranged in conference with the area.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and Journalism advisors have information about projected course offerings for a semester/year.

- JOU 125 VISUAL COMMUNICATION I.** (3, fa). Introduction to visual communication principles and application, emphasizing photojournalism. Students will create communication material for publication consideration in the Lincoln University Clarion. Digital camera and mobile storage required.
- JOU 126 VISUAL COMMUNICATION II.** (3, sp). Advanced visual communication principles and application, emphasizing photojournalism, live news coverage, and digital uploads and presentation. Requires news coverage outside of class, digital camera, and mobile storage. Prerequisite: JOU 125 with a grade of "C" or better.
- JOU 135 BROADCAST NEWS.** (3). News function of the electronic media. Ethical principles and practical applications of working as a broadcast journalist in a small or medium market. Hands-on training in audio or video.
- JOU 200 INTRODUCTION TO MASS COMMUNICATION.** (3). A survey of the print and electronic media. Frequent written assignments, field trips, book reports. Prerequisites: ENG 101 and 102.

- JOU 201 MEDIA PRACTICE.** (1). Students will participate in experiential learning at one of the campus media outlets. Course may be repeated for up to 4 hours credit.
- JOU 203 HISTORY OF JOURNALISM.** (3). The history of American journalism from the colonial era to the present time. Major emphasis will be placed on the early American newspapers and their editors. The advent of American broadcasting will also be considered.
- JOU 205 DIGITAL VIDEO EDITING.** (3) Introduction to digital editing software using the PC platform, including file types and extensions used in digital editing systems, network file operations, and desktop computer operations related to computer-based editing.
- JOU 206 DIGITAL EDITING & FIELD PRODUCTION.** (3). Instruction in professional field newsgathering procedures: use of camcorders, tripods, microphones, and other tools of the Professional Journalist. Instruction on the care of equipment, shot framing, lighting, and sound recording. Prerequisite: JOU 205 with a “C” or better.
- JOU 225 NEWSWRITING.** (3). Introduction to writing for journalism, both print and online. The emphasis is on reporting the news and writing it in a professional manner. Introduces ethical and legal issues facing journalism. Prerequisites: ENG 101, 102. Also, JOU 125 and 126, both with a “C” or better.
- JOU 299 INTRODUCTION TO RADIO AND TELEVISION.** (3). An overview of the broadcasting industry, including a survey of FCC rules and regulations. Prerequisites: ENG 101-102, SPT 206, JOU 200.
- JOU 300 BROADCAST REGULATIONS AND RESPONSIBILITIES.** (3). Laws governing broadcast media and related problems. Rules and regulations set by the Federal Communications Commission and interactions between regulating agencies and media. Prerequisite: JOU 299.
- JOU 309 ADVERTISING PRINCIPLES.** (3). Economics, research, and strategy of selling through the mass media.
- JOU 310 RETAIL ADVERTISING.** (3). Marketing communications at the consumer level. Campaigns. Field work with local retailers.
- JOU 315 THE EDITORIAL PAGE.** (3). A study of the writing and display of interpretive content.
- JOU 325/326 THE NEWSPAPER I–II.** (3). Production of a laboratory newspaper; reporting, writing, editing, page design and layout, photography, and distribution. How to deal with news sources, editors and fellow staff members. Accuracy and ethical behavior. Prerequisites: JOU 125 and 225, both with a “C” or better.
- JOU 335 DIGITAL NEWSROOM I.** (3). Introduction to using file-based digital systems to gather, edit and broadcast the news in practical situations to interact with sources, news directors, producers and talent. Regular newscasts will be produced. Prerequisites: JOU 135 & JOU 225, both with a “C” or better.
- JOU 336 DIGITAL NEWSROOM II.** (3). Advanced use of file-based digital systems to gather, edit and broadcast the news in practical situations to interact with sources, news directors, producers and talent. Regular newscasts will be produced. Prerequisites: JOU 135 & JOU 225, and 335 with a “C” or better.

- JOU 341 BROADCAST NEWS WRITING AND EDITING.** (3). Preparation of newscasts emphasizing live or original broadcasts and preparation for television. Word processing skills required.
- JOU 345 ONLINE MEDIA.** (3). Selecting, editing, writing, and formatting content for web-based media. Evaluating and criticizing online journalistic practices. Prerequisites: JOU 135 and 225, both with a “C” or better.
- JOU 347 WEB DESIGN.** (2). An overview of Internet design and user-interface that will provide students with the analytical and technical aesthetic, creativity and skills needed to design journalism sites for the World Wide Web. Prerequisites: JOU 135 & JOU 225, both with a “C” or better.
- JOU 350 THE FILM AND BROADCASTING DOCUMENTARY.** (3). The documentary film in broadcasting is examined and compared with other forms of film. Exemplary films viewed and analyzed.
- JOU 370 PUBLIC RELATIONS.** (3). Techniques of communications between institutions and their publics. Field surveys and promotion problems.
- JOU 372 TELEVISION NEWS AND SOCIETY.** (3). The television medium offers an ever-changing vehicle for reporting on society. This course focuses on TV as a major source of news and public affairs.
- JOU 373 INFORMATION GATHERING.** (3). Gathering of information by journalists and other mass communicators via interviewing and using libraries, public records, government documents, and computerized databases. Prepares communicators to conduct, assess, and use news-related research materials. Prerequisites: JOU 135 & JOU 225, both with a “C” or better.
- JOU 383 REPORTING CONTEMPORARY ISSUES.** (3). Research, reading about, and reporting on current social problems. Emphasis on analytical skills and ability to report in-depth for a mass audience. Requires news coverage outside of class. Prerequisites: JOU 135 and 225, both with a “C” or better.
- JOU 396 DIRECTED STUDY.** (1-3). May be repeated to a maximum of 6 credit hours. Individual research project in the area of student's interest. A complete written report of the findings is required. Written consent of instructor required. Hours arranged.
- JOU 397 RADIO AND TELEVISION ANNOUNCING.** (2). Rewriting news and feature copy from the United Press International wire service for delivery. Timing and delivery styles emphasized. Prerequisites: SPT 150 and 206 and JOU 299. (See SPT 379.)
- JOU 398 RADIO DIRECTION AND PRODUCTION.** (3). Students will schedule, edit, direct and produce radio programs. Prerequisites: SPT 206 and JOU 299. Lab fee.
- JOU 399 RADIO WORKSHOP.** (1). Practical experience in operation of the University's educational radio station, KJLU-FM. Prerequisite: JOU 398.
- JOU 407 REPORTING PUBLIC AFFAIRS.** (3). Learning to research, report, and write basic, in-depth interpretive and analytical stories focusing on governmental entities for print, broadcast, and online media. Requires news coverage outside of class. Prerequisites: JOU 135 & JOU 225, both with a “C” or better.
- JOU 410 LAYOUT AND COPY.** (3). Display, sequence, and content of layout for the print media. Field and laboratory experience.
- JOU 418 LAW OF THE MASS MEDIA.** (3). Court decisions and legislation affecting publications and broadcasts, with emphasis on libel, privacy,

copyright, privilege, contempt, and administrative controls. Pre-requisites JOU 135 & JOU 225, both with a “C” or better.

- JOU 426 NEWS EDITOR I.** (3). Service as editor of student publication. Prerequisite: JOU 325, 326, both with a “C” or better, and permission of instructor.
- JOU 431 NEWS EDITOR II.** (3). Service as editor of student publication. Prerequisites: JOU 325, 326, and 426, each with a grade of “C” or better, and permission of instructor.
- JOU 455 MEDIA MANAGEMENT.** (3). Practice and theory in news media management, including: newsroom financial planning and budgeting, human resource management, team building, job searching, job analysis, audience/market research, advertising and managing newsroom disputes. Prerequisite: Junior standing.
- JOU 475 TOPICS IN MASS COMMUNICATIONS.** (1-3). Students undertake a project designed to develop competence in a selected area of practical and theoretical problems in the field. Senior status required.
- JOU 496 NEWS PRODUCER I.** (3). Introduction to student news production, including stacking news, editing scripts, loading teleprompter, character generator, file servers, and importing graphics and stills. Regular newscasts will be produced in these classes. Prerequisite: JOU 335, 336, and permission of instructor.
- JOU 497 NEWS PRODUCER II.** (3). Advanced student news production, including stacking news, editing scripts, loading teleprompter, character generator, file servers, and importing graphics and stills. Regular newscasts will be produced in these classes. Prerequisite: JOU 335, 336, 496, and permission of instructor.
- JOU 498 MEDIA INTERNSHIP.** (3). This course is designed to give the student an opportunity to function in a professional capacity. Each student will be required to complete a minimum of 150 hours at a designated facility.
- JOU 499 JOURNALISM CAPSTONE.** (3). This course emphasizes employment search protocol. Students will explore skills and materials that are industry-specific for job searching. Web, print, and electronic media will be included. Prerequisite: Senior standing as a Journalism major or written permission of instructor.

**Course Requirements**  
 Leading to a Bachelor of Arts or  
 Bachelor of Science degree with  
 a major in Journalism  
 with an Emphasis in Print/Online Newswriting and Editing

<b>Requirements</b>		
ENG 271 or ENG 316	Intro to Creative Writing or Writing & Research	3
PSC 320	Current Political Events	3
SPT 150	Voice & Diction	3
Economics Elective or HIS 405	Economics elective or Economic History of the U.S.	3
PHI 311	Mass Media Ethics	3
JOU 125	Visual Communication I	3
JOU 126	Visual Communication II	3
JOU 135	Broadcast News	3
JOU 200	Intro to Mass Communication	3
JOU 203	History of Journalism	3
JOU 205	Video Editing	3
JOU 206	Video Production	3
JOU 225	Newswriting	3
JOU 325	The Newspaper I	3
JOU 326	The Newspaper II	3
JOU 345	Online Media	3
JOU 347	Web Design for Journalism	2
JOU 373	Information Gathering	3
JOU 383	Reporting Contemporary Issues	3
JOU 407	Reporting Public Affairs	3
JOU 418	Law of the Mass Media	3
JOU 426	News Editor I	3
JOU 431	News Editor II	3
JOU 498	Media Internship	3
JOU 499	Journalism Capstone	3
<b>Total Major Required Hours</b>		<b>74</b>

Additional Requirements for B.A.:

B.A. degrees require foreign language credit hours. See page 73.  
 Word processing competency (CS 103 or proficiency test).

Additional Requirements for B.S.:

Same as B.A. except 12 hr. minor in lieu of foreign language requirement.



**Course Requirements**  
 Leading to a Bachelor of Arts or  
 Bachelor of Science degree with  
 a major in Journalism  
 with an Emphasis in Broadcast Journalism

<b>Major Course Requirements</b>		
ENG 271 or ENG 316	Intro to Creative Writing or Writing & Research	3
PSC 320	Current Political Events	3
SPT 150	Voice & Diction	3
Economics Elective or HIS 405	Economics elective or Economic History of the U.S.	3
PHI 311	Mass Media Ethics	3
JOU 125	Visual Communication I	3
JOU 126	Visual Communication II	3
JOU 135	Broadcast News	3
JOU 200	Intro to Mass Communication	3
JOU 205	Video Editing	3
JOU 206	Video Production	3
JOU 225	Newswriting	3
JOU 300	Broadcast Regulations & Responsibilities	3
JOU 335	The Digital Newsroom I	3
JOU 336	The Digital Newsroom II	3
JOU 341	Broadcast Newswriting	3
JOU 345	Online Media	3
JOU 347	Web Design for Journalism	2
JOU 373	Information Gathering	3
JOU 418	Law of the Mass Media	3
JOU 496	News Producer I	3
JOU 497	News Producer II	3
JOU 498	Media Internship	3
JOU 499	Journalism Capstone	3
<b>Total Major Required Hours</b>		<b>71</b>

Additional Requirements for B.A.:

B.A. degrees require foreign language credit hours. See page 73.

Word processing competency (CS 103 or proficiency test).

Additional Requirements for B.S.:

Same as B.A. except 12 hr. minor in lieu of foreign language requirement.

# HISTORY AND GEOGRAPHY

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## DEPARTMENT OF HISTORY, POLITICAL SCIENCE AND PHILOSOPHY

Professors: Crossnoe, Greene, Jungmeyer  
Associate Professors: Bardot, Gubbels  
Assistant Professors: Leslie, Scovill

### Mission

The mission of the Department of History, Political Science and Philosophy is to attract, educate, challenge and inspire a diverse population of intellectually curious students within the context of an open enrollment institution. The department provides student-centered learning, integrating teaching, research, and service. The department offers relevant, high quality undergraduate and select graduate programs that prepare students for careers and lifelong learning.

### Degrees Offered

Bachelor of Arts with a major in History

Bachelor of Science with a major in History

Bachelor of Science in Education (B.S. Ed.) in Social Science Education

(See Social Science section of *Bulletin*)

### Objectives

Students successfully completing the degree program in History will:

1. demonstrate competence as critical thinkers, readers, writers and researchers
2. be acquainted with historic development from the ancient times to the present
3. be able to use the historical method and develop a familiarity with a variety of interpretative paradigms and their use in conceptualizing the historical process
4. be able to utilize existing technology and educational resources available in an information age

### Assessment Program

The faculty of the History program is actively engaged in student outcomes assessment as a means of attaining the area's academic objectives and the University's Mission. Faculty utilizes a variety of assignments and examinations in courses to assess student critical thinking, written communication skills, and knowledge acquisition and integration. All students will take the PCAT. All B.S.Ed. majors will take PRAXIS II and the PCAT.

### Computer Skills Requirement

Upon completion of the History degree programs at Lincoln University, students should have gained basic computer skills and knowledge of various software programs. Students will have the opportunity to gain the necessary computer knowledge and skills

through successful completion of HIS 385 Historical Methods and the use of the University course management system.

## Required Courses

**Major:** B.A. in European/World History

A minimum grade of "C" in HIS 101, 102, 205, 206, 385, 486, 499 and PSC 203 and 204 plus an additional 6 upper division hours in Ancient/Medieval/Early Modern European History; 3 upper division hours in non-European World History, 15 hours in Modern European/World, 6 upper division hours in United States History, and 6 hours in Geography. The minor program in Public History, Political Science or Philosophy is recommended.

**Major:** B.A. in United States History

A minimum grade of "C" in HIS 101, 102, 205, 206, 385, 15 upper division hours in Foundations in United States History and 12 upper division hours in Regional and Diversity in United States History, 486, 499, PSC 203 and 204, 6 upper division hours in European/ World History, and 6 hours in Geography. The minor program in Public History, Political Science or Philosophy is recommended.

**Major:** B.S. in European/World History

A minimum grade of "C" in HIS 101, 102, 205, 206, 385, 486, 499 plus an additional 6 upper division hours in Ancient/Medieval/Early Modern European History; 3 upper division hours in non-European World History, 15 hours in Modern European/World, 6 upper division hours in United States History, 6 hours in Geography, and PSC 203 and 204. The Bachelor of Science degree in History requires a minor with a minimum of 18 hours or an additional major. The minor program in Public History, Political Science or Philosophy is recommended.

**Major:** B.S. in United States History

A minimum grade of "C" in HIS 101, 102, 205, 206, 385, 15 upper division hours in Foundations in United States History and 12 upper division hours in Regional and Diversity in United States History, 486 and 499, 6 upper division hours in European/World History, PSC 203 and 204, and 6 hours in Geography. The Bachelor of Science degree in History requires a minor with a minimum of 18 hours or an additional major. The minor program in Public History, Political Science or Philosophy is recommended.

**Major:** B.S. Ed. in Social Science

A minimum grade of "C" in 58 hours of Social Science including HIS 101, 102, 205, 206; PSC 203 and 204; S/A 201; 3 hours from ECO 201, 202, and HIS 405; 12 hours upper division U.S. History; 12 hours upper division European/World History; 6 hours in Geography; HIS 203 or 403, HIS 385 and HIS 486. (See also Social Science section of *Bulletin*.)

**Minor:** History

A minimum grade of "C" in 18 hours including HIS 101, 102, 205, 206, and 6 upper division hours of History.

**Minor:** Public History

21-24 hours with core requirements of 12-15 hours. These requirements may be satisfied by completing 15 hours from the following: ANT 451; ANT 310 or ANT 311 or ANT 411; HIS 402 or HIS 476 or GEO 301 or GEO 302; HIS 385; HIS 486 and HIS 499. Nine hours of electives may be taken from the following courses (not taken in the Core Requirements): ANT 310 or ANT 311 or ANT

411; HIS 402 or HIS 476; GEO 301 or GEO 302; PSC/PAD 310; GIS 208; GIS 316; AGR 321N; and HIS 495-498.

**Minor:** Social Science Education

A minimum grade of "C" in 24 hours including HIS 101, 102, 205, 206; 3 hours each in Political Science, upper division U.S. History, upper division European/World History, and Geography. (See also Social Science section of *Bulletin*.)

**Note:** Information about the African American Studies minor is on p. 189.

**Information about the Interdisciplinary International Studies minor is on p. 192.**

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and advisors have information about projected course offerings for a semester/year.

**HIS 175** **SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May re-enroll as topic changes. May not be used as a general education requirement.

### Group I: General Education

Prerequisite: ENG 95.

**HIS 101** **WORLD CIVILIZATION I.** (3). Survey of major Western and non-Western civilizations from earliest times to 1650.

**HIS 102** **WORLD CIVILIZATION II.** (3). Survey of major Western and non-Western civilizations from 1650 to the present.

**HIS 151H** **HONORS WORLD CIVILIZATION I.** (3). A survey of major world civilizations including political, social, religious and intellectual changes to 1650. Discussion, reading, and writing component emphasized in this course.

**HIS 152H** **HONORS WORLD CIVILIZATION II.** (3). A survey of major world civilizations emphasizing political, intellectual and social changes since 1650. Discussion, reading, and writing component emphasized in this course.

**HIS 203** **AFRICAN AMERICAN HISTORY.** (3). Survey of the history of Black people from ancient Africa to the present.

**HIS 205** **UNITED STATES HISTORY I.** (3). Survey of political, economic, and social development of the United States to 1877 including the development of the Missouri and U.S. Constitutions.

**HIS 206** **UNITED STATES HISTORY II.** (3). Survey of political, economic, and social development of the United States since 1877 including changes in the Missouri and U.S. Constitutions.

### Group II: Upper Division Service

Prerequisite: HIS 205, HIS 206, PSC 203 or PSC 204

**HIS 385** **HISTORICAL METHODS.** (3). Introduction to bibliography, scholarly methods, and the critical evaluation of historical research. This course is designated writing intensive. Prerequisite: 12 hours of history.

- HIS 401** **MISSOURI HISTORY.** (3). Survey of the history of Missouri from early Indian culture to the present. This course is designated writing intensive.
- HIS 402** **ETHNIC HISTORY.** (3). Experiences of various minority groups in the United States; could include Afro-Americans, Mexican-Americans, Puerto Ricans, American Indians, and/or German-Americans.
- HIS 405** **ECONOMIC HISTORY OF THE UNITED STATES.** (3). Survey of American economic life from 1492 to the present.
- HIS 415** **HISTORY OF SOCIAL WELFARE IN U.S.** (3). Major trends in private and public programs of social welfare in America.
- HIS 459** **HISTORY OF AFRICA.** (3). African civilization from traditional through modern times.
- HIS 477** **WOMEN IN AMERICA.** (3). Changing status of women in the U.S. from 1607 to the present.

### **Group III: Upper Division American**

Prerequisite: HIS 205, HIS 206, PSC 203 or PSC 204

- HIS 403** **BLACKS IN AMERICA.** (3). Black people in the U.S. from the beginnings in Africa through the 21<sup>st</sup> century.
- HIS 404** **HISTORY OF THE SOUTH.** (3). Political, economic, and social development of the Southern United States pre-colonial to the present. Prerequisite: HIS 205 or 206 or PSC 203 or 204.
- HIS 410** **WAR IN AMERICAN SOCIETY.** (3). Relationship of American military policy to the political, economic, and social development of the nation.
- HIS 421** **COLONIAL AMERICA.** (3). Social, political, economic, and intellectual development of America from the European background to the implementation of the Constitution.
- HIS 422** **U.S. NATIONAL PERIOD.** (3). Political, economic, constitutional, and cultural development of the U.S. from 1763 to 1828.
- HIS 423** **CIVIL WAR AND RECONSTRUCTION.** (3). Political, economic, and social development of the Southern United States through the Civil War.
- HIS 424** **20<sup>th</sup> CENTURY UNITED STATES.** (3). Political, economic, and cultural development of the United States from 1901 to the present; emphasis on the emergence of modern America.

### **Group IV: Upper Division European/World**

Prerequisite: HIS 101, HIS 151H, HIS 102, or HIS 152H.

- HIS 430** **MODERN LATIN AMERICA.** (3). Latin American history from the independence movements of the eighteenth century to the present; political, social and economic developments.
- HIS 431** **HISTORY OF CHINA AND JAPAN.** (3). Political, social, and cultural developments of China and Japan from 1600 to late 20<sup>th</sup> century.
- HIS 432** **ISLAM AND THE CHRISTIAN WORLD.** (3). Political, social and cultural developments of the Islamic and Christian worlds; the intersection of these worlds in the Crusading movement and the impact of this interaction on the world that followed.
- HIS 433** **HISTORY OF THE MIDDLE EAST.** (3). Political, social and cultural developments of the Middle East from its origins through the mid-20<sup>th</sup> century.

- HIS 440 ANCIENT GREECE AND ROME.** (3). Survey of Greek and Roman history, c. 1500 BC - c. 500 AD; students can gain an understanding of the political, social, and cultural achievements of ancient Greek and Roman societies.
- HIS 441 MEDIEVAL EUROPE.** (3). Thematic coverage of the history and culture of Europe, 300-1475. Emphasis is on the significance of the political, economic and social changes which took place.
- HIS 442 REFORMATION EUROPE.** (3). Covering the period 1500-1648, this course examines changing political, economic, social, religious and intellectual life in Europe from the eve of the Reformation to the end of the Thirty Years War in 1648.
- HIS 443 EARLY MODERN EUROPE.** (3). Evolution from medieval society and the effect of changes on the shaping of modern Europe.
- HIS 444 NINETEENTH CENTURY EUROPE.** (3). Political, economic, social, and cultural development of Europe to the outbreak of World War I to include nationalism, imperialism, liberalism, and socialism.
- HIS 445 20TH CENTURY EUROPE.** (3). Political, economic, and social developments in Europe from World War I to the present.
- HIS 456 HISTORY OF BRITAIN.** (3). History of Britain, from prehistoric times to 1714 AD; students can gain an understanding of the political, social and cultural achievements of the early inhabitants of Britain.
- HIS 457 HISTORY OF MODERN FRANCE.** (3). France from the Revolution to the present.
- HIS 458 HISTORY OF MODERN RUSSIA.** (3). Imperial and Soviet Russia and her place in world affairs since the 18th century.
- HIS 460 MODERN GERMANY.** (3). The formation of Modern Germany from 1815 to the present. Emphasis on unification in 1871, German Empire, Weimar Republic, the World Wars, East and West Germany, and Reunification.

#### **Group V: Upper Division Other**

- HIS 390/391 DIRECTED TUTORING/ASSISTANT.** (3). Supervised tutoring/assistant May enroll in a total of two directed tutoring/assistant courses during career, for a total of no more than six credit hours. Will not count toward the major. Prerequisite: permission of the department.
- HIS 476 ORAL HISTORY.** (3). Analysis and implementation of methods and procedures involved in the study of oral history. Prerequisite: 9 hours of social science.
- HIS 481H HONORS SUMMER MENTORSHIP.** (3). Provides students with the opportunity to engage in an individual research or creative project under the close supervision of a faculty mentor. Students work on a project 20 hours per week. Prerequisites: Previous honors coursework with a 3.2 GPA; 3.2 cumulative GPA; junior standing; consent of department; and consent of Honors Committee. To obtain Honors Committee consent, the student must submit an application to that committee.
- HIS 486 SENIOR SEMINAR IN HISTORY/SOCIAL SCIENCE EDUCATION.** (1). Capstone course to (1) review issues impacting professional fields; (2) assess majors' proficiencies in bibliography, scholarly methods, and critical evaluation; and (3) reflect meaningfully on major and future goals.

- HIS 490-492** **DIRECTED STUDY.** (1-3). Independent research. Prerequisite: Consent of instructor and department.
- HIS 495-498** **SPECIAL SUBJECTS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes. Prerequisite: See course schedule.
- HIS 495H-498H** **SPECIAL SUBJECTS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes. Prerequisite: Honor College Status.
- HIS 499** **GOVERNMENT INTERNSHIP.** (3-6). Provides students an opportunity to apply their skills in a work setting. Permission of instructor required.

## Geography

Prerequisite: ENG 95.

- GEO 200** **WORLD GEOGRAPHY.** (3). A comprehensive survey of the earth, its natural resources, and conflicts arising there from.
- GEO 301** **ECONOMIC GEOGRAPHY.** (3). The geographic location of the principal industries, products, resources, trade, and trade routes of the world.
- GEO 302** **GEOGRAPHY OF NORTH AMERICA.** (3). Physical features, plant and animal life, and the effects of sectional environment upon peoples.
- GEO 495-498** **SPECIAL SUBJECTS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes.

## Course Requirements

Leading to a Bachelor of Arts/Bachelor of Science degree  
with a major in European/World History

<b>Among the general education hours required, the following specific courses are required or recommended.</b>		
<b>Area 5:</b>		
HIS 101 or 151H	World Civilization I	3
HIS 102 or 152H	World Civilization II	3
HIS 205	United States History I	3
HIS 206	United States History II	3
PSC 203	American National Government	3
PSC 204	American State and Local Government	3
<b>Area 6</b>		
ENG	Any literature course numbered below 400	3
PHI 101	Principles of Reasoning	3
<b>Major Course Requirements</b>		
<b>Upper Division Core Courses</b>		
HIS 385	Historical Methods	3
HIS 486	Senior Seminar in History/Social Science Education	1
HIS 499	Government Internship	3

<b>9 hours from the following Ancient/Medieval/Early Modern</b>		
HIS 440	Ancient Greece and Rome	3
HIS 441	Medieval Europe	3
HIS 443	Early Modern Europe	3
HIS 442	Reformation Europe	3
<b>6 hours from the following Non-European World</b>		
HIS 430	Modern Latin America	3
HIS 431	Islam and the Christian World	3
HIS 432	History of China and Japan	3
HIS 433	History of the Middle East	3
HIS 459	History of Africa	3
<b>12 hours from the following courses</b>		
HIS 444	19 <sup>th</sup> Century Europe	3
HIS 445	20 <sup>th</sup> Century Europe	3
HIS 456	History of Britain	3
HIS 457	Modern France	3
HIS 458	Modern Russia	3
HIS 460	Modern Germany	3
<b>6 hours of Geography courses</b>		
GEO	Geography Elective	3
GEO	Geography Elective	3
<b>6 hours of United States courses</b>		
HIS	U.S. History Elective	3
HIS	U.S. History Elective	3
<b>12 hours upper division electives from the following (recommended)</b> History, Political Science (International Relations), Philosophy		12
<b>Total Major Required Hours</b>		<b>58-61</b>
<b>Foreign Language Requirement for BA (See p. 73)</b>		

Additional Information: A minimum grade of “C” is required for all courses in the major.



## Course Requirements

Leading to a Bachelor of Arts/Bachelor of Science degree  
with a major in United States History

<b>Among the general education hours required, the following specific courses are required or recommended.</b>		
<b>Area 5:</b>		
HIS 101	World Civilization I	3
HIS 102	World Civilization II	3
HIS 205	United States History I	3
HIS 206	United States History II	3
PSC 203	American National Government	3
PSC 204	American State and Local Government	3
<b>Area 6</b>		
ENG	Any literature course numbered below 400	3
PHI 101	Principles of Reasoning	3
<b>Major Course Requirements</b>		
<b>Upper Division Core Courses</b>		
HIS 385	Historical Methods	3
HIS 486	Senior Seminar: History/Social Science Education	1
HIS 499	Government Internship	3
<b>15 hours from Foundations of U.S. History</b>		
HIS 421	Colonial America	3
HIS 422	U.S. National Period	3
HIS 423	Civil War and Reconstruction	3
HIS 424	20 <sup>th</sup> Century United States	3
<b>12 hours from Regional and Diversity</b>		
HIS 401	Missouri History	3
HIS 402	Ethnic History	3
HIS 403	Blacks in America	3
HIS 404	History of the Old South	3
HIS 407	History of the New South	3
HIS 477	Women in America	3
HIS	United States History elective	3
<b>6 hours of European/World courses</b>		
HIS	European/World History elective	3
HIS	Non-European/World History elective	3
<b>6 hours of Geography courses</b>		
GEO	Geography elective	3
GEO	Geography elective	3
<b>12-15 hours upper division electives from the following recommended):</b> History, Political Science (International Relations), Philosophy		12-15
<b>Total Major Required Hours</b>		<b>58-61</b>
<b>Foreign Language Requirement for BA (See p. 73.)</b>		

Additional Information: A minimum grade of “C” is required for all courses in the major.

# POLITICAL SCIENCE

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## DEPARTMENT OF HISTORY, POLITICAL SCIENCE AND PHILOSOPHY

Associate Professor: Gossett  
Assistant Professors: Mezzell, Shoaf

### **Mission**

The mission of the Department of History, Political Science and Philosophy is to attract, educate, challenge and inspire a diverse population of intellectually curious students within the context of an open enrollment institution. The department provides student-centered learning, integrating teaching, research, and service. The department offers relevant, high quality undergraduate and select graduate programs that prepare students for careers and lifelong learning.

### **Degrees Offered**

Bachelor of Arts with a major in Political Science  
Bachelor of Science with a major in Political Science

### **Objectives**

Students successfully completing the degree in Political Science will:

1. demonstrate thorough knowledge of state and federal government, and be able to analyze political institutions using methods of Political Science
2. demonstrate critical thinking skills related to Political Science
3. gain entry into post-baccalaureate education and/or into careers

### **Assessment Program**

The faculty of the Political Science program is actively engaged in student outcomes assessment as a means of attaining the area's academic objectives and the University's Mission. Faculty utilizes a wide variety of assignments and examinations in their courses to assess student critical thinking, written communication skills, and pertinent knowledge acquisition and integration. All students will take the ETS Major Field Test.

### **Computer Skills Requirement**

Upon completion of the Political Science program at Lincoln University, students will have gained basic computer skills and knowledge of various software programs. Students will have the opportunity to gain computer knowledge and skills by taking CS 103 and using the University course management system.

### **Required Courses**

**Major:** B.A. and B.S. in Political Science  
A minimum grade of "C" in PSC 203 and 204, HIS 205, 206, PHI 101, S/A 201, PSC 300 and PSC 499. Must complete 30 upper division hours with a minimum of 18 at the PSC 400 level. MAT 117 is recommended. Cognate

courses may be substituted, with approval of the department head. This curriculum includes 33 hours of electives, 12 hours of which must be at the 300/400 level. Electives may be applied to a minor. Recommended are electives which emphasize skills in reading/writing, statistics, and computers. The Bachelor of Science degree in Political Science requires an 18 hour minor.

**Minor:** The Political Science minor requires 18 hours with a minimum grade of "C" in PSC 203, 204, and 499, plus 9 upper division Political Science electives including not less than 6 hours in 400-level courses.

Note: For a **Legal Studies** minor, see p. 190.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and advisors have information about projected course offerings for a semester/year.

### Group I: General Education

Prerequisite: ENG 95.

- PSC 175** **SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May enroll again as topic changes. May not be used as a general education requirement.
- PSC 203** **AMERICAN NATIONAL GOVERNMENT.** (3). Origin, development, structure, functions and problems of the national government. Special reference to recent trends and U.S. and Missouri Constitutions. Prerequisite: ENG 101 or ENG 151H.
- PSC 203H** **HONORS AMERICAN NATIONAL GOVERNMENT.** (3). Origin, development, structure, and functions of the national government with references to recent trends, and U.S. and Missouri Constitutions, using a variety of non-traditional teaching methods for advanced learners. Prerequisite: ENG 101 or ENG 151H.
- PSC 204** **AMERICAN STATE AND LOCAL GOVERNMENT.** (3). Constitutions, intergovernmental relationships, structure, functions, and trends in state and local governmental units. Special reference to the U.S. and Missouri Constitutions. Prerequisite: ENG 101 or ENG 151H.

### Group II: Upper Division Service

Prerequisite: 3 credit hours of 200 level Political Science or History

- PSC 300** **INTRODUCTION TO POLITICAL SCIENCE.** (3). This course is a survey of the five subfields of the discipline: American Government, Public Policy, Comparative Politics, International Relations, and Political Thought.
- PSC 305** **INTERNATIONAL LAW AND ORGANIZATIONS.** (3). This course studies international law and organizations broadly, and the United Nations specifically. It examines issues in modern world politics and prepares students to be a country's representative or diplomat.
- PSC 310** **PRINCIPLES OF PUBLIC ADMINISTRATION.** (3). Public administration with reference to organizational theory and developments in the United States. Cross-listed with PAD 310.

- PSC 315 INTRODUCTION TO GLOBALIZATION.** (3). This course examines globalization's role in world politics: its history, causes, characteristics, consequences and its influence on contemporary world politics
- PSC 320 CURRENT POLITICAL EVENTS.** (3). Contemporary affairs in domestic and international political areas utilizing periodicals and other media.  
Prerequisite:
- PSC 330 PRACTICAL POLITICS.** (3). Patterns of political success at national, state and local levels; electoral and bureaucratic aspects of the governmental system.
- PSC 340 INTRODUCTION TO PUBLIC POLICY.** (3). This course focuses on governmental processes that determine public policy outcomes and how those processes can be influenced by entities outside of government.
- PSC 350 U.S. ETHNIC AND RACIAL POLITICS.** (3). This course examines the impact of minorities on American political life and the policies of particular relevance to minority populations.
- PSC 360 MEDIA AND PUBLIC OPINION.** (3). Analytical and practical study of the influence of the media on public opinion and how various participants in governmental and political process utilize the media to shape public opinion.
- PSC 370 SOCIAL WELFARE POLICY.** (3). Examination of major social policy development in United States.
- PSC 380 AFRICAN POLITICS.** (3). This course introduces the political systems of African countries. It focuses on Africa's pre-colonial and colonial political history, decolonization and independence politics and African countries in modern world politics.

### **Group III: Advanced Political Science**

Prerequisite: 3 credit hours of 200 level Political Science or History

- PSC 400 AMERICAN FOREIGN POLICY.** (3). This course explores the history and patterns of America's involvement in world politics. It provides an introduction to U.S. foreign policy making, national security strategy, trade-and-aid, and diplomacy. This course is designated writing intensive.
- PSC 410 THE PRESIDENT AND CONGRESS.** (3). National executive and legislative institutions, roles, structures, processes, problems, and their interrelationships.
- PSC 420 PARTIES, PRESSURE GROUPS, AND PUBLIC OPINION.** (3). Roles and processes of participative organizations, opinion formation, voting, and other participative behavior.
- PSC 430 CONSTITUTIONAL LAW.** (3). American constitutional principles, problems, and trends regarding governmental powers and civil liberties.
- PSC 440 COMPARATIVE POLITICS.** (3). Theoretical, analytical, and institutional concepts applied to the study of selected non-American nations.  
Prerequisite: Three (3) hours of 200 level credit in Political Science or History.
- PSC 450 POLITICAL THOUGHT.** (3). Selected representative theorists in the development of political philosophy. This course is designated writing intensive. Prerequisite: Three (3) hours of 200 level credit in Political Science or History.

- PSC 460** **INTERNATIONAL RELATIONS.** (3). World politics, institutions, and concepts including power, resources, conflict resolution, and international law.
- PSC 470** **POLITICS AND ENVIRONMENTAL POLICY.** (3). Study of major aspects of environmental policy and how political forces work to shape environmental policy outcomes. Cross-listed with ENV 410.
- PSC 480** **CIVIL RIGHTS, CIVIL LIBERTIES.** (3). This course analyzes the evolution of U.S. civil rights and civil liberties through court decisions and public policy.

**Group IV: Political Science Special**

- PSC 490H** **HONORS SENIOR THESIS.** (3). Directed research and writing on a specified and approved topic in the student's major area of study. Completed thesis must be approved by Department Head and/or Honors Program Director to receive credit.
- PSC 490-492** **DIRECTED STUDY.** (1-3). Independent research. Prerequisite: Consent of instructor and department chair.
- PSC 495-498** **SPECIAL SUBJECTS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes. Prerequisite: See course schedule.
- PSC 499** **INTERNSHIP.** (3-6). Internships in legislative or administrative office. Junior status and consent of instructor.

**Course Requirements**

Leading to a Bachelor of Arts/Bachelor of Science degree with a major in Political Science

<b>Among the general education hours required, the following specific courses are required or recommended.</b>		
<b>Area 5:</b>		
HIS 205	United States History I	3
HIS 206	United States History II	3
PSC 203/203H	American National Government	3
PSC 204	American State and Local Government	3
SA 201	Introduction to Sociology	3
<b>Area 6</b>		
ENG	Any literature course numbered below 400	3
PHI 101	Principles of Reasoning	3
<b>Major Course Requirements</b>		
<b>Upper Division Core Courses</b>		
PSC 300	Introduction to Political Science	3
PSC 499	Internship	3
<b>15 hours from the following American/Public Policy Courses, 6 of which must be at 400 level:</b>		
PSC 310	Principles of Public Administration	3
PSC 320	Current Political Events	3
PSC 340	Introduction to Public Policy	3
PSC 350	U.S. Ethnic and Racial Politics	3

PSC 360	Media and Public Opinion	3
PSC 370	Social Welfare Policy	3
PSC 410	The President and Congress	3
PSC 420	Parties, Pressure Groups, and Public Opinion	3
PSC 425	Religion and Politics	3
PSC 470	Politics and Environmental Policy	3
<b>12 hours from the following Comparative/International Courses, 6 of which must be at 400 level:</b>		
PSC 305	International Law and Organizations	3
PSC 315	Introduction to Globalization	3
PSC 380	African Politics	3
PSC 390	War and Revolution	3
PSC 400	American Foreign Policy	3
PSC 440	Comparative Politics	3
PSC 460	International Relations	3
PSC 465	Civil and Ethnic Conflict	3
<b>12 hours from the following Theory/Law Courses, 6 of which must be at 400 level:</b>		
PSC 330	Tools for Political Change	3
PSC 335	Argument and Public Advocacy	3
PSC 345	Legal and Cultural Issues in the U.S.	3
PSC 355	Civil Disobedience and Democracy	3
PSC 415	Democracy in America	3
PSC 430	Constitutional Law	3
PSC 450	Political Thought	3
PSC 480	Civil Rights, Civil Liberties	3
<b>12-15 hours upper division electives from the following (recommended): History, Political Science, Philosophy</b>		12-15
<b>Total Major Required Hours</b>		<b>57-60</b>
<b>Foreign Language Requirement for Bachelor of Arts (See p. 73.)</b>		

Additional Information:

A minimum grade of “C” is required for all courses in the major.

# SOCIAL SCIENCE EDUCATION

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## DEPARTMENT OF HISTORY, POLITICAL SCIENCE AND PHILOSOPHY

Professors: Crossnoe, Greene, Jungmeyer  
Associate Professors: Bardot, Gossett, Gubbels  
Assistant Professors: Leslie, Mezzell, Scovill, Shoaf

### Mission

The mission of the Department of History, Political Science and Philosophy is to attract, educate, challenge and inspire a diverse population of intellectually curious students within the context of an open enrollment institution. The department provides student-centered learning, integrating teaching, research, and service. The department offers relevant, high quality undergraduate and select graduate programs that prepare students for careers and lifelong learning.

### Degree Offered

Bachelor of Science in Education with a major in Social Science.

### Objectives

Students successfully completing the degree program in Social Science will be able to demonstrate the following:

1. a knowledge in the disciplines constituting the social sciences
2. be acquainted with historic development from the ancient times to the present
3. be able to use the historical method and develop a familiarity with a variety of interpretive paradigms and their use in conceptualizing the historical process
4. be able to utilize existing technology and educational resources available in an information age

### Assessment Program

Students will compile a Social Science Education portfolio, will earn a "C" or better in student teaching, will perform satisfactorily on the Praxis II exam, and take the PCAT major field test in History.

### Computer Skills Requirement

Social Science Education majors will adhere to the Department of Education computer skills requirement.

### Required Courses

**Major:** B.S. in Social Science Education

A minimum grade of "C" in 58 hours of Social Science including HIS 101, 102, 205, and 206; PSC 203 and 204; S/A 201; 3 hours from ECO 201, 202, or HIS 405; 12 hours in upper division U.S. History; 12 hours in upper division European/World History; 6 hours of Geography; HIS 385 and HIS 486.

Students planning to teach Social Science in secondary schools should also confer with the head of the Department of Education during their freshman year with regard to professional requirements. Middle School Certification recommended.

**Minor:** Social Science Education

A minimum grade of "C" in 24 hours including HIS 101, 102, 205 and 206; 3 hours each in Political Science, upper division U.S. History, upper division European/World History, and Geography.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and advisors have information about projected course offerings for a semester/year.

- SS 110**      **INTRODUCTION TO SOCIAL SCIENCE I.** (2). Introduction to the various social sciences, their research methods, and their relationships. No prerequisite.
- SS 111**      **INTRODUCTION TO SOCIAL SCIENCE II.** (2). Selected social issues and problems from the perspective of various social sciences. No prerequisite.
- SS 175**      **SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May enroll again as topic changes. May not be used as a general education requirement.
- SS 390/  
391**      **DIRECTED TUTORING.** (3). Supervised tutoring/assistant. May enroll in a total of three directed tutoring courses during career, but no more than two in any one area: social science, history. Prerequisite: permission of the department.
- SS 451**      **DATA COLLECTION METHODS.** (3). Research design, methodology, and techniques of data collection. Prerequisite: 9 hours of Social Science. See Sociology listing on p. 240.
- SS 452**      **DATA ANALYSIS METHODS.** (3). Quantification, measurement, computerization, presentation, and analysis of data. Prerequisite: 9 hours of Social Science; MAT 117. See Sociology listing on p. 240.



## Course Requirements

### Leading to a Bachelor of Science in Education with a major in Social Science

Successful completion of the Lincoln University General Education courses and the courses listed below will entitle a person to receive the degree B.S.Ed. with a major in Social Science and will lead to a certificate to teach Social Science in the State of Missouri in grades 9-12. The following courses meet requirements of Lincoln University and Missouri Department of Elementary and Secondary Education (DESE).

<b>Among the general education hours required, the following specific courses are required or recommended.</b>		
<b>Area 5d:</b>		
S/A 201	Introduction to Sociology	3
<b>Area 6:</b>		
PHI 101	Principles of Reasoning	3
ENG	Any literature course numbered below 400	3
<b>Area 8:</b>		
EDU 260	Education and Cultural Diversity	3
<b>Major Courses</b>		
HIS 101 or 151H	World Civilization I	3
HIS 102 or 152H	World Civilization II	3
HIS 205	United States History I	3
HIS 206	United States History II	3
PSC 203	American National Government	3
PSC 204	American State and Local Government	3
GEO	Geography	6
HIS 385	Historical Methods	3
HIS 486	Senior Seminar in Social Science Education	1
HIS 203 or HIS 403	African American History Blacks in America	3
HIS 424	20 <sup>th</sup> Century United States History	3
HIS	U.S. History Elective	9
HIS 445	20 <sup>th</sup> Century Europe	3
HIS	Upper division European/World History Elective (Ancient/Medieval/Early Modern)	3
HIS	Upper division European/World History Elective (non-European)	3
HIS	Upper division European/World History Elective (modern)	3
HIS 405 or ECO 201 or ECO 202	Economic History of the U.S. or Principles of Economics I or Principles of Economics II	3
<b>Major Courses Total</b>		<b>58</b>

<b>Pre-Professional Block I</b>		
<i>(These courses must be taken concurrently.)</i>		
EDU 202	Observations in Education	1
EDU 204	Educational Psychology (WI)	3
EDU 270	Instructional Technology	3
SE 221	Introduction to the Exceptional Child	2
<b>Block I Total</b>		<b>9</b>
<b>Pre-Professional Block II</b>		
EDU 322	Adolescent Development	2
<b>Block II Total</b>		<b>2</b>
<b>The following courses require admission to the Teacher Education Program before registration.</b>		
<b>Block III</b>		
EDU 316	Techniques of Teaching	3
EDU 420	Reading in the Content Areas	3
<b>Block III Total</b>		<b>6</b>
<b>Block IV</b>		
EDU 302	Paraprofessional Training	1
EDU 406	School and Society (WI)	3
EDU 417T	M/M/O: Teaching Social Science	2
EDU 435	Classroom Management	3
<b>Block IV Total</b>		<b>9</b>
<b>Block V</b>		
EDU 474	Student Teaching in Grades 9-12	10
EDU 475	Seminar in Student Teaching	2
<b>Block V Total</b>		<b>12</b>
<b>Education Total</b>		<b>38</b>
<b>Overall Total</b>		<b>121</b>

It is recommended that students add the middle school endorsement (grades 5-9).

HIS 401	Missouri History	3
<b>Fall</b>		
EDU 460	Middle School Phil., Organization and Curriculum	3
<b>Spring</b>		
EDU 416	Reading and Writing in the Middle School	4
EDU 461	Middle School Curriculum and Instruction	2
<b>Total</b>		<b>12</b>

# PHILOSOPHY (Minor)

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## DEPARTMENT HISTORY, POLITICAL SCIENCE AND PHILOSOPHY

Professor: Ballard  
Associate Professor: Rohrer  
Assistant Professor: Freelin

### Mission:

The mission of the Department of History, Political Science and Philosophy is to attract, educate, challenge and inspire a diverse population of intellectually curious students within the context of an open enrollment institution. The department provides student-centered learning, integrating teaching, research, and service. The department offers relevant, high quality undergraduate and select graduate programs that prepare students for careers and lifelong learning.

### Objectives

Students successfully completing the minor program in Philosophy will have acquired the following understandings and skills:

1. Competence as critical thinkers, readers, writers, and speakers;
2. Familiarity with the traditional areas of philosophy (logic, ethics, epistemology and metaphysics);
3. Acquaintance with the historical development of philosophy from the ancient world to the present;
4. The use of philosophical methods and concepts within applied fields, such as political theory, health care ethics, philosophy of education, etc.;
5. A sensitivity to philosophical assumptions that underlie human experience, history and culture.

### Required Courses

**Minor:** Eighteen hours in philosophy, with a minimum grade of "C," including at least 6 hours in upper division courses.

### Course Descriptions

Listed courses may not be taught every semester or every year. The department head and philosophy advisors have information about projected course offerings for a semester/year.

#### Group I: General Education

Prerequisite: ENG 95.

**PHI 101 PRINCIPLES OF REASONING.** (3). Analysis of argument, detection of fallacies, meaning and definition, formal deduction and induction, with emphasis on practical applications.

- PHI 102 INTRODUCTION TO PHILOSOPHY.** (3). Acquaints the student with some problems and methods of philosophic inquiry.
- PHI 201 MAJOR RELIGIONS OF THE WORLD.** (3). Compares and contrasts concepts of ultimate reality, the world of sense, human nature and religious morality of major Eastern and Western religions, including Hinduism, Buddhism, Islam, Christianity and modern secularism. Prerequisite: ENG 95.
- PHI 203 ETHICS.** (3). Nature of moral problems and some alternative methods for their solution. Emphasis will be placed on applications to personal and social issues.
- PHI 203H HONORS ETHICS.** (3). An exploration of Western and non-Western approaches to ethics for Lincoln University honors students. Special emphasis is given to applied ethics and the perspectives of different cultures and ethnicities on important moral issues of our time.
- PHI 204 POLITICAL PHILOSOPHY.** (3). Philosophical foundations of democracy and major criticisms. Applications to current issues will be stressed.
- PHI 208 AFRICAN WORLD VIEW.** (3). African metaphysics, epistemology, and ethics. Basic categories of explanation, the nature and function of myth, and the implications of African philosophy for social, political and economic organization in Africa.

### **Group II: Upper Division Service**

- PHI 303 HEALTH CARE ETHICS.** (3). Examination of value conflicts which arise in modern medicine in such areas as reproduction, death and dying, the patient-professional relationship, human experimentation, and health care economics. Prerequisite: Sophomore standing or permission of instructor. This course is designated writing intensive.
- PHI 304 BUSINESS ETHICS AND SOCIETY.** (3). This course considers classical theories of ethics and economic justice and their application to such issues as confidentiality, corporate truth telling, corporate social responsibility, environmental preservation, and global economic relationships. Prerequisite: Concurrent enrollment or prior completion of ENG 102 or 152H and junior or senior standing or permission of the instructor.
- PHI 306 MOVEMENTS IN PHILOSOPHY.** (3). A concentrated study of specific philosophers or a specific development in the history of philosophy. Provided that different material is covered, the course may be taken for credit twice. Prerequisite: Sophomore standing or permission of instructor.
- PHI 307 PROBLEMS IN PHILOSOPHY.** (3). A concentrated study of a specific philosophical problem or theory. Provided that different material is covered, the course may be taken for credit twice. Prerequisite: Sophomore standing or permission of instructor.
- PHI 308 PHILOSOPHY OF SCIENCE.** (3). Study of the historical development and logical structure of scientific theories. Relations between science and values will be considered. Required of students in science education. Prerequisite: Fulfillment of Area 5: Natural Science Studies, General Education requirements.
- PHI 309 PHILOSOPHY OF HUMAN NATURE.** (3). This course examines some of the most influential ancient and contemporary theories addressing such questions as “do humans have a ‘nature’ that can be discovered and defined;

do humans have free will; what are the causes of the ills of humanity; do these problems have a cure? Prerequisite: Eng 95.

**PHI 310 CHRISTIANITY AND PHILOSOPHY.** (3). This course considers philosophical argument and criticism concerning such Christianity-specific matters as the divinity of Christ, the Resurrection, Christian Ethics and the Natural Law. It also covers traditional topics in the Philosophy of Religion such as the existence and nature of God, the problem of evil and suffering, and the general relation between reason and religious belief. Prerequisite: ENG 95.

**PHI 311 MASS MEDIA ETHICS.** (3). An overview of main approaches to moral theory and application to journalistic issues, including privacy and the concept of objectivity in news reporting and public relations.

### **Group III: Advanced Philosophy**

Prerequisite: Six hours in Philosophy or a cognate area.

**PHI 400H HONORS SPECIAL TOPICS.** (3). Advanced study of specific philosophical problems, theories, or movements. Provided that different material is covered, the course may be repeated for up to a total of 6 hours credit. Prerequisite: Permission of instructor.

**PHI 450 POLITICAL THOUGHT.** (3). Same as PSC 450. Selected representative theorists in the development of political philosophy. Prerequisite: Three (3) hours of 200 level Political Science or History.

# STUDIES IN RELIGION

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## DEPARTMENT OF HISTORY, POLITICAL SCIENCE AND PHILOSOPHY

College credit is given for satisfactory completion of Religion courses. A maximum of 10 hours of credit in Religion or in religious education courses taken at any accredited college will be accepted as electives by Lincoln University. Credit for courses taken in religious education may not be used to fulfill any general education requirement of the University.

- REL 200 HOW TO UNDERSTAND THE BIBLE.** (3). A discussion of principles of interpretation, Biblical literature types, and historical reflection on various stages of Biblical translation. Allows the student to gain a deeper insight into and appreciation of the Bible.
- REL 201 SURVEY OF THE OLD TESTAMENT.** (3). Students will gain a general understanding of the Pentateuch, the historical, poetical, and prophetic books of the Old Testament. They will learn about the historical contexts within which each book was written, the book's literary origins, structure and significance, and each book's religious aspects and implications.
- REL 202 SURVEY OF THE NEW TESTAMENT.** (3). A survey of the New Testament, beginning with the Inter-Biblical period. A survey of the origin and literature of the New Testament, the beginning and early history of Christianity, geography, dates, authorship, and purpose of the books of the New Testament.
- REL 327 CHRISTIANITY AND CONTEMPORARY ISSUES.** (3). Students will gain an understanding and appreciation of the fundamental principles and methods of Christian moral theology, and their historical development. Students will explore the relationship of those principles and methods to Scripture and Christian theology, and their application to contemporary social issues.

# ART

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## DEPARTMENT OF VISUAL AND PERFORMING ARTS

Professor: Tatum

Assistant Professors: Aldrin, Crow

### **Mission**

The art program provides a positive environment where students can explore their own creativity and freely express themselves through art. Students will have the opportunity to improve their artistry by honing their technical, analytical and writing skills. The faculty are committed to helping students explore and perfect the individual expression of their own identities as artists and persons, according to their abilities and interests.

A thorough and varied curriculum offers a solid base for careers in art education, commercial design, studio art, or graduate study. Courses in drawing, painting, water color, commercial art, design and color theory, ceramics, jewelry, fibers, sculpture, art history, printmaking and art education are offered.

Students make a serious commitment to their art and routinely participate in local, state, and national art competitions. Over the past ten years, Lincoln University art majors have won an average of 30 awards per year in various art competitions.

Art students will be able to take advantage of the MAC computer lab with terminals for each student, color printers, color scanners, and some of the latest software for design, illustrating, photo imaging and photo editing.

### **Degrees Offered**

Bachelor of Science with a major in Art

Bachelor of Science in Education with a major in Art

### **Objectives**

Upon completion of degree requirements in the Art program at Lincoln University, each student should be able to demonstrate the following:

1. A mastery of art content necessary to be a competent and effective teacher of art, a studio artist and/or a commercial artist
2. Technical skills which are adequate to meet the needs of artistic self-expression
3. The ability to analyze art and to form and defend evaluative judgments of art;
4. Knowledge of historical and stylistic periods of art history
5. Highly developed skills in oral and written communication
6. An understanding of health and safety concerns relative to art involvement; and
7. The necessary background to be successful at the graduate level

### **Assessment Program**

Assessment measures allow students and faculty to determine whether students have met the objectives of the program. The art faculty has spread its assessment measures throughout the degree programs so that students can receive on-going reports of their progress and follow-up advice. The portfolio and Senior Show are the ultimate measures of the student's and the program's success. These are evidence of a collection of four or

more years of work, and not a final project. Art Education majors will also take the PRAXIS II exam.

## Required Courses

- Major:** B.S. in Art  
A minimum grade of "C" in ART 104, 107, 108, 207, 208, 301, 307, 308, 309, 310, 322, 323, 330, 331, 421, 422 and 423.
- Major:** B.S. in Art Education  
A minimum grade of "C" in ART 104, 107, 108, 203, 206, 207, 208, 307, 308, 310, 322, 323, 330, 421, 422, and 423.
- Minor:** A minimum grade of "C" in ART 104, 107, 108, 307, 308, 322 and 330. A teaching minor in Art must also include ART 203 (3 credit hours).

## Regulations

1. No art major or art minor will be permitted to enroll in any art course for which he/she has not met the prerequisites.
2. Special students may enroll in advanced art courses with the consent of the Art faculty, provided they can show evidence of having developed basic skills in art.
3. At the discretion of the teacher in charge, projects done by students in art classes may be retained for display purposes until after the Annual Student Art Exhibit in the spring semester.
4. All work entered in the Annual Student Art Exhibit must have been done under the supervision of the Art Unit faculty.
5. All art majors are required, without exception, to present a Senior Art Exhibit (of at least 20 works) as partial fulfillment of the requirements for the B.S. degrees in Art. A portfolio review must be satisfactorily completed at least thirty days prior to the scheduled opening of the exhibit.
6. One re-enrollment for additional credit is permitted in designated studio courses in which the student has received a grade of "C" or better, and for which the student has permission of the instructor and department head.
7. Students will be required to provide basic art materials for studio courses.

## Computer Skills Requirement

Upon completion of the Art and/or Art Education programs at Lincoln University, the student will have gained a basic understanding of the Macintosh computer and also be able to demonstrate basic competency in the use of various software programs including drawing, page layout, and photo editing.

Students will have the opportunity to gain the necessary computer knowledge and skills through participation in department sponsored/presented workshops and successful completion of the departmental computer intensive course ART 207 (and other computer intensive courses, as designated). Students will also have opportunities to develop computer skills in other art courses which require some use of the computer.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and art advisors have information about projected course offerings for a semester/year.



- ART 100 INTRODUCTION TO ART.** (3, fa, sp). An introduction to the visual arts including the study of the elements, principles, media, techniques and critical appreciation. (Satisfies a humanities requirement of general education.)
- ART 104 THEORY OF DESIGN AND COLOR.** (3, sp, LF). A studio course dealing with the elements and principles of design. Emphasis on two-dimensional composition, craftsmanship, expressive skills and color theory. Five hours per week, 1 lecture and 4 studio.
- ART 107 DRAWING I.** (3, fa, LF). A studio course in drawing. A selection of methods and media will be introduced. Emphasis will be on developing skills in composition, perspective, value, volume, craftsmanship, and working from observation. Five hours per week.
- ART 108 DRAWING II.** (3, sp, LF). Advanced studio course in drawing. A continuation of Drawing I. Emphasis on developing individual areas of strength and interest. Five hours per week. Prerequisite: ART 107.
- ART 175 SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May re-enroll as topic changes. May not be used as a general education requirement.
- ART 203 ELEMENTARY ART EDUCATION (2, fa, sp) or ELEMENTARY ART EDUCATION AND OBSERVATIONS.** (3, fa, sp). Art education history, philosophy, stages of development, teaching methods, classroom management, and organization of materials. In addition, the enrollment for 3 credit hours will include observations in a variety of actual classroom settings for 16 one-hour periods. Four or five hours per week. Co-requisite: Should be taken concurrently with EDU 204 and SE 221.
- ART 205 AFRICAN AMERICAN ART HISTORY.** (3). A survey of African American art and artists from the colonial period to the present. The course will consider the social, political, cultural, as well as the artistic development of the artists.
- ART 206\* FIBERS.** (3, LF). An introductory course in fibers stressing various processes which include the following units: weaving, surface design, and papermaking. Five hours per week. Prerequisite: ART 104.
- ART 207\* BASIC COMMERCIAL DESIGN.** (3, fa, LF). Introduction to problems and practices in commercial art: layouts, basic lettering and advertising designs. Five hours per week. Prerequisite: ART 104.
- ART 208\* WATER COLOR PAINTING.** (3, LF). A beginning course in water color painting. Five hours per week. Prerequisites: ART 104 and 108.
- ART 301\* FIGURE DRAWING.** (3, LF). A course in drawing the human figure from life. Five hours per week. Prerequisite: ART 108.
- ART 303 GRAPHIC DESIGN II.** (3, sp). Intermediate course in page layout techniques and graphics-related software. Students in this course will assist in the layout and design of *Arts & Letters*, the student art and literature journal. Prerequisite: ART 207.
- ART 307\* JEWELRY.** (3, LF). An introductory course in design and execution of jewelry. Five hours per week. Prerequisite: ART 104.
- ART 308 CERAMICS I.** (3, 3rd semester, LF). An introductory course in ceramics. Five hours per week.
- ART 309\* CERAMICS II.** (3, 3rd semester, LF). An advanced course in ceramics stressing the potter's wheel. Five hours per week. Prerequisite: ART 308.
- ART 310\* PRINTMAKING.** (3, LF). An introductory course involving various printmaking processes. Five hours per week. Prerequisites: ART 104 and 108.

- ART 322 PAINTING I.** (3, fa, LF). A basic course in painting. Five hours per week. Prerequisites: ART 104 and 108.
- ART 323\* PAINTING II.** (3, sp, LF). An advanced course in painting. Five hours per week. Prerequisite: ART 322.
- ART 330 HISTORY AND APPRECIATION OF ART.** (3, sp). A survey course covering prehistoric art through the Renaissance movement. This course is designated writing intensive. (Satisfies a humanities requirement of general education.)
- ART 331 TWENTIETH CENTURY ART.** (3, fa). A survey course covering the major art movements dating from the 14th century through the 20th century. (Satisfies a humanities requirement of general education.)
- ART 401 GRAPHIC DESIGN III.** (3, fa). An advanced design course emphasizing more advanced development of graphics-related products including page layout, animation and packaging design. Prerequisite: ART 207 and ART 303.
- ART 421\* FIGURE PAINTING.** (3, LF). An advanced course in painting from the live model. Five hours per week. Prerequisites: ART 301 and 323.
- ART 422\* SCULPTURE.** (3, 3rd semester, LF). A basic course in sculpture. Five hours per week. Prerequisites: ART 104 and 108.
- ART 423\* ADVANCED TECHNICAL PROBLEMS.** (3, fa, sp, LF). A culminating course in art based on experiences and skills acquired during the freshman, sophomore, and junior years. A senior exhibit is required as a part of this course. Prerequisite: All required art courses in the art sequence prior to the senior year.
- ART 475 SPECIAL TOPICS IN ART AND ART EDUCATION.** (1-5). Selected topics in art and art education dealing with special subjects of professional interest (studio skills, current practices, developmental processes, commercial uses, etc.).
- ART 498I\* ART INTERNSHIP.** (3). This course is designed to offer art majors the opportunity to gain valuable work experience as they learn. Students are afforded the opportunity to put into practice the knowledge obtained in the classroom.

\*Repeatable Courses

# SAMPLE PROGRAM OF STUDY

Leading to a Bachelor of Science degree with a major in Art

## FRESHMAN YEAR

<b>First Semester</b>			<b>Second Semester</b>		
ART 107	Drawing I	3	ART 104	Theory of Design & Color	3
PSY 101	Gen. Psychology	3	ART 108	Drawing II	3
GE 101	University Seminar	1	ENG 102	Comp. & Rhet. I	3
ENG 101	Comp. & Rhet. I	3	PED	Activity	1
HIS 101	World Civilization I	3		Science Requirement	3
PED 111	Pers. and Com. Health	2		Elective	3
		15			16

## SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
ART 207	Basic Commercial Design	3	ART 308	Ceramics I	3
ART 322	Painting I	3	ART 323	Painting II	3
	Science Req. w/lab	4		Hum/Fine Arts Req.	3
	ECO/SOC/ANT Req.	3		U.S./MO Const. Req.	3
SPT 206	Fund. of Speech	3	MAT 113	College Algebra	3
		16			15

## JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
ART 301	Figure Drawing	3	ART 208	Watercolor Painting	3
ART 309	Ceramics II	3	ART 310	Printmaking	3
ART 330	Art History & Appreciation	3	ART 331	20th Century Art	3
	Am. Cul. Div. Req.	3		Int'l. Cul. Div. Req.	3
	Elective	3		Elective	3
		15			15

## SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
ART 307	Jewelry	3	ART 421	Figure Painting	3
ART 422	Sculpture	3	ART 423	Adv. Technical Problems	3
	Electives	9		Electives	8
		15			14

**SAMPLE PROGRAM OF STUDY**  
 Leading to a Bachelor of Science degree in Education  
 with a major in Art

**FRESHMAN YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
ART 107	Drawing I	ART 104	Theory of Design & Color
PSY 101	Gen. Psychology	ART 108	Drawing II
GE 101	University Seminar	HIS 101	World Civilization
ENG 101	Comp. & Rhet. I	ENG 102	Comp. & Rhet. II
MAT 113	College Algebra	PED	Activity
PED 111	Pers. and Com. Health		Science Req. w/lab
	<u>2</u>		<u>4</u>
	15		17

**SOPHOMORE YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
ART 107	Basic Commercial Design	ART 206	Fibers
ART 322	Painting I	ART 308	Ceramics
	Science Req.	ART 323	Painting II
	ECO/SOC/ANT Req.		Hum/Fine Arts Req.
SPT 206	Fund. of Speech		U.S./MO Const. Req.
PSC 203	Am. National Government		
	<u>3</u>		<u>3</u>
	18		15

**JUNIOR YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
ART 203	Elem. Art Edu. & Obs.	ART 421	Figure Painting
ART 330	Art History and Appreciation	ART 208	Watercolor Painting
ART 307	Jewelry	ART 310	Printmaking
ART 422	Sculpture		Am. Cul. Div. Req.
EDU 204	Educational Psychology	EDU 270	Instructional Technology
SE 221	Intro. to Exceptional Child	EDU 435	Classroom Management
EDU 322	Adolescent Development		
	<u>2</u>		<u>3</u>
	19		18

**SENIOR YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
ART 423	Adv. Technical Problems	EDU 475	Seminar in Student Teaching
EDU 301	Paraprofessional Training	EDU 476	Student Tchg./Elem School
EDU 316	Techniques of Teaching	EDU 477	Student Tchg./Sec. School
EDU 406	School and Society		
EDU 417A	Mat. Mth. Teaching Art		
EDU 420	Tech. of Tech. Rdg./Ev. Fields		
	Int'l. Cul. Div. Req.		
	<u>3</u>		<u>5</u>
	18		12

# MUSIC

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## DEPARTMENT OF VISUAL AND PERFORMING ARTS

**Member of the National Association of Schools of Music**

Professors: Gray, Robertson  
Associate Professors: Johnson, Zambito  
Assistant Professors: Gamblin-Green, Harper, Smith  
Instructor: Wood

### **Mission**

In the music unit, the purpose is to educate students to become musically literate citizens and to encourage them to become contributing musical leaders within society. The music faculty provides excellent academic instruction and broad ranges of performance experiences within a nurturing environment.

The music unit at Lincoln University serves students in several ways. Music majors prepare for careers in Music Education, or obtain a liberal arts degree in Sacred Music. Music minors complete a smaller core of academic, ensemble and applied music courses, which enhance their liberal arts education. The student population at large may take music courses as part of their general education requirements, participate in ensembles, and take applied lessons.

The music program strives to enhance the lives of Lincoln University's student population and the general population of Jefferson City by presenting student and faculty recitals and programs by band and choral ensembles in a variety of musical and cultural settings. These events are free and open to the public.

### **Degrees Offered**

Bachelor of Music Education with emphasis in Instrumental or Vocal Music. This degree leads to a Missouri Department of Elementary and Secondary Education Missouri Certification in Music (K-12). Bachelor of Science in Music with emphasis in Sacred Music-Instrumental or Sacred Music-Vocal.

### **Objectives**

Upon completion of the Music Education or Sacred Music program at Lincoln University, each student should be able to demonstrate the following:

1. The ability to function as a musically literate citizen within the society
2. Knowledge of the elementary concepts and skills necessary to be a competent and effective instrumental or vocal church musician
3. The ability to interpret, create, analyze, and evaluate music
4. A repertory reflecting a variety of cultures and historical periods
5. Technical skills that are adequate to meet the needs of artistic self-expression
6. Knowledge of historical and stylistic periods of music history
7. The ability to form and defend evaluative judgments

8. An understanding of the historical, philosophical and social foundations of music
9. The ability to perform successfully at the graduate level
10. The ability to perform academically at or above the level of students completing requirements of other NASM accredited schools

## Assessment Program

Assessment measures allow students and faculty to determine whether students have met the objectives of the program. The Music faculty has spread its assessment measures throughout the degree program so that students can receive on-going reports of their progress and follow-up advice. The education-based assessment tool for the Music Education student will be the PRAXIS II exam. The music-based assessment measure for the Music Education student will be the Senior Recital. The assessment measures for the Sacred Music student include the church internship and the music portfolio. Skills developed and demonstrated in Music Seminar provide on-going assessment

## Admission to the Music Program

In addition to the general requirements for admission to the University, the entering student must meet the following requirements of the Music Unit

1. Complete an audition in a major performing medium
2. Take a theory test (aural and written) to determine placement in the theory classes
3. Perform on the piano to determine level of piano instruction

NOTE: Students showing deficiencies in performance or in theory will be assigned to appropriate remedial courses without degree credit. Such an assignment places them in a probationary status.

Advanced standing in music may be obtained after an evaluation of the student's official transcript resulting from work done at a similar institution and/or by examination (in music theory).

Students (other than music majors) may elect to minor in music or to enroll in music courses of their choice provided they can meet the course prerequisites where applicable.

Special students (those wishing to study music, but not pursuing any type of degree program) are welcome to enroll in music courses as staffing and facilities permit. Permission of the instructor and the department head is required.

## Required Courses

**Major:** Bachelor of Music Education (Instrumental-Keyboards)

A minimum grade of "C" in the following courses: MUS 101, 102, 109, 110, 119P\*\*\*, 120P\*\*\*, 120\*\*, 121P\*\*\*, 122P\*\*\*, 139, 149, 159, 169, 179, 198\*, 198L\*, 201, 202, 209, 215, 299\*, 303, 304, 306, 309, 313, 314, 382, 398\*\*\*\*, 398L\*\*\*\*, 401, 403, 499\*.

**Major:** Bachelor of Music Education (Vocal-Keyboards)

A minimum grade of "C" in the following courses: MUS 101, 102, 109\*\*, 110\*\*, 119P\*\*\*, 120P\*\*\*, 120\*\*, 121P\*\*\*, 122P\*\*\*, 179, 180, 198\*, 198L\*, 201, 202, 209, 215, 299\*, 303, 304, 310, 313, 314, 318, 326, 382, 398\*\*\*\*, 398L\*\*\*\*, 401, 403, 499\*.

- Major:** Bachelor of Science in Music (Sacred Music/Instrumental-Keyboard)  
A minimum grade of “C” in the following courses: MUS 101, 102, 109, 110, 119P\*\*\*, 120P\*\*\*, 122P\*\*\*, 120\*\*, 198\*, 198L\*, 201, 202, 209, 299#, 309, 311, 313, 314, 398T, 404.
- Major:** Bachelor of Science in Music (Sacred Music/Vocal-Keyboard)  
A minimum grade of “C” in the following courses: MUS 101, 102, 109\*\*, 110\*\*, 119P\*\*\*, 120P\*\*\*, 120\*\*, 198\*, 198L\*, 201, 202, 209, 299#, 310, 313, 314, 322, 398T, 404.  
\* To be taken for 3 semesters.  
\*\* Keyboard majors only.  
\*\*\* Vocal and instrumental majors only.  
# For specific requirements, see Regulation 3.
- Minor:** A minimum grade of “C” in the following courses: MUS 101, 102, four hours of secondary applied to include MUS 119P and MUS 120P, 2 hours of MUS 299, MUS 313 or MUS 314, 2 hours of MUS 499, 1 hour elective upper division credit.

Students seeking a B.S.Ed. degree, which requires 21 hours, will need to add 3 additional elective hours.

## Regulations

1. Any student enrolled in a remedial music course, based on placement examination or audition results, will be given one year to qualify for full admission to the Music Unit. Should the student not meet this requirement, he/she will be advised to seek another major.
2. Four credit hours of secondary piano (MUS 119P-MUS 122P) are required of all music majors except those declaring keyboard as their primary applied instrument. Persons declaring keyboard as their major applied instrument must take four hours of a secondary applied instrument, in voice or in a B&O instrument, depending on their program emphasis. The secondary piano requirement culminates in a Piano Proficiency Examination required of all music majors.
3. **Music Education** students must enroll for credit in a *major* ensemble (most closely related to their primary performing medium) during each semester that they are full-time students in the music unit. However, enrollment in a *major* ensemble is *not* required during the student teaching semester (EDU 471-477). The minimum number of *major* ensemble hours is *seven*, four hours of which are for lower division credit (MUS 299B, C) and three hours for upper division credit (MUS 499B, C). **Sacred music majors** must enroll for credit in choir for two semesters. They then may enroll in choir, band, or vocal ensemble for their remaining two semesters of ensemble credit.
4. All students enrolled in primary applied music courses must be simultaneously enrolled in MUS 198L or 398L, depending upon their classification; and, must perform in recital/seminar at least twice a semester on his/her major instrument.
5. Music majors enrolled in 198L and 398L are expected to attend all seminars, recitals and other performances of the music unit. They are also expected to attend a minimum of two other music events each semester. Music faculty will monitor recital attendance.
6. Students in the Bachelor of Music Education program are required, without exception, to present a Senior Recital (of at least a half hour in duration) as a partial fulfillment of the requirements for the degree. This recital may take place during the third

semester of enrollment in MUS 398. Students desiring to delay their recital beyond the third semester should enroll in a commensurate level of Secondary Applied Music as a means of continuing private study prior to the recital semester. In all cases a Recital Hearing must be satisfactorily completed at least thirty days prior to the scheduled date of the recital.

7. Sacred music majors are encouraged to take MUS 200 World of Music, MUS 205 Music of Black Americans, or SPT 209 Intro. to Theatre as part B of their general education humanities coursework. Sacred music majors are encouraged to take PHI 201 Major Religions of the World as their general education international cultural diversity course.
8. Sacred music majors must take care in selecting their general studies and music performance electives. Because Lincoln University requires 40 hours of upper division credit for graduation, 26 hours of their electives must be upper division.
9. All music education majors must satisfactorily complete the piano proficiency and all required music courses before doing student teaching.
10. Students majoring in music must take the Piano Proficiency Examination by their fourth semester of piano study. The examination consists of five areas:
  - a. Performance of patriotic song;
  - b. Sight reading;
  - c. Score reading;
  - d. Scales and cadential formulas;
  - e. Harmonization of melodies with block chords;
  - f. Repertoire.

Students must successfully complete all areas of the examination prior to receiving approval. Should a student not pass all areas of the examination, he/she will be encouraged to continue enrollment in piano instruction. A retest will be given in those areas in which the student did not perform satisfactorily.

Any student who passes the Piano Proficiency Examination prior to the completion of four semesters of piano study may elect to continue enrollment in piano or to take another music course(s) in lieu of the remaining hours.

## **Computer Skills Requirement**

Upon completion of the Music Education or Sacred Music programs at Lincoln University, the student will have gained a basic understanding of the computer, MIDI, CD ROM, and various music software programs.

Students will have the opportunity to gain the necessary computer knowledge and skills through participation in department sponsored/presented workshops and successful completion of computer intensive courses including MUS 101, 102, 201, 202, 306, and 401 (and other computer intensive courses, as designated). Students will also have opportunities to develop computer skills in other music courses which require some use of the computer.

## **Course Descriptions**

Listed courses may not be taught every semester or every year. The department head and music advisors have information about projected course offerings for a semester/year.

**MUS 175 SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May re-enroll as topic changes. May not be used as a general education requirement.



- MUS 460** **MUSIC PERFORMANCE WORKSHOP.** (1-3, su). A directed experience involving performance and analytical activities. Emphasis on research (investigation of performance practices, available literature, etc.) and a culminating performance activity.
- MUS 475** **SPECIAL TOPICS IN MUSIC AND MUSIC EDUCATION.** (1-5, su). Selected topics dealing with special subjects of professional interest (current practices, problems and developmental issues).
- MUS 498I** **MUSIC INTERNSHIP.** (2). Allows the student the opportunity to work and observe the principles and practices employed by successful musicians in business and the professional world.

### **History and Music Literature**

- MUS 200** **THE WORLD OF MUSIC.** (3). The study of music from around the world, including European classical music of selected eras. Selected readings and listening to live and recorded music are required. Designed for non-music majors. (Satisfies a humanities requirement of general education.)
- MUS 205** **MUSIC OF BLACK AMERICANS.** (3). An historical and analytical survey (performance practices and compositional trends) of jazz, ragtime, sacred music (spirituals and gospel), secular folk songs, rhythm and blues, etc., emanating from the Black experience. (Satisfies a humanities requirement of general education.)
- MUS 311** **SACRED MUSIC.** (2). A study of the history of keyboard, anthem, solo, cantata, oratorio, psalmody, and hymn literature. The course also offers the evaluation of anthem literature, including contemporary anthems for the worship service.
- MUS 313/314** **MUSIC HISTORY AND LITERATURE I-II.** (3 each). A critical and analytical study of music from all eras and periods. This course is designated writing intensive.

### **Sacred Music**

- MUS 398T** **SERVICE PLAYING/IMPROVISATION.** (2). An introduction to prelude and offertory style music, and to hymn playing and improvisation. A continuation of vocal score reading techniques.
- MUS 404** **CHURCH INTERNSHIP.** (2). This is an assessment measure for Sacred Music Majors. Students will work in a supervised sacred music experience, experiencing in a practical way the theoretical concepts learned in previous sacred music courses.

### **Music Theory**

- MUS 100** **INTRODUCTION TO MUSIC THEORY.** (2). An elementary course in the theory of music including the fundamentals.
- MUS 101/102** **MUSIC THEORY I AND II.** (3 each). Elementary and basic musicianship including notation and terminology; scales; intervals; chord structures; melodic and harmonic writing; sight singing and ear training; elements of musical form. A theory assessment test will be given early in the term.

- MUS 201/202** **MUSIC THEORY III AND IV.** (3 each). Study of advanced harmony; keyboard; dictation; analysis; ear training; vocal activity; and original and creative writing. MUS 101 through 202 are to be taken sequentially.
- MUS 401** **FORM AND ANALYSIS.** (2). Study of formal design and methods of structural treatment in monophonic, homophonic and polyphonic compositions. Prerequisite: MUS 202.

### **Music Education**

Majors may elect concentrations in instrumental music teaching and supervision or vocal music teaching and supervision.

- MUS 109** **VOICE CLASS.** (1). Fundamentals of voice production and the singing of songs with English texts.
- MUS 110** **VOICE CLASS.** (1). The continuation of the fundamentals of singing with increased repertoire. Prerequisite: MUS 109.
- MUS 139** **WOODWIND CLASS.** (1). Introduction to the basic techniques and materials used in woodwind playing. Prerequisite: Music reading ability.
- MUS 149** **BRASSWIND CLASS.** (1). Introduction to the basic techniques and materials used in brasswind playing. Prerequisite: Music reading ability.
- MUS 159** **STRING CLASS.** (1). Introduction to the basic techniques and materials used in orchestral string playing. Prerequisite: Music reading ability.
- MUS 169** **PERCUSSION CLASS.** (1). Introduction to the basic techniques and materials used in playing percussion instruments. Prerequisite: Music reading ability.
- MUS 179** **GUITAR CLASS.** (1). Introduction to the basic techniques and materials used in playing the guitar. Emphasis on strumming, reading and transposition. Prerequisite: Music reading ability.
- MUS 180** **SURVEY OF INSTRUMENTS.** (1). Survey of band and orchestral instruments. Designed for vocal music education majors. Prerequisite: Music reading ability.
- MUS 203** **FUNDAMENTALS OF MUSIC.** (2). A course for elementary education students presenting the rudiments of music, elementary ear training, tonal and rhythmic problems and terminology.
- MUS 209** **BASIC CONDUCTING AND SCORE READING.** (2). A basic course in conducting and score reading which introduces and develops conducting patterns and mastery level score reading skills. Designed for music education majors. Prerequisite: MUS 102.
- MUS 215** **OBSERVATIONS AND PRINCIPLES OF MUSIC EDUCATION.** (2). Introduction to the field of instrumental and vocal music education. Emphasis on principles, curricular concepts, organization, practices, and preparation for teacher certification. Sixteen hours of supervised observation in school settings and peer teaching are required. Co-requisite: Should be taken concurrently with EDU 204 and SE 221.
- MUS 300** **LYRIC DICTION I.** (3). To teach Music Education Majors and Sacred Music Majors the correct diction in Latin, Italian and English. No Prerequisite.
- MUS 303** **MUSIC EDUCATION II.** (2). Music activities and peer teaching in the kindergarten and elementary school through grade six. School visitation

included. Prerequisites: MUS 202, MUS 215, EDU 204 and admission to Teacher Education Program.

- MUS 304 MUSIC EDUCATION III.** (2). Instruction, music activities and peer teaching in the junior and senior high school. School visitation included. Prerequisites: MUS 202, MUS 215, EDU 204 and admission to Teacher Education Program.
- MUS 306 INSTRUMENTATION.** (2). A course in orchestration with attention to scoring for orchestras, bands and varied ensembles. Prerequisite: MUS 202.
- MUS 309 INSTRUMENTAL CONDUCTING.** (2). Conducting; techniques of the baton; transposition; reading and memorization of the score; special problems of school and special ensembles. Prerequisite: MUS 202.
- MUS 310 CHORAL CONDUCTING.** (2). Choral conducting designed to acquaint the student with the techniques, skills and accepted practices used in directing choirs and other vocal groups. Prerequisite: MUS 202.
- MUS 315 MUSIC DICTION II.** (3). To prepare Music Education Majors and Sacred Music Majors in the correct vocal production and diction of Spanish, German and French, in their own singing and conducting. Prerequisite: Lyric Diction I or permission of instructor.
- MUS 316 CHORAL LITERATURE.** (2). One semester course designed to survey choral music literature from a) the perspective of historically significant masterworks and b) the utilitarian perspective of appropriateness for particular types of ensembles. Skills of audition will be developed through guided practice in listening and score study.
- MUS 318 CHORAL TECHNIQUES.** (2). This is a one semester course designed to survey choral techniques by conducting rehearsals, making presentations and observing peers and other teachers in their rehearsals and performances.
- MUS 326 CHORAL ARRANGING.** (2). Techniques in scoring and arranging for choral ensembles. Prerequisite: MUS 202.
- MUS 403 PRACTICAL EXPERIENCES IN MUSIC EDUCATION.** (2). An investigation of teaching methods and materials and their various phases of existing school music programs. Forty hours of supervised work required in actual school settings. Prerequisites: MUS 303, 304 and admission to Teacher Education Program.

### **Primary Applied Music**

#### **Lower Level (Freshmen and Sophomores)**

- MUS 198K/198V/198I KEYBOARD, VOICE OR B&O INSTRUMENTS.** (2 each, LF). Must be taken four consecutive semesters by music majors in their primary instrument.

#### **Upper Level (Juniors and Seniors)**

- MUS 398K/398V/398I KEYBOARD, VOICE OR B&O INSTRUMENTS.** (2 each, MF, LF). Must be taken three consecutive semesters by music majors in their primary instrument.

NOTE: Enrollment in 398 (K-V-I) must culminate in senior recital during or before third semester.

## Secondary Applied Music

- MUS 120KVI 382KVI** **SECONDARY APPLIED MUSIC.** (1-2 each, LF). For music majors studying a secondary instrument and for non-majors desiring to study privately. May be elected for four semesters each. Piano majors must complete 4 hours of secondary applied music.
- MUS 119P** **CLASS PIANO I.** (1, LF). Group instruction for piano students with little or no performance skills. Two class meetings per week. Prerequisite: Music reading ability.
- MUS 120P** **CLASS PIANO II.** (1, LF). Group piano instruction for students who have taken Class Piano I and/or who have limited keyboard skills. Two class meetings per week. Prerequisite: MUS 119CP or piano placement audition.
- MUS 121P** **CLASS PIANO III.** (1, LF). Group piano instruction for students who have taken Class Piano II and are working towards completion of piano proficiency. Two class meetings per week. Prerequisite: MUS 120CP or piano placement audition.
- MUS 122P** **CLASS PIANO IV.** (1, LF). Group piano instruction for students who have taken Class Piano III and are working towards completion of piano proficiency. Two class meetings per week. Prerequisite: MUS 121CP or piano placement audition.
- MUS 189P** **RECREATIONAL PIANO.** (1, LF). Group piano instruction for non-music majors who have limited or no keyboard experience. Includes introduction of music reading skills. Two class meetings per week.

## Studio Class and Recital Seminars

Studio Class and Recital Seminars are required activities that meet on alternate Wednesdays and at other announced times. Evaluation of these experiences focuses on attendance and performance participation. The grade(s) received in applied music reflect(s) this consideration.

- MUS 198L/398** **APPLIED MUSIC LAB.** (0). Group studio instruction and performance of solo literature and ensemble repertoire in recital settings. Required each semester of students enrolled in primary applied lessons.

## Ensembles

Opportunities for the development of performance skills are provided through participation in musical organizations. All majors in music education or sacred music or minors in music participate each semester in the various ensembles. Other students may elect to participate in ensembles for credit.

- MUS 299BE/ 299KE/299WE** **BRASSWIND ENSEMBLE, KEYBOARD ENSEMBLE, WOODWIND ENSEMBLE.** (1 each). Open to students with performance skills on an elective basis. May re-enroll for a maximum of eight hours.

<b>MUS 299B/ 299C/299OR</b>	<b>BAND, CHOIR, ORCHESTRA.</b> (1 each). Required major ensemble for freshman and sophomore instrumental, keyboard or vocal music majors (four consecutive semesters). May also be taken by non-majors.
<b>MUS 299</b>	<b>VOCAL ENSEMBLE.</b> (1). Performance experience in jazz, popular, classical and gospel musical styles. Off-campus touring required. Three class meetings per week. Prerequisite: Permission of the department head and the ensemble director. May re-enroll for a maximum of 4 credits.
<b>MUS 299T/ 299J</b>	<b>OPERA THEATRE, JAZZ ENSEMBLE.</b> (1 each). Performance experience in opera or jazz. May be taken by freshman and sophomore students with strong musical skills. May re-enroll for a maximum of 4 credits.
<b>MUS 499B/ 499C/499OR</b>	<b>BAND, CHOIR, ORCHESTRA.</b> (1-2 each). Required experience for junior and senior instrumental, keyboard or vocal music majors (three consecutive semesters). May also be taken by non-majors. May re-enroll for a maximum of 8 credits. Permission of the department head and ensemble director required to enroll for 2 credits.
<b>MUS 499T/ 499E</b>	<b>OPERA THEATRE, JAZZ ENSEMBLE.</b> (1-2 each). Performance experience in opera or jazz. May be taken by junior and senior students with strong musical skills. May re-enroll for a maximum of 8 credits.
<b>MUS 499</b>	<b>VOCAL ENSEMBLE.</b> (1-2). Performance experience in jazz, popular, classical and gospel musical styles. Off-campus touring required. Three class meetings per week. Prerequisite: Permission of the department head and the ensemble director. May re-enroll for a maximum of 8 credits.

## SAMPLE PROGRAM OF STUDY

Leading to a Bachelor of Music Education degree  
with a major in Instrumental Music

### FRESHMAN YEAR

<b>First Semester</b>		<b>Second Semester</b>			
MUS 101	Theory I	3	MUS 102	Theory II	3
MUS 119P or	Class Piano I or	1	MUS 120P or	Class Piano II or	1
MUS 120V	Secondary Applied Music		MUS 120V	Secondary Applied Music	
MUS 198	Primary Applied Music	2	MUS 139	Woodwind Class	1
MUS 198L	Applied Music Lab	0	MUS 198	Primary Applied Music	2
MUS 299B	Band	1	MUS 198L	Applied Music Lab	0
GE 101	University Seminar	1	MUS 299B	Band	1
ENG 101	Comp. & Rhet. I	3	ENG 102	Comp. & Rhet. II	3
MAT 113	College Algebra	3	HIS 101	*World Civilization I	3
PED	Activity	1	PED 111	Pers. and Com. Health	2
		15			16

### Summer Session

PSY 101	General Psychology	3
ART 100	Intro. to Art	3
	U.S./MO Const. Req.	3
		9

## SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MUS 109	Voice Class I	1	MUS 110	Voice Class II	1
MUS 159	String Class	1	MUS 179	Guitar Class	1
MUS 169	Percussion	1	MUS 202	Theory IV	3
MUS 201	Theory III	3	MUS 215	Obs. Mus. Educa. I	2
MUS 121P or	Class Piano III or	2	MUS 198	Primary Applied Music	2
MUS 120V	Secondary Applied Music	1	MUS 198L	Applied Music Lab	0
MUS 198	Primary Applied Music	2	MUS 299B	Band	1
MUS 198L	Applied Music Lab	0	EDU 204	Educ. Psychology	3
MUS 299B	Band	1	SE 221	Intro. Exceptional Child	2
	*Science Req. w/lab	4	MUS 122P or	Class Piano IV or	2
			MUS 120V	Secondary Applied Music	1
		16			18

### Summer Session

	Am. Cul. Div. Req.	3
SPT 206	Fund. of Speech	3
	*ECO/SOC/ANT Req.	3
		9

## JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
	Hum./Fine Arts Req.	3	MUS 398	Primary Applied Music	2
MUS 149	Brasswind	1	MUS 398L	Applied Music Lab	0
MUS 398	Primary Applied Music	2	MUS 499B	Band	1
MUS 398L	Applied Music Lab	0	MUS 304	Music Education III	2
MUS 401	Form & Analysis	2		*Science Req.	3
MUS 499B	Band	1	MUS 314	Music History & Lit. II	3
MUS 303	Music Education II	2	EDU 420	Tech. of Tchg. Reading	3
MUS 313	Music History & Lit. I	3	EDU 322	Adolescent Development	2
EDU 270	Instructional Technology	3	MUS 209	Basic Conducting	2
		17			18

### Summer Session

PSC 203	Am. National Government	3
	*Int'l. Cul. Div. Req.	3
		6

## SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MUS 306	Instrumentation	2	EDU 475	Seminar in Student Tchg.	2
MUS 309	Instrumental Conducting	2	EDU 476	Student Tchg./Elementary	5
MUS 403	Prac. Exp./Mus. Educa.	2	EDU 477	Student Tchg./Secondary	5
MUS 398	Primary Applied Music	2			12
MUS 398L	Applied Music Lab	0			
MUS 499B	Band	1			
EDU 316	Techniques of Teaching	3			
EDU 406	School and Society	3			
EDU 435	Classroom Management	3			
		18			

\* Consult *Bulletin* and/or advisor to meet this general education requirement.

**SAMPLE PROGRAM OF STUDY**  
 Leading to a Bachelor of Music Education degree  
 with a major in Vocal Music

**FRESHMAN YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
MUS 101	Theory I	3	MUS 102	Theory II	3
MUS 119P or	Class Piano I or	1	MUS 120P or	Class Piano II or	1
MUS 120I	Secondary Applied Music	-	MUS 120I	Secondary Applied Music	-
MUS 198	Primary Applied Music	2	MUS 299C	Choir	1
MUS 198L	Applied Music Lab	0	MUS 198	Primary Applied Music	2
MUS 299B	Band	1	MUS 198L	Applied Music Lab	0
GE 101	University Seminar	1	PED 111	Pers. and Com. Health	2
ENG 101	Comp. & Rhet. I	3	ENG 102	Comp. & Rhet. II	3
MAT 113	College Algebra	3	HIS 101	*World Civilization I	3
PED	Activity	1			<hr style="width: 100%;"/>
		<hr style="width: 100%;"/>			15

**Summer Session**

PSY 101	*General Psychology	3
SPT 206	Fund. of Speech	3
	*U.S./MO Const. Req.	3
		<hr style="width: 100%;"/>
		9

**SOPHOMORE YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
MUS 109	Voice Class I **	1	MUS 110	Voice Class II **	1
MUS 201	Theory III	3	MUS 179	Guitar Class	1
MUS 299C	Choir	1	MUS 202	Theory IV	3
MUS 180	Survey of Instruments	1	MUS 215	Obs. Mus. Educa. I	2
MUS 121P or	Class Piano III or	2	MUS 198	Primary Applied Music	2
MUS 120I	Secondary Applied Music	1	MUS 198L	Applied Music Lab	0
MUS 198	Primary Applied Music	2	MUS 299C	Choir	1
MUS 198L	Applied Music Lab	0	EDU 204	Educ. Psychology	3
	Hum./Fine Arts Req.	3	SE 221	Intro. Exceptional Child	2
	*Science Req. w/lab	4	MUS 122P or	Class Piano IV or	1
		<hr style="width: 100%;"/>	MUS 120I	Secondary Applied Music	-
		15-	MUS 207	Choral Literature	2
		18			<hr style="width: 100%;"/>
					17-
					18

**Summer Session**

	*ECO/SOC/ANT Req.	3
EDU 270	Instructional Technology	3
		<hr style="width: 100%;"/>
		6

## JUNIOR YEAR

### First Semester

MUS 316	Choral Literature	2	
MUS 120**	Secondary Applied Music	1	
MUS 398	Primary Applied Music	2	
MUS 398L	Applied Music Lab	0	
MUS 401	Form & Analysis	2	
MUS 499C	Choir	1	
MUS 303	Music Education II	2	
MUS 313	Music History & Lit. I	3	
	Am. Cul. Div. Req.	3	
	*Science Req.	<u>3</u>	
		19	

### Second Semester

MUS 398	Primary Applied Music	2	
MUS 398L	Applied Music Lab	0	
MUS 499C	Choir	1	
MUS 304	Music Education III	2	
MUS 120**	Secondary Applied Music	1	
MUS 314	Music History & Lit. II	3	
EDU 420	Tech. of Tchg. Reading	3	
EDU 322	Adolescent Development	2	
MUS 209	Basic Conducting	2	
MUS 318	Choral Techniques	<u>2</u>	
		18	

### Summer Session

ART 100	*Intro. to Art	3	
PSC 203	Am. National Government	3	
	*Int'l. Cul. Div. Req.	<u>3</u>	
		9	

## SENIOR YEAR

### First Semester

MUS 326	Choral Arranging	2	
MUS 310	Choral Conducting	2	
MUS 403	Prac. Exp./Mus. Educa.	2	
MUS 398	Primary Applied Music	2	
MUS 398L	Applied Music Lab	0	
MUS 499C	Choir	1	
EDU 316	Techniques of Teaching	3	
EDU 406	School and Society	3	
EDU 435	Classroom Management	<u>3</u>	
		18	

### Second Semester

EDU 475	Seminar in Student Tchg.	2	
EDU 476	Student Tchg./Elementary	5	
EDU 477	Student Tchg./Secondary	<u>5</u>	
		12	

\* Consult *Bulletin* and/or advisor to meet this general education requirement.

\*\* Required of keyboard majors only.



## SAMPLE PROGRAM OF STUDY

Leading to a Bachelor of Science in Music degree  
with an emphasis on Sacred Music, Instrumental/Keyboard

### FRESHMAN YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MUS 101	Theory I	3	MUS 102	Theory II	3
MUS 119P or MUS 120I	Class Piano I or Secondary Applied Inst.	1	MUS 120P or MUS 120I	Class Piano II or Secondary Applied Inst.	1
MUS 198I/K	Primary Applied Inst.	2	MUS 109	Voice Class	1
MUS 198L	Applied Music Lab	0	MUS 198I/K	Primary Applied Inst.	2
MUS 299C	Choir	1	MUS 198L	Applied Music Lab	0
GE 101	University Seminar	1	MUS 299C	Choir	1
ENG 101	Comp. & Rhet. I	3	ENG 102	Comp. & Rhet. II	3
MAT 113	*College Algebra	3	HIS 101	*World Civilization I	3
PED	*Activity	1	PED 111	Pers. and Com. Health	2
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15			16		

### SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MUS 201	Theory III	3	MUS 202	Theory IV	3
MUS 121P or MUS 120I	Class Piano III or Secondary Applied Inst.	1	MUS 122P or MUS 120I	Class Piano IV Secondary Applied Inst.	1
MUS 198I/K	Primary Applied Inst.	2	MUS 299	Ensemble of Choice	1
MUS 198L	Applied Music Lab	0	MUS 314	Music History and Lit.	3
MUS 299	Ensemble of Choice	1	MUS 110	Voice Class	1
MUS 209	Basic Conducting	2	MUS 309	Instrumental Conducting	2
MUS 313	Music History and Lit	3	MUS 205	*Mus. of Black Americans	3
SPT 206	Speech	3		Music elective	1
<hr style="width: 100%; border: 0.5px solid black;"/>			<hr style="width: 100%; border: 0.5px solid black;"/>		
15			15		

### JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MUS 311	Sacred Music	3	HUM 398T	Service Playing/Improv	2
	Upper Div Music Elective	1		Upper Div Music Elective	1
	Upper Div Music Elective	1		Science Req.	3
	Upper Div Music Elective	1		US/MO Constitution Req.	3
	Science Req. w/Lab	4	PHI 201	Major Religions of World	3
PSY 101	General Psychology	3		Upper Div Gen Studies	3
	Humanities Req.	3			<hr style="width: 100%; border: 0.5px solid black;"/>
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16			15		

### SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MUS 404	Church Internship	2		Upper Div Music Elective	1
	Upper Div Music Elective	1		Upper Div Music Elective	1
	Upper Div Music Elective	1		Upper Div. Gen Studies	3
	Upper Div. Gen Studies	3		Upper Div. Gen Studies	3
	Upper Div. Gen Studies	3		Upper Div. Gen Studies	3
	Am. Cul. Div. Req.	3		Upper Div. Gen Studies	3
	SOC/Anth/Econ Req.	3		Upper Div. Gen Studies	3
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16			17		

**SAMPLE PROGRAM OF STUDY**  
 Leading to a Bachelor of Science in Music degree  
 with an emphasis on Sacred Music, Vocal/Keyboard

**FRESHMAN YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
MUS 101	Theory I	3	MUS 102	Theory II	3
MUS 119P or	Class Piano I or	1	MUS 120P or	Class Piano II or	1
MUS 120V	Secondary Applied Voice		MUS 120V	Secondary Applied Voice	
MUS 198V/K	Primary Applied Voice	2	MUS 109	Voice Class	1
MUS 198L	Applied Music Lab	0	MUS 198V/K	Primary Applied Inst.	2
MUS 299C	Choir	1	MUS 198L	Applied Music Lab	0
GE 101	University Seminar	1	MUS 299C	Choir	1
ENG 101	Comp. & Rhet. I	3	ENG 102	Comp. & Rhet. II	3
MAT 113	*College Algebra	3	HIS 101	*World Civilization I	3
PED	*Activity	1	PED 111	Pers. and Com. Health	2
		<u>15</u>			<u>16</u>

**SOPHOMORE YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
MUS 201	Theory III	3	MUS 202	Theory IV	3
MUS 121P or	Class Piano III or	1	MUS 122P or	Class Piano IV	1
MUS 120V	Secondary Applied Voice		MUS 120V	Secondary Applied Voice	
MUS 198V/K	Primary Applied Voice	2	MUS 299	Ensemble of Choice	1
MUS 198L	Applied Music Lab	0	MUS 314	Music History and Lit.	3
MUS 299	Ensemble of Choice	1	MUS 110	Voice Class	1
MUS 209	Basic Conducting	2	MUS 310	Choral Conducting	2
MUS 313	Music History and Lit	3	MUS 205	*Mus. of Black Americans	3
SPT 206	Speech	3		Music elective	1
		<u>15</u>			<u>15</u>

**JUNIOR YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
MUS 311	Sacred Music	3	HUM 398T	Service Playing Improv	2
	Upper Div Music Elective	1		Upper Div Music Elective	1
	Upper Div Music Elective	1		Upper Div Music Elective	1
	Humanities Req.	3		US/MO Constitution Req.	3
	Science Req. w/Lab	4	PHI 201	Major Religions of World	3
PSY 101	General Psychology	3		Upper Div Gen Studies	3
		<u>15</u>		Science Req.	3
					<u>16</u>

**SENIOR YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
MUS 404	Church Internship	2		Upper Div Music Elective	1
	Upper Div Music Elective	1		Upper Div Music Elective	1
	Upper Div Music Elective	1		Upper Div. Gen Studies	3
	Upper Div. Gen Studies	3		Upper Div. Gen Studies	3
	Upper Div. Gen Studies	3		Upper Div. Gen Studies	3
	Am. Cul. Div. Req.	3		Upper Div. Gen Studies	3
	SOC/Anth/Econ Req.	3		Upper Div. Gen Studies	3
		<u>16</u>			<u>17</u>

# SPEECH AND THEATRE (Minor)

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## DEPARTMENT OF VISUAL AND PERFORMING ARTS

Assistant Professors: Govang, Semler

### Mission

The curriculum in Speech and Theatre embraces general education, pre-professional and professional objectives.

It endeavors to prepare students to be intelligent, responsible, and effective communicators in a free society, to develop proficiency in audio-oral skills, and to enhance the cultural experience of the University and community through the presentation of creative activities.

### Objectives

Upon completion of requirements for the minor, the student will be prepared for graduate and professional study in the field of speech or theatre, in business, government, and the professions.

### Degrees Offered

None

### Required Courses

**Minor:** Speech and Theatre: A minimum of 18 hours including SPT 209, 215, 349 and 358; JOU 399; and 2 hours of Theatre Practice. (A minimum grade of “C” is required in all courses for the minor.)

### Course Descriptions

Listed courses may not be taught every semester or every year. The department head and speech and theatre advisors have information about projected course offerings for a semester/year.

**SPT 150 VOICE AND DICTION.** (3). Development of distinct enunciation, correct articulation and pronunciation, and an optimum pitch level. Special projects included for theatre students. No credit allowed toward the minor.

**SPT 175 SPECIAL READINGS.** (1-5). Topic to be listed in course catalog. May re-enroll as topic changes. May not be used as a general education requirement.

**SPT 181/ THEATRE PRACTICE.** (1). Students will participate in area  
**182/281/ productions as actors or technicians.**  
**282/381/**

**382/481/482**

**SPT 206 FUNDAMENTALS OF SPEECH.** (3). A study of interpersonal and public communication theory and practice. This diverse course is designed to develop knowledge and skills in the processes effective to all communication in diverse contexts. Prerequisite: ENG 101 or 151H.

- SPT 207 FUNDAMENTALS OF INTERPERSONAL COMMUNICATIONS.** (3). A study of communication theory and its application to interpersonal and social relations. Development of knowledge, insights, and skills in the processes of group interaction. Emphasis will be given to identifying and developing strengths of communication and ease in face-to-face interactions. A lecture, reading, and discussion course. Prerequisite: ENG 101 or 151H.
- SPT 209 INTRODUCTION TO THE THEATRE.** (3). A survey course in the history, literature, criticism, and arts of the theatre.
- SPT 215 ELEMENTARY STAGECRAFT.** (3). Basic drafting techniques used in theatre and the principles and practices of scenery construction and rigging, property construction, and the operation of stage equipment. Students will staff construction and running crews of productions.
- SPT 349 APPLIED PHONETICS.** (3). Designed to develop proficiency in phonetic transcription and the acquisition of good American diction through the use of the phonetic alphabet, and the science of speech sound. Prerequisite: SPT 206.
- SPT 358 BUSINESS AND PROFESSIONAL SPEAKING.** (3). The study and practice of the techniques utilized by leaders in business, labor, education, and the professions. Prerequisite: SPT 206 or permission of the instructor.
- SPT 379 THEORY AND TECHNIQUES OF ACTING.** (3). Principles in the creation of character. Practical work in the building of various types of roles through classroom exercises. Prerequisite: SPT 209.
- SPT 450 SPECIAL TOPICS IN THE THEATRE.** (1-3). Topic to be listed in the course schedule. May enroll again as topic changes.

# INTERDISCIPLINARY STUDIES

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## AFRICAN AMERICAN STUDIES (Minor)

College of Arts and Letters

DEPARTMENTS OF  
ENGLISH, FOREIGN LANGUAGES AND JOURNALISM  
HISTORY, POLITICAL SCIENCE AND PHILOSOPHY  
SOCIAL AND BEHAVIORAL SCIENCES  
VISUAL AND PERFORMING ARTS

### Objectives

Students completing the minor in African American Studies will have an understanding of the history, literature, art and music of African Americans. Students will also develop an awareness of the global African American experience through the cultural study of African, Caribbean and other populations. The minor in African American Studies is an interdisciplinary course of study which explores the history and culture of African Americans and Blacks throughout the Diaspora.

### Minor in African American Studies

The minor in African American Studies requires 21 hours with a minimum grade of “C.”

### Required Courses

AAS 200, ART 205, MUS 205, ENG 416, and HIS 203 or HIS 403. The remaining six hours may be elected from the following courses: ENG 473H, HIS 402, HIS 459, JOU 475, PHI 208, PSC 350, SOC 302, SOC 306, BAD 385, EDU 260, AAS 400H.

### Course Descriptions

**AAS 200 INTRODUCTION TO AFRICAN AMERICAN STUDIES.** (3). An introduction to theories regarding African roots of Western civilization, and the cultural and philosophical legacy of the *Diaspora*.

**AAS 400H HONORS SERVICE LEARNING.** (1-3, fa, sp, su). Provides students with the opportunity to engage in a directed service, research or creative project of benefit to the University under the close supervision of a faculty mentor or a campus administrator. Students work on approved project 5-10 hours per week. Student may re-enroll for a total of 6 credit hours. Prerequisite: Admission to the Honors Program and previous honors coursework with a 3.2 GPA; 3.2 cumulative GPA; junior standing; permission of instructor and Department Head.

- ART 205 AFRICAN AMERICAN ART HISTORY.** (3). A survey of African American art and artists from colonial period to the present. The course will consider the social, political, cultural, and artistic development of the artists.
- ENG 416 AFRICAN AMERICAN LITERATURE.** (3). Readings in the literary interpretation of the African American authors, viewed within a comprehensive, historical context. Prerequisite: ENG 307.
- HIS 203 AFRICAN AMERICAN HISTORY.** (3, fa, even). Survey of the history of Black people from ancient Africa to the present. Prerequisite: ENG 101.
- HIS 403 BLACKS IN AMERICA.** (3, sp, even). Black people in the U.S. from the beginning of the slave trade through the 20<sup>th</sup> century. Prerequisite: HIS 205 or 206 or consent of instructor.
- MUS 205 MUSIC OF BLACK AMERICANS.** (3). An historical and analytical survey (performance practices and compositional trends) of jazz, ragtime, sacred music (spirituals and gospel), secular folk songs, rhythm and blues, etc., emanating from the Black experience.

## LEGAL STUDIES (Minor)

### College of Arts and Letters

DEPARTMENTS OF BUSINESS,  
HISTORY, POLITICAL SCIENCE AND PHILOSOPHY  
SOCIAL AND BEHAVIORAL SCIENCES

### Objectives

The minor in Legal Studies is an interdisciplinary course of study that allows students to explore an interest in a career in law. This minor is designed as a cross-disciplinary effort between the areas of Public Administration, Criminal Justice, and Political Science. Students completing the minor in Legal Studies will have an understanding of the basic areas of the American legal system. Students will also be allowed to develop areas of interest in specialty areas of law.

### Required Courses

Twenty-one (21) hours of required courses.

A minimum grade of "C" in BAD 275, BAD 412, CJ 475, PHI 101, PSC 430 and 6 hours of electives taken from the following: BAD 385, CJ 201, CJ 320, CJ 340, LE 420, PAD 463, PHI 304, PSC 420, PSC 460.

### Course Descriptions

**BAD 275 BUSINESS LAW I.** (3, fa, sp, su). Introduction to basic principles of business law including torts, crimes, contract law, product liability,

consumer protection, and labor law. Also covered are sales, warranties, and an introduction to the Uniform Commercial Code.

- BAD 385** **DISCRIMINATION IN EMPLOYMENT.** (3, fa). Individual and minority rights in industry, unions, urban centers and politics; public policies to eliminate discrimination in opportunities and employment. Prerequisite: BAD 338.
- BAD 412** **BUSINESS LAW II.** (3, fa, sp). Concepts of business law including commercial paper, secured transactions, creditors' rights and bankruptcy, agency and employment, landlord-tenant relationships, personal property and bailments. Applications under the Uniform Commercial Code are emphasized.
- CJ 201** **FOUNDATIONS OF CRIMINAL JUSTICE.** (3, fa). Historical and comparative development of law and criminal justice systems. Guest lectures by professionals and observational visits to selected criminal justice agencies featured. Opportunities for volunteer placement in criminal justice agencies.
- CJ 320** **LEGAL ASPECTS OF CRIMINAL JUSTICE.** (3, sp). Criminal law and procedures, legal process, constitutional limitations, legal restraints, and jurisdictional problems. This course is designated writing intensive.
- CJ 340** **THE AMERICAN COURT SYSTEM.** (3, sp). Development of Criminal Court, roles of judge, prosecutor, jury, and defense attorney; trial process; and contemporary issues.
- CJ 475** **CRIMINAL LAW.** (3, sp). Legal definition of crime and defense; substantive criminal law, historical foundations; case study approach employed. Prerequisite: 9 hours of criminal justice courses; CJ 320 and 330; or equivalent.
- LE 420** **CRIMINAL EVIDENCE AND PROCEDURES.** (3, sp). Due process; law of arrest, searches, and seizures; rules of evidence; interrogations and confessions; and recent developments.
- PAD 463** **COLLECTIVE BARGAINING IN PUBLIC EMPLOYMENT.** (3, fa). History and current status of collective bargaining practices and governmental policies in the public sector; public policy at federal, state, and local levels in employee relations.
- PHI 304** **BUSINESS ETHICS.** (3, fa, sp). Examination of approaches to moral decision making in business contexts. Issues explored include confidentiality, workers' rights, environmental concerns, corporate truth telling, and managerial professionalism. Same as BAD 304.
- PSC 420** **PARTIES, PRESSURE GROUPS, AND PUBLIC OPINION.** (3, fa, odd). Roles and processes of participative organizations; opinion formation; and voting and other participative behavior.
- PSC 430** **CONSTITUTIONAL LAW.** (3, fa, even). American constitutional principles, problems, and trends regarding governmental powers and civil liberties.
- PSC 460** **INTERNATIONAL RELATIONS.** (3, sp, even). World politics, institutions, and concepts including power, resources, conflict resolution, and international law.

# INTERNATIONAL STUDIES (MINOR)

## College of Arts and Letters

### DEPARTMENTS OF HISTORY, POLITICAL SCIENCE AND PHILOSOPHY ENGLISH, FOREIGN LANGUAGES AND JOURNALISM

#### Objectives

Students successfully completing the minor in Interdisciplinary International Studies will:

1. Demonstrate general knowledge of cultures beyond United States borders and an in-depth knowledge of their selected area of the world.
2. Understand the interconnectedness of peoples and nations through economic, political, and social systems.
3. Demonstrate ability to recognize that values guiding modern American society are not universal and, to compare and contrast domestic values to those of their area studies.

Requirements are a total of 25 credit hours distributed as follows:

Basic International Information: Students will be required to complete the following two courses (six credit hours). GEO 200 – World Geography and PHI 201 – Major religions of the World.

- l. History and Culture: Students must complete two courses (six credit hours) pertaining to their selected area of the world.
  - a. Africa and Africans in the Diaspora
    - HIS 203 African-American history
    - HIS 459 History of Africa
    - PHI 208 African World View
  - b. Europe
    - HIS 445 20<sup>th</sup> Century Europe (required)
    - HIS 457 History of Modern France
    - HIS 458 History of Modern Russia
    - HIS 460 Modern Germany
    - HIS 456 Modern Britain
    - SPA 322 Spanish Civilization
  - c. Spain and Latin America
    - HIS 430 Modern Latin America
    - SPA 321 Latin American Civilization
    - SPA 322 Spanish Civilization
  - d. Asia
    - HIS 431 History of China and Japan
    - HIS 432 Islam and the Christian World
    - HIS 433 History of the Middle East



Note: Upper division- special topics- special subjects courses may be used depending upon appropriate course content for the selected area of study.

III. Global Business / Cultural Studies: Students will complete a course (three credit hours) in one of the following areas.

a. International Business and Global Resources:

BAD 215	Introduction to Global business
ECO 310	Economic Development
ECO 420	International Economics
MKT 415	International Marketing
ENV 312	Environmental Geology
GIS 208	Introduction to Geospatial Science
GIS 301	Introduction to Global Positioning System

b. Cultural Studies

ANT 311	World Ethnography
ANT 411	Culture Areas of the World
S/A 202	Introduction to Social-Cultural Anthropology
SOC 415	History of Sociological Theory
GEO 301	Economic Geography
ART 330	History and Appreciation of Art
ENG 320	Masterpieces of Literature in English Translation

IV. Foreign Language Requirement: Students will complete at least ten (10) credit hours in a foreign language native to their selected area of the world.

V. International Experience: Students declaring a minor in International Studies are encouraged to complete part of their requirements through international study abroad or through an internship with a multinational organization. Credit may also be granted for other international experiences such as military deployment, religious/missionary/ volunteer work abroad or employment abroad. The length of these alternative international experiences must be at least four weeks and the student must be able to document cultural competence gained through the experience.

# HONORS PROGRAM

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## College of Arts and Letters

Directors: Greene and Harris  
Program Assistant: Woods

Lincoln University offers the talented and highly motivated students the opportunity to pursue a 24-credit-hour Honors Program which features small classes, unique academic challenges, individual attention from Honors faculty, and association with other like-minded students. The kinds of creative teaching and learning fostered in this environment will assist the student in developing intellectually and in meeting academic goals.

The program offers a cluster of general education courses from which to select. Additionally, the Honors student has opportunities to compete for summer mentorships, working closely with a faculty member on a research or creative project; to do sustained research or creative work leading to a thesis in the student's major; and to present his/her work at regional, national, and international conferences.

The following courses comprise the Honors Program curriculum:

GE	101H	Honors University Seminar	1 hr.
ENG	151H	Honors Composition and Rhetoric I	3 hrs.
ENG	152H	Honors Composition and Rhetoric II	3 hrs.
HIS	151H	Honors World Civilization I	3 hrs.
HIS	152H	Honors World Civilization II	3 hrs.
PSY	151H	Honors General Psychology	3 hrs.
SOC	151H	Honors Sociology	3 hrs.
HUM	200H	Honors Humanities	4 hrs.
PSC	203H	American National Government	3 hrs.
PHI	203H	Honors Ethics	3 hrs.
ENG	301H	Honors Introduction to Literature	3 hrs.
ENG	312H	Virginia Woolf and Her Works	3 hrs.
ENG	314H	Film and Fiction	3 hrs.
AAS	400H	Honors Service Learning	3 hrs.
PHI	400H	Honors Special Topics	3 hrs.
ENG	301H	Honors Special Topics/Literature	3 hrs.
ENG	470H	Honors Special Topics/Language & Literature	3 hrs.
ENG	471H	Honors Special Topics/Creative Writing	3 hrs.
ENG	473H	Honors Special Topics/African American Lit.	3 hrs.
	481H	Honors Summer Mentorship (may be taken more than once)	3 hrs.
	482H	Senior Honors Thesis	3-6 hrs.

Course descriptions for all honors courses are listed in the respective academic programs sections of this *Bulletin*.

To satisfy the requirements of the Honors Program curriculum, a student must complete a minimum of 24 hours of honors coursework. The student must maintain a 3.2 GPA in honors courses and a cumulative 3.2 GPA to graduate from the Honors Program.

The transcript and diploma of the student who fulfills these requirements will carry an honors designation.

**HUM 200H HONORS HUMANITIES SEMINAR.** (4, fa). An interdisciplinary study of selected themes, topics, concepts and periods in the humanities, including art, literature, music, philosophy and theatre for honors students. Seminar setting with required writing laboratory. Prerequisites: ENG 151H and ENG 152H, or ENG 101 and ENG 102 with faculty recommendation.

**481H HONORS SUMMER MENTORSHIP.** (3, su). Provides students with the opportunity to engage in an individual research or creative project under the close supervision of a faculty mentor. Students work on a project 20 hours per week. Prerequisites: Previous honors coursework with a 3.2 GPA; 3.2 cumulative GPA; junior standing; consent of department; and consent of Honors Committee. To obtain Honors Committee consent, the student must submit an application to that committee. Honors Summer Mentorship awards may be available within departments but are competitive and limited in number. Inquire within the department. Available in History (HIS 481H) and Psychology (PSY 481H).

**482H SENIOR HONORS THESIS.** (3-6). Provides students with the opportunity to engage in a substantial research or creative project in their major under the direction of a thesis committee. Prerequisites: 18 hours of honors courses with a 3.2 GPA; senior standing; consent of department; and consent of Honors Committee. Available in English (ENG 482H).

## SAMPLE PROGRAM OF STUDY

### Honors Program

#### FRESHMAN YEAR

<b>First Semester</b>				<b>Second Semester</b>			
GE 101H	University Seminar	1	ENG 152H	Honors Comp & Rhet. II	3		
ENG 151H	Honors Comp & Rhet. I	3	HIS 152H	Honors World Civ. II	3		
HIS 151H	Honors World Civ. I	3	PSC 203H	Honors Am. National Govt.	3		
	Math Req.	3	PSY 151H	Honors Gen. Psychology	3		
	Science Req. w/lab	4	PED 111	Pers. & Comm. Health	2		
		14			14		

#### SOPHOMORE YEAR

<b>First Semester</b>				<b>Second Semester</b>			
SPT 206	Fund. of Speech	3		Am. Cul. Div. Req.	3		
	Foreign Language Req.	3	SOC 151H	Honors Sociology	3		
HUM 200H	Honors Humanities	4	PHI 203H	Honors Ethics	3		
	Required Major Class	3		Foreign Language Req.	3		
	Required Major Class	3		Math Req.	3		
		16			15		

## JUNIOR YEAR

	<b>First Semester</b>		<b>Second Semester</b>	
PED	Activity Course	1	Required Major Class	3
	Foreign Language Req.	3	Required Major Class	3
	Required Major Class	3	Foreign Language Req.	3
	Required Major Class	3	Upper Division Elective	3
	Required Major Class	3	Honors Service Learning	3
	Science Req. w/o lab	3		<u>15</u>
		<u>16</u>		

## SUMMER

Honors Mentorship	<u>3</u>
	3

## SENIOR YEAR

	<b>First Semester</b>		<b>Second Semester</b>	
	Required Major Class	3	Senior Honors Thesis or Semester Abroad	3-6
	Required Major Class	3	Upper Division Elective	3
	Upper Division Elective	3	Upper Division Elective	3
	Upper Division Elective	3	Required Major Class	3
	Upper Division Elective	1		<u>12-15</u>
	Honors Service Learning	3		
		<u>16</u>		

# **COLLEGE OF BEHAVIORAL AND TECHNOLOGICAL SCIENCES**

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Office of the Dean  
312 Damel Hall  
(573) 681-5178

**DEPARTMENT OF COMPUTER SCIENCE,  
TECHNOLOGY AND MATHEMATICS**  
205 Damel Hall  
(573) 681-5489

**DEPARTMENT OF SOCIAL AND  
BEHAVIORAL SCIENCES**  
310 Founders Hall  
(573) 681-5145

**DEPARTMENT OF MILITARY SCIENCE**  
106 Soldiers Hall  
(573) 681-5346

# COMPUTER SCIENCE

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## DEPARTMENT OF COMPUTER SCIENCE, TECHNOLOGY AND MATHEMATICS

Professor: Shinkut  
Associate Professor: Greninger  
Assistant Professors: York, Heise  
Instructor: Palangpour

### **Mission**

The Computer Science/Computer Information Systems curriculum is geared towards preparing students to have the skills, the competencies and the knowledge to use computer information systems; pursue professional careers in Computer-based Information Systems and Systems Analysis; and become business as well as scientific programmers. Thus, the curriculum is designed for computer programming and user-oriented application and systems analysis.

### **Degrees Offered**

Bachelor of Science with a major in Computer Information Systems. (Five major areas of emphasis are available in the BS degree program.)

Associate of Applied Science with a major in Computer Science.

### **Objectives**

Upon completion of the programs offered in Computer Science and Computer Information Systems, students will be able to:

1. demonstrate skills, competencies, and knowledge to develop and use computer information systems in the work place
2. pursue professional careers and/or acquire the additional skills for attaining upward mobility in their current employment positions
3. seek careers in Computer-based Information Systems and Systems Analysis
4. become business as well as scientific programmers
5. demonstrate an understanding of the latest techniques, systems, and operations currently in use in the workplace
6. compare favorably with other students completing similar programs in the nation

### **Assessment Program**

The Student Outcomes Assessment Program instituted by the Department of Computer Science, Technology and Mathematics is geared towards achieving methods in which students are assessed quantitatively. To that end, student outcomes will be assessed based on measurable and quantifiable parameters.

The graduates with a Bachelor of Science degree in Computer Information Systems and an Associate of Applied Science degree in Computer Science will have the training, the knowledge, and the expertise in their respective fields of training. Graduates of these programs will acquire comparable skills and training and will compare favorably with other students completing similar programs.

Computer Information Systems and Computer Science professions are among the fastest changing and growing professions. Because of that, any student outcomes assessment method should be directed towards

1. assessing skills training and preparation of students; and
2. developing and/or reviewing the curriculum to meet the changes in the profession

Two methods of assessment will be employed. These are the Exit Examination and the Internship Survey.

Exit examinations will be given to all graduating students. The Exit Examinations will be prepared to reflect the major courses of the programs. Exit examinations of these programs will be reviewed every two years to reflect new courses developed and offered.

Reports and surveys from employers for student interns will be collected and analyzed in fall and spring semesters. The survey will be prepared to

1. quantitatively assess a student's knowledge and training, reflected by the grade given in CS 498
2. assess the student's skills and depth of training relative to other students (employees) from similar institutions

Data collected from the exit examinations and the internship survey will be analyzed by faculty to identify areas of strength and weakness, to plan changes and modifications to training and to assess the trends of the profession as a whole. Every two years, the Department may initiate new courses and/or drop courses reflecting changes in the profession.

## Computer Skills Requirement

A student who completes a major or minor in Computer Science or Computer Information Systems has automatically satisfied the computer skills requirement.

## Required Courses

**Major:** B.S. in Computer Information Systems

A student may major in Computer Information Systems (CIS) by completing the following with a minimum grade of "C": CS 101, 105, 205, 321, 342, 351, 443, 451, 460, plus 12 hours from one of the five major areas of emphasis, plus 3 hours of approved upper division (above 300 level) CS electives, and ACC 246, ECO 201 or 202, BAD 101, MAT 112 or 113, 117 and 6 hours of Business, Mathematics, Technology, GIS or electives as approved by the department head.

### Major Areas of Emphasis:

**Area I Application Development**

Required Courses: CS 235, 335, 360 and 446

**Area II Object Oriented and Client Server Systems**

Required Courses: CS 237, 331, 338 and 442

**Area III End User Systems and Support**

Required Courses: CS 235 or 237, and CS 331, 360 and CS 442

**Area IV Networking**

Required Courses: CS 237, 310, 442, 445

**Area V Web Development**

Required Courses: CS 237, 336, 341, 344

**Minor:** A student may minor in Computer Information Systems by completing with a minimum grade of "C" a total of 21 hours as follows: CS 101, 105, 235 or 237,

and 12 hours of approved CS courses of which 6 hours must be upper division(above 300 level)

**Major:** A.A.S. in Computer Science

A minimum of 63-64 hours is required for an Associate of Applied Science degree depending on the option selected.

Students must complete the following 21 hours of core courses with a minimum grade of “C”: CS 101, 105, 237, 310, 321, 338 and 351. In addition, majors must complete 13 hours of general education courses: GE 101, ENG 101,102, PSC 203, and SPT 206.

**CIS Option:** Students electing the CIS option must also complete with a minimum grade of “C”: CS 235, 335, MAT 112 or 113, 117, ACC 246, ECO 201 or 202, plus 6 hours of approved CS electives and 6 hours of electives from the areas of Business, Mathematics, Technology, GIS or electives as approved by the department head for a total of 64 hours.

**CS Option:** Students electing the CS option must also complete with a minimum grade of “C”: CS 339, MAT 117, 121, 123, 315, plus 3 hours of approved CS or ET electives at the 200 level or above and 7 hours of science electives including one laboratory class for a total of 63 hours.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

**CS 101 INTRODUCTION TO COMPUTER SCIENCE AND COMPUTER INFORMATION SYSTEMS.** (3). Students majoring in CS or CIS are introduced to a brief history of computers, numbering systems, Boolean logic, operations, and basics of programming concepts, decision making, and system development.

**CS 103 INTRODUCTION TO MICROSOFT OFFICE APPLICATIONS.** (3, LF). An introduction to Microsoft Office Applications using windows operating system. This course is primarily designed for non-computer science majors. Students develop basic skills in operating system commands, and the use of Microsoft Office Applications; word processing, electronic spreadsheets database and electronic presentation using Power Point. This course may not be used to meet CS/CIS major requirements. Three hours of combined lecture and laboratory.

**CS 105 BUSINESS APPLICATIONS FOR THE MICROCOMPUTER.** (3, LF). CS/CIS majors receive hands-on skill development in the use of the Windows operating system, word processing, electronic spreadsheets, file and database management systems, graphics, and other common application packages used with the microcomputer. Three hours of combined lecture and laboratory.

**CS 190 INTRODUCTORY TOPICS IN CS & CIS.** (1-3). Introductory topics in computer science and computer information systems appropriate for lower-division credit. Specific topics to be listed in the schedule. Prerequisites: Listed in the schedule when specific topic is offered, or instructor consent.

**CS 205 ADVANCED MICROCOMPUTER APPLICATIONS.** (3, LF). Students will receive hands-on skill development in advanced microcomputer operating system commands, electronic spreadsheets, file and data base management systems, graphics, and other common application packages. Emphasis will be on



interfacing applications. Three hours of combined lecture and laboratory. Prerequisite: CS 105.

- CS 235 INTRODUCTION TO BUSINESS APPLICATION PROGRAMMING USING COBOL.** (3, LF). An introductory course in COBOL program design and development, applying a structured, multiphase program development process that features a series of steps that involve understanding a problem, format problem definition, and graphic design. Three hours lecture with outside laboratory assignments. Prerequisites: None.
- CS 237 INTRODUCTION TO C++ PROGRAMMING.** (3, LF). An introduction to the fundamentals of programming in the C++ programming language. Topics covered include: discussion of data types, looping, decision making, arrays, pointers, structures, and functions. Develops a background in programming which will assist in solving scientific and mathematical equations and problems. Three hours lecture with outside laboratory programming assignments. Prerequisite: None.
- CS 305 VBA PROGRAMMING.** (3). Provides the students with knowledge and experience of VBA programming in both EXCEL and ACCESS. Prerequisite: CS 105.
- CS 310 OPERATING SYSTEMS AND NETWORK OPERATING SYSTEMS.** (3, LF). The functions of various operating systems, their functional characteristics, and the interface through which the user addresses these operating systems are explored. Three hours lecture with outside laboratory assignments. Prerequisite: CS 235 or 237.
- CS 321 DATA FILES AND DATABASES.** (3). Stresses basic knowledge in data structures, normalization of data, data modeling, database methods, and schema construction. Three hours lecture. Prerequisite: CS 105.
- CS 322 C-SHARP.NET.** (3). An Introduction to Microsoft C#, a widely used WEB language. Program and function, development, screen handling, use of text boxes, option buttons, check boxes, etc. Some file handling and some use of regular expressions. Prerequisite: CS 235 or 237
- CS 326 INTRODUCTION TO SQL DATABASES.** (3). An introduction to features and programming of SQL DBMS; lectures with extensive laboratory assignments in SQL to create, update and maintain SQL Databases. The SQL platform may be Oracle, DB2, MySql, or other DBMS. Prerequisite: CS 321.
- CS 331 VISUAL BASIC.NET PROGRAMMING.** (3, LF). An introduction to the fundamentals of programming in Visual BASIC. Visual BASIC is a major programming language used with the Microsoft Windows environment and for programming Internet sites. Three hours lecture with outside laboratory assignments. Prerequisite: Any beginning programming language, CS 235 or 237.
- CS 335 INTERMEDIATE BUSINESS APPLICATION PROGRAMMING USING COBOL.** (3, LF). A continuation of COBOL programming techniques designed to allow students to write programs for more advanced reporting and for indexed files. Students are introduced to interactive processing. Three hours lecture with outside laboratory assignments. Prerequisite: CS 235.
- CS 336 INTERNET PROGRAMMING WITH JAVA.** (3). An introduction to the fundamentals of programming on the Internet using JAVA. JAVA is a major Internet language. Other Internet programming language such as JAVASCRIPT may be discussed. Prerequisites: CS 235 or 237 or permission of instructor.

- CS 338 OBJECT ORIENTED PROGRAMMING USING C++.** (3, LF). An introduction to object oriented programming (OOP) through the C++ programming language. This course covers user-defined data types, encapsulation, inheritance, object, polymorphism, constructors, and destructors. Three hours lecture with outside laboratory assignments. Prerequisite: CS 237.
- CS 339 DATA STRUCTURES AND ALGORITHM ANALYSIS.** (3). This course covers topics in advanced data structures and algorithms; including stacks, queues, linked lists, trees and graphs. Also included are searching graphs, hashing, external sorting, and recursion. Prerequisites: CS 338 and MAT 315.
- CS 341 COMPUTER GRAPHICS IN BUSINESS.** (3, LF). Identifies the needs and applications for graphics in business, and highlights developments such as laser printers and advanced displays and techniques. Three hours lecture with outside laboratory assignments. Prerequisite: CS 105.
- CS 342 COMPUTER HARDWARE, AND ARCHITECTURE.** (3). Provides an in-depth look at computer equipment, components and devices. The result will be an understanding of how computer systems are configured, upgraded and repaired. Three hours lecture. Prerequisites: CS 101 and CS 105.
- CS 343 PROGRAMMING LANGUAGES FOR INFORMATION SYSTEMS.** (3, LF). Development of programs and implementation of computer information systems through use of three major families of programming languages: procedural, nonprocedural, and current generation. Three hours of combined lecture with outside laboratory assignments. Prerequisite: CS 321.
- CS 344 WEB DESIGN.** (3). This course is designed to give the student a working knowledge of HTML and "Dreamweaver" software, as well as webpage and website design techniques. Upon completion of this course, students should understand the navigational structure of a website and be able to design and build easy-to-use informative websites. Prerequisite: CS 105.
- CS 351 SYSTEM DEVELOPMENT METHODOLOGIES: A SURVEY.** (3). Traditional analysis, design, and implementation through a data flow analysis and systems development life cycle approach. Methods for structured analysis and design, data structures, data definition, and normalization are covered. Three hours lecture. Prerequisite: CS 235 or 237.
- CS 360 END USER TRAINING AND SUPPORT.** (3). Stresses information center methods for building systems in direct collaboration between users and analysts. This course covers end user services including education and training, hardware and software support, consulting, data access support and productivity aids. Prerequisites: CS 105.
- CS 365 SCRIPTING LANGUAGES.** (3). Introduction to Scripting Languages, using PYTHON and PERL as primary tools, especially suitable for making complex data selections and file changes. Prerequisites: CS 105.
- CS 370 INFORMATION ENGINEERING.** (3). An introduction to Information Engineering (IE) modeling. Emphasis will be on the analysis phase of the IE life cycle. Students will analyze a process and model the data and the activities using IE modeling concepts and the Sterling Software COOL: Gen Tool. Three hours lecture. Prerequisite: CS 321 and 351.
- CS 385 DIRECTED TUTORING.** (1-3). Within a laboratory environment, students provide CS/CIS tutoring to other students. One hour credit given for each 3 hours of actual tutoring. Prerequisite: Permission of instructor.
- CS 390- SPECIAL TOPICS.** (3). Specific topics to be listed in the schedule. New

- 393** topics of concern to computer science and computer information systems will be offered under this category. Prerequisite(s): Listed in the schedule when specific topic is offered. May be lecture only or a combination of lecture and laboratory (lab fee charged).
- CS 394 INDEPENDENT STUDY.** (3). A course of independent study on a computer science topic, in a mentoring environment, with one-on-one collaboration between faculty and student. Prerequisite: Must be a Computer Science major with at least junior standing. Permission of Department Head required.
- CS 441 ARTIFICIAL INTELLIGENCE.** (3, LF). Presents the manager's responsibilities for problem solving and decision making using artificial intelligence, decision support systems and expert systems. The systems covered go beyond traditional program files and information. Three hours lecture with outside laboratory assignments. Prerequisite: CS 321.
- CS 442 NETWORKING AND DATA COMMUNICATIONS.** (3, LF). Covers microcomputer-based work stations, digital voice communication, local area networking, computer load sharing, decentralized transaction processing, distributed databases, and other evolving technologies. Three hours lecture with outside laboratory assignments. Prerequisite: CS 321.
- CS 443 CIS COMMUNICATION TECHNIQUES.** (3). Helps students to develop basic written communication techniques and presentation skills as they relate to Computer Information Systems. Theory and practice in writing and presenting technical papers, reports, and correspondence will be emphasized along with documentation procedures and handbook development. This course is designated writing intensive. Three hours lecture. Prerequisite: CS 351, ENG 102, SPT 206 or 207.
- CS 444 TCP/IP FUNDAMENTALS.** (3, LF). A study of TCP/IP Fundamentals. Topics covered include installation, addressing, subnetting, routing, WINS, DHCP and security. There will be hands on exercises as well as lecture. Prerequisite: CS 442.
- CS 445 NETWORKING WITH MICROSOFT IIS.** (3, LF). A study of Microsoft's Internet Information Services. Topics such as implementation and administration, WWW service, FTP service, Virtual directories and security will be covered. Prerequisite: CS 442.
- CS 446 MANAGEMENT OF INFORMATION SYSTEMS.** (3). Using the case study method, examines ways that information systems enable businesses to address customer demands, competition, and a rapidly changing technology. Three hours lecture. Prerequisite: CS 105.
- CS 451 SYSTEMS DEVELOPMENT PROJECT.** (3). A project course which emphasizes the development of a computer application using the life-cycle methodology. The class organizes into project teams, accepts developmental assignments, and follows the life cycle process to produce specifications for a current system. Three hours lecture. Prerequisites: CS 321 and 351.
- CS 460 CIS SEMINAR.** (1). A capstone course required for CIS majors in their final year. A research paper and an oral presentation of a CIS related topic will be required for completion of the degree program. Prerequisites: CS 443 and completion of 105 hours.
- CS 481H HONORS SUMMER MENTORSHIP.** (3). Designed to provide students with the opportunity to engage in individual research under the close supervision of a faculty member. Twenty hours of research required per week.

Prerequisites: Previous honors coursework with 3.2 GPA; 3.2 cumulative GPA; junior standing; consent of department and Honors Committee.

- CS 482H HONORS THESIS.** (3-6). Provides students with the opportunity to engage in a major research or creative project in their degree major under the direction of a thesis committee. Prerequisites: 18 hours of honors courses with 3.2 GPA; 3.2 cumulative GPA; senior standing; consent of department and thesis committee.
- CS 486 INTERNET AND NETWORK SECURITY.** (3). This course introduces students to the broad subject of network security through the study of computer and network security principles, network and server security, securing network transmission, security management, fault tolerance and disaster recovery, intrusion detection and response, and remote access and wireless security. Prerequisite: CS 442.
- CS 497 NETWORKING INTERNSHIP.** (3). May be repeated once for a total of 6 hours. Provides the student with an opportunity to apply networking skill in a supervised work setting. Each student will be required to complete a minimum of 320 hours at the designated internship facility. Prerequisites: Must be a major in CIS, have completed at least 5 upper division CIS courses, and must obtain consent of the Department Head.
- CS 498 COMPUTER INFORMATION SYSTEMS INTERNSHIP.** (3-6). Provides students with an opportunity to apply their computer knowledge and skills in a work setting and begin to formulate a career plan through supervised instruction in business or government environment. Each student will be required to complete a minimum of 320 hours at the designated internship facility. May be repeated twice for a total of six credit hours. Prerequisites: Must be a major in CIS, have completed at least 5 upper division CIS courses, and obtain consent of the department.

**Course Requirements**  
 Leading to a Bachelor of Science degree in  
 Computer Information Systems with  
 a selected Emphasis Area

<b>Among the 47 general education hours required, the following specific courses are required (with a grade of “C” or better) for Computer Information Systems.</b>		
<b>Area 2:</b>		
MAT 112 or MAT 113	Applied Algebra or College Algebra	3
MAT 117	Elementary Statistics	3
<b>Area 5D</b>		
ECO 201	Principles of Economics I	3
	<b>Total</b>	<b>9</b>
<b>Major Core Courses</b>		
CS 101	Intro. to Computer Science and CIS	3
CS 105	Business Apps for the Micro Computer	3
CS 205	Advanced Micro Computer Applications	3
CS 321	Data Files and Data Bases	3
CS 342	Computer Hardware and Architecture	3
CS 351	System Development Methodologies	3
CS 443	CIS Communication Techniques	3
CS 451	System Development Project	3
CS 460	CIS Seminar	1
	<b>Total Core Courses</b>	<b>25</b>
<b>Major Area of Emphasis</b>		
<b>Area I: Application Development</b>		
CS 235	Introduction to Business Application Programming using COBOL	3
CS 335	Intermediate Business Application Programming using COBOL	3
CS 360	End User Training and Support	3
CS 446	Management of Information Systems	3
	<b>Total</b>	<b>12</b>
<b>Area II: Object Oriented and Client Server Systems</b>		
CS 237	Introduction to C++ Programming	3
CS 331	Visual Basic.Net Programming	3
CS 338	Object Oriented Programming using C++	3
CS 442	Networking and Data Communications	3
	<b>Total</b>	<b>12</b>
<b>Area III: End User Systems and Support</b>		
CS 235	Intro. Bus. Appl. Prog. Using COBOL <b>or</b>	
CS 237	Intro. To C++ Programming	3
CS 331	Visual Basic.Net Programming	3
CS 360	End User Training Support	3
CS 442	Networking and Data Communications	3
	<b>Total</b>	<b>12</b>

<b>Area IV: Networking</b>		
CS 237	Introduction to C++ Programming	3
CS 310	Operating Systems & Network Oper. Sys	3
CS 442	Networking and Data Communications	3
CS 445	Networking and Microsoft IIS	3
	<b>Total</b>	<b>12</b>
<b>Area V: Web Development</b>		
CS 237	Introduction to C++ Programming	3
CS 336	Internet Programming with JAVA	3
CS 341	Computer Graphics in Business	3
CS 344	Web Design	3
	<b>Total</b>	<b>12</b>
<b>Approved Computer Science Upper Division (above 300 level) Electives</b>		<b>3</b>
<b>Required Accounting, Economics and Business Courses*</b>		
ACC 246	Principles of Accounting I	3
BAD 101	Introduction to Business	3
	<b>Total</b>	<b>6</b>
Business, Mathematics, Technology, GIS or Approved Electives		<b>6</b>
<b>Total Major Required Hours</b>		<b>61</b>

Additional Information:

Students must also complete all general education courses.

\*ECO 202: Principles of Economics II may be taken in lieu of ECO 201, but it will not satisfy the general education Area 5D requirement.

**Course Requirements**  
 Leading to a Associate of Applied Science with  
 a major in Computer Science  
 (2 year Degree)

<b>Required General Education Courses:</b>		
GE 101	University Seminar	1
ENG 101	Composition and Rhetoric I	3
ENG 102	Composition and Rhetoric II	3
SPT 206	Fundamentals of Speech	3
PSC 203	Am. National Government	3
	<b>Total</b>	<b>13</b>
<b>The following specific courses are required (with a grade of "C" or better) for an Associate of Applied Science</b>		
<b>Core Courses</b>		
CS 101	Intro to Computer Science & Computer Information Systems	3
CS 105	Business Apps for the Micro Computer	3
CS 237	Introduction to C++ Programming	3
CS 310	Operating Systems and Network Operating Systems	3
CS 321	Data Files and Data Bases	3
CS 338	Object Oriented Programming using C++	3
CS 351	System Development Methodologies	3
	<b>Total</b>	<b>21</b>
<b>CIS Option</b>		
CS 235	Introduction to COBOL	3
CS 335	Intermediate COBOL	3
ACC 246	Principles of Accounting I	3
ECO 201 or 202	Principles of Economics I or Principles of Economics II	3
MAT112 or 113	Applied Algebra <b>or</b> College Algebra	3
MAT 117	Elementary Statistics	3
CS Electives: select two CS courses		6
Other Electives: select two courses from Business, Math, Technology, GIS, or other approved areas		6
	<b>Total</b>	<b>30</b>
<b>OR</b>		
<b>CS Option</b>		
CS 339	Algorithm Analysis and Data Structures	3
MAT 117	Elementary Statistics	3
MAT 121	Pre-Calculus	5
MAT 123	Calculus I	5
MAT 315	Techniques of Mathematical Proofs	3
Approved Electives: select one CS or ET course at the level 200 or above		3
Science Electives: select science courses and one must include a lab		7
	<b>Total</b>	<b>29</b>
<b>Total Hours Required for Degree</b>		<b>64/63</b>

## Course Requirements

### Leading to a Minor in Computer Information Systems

(A minimum of 21 hours is required)

<b>The following specific courses are required (with a grade of “C” or better) for an Associate of Applied Science</b>		
<b>Core Courses</b>		
CS 101	Intro to Computer Science & Computer Information Systems	3
CS 105	Business Apps for the Micro Computer	3
CS 235 or	Intro to Business Application Programming using COBOL <b>or</b>	3
CS 237	Introduction to C++ Programming	
	<b>Total</b>	<b>9</b>
<b>Approved Computer Science Upper Division (above 300 level) Electives</b>		
		<b>6</b>
<b>Approved Computer Science Electives</b>		
		<b>6</b>
<b>Total Hours Required</b>		<b>21</b>



# TECHNOLOGY

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## DEPARTMENT OF COMPUTER SCIENCE, TECHNOLOGY AND MATHEMATICS

Assistant Professors: Meysami, El-Tayash

### Mission

The Technology curriculum is geared towards preparing students in Civil Engineering Technology, Drafting Technology and Pre-Engineering. Incorporating the developments and use of computers in the engineering field, students are prepared for a profession in civil engineering and architectural consulting, design and construction industries.

### Degrees Offered

Bachelor of Science with a major in Civil Engineering Technology

Associate of Applied Science with a major in Drafting Technology

Associate of Science in Pre-Engineering

### Objectives

Upon completion of the programs offered in Technology, students will

1. comprehend and apply the concepts of technology – its tools, materials and processes
2. have problem-solving and decision making abilities involving human and material resources, processes and technological systems
3. have the skills necessary for life-long learning in vocational, technical and industrial education
4. have the knowledge, expertise, and up-to-date training in technology
5. acquire comparable skills and will compare favorably with other students completing similar programs in the nation

### Assessment Program

Two methods of assessment shall be employed. These are the Exit Examination and the Graduate Employees Survey.

With the exception of the Pre-Engineering program, exit examinations shall be given to all graduating students. The exit examinations shall be prepared to reflect the major courses of the programs. Exit examinations of these programs shall be reviewed every two years to reflect new courses developed and offered.

Reports and surveys from employers of graduates will be collected and analyzed at the end of each academic year. The survey shall be prepared to quantitatively assess student's knowledge and training.

Data collected from the exit exam and internship survey will be analyzed by faculty to identify areas of strength and weakness, to plan changes and modifications as to training needs and to assess the trend of the profession as a whole.

As per the two+two articulation agreement between Lincoln University and Missouri University of Science & Technology (Missouri S&T-former UMR) and University of

Missouri-Columbia (UMC), graduates of the Pre-Engineering program transfer to these schools to complete their B.S. degree in their respective engineering fields. Therefore, the success of Lincoln University students who transfer to complete their degrees (Engineering Design Phase) to other engineering schools is a quantitative measure of the students outcome as well as the qualitative measure of the pre-engineering program. To that end, Lincoln has been requesting yearly reports from these schools as to the status of the transfer students. Yearly reports of each student's GPA, as well as success rates and duration each of student's stay at these schools are received yearly. This will be continued and data collected shall be used as an assessment tool.

## Computer Skills Requirement

CS 103 or CS 105, or CS 237 is required for all majors.

## Required Courses

**Majors:** Bachelor of Science Degree Programs

**Civil Engineering Technology:** A student may major in Civil Engineering Technology by completing the following with a minimum grade of "C": CET 105, 106, 201, 202, 211, 212, 225, 250, 304, 310, 312, 320, 330, 331, 360, 361, 401, 402, 414; CS 103 or CS 105, CS 237; ET 101 or 104, MAT 113, 114, 123; PHY 101, and 102. Majors must complete with a minimum grade of "C" an additional six hours selected from CET 350, 365, or 410.

**Majors:** Associate in Applied Science Degree Program (two-year)

**Drafting Technology:** A minimum grade of "C" in CET 105, 106, 211, 212, 225, 310, 312, 320; ET 101 or 104; CS 103 or CS 105, MAT 113, 114; GE 101; ENG 101, 102; SPT 206; PSC 203 and 7 hours of civil engineering technology electives and 6 hours electives in CET, CS, MAT, PHY, CHM or approved electives.

**Minor:** A student may minor in any of the curricula above by satisfactorily completing a minimum of 18 hours with a minimum grade of "C" in the curriculum selected, including 6 upper division hours.

**Major:** Associate of Science Degree Program (two-year)

**Pre-engineering:** Lincoln University has a cooperative agreement with the Missouri University of Science and Technology and University of Missouri Columbia that allows students to take the first two years of coursework at Lincoln, culminating in an A.S. degree, and the remaining two years at Missouri S&T or UMC in the engineering curriculum chosen. A minimum grade of C in MAT 123, MAT 203, MAT 304, MAT 324, CHM 101, PHY 201 and 202, CET 105, CET 201, ET 104, CS 237. In addition majors must take ENG 101, 102, GE 101, PSC 203 (or HIS 205 or HIS 206), ECO 201 and an elective in humanities or social studies. Depending on the engineering curriculum chosen, students may take additional courses from the list: CHM 102, CET 202, 212, 250, 312 and 331.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

## Civil Engineering Technology

- CET 105 ENGINEERING GRAPHICS I WITH AUTOCAD.** (3, fa, sp, LF). Fundamental principles of technical drawing. Topics include basic computer operations, getting started to use AutoCAD, fundamentals of 2D construction, drawing and design, sketching, orthographic views, sectional views and dimensioning. Two hours lecture and four hours lab.
- CET 106 ENGINEERING GRAPHICS II WITH AUTOCAD.** (3, sp, LF). Topics include dimensioning tolerances, threads and fasteners, gears, bearings and cams. Working drawing, fundamentals of 3D drawing, solid modeling, and descriptive geometry. Two hours lecture and four hours lab. Prerequisite: CET 105.
- CET 201 ENGINEERING MECHANICS.** (4). Application and principles of mechanics to engineering problems of equilibrium. Topics include resultants, resolution of forces, equilibrium, friction, center of gravity, first-area-moment, moment of inertia, simple beams, and determinate plane trusses, frames and structures. Four hours lecture. Prerequisites: PHY 101, MAT 123.
- CET 202 STRENGTH OF MATERIALS.** (4). Application of the principles of mechanics to engineering problems of strength and stiffness. Topics include stress and deformation of elastic materials, thin cylinders, torsion, beams, column, and combined stresses at a point. Four hours lecture. Prerequisite: CET 201.
- CET 211 CIVIL ENGINEERING DRAWING.** (3, LF). This course is an engineering focused drafting course utilizing Computer-Aided Drafting and Design (CADD) software that develops computer skills and electronic skills and applications within engineering and applications of drafting within manufacturing. Two hours lecture and four hours lab. Prerequisite: CET 105.
- CET 212 ELEMENTARY SURVEYING.** (3, LF). Theory and application of the principles of plane surveying. Use of conventional instruments, tapes and theory of angular and linear measurements, leveling, traverse, traverse computation, and topographic surveying are discussed. Two hours of lecture and four hours of lab. Prerequisites: MAT 113.
- CET 225 BLUEPRINT READING AND INTERPRETATION.** (3). The fundamentals of blueprint reading and interpretation as they pertain to machine drawings, including standard terms, sizes, estimating, and commercial practices. Three hours lecture. Prerequisite: CET 106.
- CET 250 ENGINEERING MECHANICS-DYNAMICS.** (3). Application of the principles of mechanics to engineering problems as they apply to motion and acceleration, including plane motion, force, mass, work and energy. Three hours lecture. Prerequisite: CET 201.
- CET 304 STRUCTURAL ANALYSIS.** (4). Analysis of statically determinate beams, frames, and trusses, shear and bending moment diagrams influence lines, and beam deflections. Analysis of statically indeterminate structures, area-moment, slope deflection, moment distribution; energy methods, use of computers in problem solving stresses. Four hours lecture. Prerequisite: CET 201.
- CET 310 CONSTRUCTION TECHNIQUES AND DETAILS.** (3). A study of construction methods and procedures in the assembly and erection of

- construction materials and structural members. Three hours lecture. Prerequisite: CET 106.
- CET 312 INTERMEDIATE SURVEYING.** (2). Practical application of surveying principles. Triangulation and trilateration land surveying. Engineering surveying to include building layout, highway vertical and horizontal curves and the survey of bridges, tunnels and earthwork. Use of computers in problem solving is introduced. Two hours lecture. Prerequisite: CET 212.
- CET 320 ARCHITECTURAL WORKING DRAWING.** (3, LF). The preparation and interpretation of working drawings as they apply to the different crafts in the construction of a building, including plans, elevations, sections and detail drawings. Two hours lecture and 4 hours lab. Prerequisite: CET 106.
- CET 330 ENGINEERING MATERIALS.** (3). A study of the origin, production, use and the physical and chemical properties of construction and engineering materials. Common construction materials such as steel, nonferrous metals, wood, cement, asphalt, and plastics are studied. Three hours lecture. Prerequisite: CET 201.
- CET 331 MATERIALS TESTING LABORATORY.** (1, LF). Tests to determine the physical properties and behavior of construction and engineering materials including steel, iron-carbon alloys, aluminum, concrete, wood and plastics. ASTH AASHTO testing procedures, instrumentation and the analysis and interpretation of test data. Three hours lab. Prerequisites: CET 201 and concurrent enrollment in CET 330.
- CET 332 INTRODUCTION TO ENVIRONMENTAL TECHNOLOGY.** (3). Introduction to hazardous materials and waste; pollution control and waste minimization; environmental regulations; case study. Three hours lecture.
- CET 350 FLUID MECHANICS.** (3, sp). A study of the behavior of fluids at rest and in motion. Concepts of statics and dynamics of fluids. Emphasis on the principles and application of continuity, momentum, energy. Some introduction to open channel flows and hydrodynamics. Three hours lecture. Prerequisite: MAT 123.
- CET 355 WATER AND WASTE WATER TECHNOLOGY.** (3). A study of quantity, treatment and distribution of water; and of the collection, treatment and disposal of waste water. Three lecture hours. Prerequisite: CET 350.
- CET 360 SOIL MECHANICS AND FOUNDATIONS.** (4). Introduction to soil engineering. Identification of soils and application of soil for engineering purposes. Methods of exploration and soil testing required for design of foundation retaining walls and techniques of mechanics measurement. Identification and classification of soils, moisture-density relationships, shearing strength, permeability, capillarity and consolidation. Four hours lecture. Prerequisite: CET 201.
- CET 361 SOIL MECHANICS LABORATORY.** (1, LF). Laboratory practices and procedures in studying the engineering properties of soil. Instrumentation testing procedures, data collection, analysis, interpretation and reporting is stressed. Three hours lab. Prerequisite: Concurrent enrollment in CET 360.
- CET 365 TRANSPORTATION ENGINEERING.** (3). A study of the design, development, regulation, and interrelation of modern highways, urban transportation systems, rail, air, water, and pipeline transportation systems. Three hours lecture. Prerequisite: CET 212.

- CET 401 REINFORCED CONCRETE.** (4). The theory and design of reinforced concrete slabs, beams, columns, walls and footing, and the design, proportioning, inspection and pouring of concrete mixes. Four hours lecture. Prerequisite: CET 304.
- CET 402 STEEL DESIGN.** (3). Basic principles of structural steel design. Design of beams, axially loaded members, columns, bolted connections and welding. Three hours lecture. Prerequisite: CET 304.
- CET 410 CONTRACT SPECIFICATIONS.** (3). Organization of the construction industry, types of construction contracts, preparation and administration of construction contracts, construction plans and specifications. Three hours lecture. Prerequisite: CET 225.
- CET 414 BUILDING ENGINEERING SYSTEMS AND DESIGN.** (3). Planning and design of building engineering systems. Application of course work to actual job situations, including field trips. This course is designated writing intensive. Three hours lecture. Prerequisite: Upper division standing.

### **Electronics Technology**

- ET 101 BASIC ELECTRONICS.** (3). Study of the fundamentals of electric current flow. Ohm's law, Kirchhoff's laws, power and energy, safety devices, simple series, parallel, and combination resistive and magnetic circuits, power supply, motors, and generators. Two hours lecture and three hours lab.
- ET 103 INTRODUCTION TO ELECTRICITY AND RESIDENTIAL WIRING CONCEPTS.** (3). This course develops the skills and concepts necessary for planning and installing electrical equipment in residential occupancies. And it provides hands-on experience in the installation, conductors, boxes and power distribution equipment in residences. Three hours lecture with lab. Prerequisite: MAT 111
- ET 104 CIRCUIT ANALYSIS.** (3). Study of the network theorems and methods of analysis of resistive, RC, RL, and RCL circuits, resonant and non-resonant AC circuits, transformers, AC power, phasor, and polyphase systems. Three hours lecture. Prerequisites: MAT 113.
- ET 105 ELECTRONIC AMPLIFIER.** (3). Study of amplifier principles, integrator, differentiator, low-pass and other types of filters, analog circuit design, voltage and current regulators, signal generators. Two hours lecture and two hours lab. Prerequisites: ET 101, MAT 113.
- ET 201 INSTRUMENTATION AND MEASUREMENT.** (3, LF). Study of the theory of operation, the characteristics, the applications of measurement instruments such as analog and digital multimeters, bridges, oscilloscopes, potentiometers, network analyzers. Two hours lecture and four hours lab. Prerequisites: ET 104, 105; MAT 114.
- ET 202 COMMUNICATION CIRCUIT.** (3, fa, LF). Understanding the communication fundamentals, such as waveform spectra, audio signals, noise. Study of communication circuits, such as series and parallel tuned circuits, coupling circuits, filters, RF and IF amplifiers and oscillators. Two hours lecture and two hours lab. Prerequisite: ET 101.
- ET 203 ELECTRONIC DEVICES.** (3, LF). Understanding of the basic semiconductor theory, characteristics, parameters, specification, performance, and

simple circuit applications of diode and transistors. Two hours lecture and two hours lab. Prerequisites: ET 101, MAT 113.

- ET 205** **COMMUNICATION CIRCUITS AND SYSTEMS.** (3, LF). Understanding communications fundamentals, such as waveform spectra, audio signals, noise. Study of communication circuits, such as series and parallel tuned circuits, coupling circuits, filters, RF and IF amplifiers, and oscillators. Two hours lecture and two hours lab. Prerequisite: ET 101.
- ET 211** **DIGITAL DESIGN.** (3, LF). Study of the number systems, logic gates, Boolean Algebra, Simplification of Boolean function, decoders, encoders, code converters, multiplexers, de-multiplexers, counters, memory devices and adders. Two hours lecture and two hours lab. Prerequisite: CS 101
- ET 212** **INTRODUCTION TO MICROPROCESSING.** (3, LF). Study of the central processing unit (CPU), memory addressing modes, input/output operation and interfacing, system controller and bus driver, arithmetic logic unit (ALU), encoding and decoding instructions, clock generator driver, devices, connections to bus lines. Two hours lecture and two hours lab. Prerequisite: ET 211.
- ET 214** **ELECTRONIC DESIGN AND FABRICATION.** (3, LF). Design and layout of circuits on printed circuit boards, fabrication testing, and evaluation of special circuits. Two hours lecture and two hours lab. Prerequisites: ET 103, 105.
- ET 215** **INTRODUCTION TO ADVANCED ELECTRONIC DEVICES.** (3). Study of semiconductor theory, semiconductor diode, bipolar junction transistor, field-effect transistor theory and applications of analog to digital and digital to analog converters. Three hours lecture. Prerequisites: ET 103, 104, 105, 203.

### General Technology

- GT 131** **ENERGY INDUSTRY FUNDAMENTALS I.** (4). Introduction to fundamentals of the energy industry, with particular focus on the scientific principles behind energy sources, hazards, generation, transmission, and storage. Laboratory component is integrated into activity-based classes. Prerequisite: MAT 111 or permission of instructor.
- GT 132** **ENERGY INDUSTRY FUNDAMENTALS II.** (3). Continuation of GT 131. Upon successful completion of course, students will be eligible to take an exam to earn an industry-recognized, ANSI-accredited certification in Energy Industry Fundamentals. Prerequisite: GT 131 with a grade of "C" or better.

## Course Requirements

### Leading to a Bachelor of Science degree in Civil Engineering Technology

<b>Among the 47 general education hours required, the following specific courses are required (with a grade of “C” or better) for Civil Engineering Technology.</b>		
<b>Area 2:</b>		
MAT 113	College Algebra	3
<b>Total</b>		<b>3</b>
<b>The following specific courses are required (with a grade of “C” or better) for Civil Engineering Technology</b>		
<b>Core Courses</b>		
CET 105	Engineering Graphics I with Autocad	3
CET 106	Engineering Graphics II with Autocad	3
CET 201	Engineering Mechanics	4
CET 202	Strength of Materials	4
CET 211	Civil Engineering Drawing	3
CET 212	Elementary Surveying	3
CET 225	Blueprint Reading and Interpretation	3
CET 250	Engineering Mechanics – Dynamics	3
CET 304	Structural Analysis	4
CET 310	Construction Techniques and Details	3
CET 312	Intermediate Surveying	2
CET 320	Architectural Working Drawing	3
CET 330	Engineering Materials	3
CET 331	Materials Testing Laboratory	1
CET 360	Soil Mechanics and Foundations	4
CET 361	Soil Mechanics Laboratory	1
CET 401	Reinforced Concrete	4
CET 402	Steel Design	3
CET 414	Building Engineering Systems & Design	3
<b>Total</b>		<b>57</b>
<b>Add 2 courses (6 hours) from the following list:</b>		
CET 350	Fluid Mechanics	6
CET 365	Transportation Engineering	
CET 410	Contract Specifications	
<b>Other Required Courses:</b>		
ET 101 or ET 104	Basic Electronics or Circuit Analysis	3
CS 103 or CS 105	Introduction to Micro Computers or Business Apps. for the Microcomputer	3
CS 237	Introduction to C++ Programming	3
MAT 113	College Algebra	3
MAT 114	Trigonometry	3
MAT 123	Calculus I	5
PHY 101	College Physics I	4
PHY 102	College Physics II	4
<b>Total</b>		<b>34</b>
<b>Total Major Required Hours</b>		<b>94</b>

Additional Information: Students must also complete all general education courses.

**Course Requirements**  
 Leading to an Associate of Science degree in  
 Pre-Engineering  
 (2 Year Program)

<b>General Education Courses:</b>		
GE 101	University Seminar	1
ENG 101	Composition and Rhetoric I	3
ENG 102	Composition and Rhetoric II	3
PSC 203 or HIS 205 or HIS 206	Am. National Government American History I American History II	3
	Elective: Humanities or Social Science	3
	<b>Total</b>	<b>13</b>
<b>The following specific courses are required (with a grade of “C” or better) for Pre-Engineering</b>		
<b>Courses</b>		
CET 105	Engineering Graphics I with Autocad	3
CET 201	Engineering Mechanics	4
ET 104	Circuit Analysis	3
CS 237	Introduction to C++ Programming	3
MAT 123	Calculus I	5
MAT 203	Calculus II	5
MAT 304	Calculus III	5
MAT 324	Differential Equations	3
CHM 101	General Chemistry I	4
PHY 201	General Physics I	5
PHY 202	General Physics II	5
ECO 201	Principles of Economics I	3
	<b>Total Core Hours</b>	<b>48</b>
	<b>Total Major Required Hours</b>	<b>61</b>

**Additional Information:**

Depending on the Engineering degree chosen, students may take additional courses from the following list:

CET 202: Strength of Materials	4 credit hours
CET 212: Elementary Surveying	3 credit hours
CET 250: Engineering Mechanics – Dynamics	3 credit hours
CET 312: Intermediate Surveying	2 credit hours
CET 331: Materials Testing Laboratory	1 credit hour
CHM 102: General Chemistry II	4 credit hours



**Course Requirements**  
 Leading to an Associate of Applied Science degree in  
 Drafting Technology  
 (2 Year Program)

<b>General Education Courses:</b>		
GE 101	University Seminar	1
ENG 101	Composition and Rhetoric I	3
ENG 102	Composition and Rhetoric II	3
SPT 206	Fundamentals of Speech	3
PSC 203	Am. National Government	3
<b>Total</b>		<b>13</b>
<b>The following specific courses are required (with a grade of “C” or better) for Drafting Technology</b>		
<b>Core Courses</b>		
CET 105	Engineering Graphics I with Autocad	3
CET 106	Engineering Graphics II with Autocad	3
CET 211	Civil Engineering Drawing	3
CET 212	Elementary Surveying	3
CET 225	Blueprint Reading and Interpretation	3
CET 310	Construction Techniques and Details	3
CET 312	Intermediate Surveying	2
CET 320	Architectural Working Drawing	3
ET 101 or ET 104	Basic Electronics Circuit Analysis	3
CS 103 or CS 105	Introduction to Micro Computers Business Applications for Microcomputer	3
MAT 113	College Algebra	3
MAT 114	Trigonometry	3
<b>Electives: Civil Engineering Technology Electives</b>		7
<b>Other Approved Electives: CET, CS, MAT, PHY, CHM or Approved Electives</b>		6
<b>Total Core Hours</b>		<b>48</b>
<b>Total Major Required Hours</b>		<b>61</b>

# MATHEMATICS

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## DEPARTMENT OF COMPUTER SCIENCE, TECHNOLOGY AND MATHEMATICS

Professors: Balakumar, Siriwardana, Sturdevant

Associate Professors: Morian, Rant

Assistant Professors: Li, Stallings

Instructors: Clark, Jackson, Schaefer

### **Mission**

To provide students with quality instruction in Mathematics to satisfy the general education requirement and to provide quality programs in Mathematics and Mathematics Education that prepare students for immediate employment and professional or graduate study.

### **Degrees Offered**

Bachelor of Arts with a major in Mathematics

Bachelor of Science with a major in Mathematics

Bachelor of Science in Education with a major in Mathematics

### **Objectives**

Students completing a degree in Mathematics will

1. have sufficient knowledge of algebra, trigonometry, geometry, statistics and calculus to compare favorably to students in similar programs throughout the United States
2. be able to solve problems, reason, communicate, represent, and connect mathematical ideas
3. show evidence of success in graduate study or find employment teaching mathematics

### **Assessment Program**

Assessment of mathematics knowledge and skills will take place in the junior and senior years of the majors. In order to assess student progress in the objective areas, students will create a research project for MAT 406 and take the PRAXIS or Major Field Exam prior to graduation.

### **Computer Skills Requirement**

Upon completion of the mathematics major at Lincoln University, students will have gained proficiency with the graphing calculator and a basic understanding of a computer algebra system such as Mathematica. Students will satisfy the computer literacy requirement through completion of MAT 461, which is a computer intensive course.

## Required Courses

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

**Major:** B.S. or B.A. in Mathematics

A minimum of 27 semester hours with a minimum grade of “C” in MAT 123, 203, 304, 315, 324, 403, 406; plus an additional 9 hours depending on option selected. Students electing the applied option will also take MAT 405, 461, 467. Students electing the classical option will take MAT 409, 413 and 461. Students electing the computer science option will also take CS 237, CS 338 and CS 339.

**Major:** B.S. Ed. in Mathematics

A minimum of 36 semester hours with a minimum grade of “C” in MAT 123, 203, 304, 315, 403, 405, 406, 407, 409 and 461.

**Middle School Certification Requirements -- Mathematics Requirements for Elementary Education Majors:**

A minimum of 24 semester hours with a minimum grade of “C” in MAT 118, 119, 120 or 123, 301, 302 or 407, 315, 405, and 406.

**Elementary Education Major** with a mathematics-computer science concentration: 9 hours of mathematics courses beyond MAT 111 (such as MAT 113, 115, and 117), 9 hours of computer science courses (such as CS 101, 105 and 344).

**Minor:** Classical Mathematics Option

A minimum grade of “C” in MAT 123, 203, 315, 324 and 409.

**Minor:** Computational Mathematics Option

A computational math option requires a minimum grade of “C” in MAT 123, 203, 324, 461, and 467.

**Minor:** Statistics Option

A statistics option requires a minimum grade of “C” in MAT 123, 203, 405, 415, and 461.

## Course Description

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

**MAT 50 BASIC MATHEMATICS.** (3). A course designed to review the fundamentals of basic mathematics, to introduce pre-algebra concepts and to build numeracy and problem-solving skills. *May not be used to satisfy any University mathematics requirement.*

**MAT 51 BASIC ALGEBRA.** (3). A course in beginning algebra which includes topics such as basic operations with polynomials, equations, factoring and graphing. Course will facilitate development of problem solving skills and confidence in mathematical competencies. Prerequisite: MAT 50 with a grade of “C” or better or satisfactory placement score. *May not be used to satisfy any University mathematics requirement.*

**MAT 51C BASIC MATHEMATICS AND ALGEBRA.** (4, fa, sp). This course will cover all materials included in the traditional MAT 50 and MAT 51 course. Prerequisites: MPE score 12-15 or placement in MAT 51.

**MAT 111 INTERMEDIATE ALGEBRA.** (3). Linear equations and inequalities, graphing, linear systems, polynomials, factoring, rational expressions,

radicals, and quadratic equations. Prerequisite: MAT 51 with a grade of “C” or better or satisfactory placement score.

- MAT 112 APPLIED ALGEBRA FOR BUSINESS AND SOCIAL SCIENCE.** (3). Graphs, functions, systems of equations and inequalities, linear programming, mathematics of finance, matrix algebra, logarithmic and exponential functions and elements of statistics. A graphing calculator is required. Prerequisites: MAT 111 with a grade of “C” or better or satisfactory placement score.
- MAT 113 COLLEGE ALGEBRA.** (3). Study and graphing of polynomial, rational, logarithmic and exponential functions, matrices and determinants, and systems of equations and inequalities. Graphing calculator required. Prerequisite: MAT 111 with a grade of “C” or better or satisfactory placement score.
- MAT 114 PLANE TRIGONOMETRY.** (3). A study of the trigonometric functions including graphing, identities, solutions of trigonometric equations and solution of triangles. Graphing calculator required. Prerequisite: MAT 113 with a grade of “C” or better or satisfactory placement score.
- MAT 115 CONTEMPORARY MATHEMATICS.** (3). A survey course designed to increase quantitative reasoning and understanding of how mathematics affects modern society. Areas of mathematics to be surveyed include statistics and probability, mathematical modeling, and logical analysis of quantitative information. Prerequisite: MAT 111 or equivalent with a grade of “C” or better or satisfactory placement score.
- MAT 117 ELEMENTARY STATISTICS.** (3). Descriptive and inferential statistics including frequency distributions, measures of central tendency and variation, probability and sampling distributions, tests of hypothesis, confidence intervals, linear correlation and regression. Prerequisite: MAT 111 with a grade of “C” or better or satisfactory placement score.
- MAT 118 MATHEMATICAL FOUNDATIONS FOR ELEMENTARY TEACHERS.** (3). A theoretical analysis of arithmetic and algebra designed for prospective elementary teachers. This course is required for elementary education majors and will not meet the general education requirement for any other major. Prerequisite: MAT 111 with a grade of “C” or better or satisfactory placement score.
- MAT 119 GEOMETRY AND STATISTICS FOR ELEMENTARY TEACHERS.** (3). A continuation of MAT 118 including the study of geometry and statistics. This course is required for elementary education majors and will not meet the general education mathematics requirement for any other major. Prerequisite: MAT 118 with a grade of “C” or better.
- MAT 120 CONCEPTS OF CALCULUS.** (3). This course surveys the major concepts of calculus including functions, limits, differential and integral calculus. This course is designed for non-majors and those seeking certification to teach in middle school. Graphing calculator required. Prerequisite: MAT 113 or MAT 112 or MAT 121 with a grade of “C” or better or satisfactory placement score.
- MAT 121 PRECALCULUS MATHEMATICS.** (5). A unified course with the same content as MAT 113 and MAT 114. Graphics calculator required. Prerequisite: MAT 111 with a grade of “C” or better or satisfactory placement score.

- MAT 123** **CALCULUS I.** (5). Plane analytic geometry, functions, limits, continuity, differentiation and applications, antiderivatives, the definite integral, and logarithmic and exponential functions. Graphics calculator required. Prerequisites: MAT 113 and MAT 114 or MAT 121 with a grade of “C” or better or satisfactory placement score.
- MAT 175** **SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May enroll again as topic changes. May not be used as a general education requirement.
- MAT 203** **CALCULUS II.** (5). Techniques and applications of integration; trigonometric functions; graphs with polar and rectangular coordinates, including conic sections, infinite series, plane, parametric and polar curves. Graphics calculator required. Prerequisite: MAT 123 with a grade of “C” or better.
- MAT 300** **TOPICS IN MATHEMATICS.** (1-3). An in-depth study of a topic of mathematics. May not be used to satisfy General Education requirement in mathematics. Prerequisite: Permission of Department Head.
- MAT 301** **ELEMENTS OF FUNCTIONAL ANALYSIS.** (3). Study of functions used to model algebra, probability, trigonometry and logarithm. Prerequisite: MAT 112 or MAT 113 and MAT 117.
- MAT 302** **ELEMENTS OF GEOMETRY.** (3). This course will focus on applications of concepts on two- and three-dimensional Euclidean geometry, including constructions, transformations and measurement. Other topics studied in this course will include topology, finite geometries and software such as Geometer’s Sketch Pad. Computer and graphics calculator applications will be used. Prerequisite: MAT 113, MAT 114 or 119 with a grade of “C” or better.
- MAT 304** **CALCULUS III.** (5). Solid analytic geometry, vectors, partial derivatives, multiple integrals. Graphing calculator required. Prerequisite: MAT 203 with a grade of “C” or better.
- MAT 315** **TECHNIQUES OF MATHEMATICAL PROOFS.** (3). Elementary logic and set theory; cardinality of sets; mathematical induction and other strategies for proving fundamental results in number theory, abstract algebra, and real analysis. Prerequisite: MAT 123.
- MAT 324** **DIFFERENTIAL EQUATIONS.** (3). First order differential equations, linear differential equations of higher order, power series solutions. Laplace transforms, systems of linear differential equations with applications. Graphing calculator required. Prerequisite: MAT 203. Students are encouraged to take MAT 304.
- MAT 390** **DIRECTED TUTORING.** (3). Supervised tutoring. Student may enroll for a total of 6 credit hours. Will not count toward the major. Prerequisite: Permission of Department Head.
- MAT 403** **LINEAR ALGEBRA.** (3). Matrices and determinants, solution of linear systems, vector space theory, eigenvalues and eigenvectors, linear transformations, and selected applications. Prerequisite: MAT 304 or concurrent enrollment in 304 with consent of instructor.
- MAT 405** **APPLIED STATISTICS.** (3). Types of data models, estimation and hypothesis testing on parameters, chi-square tests, analysis of variance, regression and correlation, multiple regression, and non-parametric statistical methods. Prerequisite: MAT 117, and MAT 120 or 123.

- MAT 406 HISTORY OF MATHEMATICS.** (3). A problem-solving approach to the historical development of mathematics and the study of the men and women who contributed to this development. This course is designated writing intensive. Prerequisite: MAT 120 or 123.
- MAT 407 MODERN GEOMETRY.** (3). Axiomatic study of Euclidean and non-Euclidean geometry. Topics of Euclidean geometry include incidence, convexity, the Parallel Postulate, Pasch's Theorem, and the geometry of transformations. Non-Euclidean geometry includes some finite and hyperbolic geometries. Prerequisite: MAT 120 or 123.
- MAT 409 ABSTRACT ALGEBRA.** (3). Algebraic structures; groups, rings and fields. Prerequisite: MAT 315.
- MAT 413 INTRODUCTION TO REAL ANALYSIS.** (3). Foundations of real numbers, analysis of real-valued functions of one variable, including limit, derivative, continuity. Students are strongly encouraged to take an upper level theoretical mathematics course before taking MAT 413. Prerequisite: MAT 304 and MAT 315.
- MAT 414 ADVANCED CALCULUS.** (3). Differential and integral calculus of functions of several variables, including vector functions, differentials, approximations, implicit and inverse function theorems. Prerequisite: MAT 304.
- MAT 415 MATHEMATICAL STATISTICS.** (3). Theory of probability, random variable, probability distributions and probability densities, mathematical expectation. Sampling distributions, introduction to estimation, confidence intervals and tests of hypotheses. Prerequisite: MAT 123.
- MAT 421/422 SPECIAL TOPICS IN MATHEMATICS.** (1-5). Topic to be listed in schedule; may re-enroll as topic changes. Prerequisite: 18 hours of required major hours and consent of instructor.
- MAT 450 INDEPENDENT STUDY.** (3). A course of independent study on a mathematical topic, in a mentoring environment, with one-on-one collaboration between faculty and student. Prerequisite: Permission of Department Head.
- MAT 461 INTRODUCTION TO MATHEMATICAL PROGRAMMING.** (3). Programming techniques for mathematics/science majors. Prerequisites: MAT 203 and concurrent enrollment in MAT 304.
- MAT 467 NUMERICAL ANALYSIS.** (3). Numerical methods for solving an equation or systems of equations, numerical differentiation and integration, interpolating polynomials, numerical solution of differential equations; computer programs for selected methods. Prerequisite: MAT 304 and 461.

**Course Requirements**  
 Leading to a Bachelor of Science  
 or a Bachelor of Arts degree in Mathematics

<b>The following specific courses are required (with a grade of “C” or better) for a Bachelor of Arts degree in Mathematics. A minimum of 36 hours is required</b>		
<b>Core Courses</b>		
MAT 123	Calculus I	5
MAT 203	Calculus II	5
MAT 304	Calculus III	5
MAT 315	Techniques of Mathematical Proofs	3
MAT 324	Differential Equations	3
MAT 403	Linear Algebra	3
MAT 406	History of Mathematics	3
	<b>Total</b>	<b>27</b>
<b>Additional Courses for Math/CS Options</b>		
<b>Applied:</b>		
MAT 405	Applied Statistics	3
MAT 461	Intro to Mathematical Programming	3
MAT 467	Numerical Analysis	3
	<b>Total</b>	<b>9</b>
<b>or</b>		
<b>Classical:</b>		
MAT 409	Abstract Algebra	3
MAT 413	Introduction to Real Analysis	3
MAT 461	Intro to Mathematical Programming	3
	<b>Total</b>	<b>9</b>
<b>or</b>		
<b>Computer Sc:</b>		
CS 237	Introduction to C++ Programming	3
CS 338	Object Oriented Programming using C++	3
CS 339	Data Structures and Algorithm Analysis	3
	<b>Total</b>	<b>9</b>
<b>Total Major Required Hours</b>		<b>36</b>

**Additional Information:**

Students must also complete all general education courses.

For the **BA degree** in Mathematics, 12 hours of foreign language courses are also required.

**Course Requirements**  
 Leading to a Bachelor of Science in Education  
 with a major in Mathematics

<b>Among the 47 general education hours required, the following specific course is required (with a grade of “C” or better) for a Bachelor of Science in Education with a major in Mathematics.</b>		
<b>Area 8:</b>		
EDU 260	Education and Cultural Diversity	3
<b>The following specific courses are required (with a grade of “C” or better) for a Bachelor of Science in Education with a major in Mathematics. A minimum of 74 hours is required.</b>		
<b>Core Courses</b>		
MAT 123	Calculus I	5
MAT 203	Calculus II	5
MAT 304	Calculus III	5
MAT 315	Techniques of Mathematical Proofs	3
MAT 403	Linear Algebra	3
MAT 405	Applied Statistics	3
MAT 406	History of Mathematics	3
MAT 407	Modern Geometry	3
MAT 409	Abstract Algebra	3
MAT 461	Intro to Mathematical Programming	3
<b>Total Major Required Hours</b>		<b>36</b>
<b>Pre-Professional Block I</b> <i>(These courses must be taken concurrently.)</i>		
EDU 202	Observations in Education	1
EDU 204	Educational Psychology (WI)	3
EDU 270	Instructional Technology	3
SE 221	Introduction to the Exceptional Child	2
<b>Block I Total</b>		<b>9</b>
<b>Pre-Professional Block II</b>		
EDU 316	Techniques of Teaching	3
EDU 322	Adolescent Development	2
EDU 406	School and Society (WI)	3
<b>Block II Total</b>		<b>8</b>
<b>The following courses require admission to the Teacher Education Program before registration.</b>		
<b>Block III</b>		
EDU 420	Reading in the Content Fields	3
<b>Block III Total</b>		<b>3</b>
<b>Block IV</b>		
EDU 304	Paraprofessional Training	2
EDU 417M	M/M/O: Teaching Mathematics	2
EDU 435	Classroom Management	3
<b>Block IV Total</b>		<b>7</b>
<b>Block V</b>		
EDU 473	Student Teaching in Grades 6-9	5
EDU 474	Student Teaching in Grades 9-12	5
EDU 475	Seminar in Student Teaching	2
<b>Block V Total</b>		<b>12</b>
<b>Education Total</b>		<b>39</b>



## Course Requirements For Middle School Endorsement

It is recommended that students add the middle school endorsement (grades 5-9) to their B.S.Ed. in Mathematics (9-12)

MAT 118	Math Foundations for Elementary Teachers	3
MAT 119 or MAT 302	Geometry and Statistics for Elementary Teachers or Elements of Geometry	3
EDU 416	Reading and Writing in the Middle School*	4
EDU 460	Middle School Philosophy, Organization and Curriculum	3
EDU 461	Middle School Curriculum and Instruction	2
<b>Total</b>		<b>15</b>

## Course Requirements Leading to Middle School Certification Mathematics Requirements for Elementary Education Majors

Students must complete a minimum of 24 hours with a minimum grade of “C” in the following courses

MAT 118	Math Foundations for Elementary Teachers	3
MAT 119	Geometry and Statistics	3
MAT 120 or 123	Concepts of Calculus or Calculus I	3/5
MAT 301	Elements of Functional Analysis	3
MAT 302 or 407	Elements of Geometry or Modern Geometry	3
MAT 315	Techniques of Mathematical Proofs	3
MAT 405	Applied Statistics	3
MAT 406	History of Mathematics	3
<b>Total</b>		<b>24/26</b>

## Mathematics Course Requirements Leading to a Bachelor of Science in Education (Middle School Mathematics)

<b>The following courses are required with a grade of “C” or better.</b>		
MAT 118	Mathematical Foundations for Elementary Teachers	3
MAT 119	Geometry and Statistics for Elementary Teachers	3
MAT 120 or 123	Concepts of Calculus or Calculus I	3/5
MAT 301	Elements of Functional Analysis	3
MAT 302 or 407	Elements of Geometry or Modern Geometry	3
MAT 315	Techniques of Mathematical Proofs	3
MAT 405	Applied Statistics	3
MAT 406	History of Mathematics	3
<b>Total</b>		<b>24/26</b>

**Course Requirements**  
 Leading to a Minor in Mathematics  
 (A minimum of 19 hours is required)

<b>The following specific courses are required (with a grade of “C” or better) for a Minor in Mathematics (choose one option)</b>		
<b>Math Options</b>		
<b>Classical:</b>		
MAT 123	Calculus I	5
MAT 203	Calculus II	5
MAT 315	Techniques of Mathematical Proofs	3
MAT 324	Differential Equations	3
MAT 409	Abstract Algebra	3
	<b>Total</b>	<b>19</b>
<b>Computational:</b>		
MAT 123	Calculus I	5
MAT 203	Calculus II	5
MAT 324	Differential Equations	3
MAT 461	Intro to Mathematical Programming	3
MAT 467	Numerical Analysis	3
	<b>Total</b>	<b>19</b>
<b>Statistics:</b>		
MAT 123	Calculus I	5
MAT 203	Calculus II	5
MAT 405	Applied Statistics	3
MAT 415	Mathematical Statistics	3
MAT 461	Intro to Mathematical Programming	3
	<b>Total</b>	<b>19</b>

# **CRIMINAL JUSTICE ADMINISTRATION**

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## **DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES**

Professor: Bah

Assistant Professors: Matthews, Moore, Tackett

### **Mission**

The mission of the Department of Social and Behavioral Sciences is to provide excellent educational opportunities for a diverse student population in the context of an open enrollment institution. The Department provides student-centered learning in a nurturing environment, integrating teaching, research, and service with practical real-world application. The Department offers relevant, high quality undergraduate and select graduate programs that prepare students for careers and lifelong learning.

### **Degrees Offered**

Bachelor of Science major in Criminal Justice Administration with possible emphasis in General, Law Enforcement, Corrections, Research, or Courts.

Associate of Arts in Criminal Justice Administration.

### **Objectives**

Students who successfully complete the degree programs in Criminal Justice Administration will

1. demonstrate a general knowledge of the areas of Criminal Justice (law enforcement, courts, legal aspects, corrections, and crime analysis)
2. demonstrate an understanding of the administration of the attendant problems or issue of Criminal Justice agencies and
3. demonstrate a functional grasp of concepts and practices unique to the Criminal Justice profession

### **Assessment Program**

The faculty of the Criminal Justice program are actively engaged in student outcomes assessment as a means of attaining the area's academic objectives and the University's Mission. Faculty utilize a wide variety of assignments and examinations in their courses to assess student critical thinking, oral and written communication skills, and pertinent knowledge acquisition and integration. All students must complete the ETS major field test.

### **Computer Skills Requirement**

Upon completion of the Criminal Justice Administration program at Lincoln University, students will have gained a basic understanding of current computer technologies, as well as the general use and application of current and emerging software. Since technology continues to play a vital role in the field of Criminal Justice, it is essential that criminal justice students demonstrate functional proficiency with technology. Students' abilities will be validated through the successful completion of CS 105, its equivalent or higher; as well as other computer or technology related courses as designated by the Criminal Justice faculty.

## Required Courses

**Major:** B.S. in Criminal Justice Administration with a *General emphasis*;

A minimum grade of “C” in CJ 201, CJ 211, CJ 310, CJ 320, CJ 330, CJ 340, and SOC 405; 21 hours from any other CJ, LE or COR course; or HIS 415, PSC 310, PSC 430, PSY 404, SOC 303, SOC 402, SOC 403, and SOC 406. In addition, the student must complete with a minimum grade of “C” 3 hours of ethnic perspective. Ethnic perspective courses include AAS 200, ANT 311, ANT 411, ART 205, CJ 351, HIS 203, HIS 402, HIS 403, MUS 205, PHI 208, PSC 350, SOC 302, and SOC 306. Also required are 3 hours of any 400-level behavioral elective, not previously completed, from the disciplines of Psychology, Political Science, Sociology, Economics, Anthropology, or economics.

For a *Law Enforcement emphasis* include LE 410, LE 420, LE 430, and CJ 421; LE 450 and LE 451 or CJ 460; and 6 hours from CJ 308, CJ 351, CJ 475, CJ 480, CJ 485, HIS 415, PSC 310, PSC 430, PSY 404, SOC 303, SOC 402, SOC 403, and SOC 406.

For a *Corrections emphasis* include COR 415, COR 425, and COR 435; COR 455 and COR 456 or CJ 460; SW 401 or SW 402; and 6 hours from CJ 308, CJ 351, CJ 421, CJ 475, CJ 480, CJ 485, SW 201, SW 301, HIS 415, SOC 303, SOC 402, SOC 403, SOC 406, PSC 310, and PSY 404.

For a *Research emphasis*, include SS 451, SS 452, HIS 385, and CJ 485; PSY 208, SOC 415 or SOC 453; and 6 hours from CJ 351, PSC 420, PSC 440, PSC 450, HIS 476, ANT 410, SOC 401 and SOC 404.

For a *Courts emphasis* include PSC 430, CJ 475, SOC 406, PSC 310, BAD 275 or BAD 412, and CJ 308 or PHI 304; and 6 hours from CJ 351, CJ 480, CJ 485, HIS 415, PSY 404, SOC 303, SOC 402, and SOC 403.

It is *strongly recommended* that all Criminal Justice majors consider attaining a minor in a separate field of interest to accompany their Criminal Justice degree.

**Major:** A.A. in Criminal Justice Administration

A minimum grade of "C" in CJ 201, 211, 310, 320, 330, and 340; SOC 405. Additional requirements include 3 hours of ethnic perspective. Ethnic perspective courses include AAS 200, ANT 311, ANT 411, ART 205, CJ 351, HIS 203, HIS 402, HIS 403, MUS 205, PHI 208, PSC 350, SOC 302, and SOC 306. Additionally, the AA degree requires the completion of a modified list of General Education Courses (*see chart below for details*).

**Minor:** Criminal Justice Administration

A minimum grade of "C" in CJ 201, 211, 310, 320, 330, 340 and SOC 405. Additional requirements include 3 hours of ethnic perspective. Ethnic perspective courses include AAS 200, ANT 311, ANT 411, ART 205, CJ 351, HIS 203, HIS 402, HIS 403, MUS 205, PHI 208, PSC 350, SOC 302, and SOC 306.

Note: For a **Legal Studies** minor, see p. 190.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and advisors have information about projected course offerings for a semester/year.

### **Group I: Core Courses**

No prerequisites required; may be taken in any order.

- CJ 201 FOUNDATIONS OF CRIMINAL JUSTICE.** (3, fa). Historical and comparative analysis of the development law and criminal justice systems, from fundamentals to contemporary, or advanced practices.
- CJ 211 CRIMINAL JUSTICE SYSTEM.** (3, sp). Survey of philosophies, operations and interrelationships among various components of the criminal justice system in the United States and abroad.
- CJ 310 INTRODUCTION TO LAW ENFORCEMENT.** (3, fa). History and philosophy of law enforcement; functions and responsibilities of law enforcement, peace keeping, and crime prevention entities.
- CJ 320 LEGAL ASPECTS OF CRIMINAL JUSTICE.** (3, sp). Criminal law and procedures, legal process, constitutional limitations, legal restraints, and jurisdictional problems. This course is designated as Writing Intensive. (For BLS purposes, course may be used as the CAPSTONE course).
- CJ 330 INTRODUCTION TO CORRECTIONS.** (3, fa). Explores the correctional process; historical development and theoretical foundations; as well as the development of contemporary philosophies and practices.
- CJ 340 THE AMERICAN COURT SYSTEM.** (3, sp). Development of criminal and civil court, roles of judge, prosecutor, jury, and defense attorney; trial process; victim and other contemporary issues.
- SOC 405 CRIMINOLOGY.** (3, fa). Survey of classical and contemporary theories of criminal behavior, sources of crime, types of crime, including (but not limited to) property crime, violent crime, computer crime, corporate crime and political crime.

### **Group II: Law Enforcement**

- LE 410 POLICE ADMINISTRATION.** (3, fa). Theory and practice of governmental management in law enforcement agencies.
- LE 420 CRIMINAL EVIDENCE AND PROCEDURES.** (3, sp). Exploration of due process issues including; law of arrest, searches, and seizures; rules of evidence; interrogations and confessions; and current developments.
- LE 430 POLICE-COMMUNITY RELATIONS.** (3, fa). Issues regarding citizen involvement and relations with criminal justice entities; the integration and use of community resources; and the roles and behavior of police.

### **Group III: Corrections**

- COR 415 CORRECTIONS ADMINISTRATION.** (3, fa). Regulations, procedures, management, and philosophy of custodial institutions.
- COR 425 CORRECTIONAL SERVICES IN THE COMMUNITY.** (3, fa). Community, faith, privatization and other alternatives to corrections methodology.
- COR 435 PROBATION AND PAROLE.** (3, sp). Role of probation and parole in correctional process and relationship with other elements of the criminal justice system.

**SW 402 SOCIAL GROUP WORK.** (3, fa, even). Social work laboratory designed to develop leadership skills and methods of intervention appropriate for a variety of groups in social work settings.

**Group IV: Practicum(s)**

Junior status and consent of instructor.

**LE 450 INTERNSHIP IN LAW ENFORCEMENT.** (3, sp, su). Field internship in a law enforcement agency of no less than 40 hours per week for four weeks or 20 hours per week for 8 weeks. Can be repeated once. Co-requisite: LE 451. Prerequisite: Student must be a junior or senior in good standing.

**LE 451 SEMINAR IN LAW ENFORCEMENT.** (3, sp, su). Required seminar during which various aspects specific to the internship, duties, job requirements and expectations are discussed in a classroom setting. Can be repeated once. Above cannot be taken separately. Co-requisite: LE 450. Prerequisite: Student must be a junior or senior in good standing.

**COR 455 INTERNSHIP IN CORRECTIONS.** (3, sp, su). *Same as LE 450 except in a corrections agency. Co-requisite: COR 456.*

**COR 456 SEMINAR IN CORRECTIONS.** (3, sp, su). *Same as LE 451 except in a corrections agency. Co-requisite: COR 455.*

**CJ 460 PROFESSIONAL SEMINAR.** (6, sp, su). For the full-time criminal justice professional only; equivalent experience as gained in the internship with journals, papers and regular seminar.

**CJ 462 CRIMINAL JUSTICE PRACTICUM.** (6, sp, su). Field internship in a criminal justice agency of no less than 160 hours in the semester enrolled. Activity journal and experience paper required. Can be repeated once. Prerequisites: 12 hours of Criminal Justice (CJ), Law Enforcement (LE), or Corrections (COR) coursework.

**Group V: Other**

**CJ 175 SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May enroll again as topic changes. Prerequisites: See course schedule

**CJ 351 ETHNICITY IN CRIMINAL JUSTICE.** (3, fa, odd). Examines the role of race and ethnicity in the criminal justice system. Prerequisites: 12 hours of Criminal Justice (CJ), Law Enforcement (LE), or Corrections (COR) coursework.

**CJ 411 ETHICS IN CRIMINAL JUSTICE.** (3, sp or su odd). Examination of the history of ethics and the approaches to moral decision making in criminal justice agencies. Issues explored include: morality, ethical decisions, corruption, police in an unethical society, ethics and corrections, judicial ethics, professional codes of ethic, and investigative methods. Prerequisites: 12 hours of Criminal Justice (CJ), Law Enforcement (LE), or Corrections (COR) coursework.

**CJ 421 CRIME ANALYSIS.** (3, sp). Explores contemporary Crime Analysis, Criminal Intelligence Analysis, and Geographic Profiling, and merges analytical investigative techniques using software e.g., Analyst Notebook™. Prerequisites: CS 103 or higher and 9 hours of Criminal Justice (CJ) coursework.

- CJ 475 CRIMINAL LAW.** (3, sp). Legal definition of crime and defense; substantive criminal law, historical foundations; legal briefs and case study approach employed. Prerequisite: 9 hours of Criminal Justice coursework; and CJ 320.
- CJ 480 FORENSICS.** (3, fa). Crime scene investigation and management; evidence collection and evaluation techniques; crime scene sketching; crime scene reconstruction; case analysis, documentation and report writing. Prerequisite: 9 hours of Criminal Justice Coursework, and CJ 310 or CJ 330.
- CJ 485 CRIMINAL JUSTICE RESEARCH METHODS.** (3, fa, even). Introduction to bibliography, scholarly methods, and critical evaluation of criminal justice research. Prerequisites: 12 hours of Criminal Justice (CJ), Law Enforcement (LE), or Corrections (COR) coursework.
- CJ 490-492 DIRECTED STUDY.** (1-3). Independent research. Prerequisite: Consent of instructor and department head.
- CJ 495-498 SPECIAL SUBJECTS.** (1-3). Subject relevant to the field of criminal justice, criminal law, courts, or corrections. Subject to be listed in course schedule. May enroll again as subject changes. Prerequisites: See course schedule.

**Course Requirements**  
 Leading to a **Bachelor of Science** degree with  
 a major in Criminal Justice

<b>Among the 47 general education hours required, the following specific course is recommended for the Bachelor of Science degree in Criminal Justice.</b>		
<b>Area 2:</b>		
MAT 117	Elementary Statistics ( <i>recommended</i> )	3
<b>Computer Skills Requirement</b>		
CS 105 ( <i>or higher</i> )	Business Applications for Microcomputers	3
<b>Major Course Requirements for Criminal Justice Administration</b>		
<b>Core Courses (<i>for general or any emphasis</i>)</b>		
CJ 201	Foundations of Criminal Justice	3
CJ 211	Criminal Justice Systems	3
CJ 310	Introduction to Law Enforcement	3
CJ 320	Legal Aspects of Criminal Justice	3
CJ 330	Introduction to Corrections	3
CJ 340	The American Court System	3
SOC 405	Criminology	3
<b>3 hours from the following list of Ethnic Perspective courses</b> <i>(other courses may be substituted with departmental approval)</i>		3
AAS 200	Introduction to African American Studies**	
ANT 311	World Ethnography**	
ANT 411	Cultural Areas of the World**	
ART 205	African American Art History	
CJ 351	Ethnicity in Criminal Justice	

HIS 203	African American History**	
HIS 402	Ethnic History**	
HIS 403	Blacks in America**	
MUS 205	Music of Black Americans	
PHI 208	African World View**	
PSC 350	U.S. Ethics and Racial Politics	
SOC 302	Minority Relations	
SOC 306	Sociology of Black Americans	
<i>** These courses will fulfill the ethnic perspective requirement for the CJ major and the Area 8: International Cultural Diversity general education requirement.</i>		
<b>Total Core Course Hours</b>		<b>24</b>
<b>General Criminal Justice Administration</b>		
<b>3 hours from any 400-level elective in PSY, PSC, SOC, ECO, SW, or ANT.</b>		<b>3</b>
<b>9 hours from any LE and/or COR courses</b>		<b>9</b>
<b>12 hours from the following list of courses:</b>		<b>12</b>
Any CJ, LE, COR, or SW courses		
HIS 415	History of Social Welfare in U.S.	
HIS 385	Historical Methods	
PSC 310	Principles of Public Administration	
PSC 430	Constitutional Law	
SOC 303	Social Problems	
SOC 402	Modern Social Organizations	
SOC 403	Community and Social Change	
SOC 406	Juvenile Delinquency	
SS 451	Data Collections Methods	
SS 452	Data Analysis Methods	
SW 301	Social Welfare Policies	
<b>Total Required Hours for General Criminal Justice Administration</b>		<b>48</b>
<b>Law Enforcement Emphasis</b>		
LE 410	Police Administration	3
LE 420	Criminal Evidence & Procedures	3
LE 430	Police Community Relations	3
CJ 421	Crime Analysis	3
LE 450 & 451 or CJ 460	Internship <b>and</b> Seminar in Law Enforcement or Professional Seminar	6
<b>6 hours from any of the following list of courses:</b>		<b>6</b>
CJ 308	Ethics in Criminal Justice	
CJ 351	Ethnicity in Criminal Justice	
CJ 475	Criminal Law	
CJ 480	Forensics	
CJ 485	Criminal Justice Research Methods	
HIS 415	History of Social Welfare in the U.S.	
PSC 310	Principles of Public Administration	
PSC 430	Constitutional Law	
PSY 404	Abnormal Psychology	



SOC 303	Social Problems	
SOC 402	Modern Social Organizations	
SOC 403	Community and Social Change	
SOC 406	Juvenile Delinquency	
<b>Total Required Hours for Law Enforcement Emphasis</b>		<b>48</b>

<b>Corrections Emphasis</b>		
COR 415	Corrections Administration	3
COR 425	Correctional Services in the Community	3
COR 435	Probation and Parole	3
COR 455 & 456 or CJ 460	Internship <b>and</b> Seminar in Law Enforcement Professional Seminar	6
SW 401 <b>or</b> SW 402	Social Case Work Social Group Work	3
<b>6 hours from any of the following list of courses:</b>		6
CJ 308	Ethics in Criminal Justice	
CJ 351	Ethnicity in Criminal Justice	
CJ 421	Crime Analysis	
CJ 475	Criminal Law	
CJ 480	Forensics	
CJ 485	Criminal Justice Research Methods	
HIS 415	History of Social Welfare in the U.S.	
PSC 310	Principles of Public Administration	
PSY 404	Abnormal Psychology	
SOC 303	Social Problems	
SOC 402	Modern Social Organizations	
SOC 403	Community and Social Change	
SOC 406	Juvenile Delinquency	
SW 201	Introduction to Social Work	
SW 301	Social Welfare Policies	
<b>Total Hours Required for Corrections Emphasis</b>		<b>48</b>

<b>Research Emphasis</b>		
CJ 485	Criminal Justice Research Methods	3
PSY 208	Experimental Psychology	4
SOC 415	Classical Sociological Theory	3
SOC 453	Contemporary Sociological Theory	3
SS 451	Data Collection Methods	3
SS 452	Data Analysis Methods	3
<b>6 hours from any of the following list of courses:</b>		6
CJ 308	Ethics in Criminal Justice	
CJ 351	Ethnicity in Criminal Justice	
CJ 421	Crime Analysis	
HIS 385	Historical Methods	
PSC 420	Parties, Pressures Groups, and Public Opinion	
PSC 440	Comparative Politics	
PSC 450	Political Thought	
PSY 404	Abnormal Psychology	

SOC 401	Social Stratification	
SOC 404	Population and Demography	
SOC 403	Community and Social Change	
<b>Total Hours Required for Research Emphasis</b>		<b>49</b>
<b>Courts Emphasis</b>		
BAD 275 <b>or</b> BAD 412	Business Law I Business Law II	3
CJ 308 <b>or</b> PHI 304	Ethics in Criminal Justice Business Ethics	3
CJ 475	Criminal Law	3
PSC 310	Principles of Public Administration	3
PSC 430	Constitutional Law	3
SOC 406	Juvenile Delinquency	3
<b>6 hours from any of the following list of courses</b>		6
CJ 351	Ethnicity in Criminal Justice	
CJ 480	Forensics	
CJ 485	Criminal Justice Research Methods	
HIS 385	Historical Methods	
HIS 415	History of Social Welfare in the U.S.	
PSY 404	Abnormal Psychology	
SOC 303	Social Problems	
SOC 402	Modern Social Organizations	
SOC 403	Community and Social Change	
<b>Total Hours Required for Courts Emphasis</b>		<b>48</b>

**Additional Information:**

All major requirements must be completed with a grade of “C” or higher.

**Course Requirements**

Leading to an **Associates of Arts** degree with  
a major in Criminal Justice

<b>Major Course Requirements for Criminal Justice Administration</b>		
<b>Core Courses (for general or any emphasis)</b>		
CJ 201	Foundations of Criminal Justice	3
CJ 211	Criminal Justice Systems	3
CJ 310	Introduction to Law Enforcement	3
CJ 320	Legal Aspects of Criminal Justice	3
CJ 330	Introduction to Corrections	3
CJ 340	The American Court System	3
SOC 405	Criminology	3
<b>3 hours from the following list of Ethnic Perspective courses</b> <i>(other courses may be substituted with departmental approval)</i>		3
AAS 200	Introduction to African American Studies**	
ANT 311	World Ethnography**	

ANT 411	Cultural Areas of the World**	
ART 205	African American Art History	
CJ 351	Ethnicity in Criminal Justice	
HIS 203	African American History	
HIS 402	Ethnic History**	
HIS 403	Blacks in America**	
MUS 205	Music of Black Americans	
PHI 208	African World View**	
PSC 350	U.S. Ethics and Racial Politics	
SOC 302	Minority Relations	
SOC 306	Sociology of Black Americans	
<i>** These courses will fulfill the ethnic perspective requirement for the CJ major and Area 8: International Cultural Diversity general education requirement.</i>		
<b>Total Core Course Hours</b>		<b>24</b>

<b>Required General Education Courses</b>		
GE 101	University Seminar	1
ENG 101	Comp. & Rhet I	3
ENG 102	Comp. & Rhet II	3
SPT 206	Fundamentals of Speech	3
HIS 101 <b>or</b> HIS 102	World Civilization I World Civilization II	3
PED 111	Personal and Community Health	2
PED	Activity	1
	Am. Cultural Diversity Requirement	3
S/A 201 <b>or</b> SOC 301	Introduction to Sociology The Family	3
PSY 101	General Psychology	3
CS 105	Business Applications for the Microcomputer	3
	Science Requirement	3
	Science with a Lab Requirement	4
	Humanities Requirement	3
	*U.S./MO Constitution Requirement	
<b>Total Required General Education Course Hours</b>		<b>38</b>
<i>* This course may be fulfilled through exam conducted by the Lincoln University History Department.</i>		
<b>Total Core Course Hours</b>		<b>62</b>

# PSYCHOLOGY

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## DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

Professors: Aruguete, DeBord  
Associate Professors: Ghinescu, Homann, Johnson

### **Mission**

The Psychology faculty of Lincoln University are committed to contributing to the understanding of behavior through scientific research, application of research-derived knowledge to problems of contemporary life, and development of skills that enable students to compete successfully, whether their plans include immediate employment or graduate school. Ethical considerations inform all of these activities.

### **Degrees Offered**

Bachelor of Arts in Psychology  
Bachelor of Science in Psychology

### **Objectives**

Students who successfully complete the degree program in Psychology should demonstrate the following:

1. the ability to critically analyze psychological information employing the logic and methods of science
2. familiarity with the basic principles and theories of psychology as supported by the current state of psychological science
3. the ability to apply psychological knowledge to problems of contemporary life and
4. reading and writing skills necessary for professional communication

### **Assessment Program**

The faculty of the Psychology program are actively engaged in student outcomes assessment as a means of attaining the area's academic objectives and the University's Mission. Faculty utilize a wide variety of assignments and examinations in their courses to assess student critical thinking, written communication skills, and pertinent knowledge acquisition and integration. All psychology majors will take the ETS major field exit exam.

### **Computer Skills Requirement**

Upon completion of the Psychology program at Lincoln University, Psychology majors will have gained a basic understanding of microcomputers and will have had experience using the microcomputer as a tool for the following: 1) learning through computer assisted instruction; 2) writing with word processing and grammar checking software; 3) e-mail communication; 4) information retrieval from on-line databases and the Internet; and 5) data analysis and presentation with spreadsheets and/or graphics

programs. Students will have these experiences in class and laboratory activities that are spread across the required courses in the Psychology curriculum.

## Required Courses

**Major:** B.S. or B.A. in Psychology

A minimum grade of "C" in PSY 101, 102, 207, 208, 209-L, 300, 303, 400, 404, 475, and nine hours of PSY electives at the upper division (300-400) level. During their final semester before graduation, all majors must take the Senior Exit Exam for psychology during the Lincoln University Assessment week.

**Minor:** A minimum grade of "C" in 18 credit hours of psychology (PSY) classes, six hours of which must be at the upper division (300-400) level.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and advisors have information about projected course offerings for each semester/year.

- PSY 101 GENERAL PSYCHOLOGY.** (3, fa, sp). An introduction to psychology as the science of affect, behavior, and cognition focusing on the methods, concepts, and terminology of the field.
- PSY 102 ADVANCED GENERAL PSYCHOLOGY.** (3, fa, sp). An introduction to the thought processes and skills used by today's scientific psychologists. Course themes include thinking scientifically, summarizing and presenting research evidence, and writing in APA style. Prerequisites: ENG 95 or ENG 101 and PSY 101 or PSY 101H.
- PSY 151H HONORS GENERAL PSYCHOLOGY.** (3, sp). An introduction to the field of psychology for LU Honors program students. Special emphasis is given to the application of psychological research methods in formulating and answering questions about affect, behavior, and cognition. Serves as prerequisite to all PSY courses requiring PSY 101.
- PSY 175 SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May re-enroll as topic changes.
- PSY 202 PSYCHOLOGY OF PERSONAL ADJUSTMENT.** (3). A course concerned with the practical application of psychological principles to everyday life. Topics included are influences on adjustment and growth; adjustment and growth in interpersonal relationships; and stress and life management.
- PSY 207 ADVANCED PSYCHOLOGICAL STATISTICS.** (3, sp). An examination of the fundamentals of inferential statistics and their application to psychological research. Background and competency in descriptive statistics required. Prerequisite: MAT 117 with a minimum grade of "C."
- PSY 208 EXPERIMENTAL PSYCHOLOGY.** (3, fa, sp). An introduction to research design in behavioral science. Emphasis is placed on the critical analysis of research and research designs.
- PSY 209-L EXPERIMENTAL PSYCHOLOGY LAB.** (1, fa, sp). A critical analysis of research and research designs. Students will complete research projects and produce research reports. Significant writing and computer experiences are included. Prerequisite: Concurrent enrollment or prior completion of PSY 208.

- PSY 300 PSYCHOLOGY OF LEARNING.** (3, sp). An examination of the principles and theories of the experimental analysis of the learning process. Significant writing experiences are included. Prerequisites: Nine hours of PSY including PSY 101.
- PSY 303 SOCIAL PSYCHOLOGY.** (3, fa). An analysis of current theory and research relating to the social behavior of individuals. Topics include: self-perception, social influence, attitude change, aggression, altruism, attraction, and other social psychological. Prerequisite: PSY 101.
- PSY 304 PERSONALITY THEORIES.** (3, sp even). A course covering the theory, structure, development, and dynamics of personality. Prerequisite: PSY 101.
- PSY 308 DEVELOPMENTAL PSYCHOLOGY.** (3, fa, sp). A life-span course on human development. Emphasis is on physical, psychological, and social development from conception to death. Prerequisite: PSY 101.
- PSY 400 PHYSIOLOGICAL PSYCHOLOGY.** (3, fa). An analysis of the role of the nervous and endocrine systems in the control of behavior. Prerequisites: Nine hours of PSY including PSY 101.
- PSY 404 ABNORMAL PSYCHOLOGY.** (3, fa). An examination of the description, causes, and treatment of abnormal behavior. Significant writing experiences are included. Prerequisites: Nine hours of Psychology including PSY 101.
- PSY 406 SPECIAL TOPICS IN PSYCHOLOGY.** (1-4). The study of any psychological topic not otherwise included in the curriculum. Prerequisites: Nine hours of PSY including PSY 101.
- PSY 410 ORGANIZATIONAL PSYCHOLOGY.** (3). A course covering the application of psychological principles to the work setting. Prerequisite: PSY 101.
- PSY 412 DIRECTED READINGS.** (1-3, fa, sp).\* Supervised research in an area of psychology of mutual interest to student and instructor. Instructor's permission.
- PSY 413 RESEARCH ASSISTANT.** (1-3, fa, sp).\* Supervised research in psychology. Instructor's permission.
- PSY 414 TEACHING ASSISTANT.** (1-3, fa, sp).\* Supervised teaching experience at the college level. Instructor's permission.
- PSY 417 PSYCHOTHERAPIES.** (3, sp odd). An introduction to the practice of psychotherapy. Students will be introduced to the significance of ethics, multiculturalism, individual practice skills, and theories as they apply to therapy. Prerequisite: PSY 101.
- PSY 429 PSYCHOLOGICAL TESTING.** (3, sp). An introduction to psychological testing and measurement. An emphasis will be placed on the theory, development, and use of tests of mental ability (including intelligence), as well as personality (including anxiety and stress). Course will include a consideration of ethical and legal issues in testing. Prerequisites: Nine hours of PSY.
- PSY 475 HISTORY AND SYSTEMS OF PSYCHOLOGY.** (3, sp). An examination of the origins and development of contemporary scientific psychology. Significant writing experiences are included. This course is designated writing intensive. Prerequisites: Nine hours of PSY including PSY 101.

**PSY 499 PRACTICUM IN PSYCHOLOGY.** (3-9, sp).\* Supervised work experience in any psychological specialty area. Students are assigned to a mental health, rehabilitation, industrial or other relevant work setting and receive dual supervision from a psychology faculty member and an official from the agency to which the student is assigned. Prerequisites: Psychology major, junior/senior standing, at least 18 hours in PSY, and prior permission of the instructor.

\* A maximum of 3 hours from PSY 412, 413, 414, and 499 may be counted toward psychology degree requirements. These courses may be repeated for a total of 9 semester hours toward the 121 semester hours of academic credit required for graduation.

**Course Requirements**  
 Leading to a Bachelor of Science Degree  
 with a major in Psychology

<b>General Education Courses Specified by the Psychology Major</b>		
Among the 47 general education hours required, the following specific courses are required (with a grade of “C” or better) for Psychology.		
<b>Area 2</b>		
MAT 117	Elementary Statistics	3
<b>Area 5C</b>		
PSY 101	General Psychology	3
<b>Area 4</b>		
PSY 208 & 209L	Experimental Psychology & Lab	4
<b>Major Courses</b>		
Must be completed with a grade of “C” or better.		
<b>Core Courses</b>		
PSY 102	Advanced General Psychology	3
PSY 207	Advanced Psychological Statistics	3
PSY 300	Psychology of Learning	3
PSY 303	Social Psychology	3
PSY 400	Physiological Psychology	3
PSY 404	Abnormal Psychology	3
PSY 475	History and Systems of Psychology	3
<b>Electives</b>		
PSY 3xx-4xx	Upper Division Electives	9
<b>Total Major Required Hours</b>		<b>30</b>

# SOCIOLOGY AND ANTHROPOLOGY

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## DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

Professors: Bah, Ross, Sampson  
Assistant Professor: Greene

### Mission

The mission of the Sociology and Anthropology programs is to foster a supportive learning environment that emphasizes an understanding of human society, its institutions, its structures and its processes as related to social theory. The curriculum emphasizes theoretical foundations, research methods, anthropological perspectives and social work practice, designed to prepare students for careers or graduate professional education.

### Degrees Offered

Bachelor of Arts with a major in Sociology  
Bachelor of Science with a major in Sociology  
Bachelor of Science in Social Science Education with emphasis in Sociology (see Social Science section of *Bulletin*)

### Objectives

Students who successfully complete the B.S. and B.A. programs in Sociology will

1. develop skills in critical thinking, problem solving and analysis
2. develop skills in the appropriate application of social theory in the research process
3. understand the relevance and interplay of culture, social change, social interaction, stratification and social structures and social practices that operate and affect society, both nationally and globally
4. prepare for effective and responsible participation in professional/graduate study or employment

### Assessment Program

A variety of assessment measures are used in assessing student preparation in compliance with the program's academic objectives and the University's Mission. Assignments, examinations, portfolios, and other assessment tools are used to assess critical thinking, written and oral communication skills and pertinent knowledge acquisition and integration. All students will take the ETS Major Field Test.

### Computer Skills Requirement

Students will have the opportunity to learn computer applications and uses in the social sciences by taking SS451-Data Collection and SS452-Data Analysis, which are required of all majors. Upon completion of these courses, students will have gained



proficiencies in operating windows-based machines and various data analysis software programs, including SPSS, the most widely used statistical software program in the social sciences.

## Required Courses

**Major:** B.A. or B.S. in Sociology

The major requires a minimum of 33 hours with a grade of “C” or better in the following: S/A 201 and SOC 301, SOC 303, SOC 302 or 306, 3 hours upper-division Anthropology; 3 hours upper-division Social Work; SS 451 and 452; SOC 453, SOC 415 and 454. Students may elect to take as many electives in the major as they desire upon completion of the required courses for the major.

**Minor\*:** Sociology: S/A 201 and 15 hours of Sociology including 6 hrs. at the 400-level.

**Minor\*:** Anthropology: S/A 202 and 15 hours of Anthropology including 6 hrs. at the 400-level.

**Minor\*:** Social Work: SW 201, 301, 401, 402, 404 and 405. Students who minor in social work and desire to continue graduate education at the University of Missouri if otherwise qualified for admission, (through its special MSW articulation agreement with Lincoln) may receive 9 credits with the successful completion of a grade of “B” or better in SW 301, SW 404, and SW 405. Lincoln students who are admitted to the MSW program will receive a waiver of each of the three courses in which they meet the grade standards and will be eligible for the MU MSW degree of between fifty-one (51) and fifty-seven (57) credit hours.

Note: Information about the African American Studies minor is on p. 189.

\*Must have a grade of “C” or better in all minor courses.

**Graduation:** A total of 121 semester hours of credit is required for graduation. Pre-college-level courses (MAT 50, MAT 51, ENG 90 and ENG 95) do not count toward the 121 hour requirement. A minimum of 40 hours of upper division courses (those numbered 300-499) are required for graduation. There are no exceptions to the 40 hour requirement.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and advisors have information about projected course offerings for a semester/year.

### Group I: Basic

Prerequisites are not required.

**S/A 151H HONORS INTRODUCTION TO SOCIOLOGY.** (3, fa). This course is designed to introduce honor students to the fundamental theories, methodological approaches and basic principles used in sociology. Detailed study of socialization, social structures, institutions, inequality, and social control, as well as discussion of classic studies in sociology will be engaged. This course serves as a prerequisite to all sociology courses requiring S/A 201.

- S/ A 175** **SPECIAL TOPICS.** (1-5). Topic to be listed in course schedule. May re-enroll as topic changes. May not be used as a general education requirement.
- S/A 201** **INTRODUCTION TO SOCIOLOGY.** (3). This course is designed to introduce students to the fundamental theories, methodological approaches and basic principles used in sociology. The course examines the systematic study of social relationships and interactions. Detailed study of socialization, social structures, institutions, inequality, social control, gender, ethnicity, the economy and globalization will be engaged. This course serves as a prerequisite to all sociology courses.
- S/A 202** **INTRODUCTION TO ANTHROPOLOGY.** (3, fa). This multimedia course will introduce four major subfields of anthropology: physical anthropology, archaeology, cultural anthropology and linguistics. Human origins and the environments that humans inhabit will be extensively explored.

### **Group II: Sociology Service**

Prerequisites are not required.

- SOC 301** **THE FAMILY.** (3). The study of the family as a basic social institution; an analysis of principles and problems associated with the organization, disorganization and reorganization of the family in American society is discussed. Theoretical viewpoints, social policies, up-to-date research and self- assessment relationship scales are included.
- SOC 302** **MINORITY RELATIONS.** (3, su). Focuses on the structured inequality inherent in race relations in American society. An examination of the social construction of race, racism, gender, ethnicity and identity are engaged. Diversity and multiculturalism in relation to the problems and issues of various minority groups is included.
- SOC 303** **SOCIAL PROBLEMS.** (3, fa). An in-depth overview of the institutional and structural sources of contemporary social problems. The course applies sociological theory to the analysis of contemporary social problems in the U.S. This course is designated writing intensive.
- SOC 306** **SOCIOLOGY OF BLACK AMERICANS.** (3, sp, odd). Examines the sociological implications of African American experiences in the U.S. The emergence and evolution of Afrocentric paradigm, classical African American social theories and innovative conceptual and methodological approaches will be explored.

### **Group III: Advanced Sociology**

Prerequisite: S/A 201, or S/A 151H, or S/A 202 or SOC 301

- SOC 401** **SOCIAL STRATIFICATION.** (3, sp, odd). Survey of patterns of inequality in contemporary society, including ethnicity, gender, class, status, and power. Focus on social structures which perpetuate social inequalities.
- SOC 402** **MODERN SOCIAL ORGANIZATIONS.** (3, su or sp, even). Focus on the analysis of models in human society. Topics for discussion include development, maintenance, and changes in social organizations; various models of studying organizational structures; organizational factors in

human interactions; and the relations of work organization to the individual's life cycle.

- SOC 403 COMMUNITY AND SOCIAL CHANGE.** (3, fa, odd). Survey of different types of communities and the dynamics by which communities change. Organization of urban and rural communities, patterns and sources of change will be explored.
- SOC 404 POPULATION AND DEMOGRAPHY.** (3 s, sp, even). Population theories; analysis of the growth, composition, distribution and the changing patterns of the population. Analyzes the significance of population changes on the society.
- SOC 405 CRIMINOLOGY.** (3, fa). Survey of classical and contemporary theories of criminal behavior, sources of crime, types of crimes, including property crime, violent crime, corporate crime and political crime.
- SOC 406 JUVENILE DELINQUENCY.** (3, sp). A survey of classical and contemporary theory of delinquent behavior with special emphasis on youth. This course traces historical development of public and private institutions created to control youth offenders. Special emphasis is placed on the process of becoming delinquent, demographic characteristics of the delinquent and how youth are processed by the juvenile justice system.
- SOC 408 SOCIOLOGY OF AGING.** (3, fa, odd). A systematic presentation of the field of gerontology related to the demographic, health and cultural factors in aging. Examines social adjustments of individuals in later stages of the life cycle, including family and friendship relationships, social adjustment to the process of aging, and societal reactions to and provisions for persons in later life.
- SOC 409 SOCIOLOGY OF HEALTH CARE.** (3, sp, odd). Comparative study of different health care systems, social construction of health and illness, social organization of health care work and occupations.
- SOC 412 SOCIOLOGY OF EDUCATION.** (3, fa, su, even). Analysis of the institutionalization of the learning process, the school and community, the social structure of educational institutions, factors and processes of social change, and contemporary problems in education.
- SOC 413 DEVIANCE AND SOCIAL CONTROL.** (3 sp. even). Overview of theories of deviant behavior and the social classification of deviance as a means of social control. Includes study of a wide range of deviant behavior, including elite deviance and mental illness.

#### **Group IV: Sociology: Other**

Prerequisite: S/A 201 and junior status

- SOC 415 CLASSICAL SOCIOLOGICAL THEORY.** (3, fa, even). Survey of major classical sociologists. Emphasis on the history, emergence and development of sociology as a mode of inquiry for social sciences.
- SOC 453 CONTEMPORARY SOCIOLOGICAL THEORY.** (3, sp). Survey of 20<sup>th</sup> century developments in social theory, including European and American theorists, as well as recent developments in feminist and postmodern perspectives.
- SOC 454 SEMINAR IN SOCIOLOGY.** (3, fa). This is a capstone course that reviews the basic theoretical paradigms and theorists used in sociology.

- In-depth analysis and application of theories to current issues in our social world is discussed. Prerequisite: Junior and senior sociology majors only.
- SOC 490-492 DIRECTED STUDY.** (1-3). Independent research. Prerequisite: Consent of instructor required.
- SOC 495-498 SPECIAL SUBJECTS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes. Prerequisite: See course schedule.
- SOC 499 INTERNSHIP.** (3, sp). Opportunity to gain work experience in field of government agency. Consent of instructor required.
- SS 451 DATA COLLECTION METHODS.** (3, fa). Research design, methodology, and techniques of data collection. Prerequisite: 9 hours of Social Science.
- SS 452 DATA ANALYSIS METHODS.** (3, sp). Quantification, measurement, computerization, presentation, and analysis of data. Prerequisite: 9 hours of Social Science; MAT 117.

### **Group V: Anthropology Service**

Prerequisites are not required.

- ANT 310 INTRODUCTION TO PHYSICAL ANTHROPOLOGY AND ARCHAEOLOGY.** (3, sp, odd). The evolutionary development of humans, focusing on the emergence of Hominidae at the end of the Miocene, and an analysis of the major archaeological sites of Africa (Nubia, Egypt, Great Zimbabwe), the ancient Near East (Anatolia, Mesopotamia), Asia (Thailand, China), the Mediterranean (Mycenae, Etruria), and the Americas (Palenque, Teotihuacan, Cahokia).
- ANT 311 WORLD ETHNOGRAPHY.** (3, sp, even). Comparative ethnography of non-Western societies using a socio-cultural anthropology approach including an examination of the societies' worldviews, subsistence patterns, ethno medicine, mating system, and sustainability.

### **Group VI: Anthropology Advanced**

Prerequisite: Three hours in any S/A or ANT course or consent of instructor.

- ANT 407 SOCIOCULTURAL CHANGE.** (3, sp, even). An analysis of the social and cultural changes that have occurred in relation to modernization, intergenerational value shifts, changing religious views, and the emergence of postmodernism in Westernized societies after World War II.
- ANT 411 CULTURE AREAS OF THE WORLD.** (3, fa, odd). This multimedia course will provide an in-depth analysis of different selected culture areas each semester: Mesoamerica, Oceania, Western Asia, Aboriginal North America, West Africa or other cultures of choice.
- ANT 451 GENERAL ARCHAEOLOGY.** (3, sp, even). A study of prehistoric and historic cultural remains that includes fieldwork, laboratory experiences and dating methods (relative and absolute), using current archaeological methodology.

### **Group VII: Anthropology: Other**

- ANT 490-492 DIRECTED STUDY.** (1-3). Independent research. Prerequisite: Consent of instructor and department.

**ANT 495-498 SPECIAL SUBJECTS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes. Prerequisite. See course schedule.

## Course Requirements

Leading to a Bachelor of Science Degree with  
a major in Sociology

<b>Among the 47 general education hours required, the following specific courses are required (with a grade of “C” or better) for Sociology</b>		
<b>Area 2:</b>		
MAT 117	Elementary Statistics	3
<b>Area 5D</b>		
S/A 201 or S/A 151H	Introduction to Sociology or Honors Introduction to Sociology	3
<b>Major Course Requirements</b>		
<b>Core Courses</b>		
SOC 301	The Family	3
SOC 302 or SOC 306	Minority Relations Sociology of Black Americans	3
SOC 303	Social Problems*	3
SOC 415	Classical Sociological Theory	3
SOC 453	Contemporary Sociological Theory	3
SOC 454	Seminar in Sociology	3
SS 451	Data Collection Methods	3
SS 452	Data Analysis Methods	3
ANT 310-498	Select one Upper Division course in Anthropology	3
<b>Major Course Electives</b>		
SOC 401	Social Stratification	3
SOC 402	Modern Social Organization	3
SOC 403	Community and Social Change	3
SOC 404	Population Demography	3
SOC 405	Criminology	3
SOC 406	Juvenile Delinquency	3
SOC 409	Sociology of Health Care	3
SOC 412	Sociology of Education	3
SOC 490-492	Directed Study	1-3
SOC 495-498	Special Subjects	1-3
SSOC 499	Internship	3
<b>Total Major Required Hours</b>		<b>30</b>

**Additional Information:**

All major requirements must be completed with a grade of “C” or better. 40 hours of upper division (300-400) work required. Additional Sociology courses recommended for free electives and/or minor of 18 credit hours may be selected from areas of Sociology, Anthropology, Psychology, Criminal Justice, and Social Work. 121 semester hours required to graduate. Developmental courses are not counted for the total hours required for graduation.

**Course Requirements**  
 Leading to a Bachelor of Art Degree  
 with a major in Sociology

<b>Among the 47 general education hours required, the following specific courses are required (with a grade of “C” or better) for Sociology.</b>		
<b>Area 2:</b>		
MAT 117	Elementary Statistics	3
<b>Area 5D</b>		
S/A 201 or 151H	Introduction to Sociology	3
<b>Major Course Requirements</b>		
<b>Core Courses</b>		
SOC 301	The Family	3
SOC 302 or SOC 306	Minority Relations Sociology of Black Americans	3
SOC 303	Social Problems*	3
SOC 415	Classical Sociological Theory	3
SOC 453	Contemporary Sociological Theory	3
SOC 454	Seminar in Sociology	3
SS 451	Data Collection Methods	3
SS 452	Data Analysis Methods	3
ANT 310-498	Select one Upper Division course in Anthropology	3
FRE or SPA	Foreign Language Requirement	12
<b>Major Course Electives</b>		
SOC 401	Social Stratification	3
SOC 402	Modern Social Organization	3
SOC 403	Community and Social Change	3
SOC 404	Population Demography	3
SOC 405	Criminology	3
SOC 406	Juvenile Delinquency	3
SOC 409	Sociology of Health Care	3
SOC 412	Sociology of Education	3
SOC 490- 492	Directed Study	1-3
SOC 4 95-498	Special Subjects	1-3
SOC 499	Internship	3
<b>Total Major Required Hours</b>		<b>42</b>

**Additional Information:**

All major requirements must be completed with a grade of “C” or better. 40 hours of upper division (300-400) work required. Additional Sociology courses recommended for free electives and/or minor of 18 credit hours may be selected from the areas of Anthropology, Psychology, Criminal Justice, and Social Work. Students may minor in other areas of interests with the successful completion of a grade of “C” or better in 18 credit hours. 121 semester hours are required to graduate. Developmental courses are not counted toward the total hours required for graduation.

# SOCIAL WORK

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## DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

Professor: Sampson  
Associate Professor: Word  
Assistant Professor: Saltzman

### **Mission**

The mission of the Social Work Program is to prepare competent undergraduate generalist social workers to address oppression, injustices and social equity for purposes of improving the human condition. Grounded in liberal arts and knowledge based on scientific inquiry, the program integrates core competencies, practice behaviors and values designed for an applied learning experience to a diverse and global population within a nurturing, student-centered environment.

### **Degree Offered**

Bachelor of Science with a major in Social Work

### **Programs Goals**

The program goals are designed to:

- Prepare students to engage in generalist social work practice with diverse populations
- Prepare students to use an integrative practice framework while emphasizing ethics, informed research and practice
- Prepare students for continuing formal education in either graduate social work education or other graduate disciplines

### **Objectives**

The core program objectives are competency-based performance designed to integrate practice behaviors with the primary purpose of preparing its graduates for generalist practice by demonstrating the achievement of core competencies. It is expected that students completing this degree will practice in a manner consistent with social work traditions, values and ethics as expressed in the National Association of Social Work (NASW) Code of Ethics and the Council on Social Work Accreditation Standards. Specifically, students will be able to:

1. identify as a professional social worker and conduct oneself accordingly
2. apply social work ethical principles to guide professional practice
3. apply critical thinking to inform and communicate professional judgments
4. engage diversity and difference in practice
5. advance human rights and social and economic justice
6. engage in research-informed practice and practice-informed research
7. apply knowledge of human behavior and the social environment
8. engage in policy practice to advance social and economic well-being and to deliver effective social work services
9. respond to contexts that shape practice

10. engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities

## **Assessment Program**

Assessment measures allow students and faculty to determine the degree of success in meeting program goals and objectives. The program uses both formative and summative assessment tools, e.g. self assessment surveys, field education evaluations, classroom assignment rubrics, examinations and student portfolios, to measure practice behaviors acquired. Currently all students take the ACAT major field test for social workers.

## **Admission Criteria**

Admission to the BSSW Professional Program is by application and is determined by the following:

1. Compliance with Lincoln University's standards for undergraduate admission
2. Maintenance of a GPA 2.0 or better for all college course work
3. Completion of 42 hours of General Education requirements
4. Submission of an application, two letters of reference and personal statement for acceptance into the Social Work Program

Students may obtain the admissions application from the Department of Social and Behavioral Sciences, 310 Founders Hall and submit the completed packet by April 30.

Students are provided written notification of acceptance or rejection into the professional social work program.

## **Admission as a Transfer Student**

Transfer credits from other colleges and universities will be evaluated on an individual basis for equivalency to current program requirements. The social work program will only accept courses of the major with a grade of "C" or better from an accredited (CSWE) program of the previous institution enrolled.

The Social Work Program does not grant social work course credit for life experience or previous work experiences at the BSSW level. This policy is in compliance with the accreditation standards set forth by the Council on Social Work Education.

## **Computer Skills Requirement**

Students will have the opportunity to learn computer applications and its uses in the social sciences by taking SS452-Data Analysis, which is required of all majors. Social work majors will have gained proficiencies in the use of the microcomputer as a tool for the following: learning through computer assisted instruction, writing with word processing and grammar checking software, e-mail communication, data analysis and presentations, information retrieval from on-line databases, various data analysis software programs and the use of Internet.

## **Program Requirements**

Social Work students must meet the Lincoln University requirements for graduation as outlined in the *Undergraduate Bulletin*. Students must also complete the University's general education requirements for the bachelor's degree.

The BSSW completion requires 121 credit hours, including 42 credit hours for the major. Elective hours can be used to meet the total number of hours required for the degree and/or the 40 credit hours-upper division course requirements.



## Field Practicum Experience

The field practicum experience is an important component of teaching and learning the necessary skills, knowledge and values needed to perform professional social work and it is required of all social work majors. It provides the opportunity for students to engage in the integration of theoretical knowledge with practice. Students must complete 400 clock hours or 25 hours per week for 16 weeks in their designated approved blocked field practicum appointment. To be eligible for field experience students must complete the following core courses in social work with a grade of “C” or better: SW 401, SW 402, SW 404, SW 405, and SW 406.

## Required Courses

**Major:** B.S. in Social Work

The major requires a minimum of 42 credit hours of core courses with a grade of “C” or better in the following: SW 201, SW 301, SW 400, SW 401, SW 402, SW 404, SW 405, SW 406, SW 407, SW 493, SW 495, SW 499, SW 499L and SS 452. In addition students must take 9 credit hours of the following: S/A 201, MAT 117 and SOC 301. Students may choose additional electives.

**Minor:** Social Work: Students who minor in Social Work must complete 18 credit hours with a grade of “C” or better in the following: SW 201, 301, 401, 402, 404, and 405. Additional social work courses recommended for free electives and/or a Minor of 18 credit hours may be selected from the areas of Sociology, Anthropology, Psychology or Criminal Justice.

Students who major or minor in social work and desire to continue graduate education at the University of Missouri if otherwise qualified for admission, (through its special MSW articulation agreement with Lincoln) may receive 9 credits with the successful completion of a grade of “B” or better in SW 301, SW 404, & SW 405. Lincoln students who are admitted to the MSW program will receive a waiver of each of the three courses in which they meet the grade standards and will be eligible for the MU MSW degree of between fifty-one (51) and fifty-seven (57) credit hours.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and advisors have information about projected course offerings for a semester/year.

### Group I: Social Work Service

- SW 201 INTRODUCTION TO SOCIAL WORK.** (3). A survey course using a social problems approach, studies the field of social welfare and social work. Development of social welfare, social work, social services, and methods of intervention reviewed.
- SW 301 SOCIAL WELFARE POLICIES.** (3, sp). Historical and contemporary analysis of social policies at federal, state, local , legislative, administrative, and interagency levels. Intended and unintended consequences of social policies are discussed. This course prepares students with beginning competency in social policy analysis and its impact on client systems. This course is designated writing intensive.

## Group II: Social Work: Other

Prerequisite: SW 201.

- SW400 MULTICULTURAL SOCIAL WORK.** (3, fa, even). An analysis of the use of empowerment and strengths perspective theories used to aid oppressed, diverse, and vulnerable populations defined by gender, sexual orientation, ethnicity, physical and mental ability, religion, and other socio-demographic factors. Emphasis is placed on developing culturally competent skills for beginning social work practitioners with local and global diverse groups of people.
- SW 401 GENERALIST SOCIAL WORK PRACTICE.** (3, fa, odd). A foundation course that prepares students in the development of interaction skills basic to generalist social work practice. Special consideration is given to working with diverse populations.
- SW 402 SOCIAL GROUP WORK.** (3, fa, even). Social work laboratory experience designed to develop leadership skills and methods of intervention appropriate for a variety of groups in social work settings.
- SW 403 SOCIAL WORK WITH THE AGED.** (3, sp, even). Emphasis on selected preventive and treatment interventions into those biophysiological, psychological, and social themes and issues that place aging populations "at risk."
- SW 404 HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT.** (3, sp, odd). A comprehensive approach for assessing social functioning. Explores theories and concepts about human development over the lifespan.
- SW 405 SOCIAL WORK RESEARCH METHODS.** (3, fa, even). Scientific approach to building knowledge for practice and for evaluating service delivery in areas of social work practice. Ethical standards, qualitative, quantitative research methodologies relevant to the practice of social work is required. This is a writing intensive course.
- SW 406 GENERALIST PRACTICE WITH COMMUNITIES AND ORGANIZATIONS.** (3 Sp, odd). A methods course that focuses on the development of "macro" generalist practice skills in community organizations. Special attention is given to advocacy with economically disadvantaged and historically disempowered communities.
- SW 407 SOCIAL JUSTICE AND ETHICS.** (3, fa). A macro level course that focuses on ethics and issues of diversity, oppression, and social justice. Utilizing systems and ecological perspectives, students gain an in-depth understanding of the political and social reality of populations-at-risk.
- SW 490-492 DIRECTED STUDY.** (1-3). Independent research. Prerequisite: Consent of instructor and department.
- SW 493 INTEGRATIVE SENIOR SEMINAR.** (3). A capstone course that assesses the student's professional development and integrates an evaluation of theory, knowledge over the total learning experiences. Social work competencies and practice behaviors are examined. Prerequisite: Senior status and successful completion of all required social work courses. To be taken concurrently with SW 499.
- SW 495-498 SPECIAL SUBJECTS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes. Prerequisite: See course schedule.
- SW 499 FIELD PRACTICUM EXPERIENCE.** (6). Opportunity to gain work experience in field. Consent of instructor required and senior status.

**SW 499L FIELD PRACTICUM SEMINAR (3).** Seminar integrates theory and knowledge with the student’s experiences in field placement(s). Interactional skills, assessment and other practiced skills emphasized.

**Course Requirements**  
 Leading to a Bachelor of Science degree  
 with a major in Social Work

<b>Among the 47 general education hours required, the following specific courses are required (with a grade of “C” or better) for Social Work.</b>		
<b>Area 2:</b>		
MAT 117	Elementary Statistics	3
<b>Area 5D</b>		
S/A 201 or S/A 151H	Introduction to Sociology Honors Introduction to Sociology	3

<b>Major Course Requirements: Outside areas.</b>		
SOC 301	The Family	3
SS 452	Data Analysis Methods	3
<b>Major Course Requirements: SW Core Courses</b>		
SW 201	Introduction to Social Work	3
SW 400	Multicultural Social Work	3
SW 401	Generalist Social Work Practice	3
SW 402	Social Group Work	3
SW 404	Human Behavior in the Social Environment	3
SW 405	Social Work Research Methods	3
SW 406	Generalist Practice with Communities	3
SW 407	Social Justice and Ethics	3
SW 493	Integrative Senior Seminar	3
SW 499	Field Practicum Experience*	6
SW 499L	Field Practicum Seminar	3

**Additional Information:**

All major requirements must be completed with a grade of “C” or better. 40 hours of upper division work required. Additional SW courses recommended for free electives and/or a Minor of 18 credit hours may be selected from the areas of Sociology, Anthropology, Psychology or Criminal Justice. Students may minor in Social Work and must complete 18 credit hours of the following: SW 201, 301, 401, 402, 404, and 405. Students who minor in social work and desire to continue graduate education at the University of Missouri may receive advance standing with the successful completion of 9 credit hours (SW 301, SW 404, and SW 405) with a grade of “B” or better. 121 semester hours to graduate. Developmental courses are not counted toward the total hours required for graduation.

\* Undergraduate Field Practicum (SW 499) is a six credit hour (400 clock hours) course taken during the fall and or spring semester of the senior year. Students spend 24 hours per week in an agency that has been approved and assigned by the Field Practicum

Coordinator. Field assignments are made within the local area and to an agency which has been approved and meets the student's educational needs and area of interest.

## **CULTURAL DIVERSITY**

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### **DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES**

- CD 200 CULTURAL DIVERSITY IN MODERN AMERICA.** (3). Focuses on contemporary issues of race, class, gender, sexual orientation, ethnicity, religious experiences and disability in modern American life. Students will engage in dialogues concerning the historical, social, and multicultural nature of our society. Students will discover the strengths of diversity, the knowledge to envision change, and the empowerment to participate in a complex society. Prerequisites: ENG 101.
- CD 495 SPECIAL TOPICS IN CULTURAL DIVERSITY.** (1-3). Topics to be listed in course schedule. May enroll as topic changes.

# DEPARTMENT OF MILITARY SCIENCE

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Professor: Smith  
Instructors: Dement, Staples

## Mission

ROTC attracts, motivates, and prepares select students who have the potential to serve as commissioned officers in the Regular Army, U.S. Army Reserves, and Army National Guard.

## Objectives

The professional training and educational offerings of the Department of Military Science aim to produce students who have the skills, knowledge and aptitude to perform the following duties as commissioned officers:

1. Understand the fundamental concepts and principles of military science
2. Demonstrate leadership and managerial potential by controlling people, equipment and resources
3. Demonstrate a strong sense of personal integrity, honor and individual responsibility
4. Foster an appreciation of the requirements for national security
5. Demonstrate an ability to execute missions given Army tasks, conditions and standards
6. Demonstrate the physical abilities needed to perform to standard the Army Physical Fitness Test and other physical challenges as assigned

Attainment of these objectives will prepare students for commissioning and will establish a sound basis for their future professional development and effective performance in the Army. Students receiving commissions as second lieutenants may go on active duty for three or four years or may request service with the National Guard or Army Reserves to fulfill their military obligation. To fulfill the National Guard or Army Reserve commitment, individuals apply to join a unit in their hometown or the locale to which they go after graduation. Generally, reserve component officers go to an officer basic course (four months) to learn their specific military skills. Students are not obligated to serve in the Army until they enter into an ROTC contract.

## Programs Offered

Leadership, management, and adventure experiences are common to each Military Science program.

1. Four-year program: Open to all freshman students of good moral character; **non-US citizens must have embassy approval prior to enrolling.** The freshman and sophomore-level courses do not obligate the student to the ROTC or military service (unless they enter into an ROTC contract).
2. Two-year program: Available to students who have completed their sophomore year of college or enrolled in first semester of graduate school. Most students eligible for the two-year program attend a four-week Leader's Training Course (LTC) prior to entering the MSC 301 course. LTC provides placement credit for MSC 101, 102, 201 and 202 and six elective credit hours toward graduation. Students will receive approximately \$800 for graduating LTC.

3. Simultaneous Membership Program (SMP): Students who are members of the U.S. Army Reserve or National Guard may receive placement credit for the basic course. Provided they meet all other conditions for enrollment, they can enroll in MSC 301 after attaining junior status. SMP students remain with their Reserve or Guard unit and are paid at the rate of an E-5, Sergeant (approximately \$275 per month) from their unit while simultaneously participating in ROTC. SMPs may be eligible for state or federal tuition assistance (see unit clerk). Students receive a personal allowance worth \$450-\$500 per month (\$4,500-\$5,000 per year) for juniors and seniors respectively. These students may also be eligible for the Montgomery G.I. Bill & Kicker (\$309 and \$350 per month for full-time students). Non-scholarship students may participate in the SMP once accepted for enlistment in the Army Reserve or National Guard and attaining sophomore academic status.
4. Veterans: Military veterans may be allowed placement credit for the basic course. Provided they meet all other conditions for enrollment, they can enroll in MSC 301 after attaining junior status.
5. Junior ROTC graduates: Graduates of Junior ROTC programs in high school, junior college, or military schools may be given placement credit for the basic course. Provided they meet all other conditions for enrollment, they can enroll in MSC 301 after attaining junior status.

## **Army ROTC Benefits**

The Army ROTC Program at Lincoln University offers students many benefits.

1. Opportunity for a challenging, important, highly respected, and well-paid job in one of many professional fields. Army officers are given challenging leadership assignments in student-selected fields at home or abroad. Starting compensation is approximately \$42,000 per year with annual salary increases and continual opportunities for promotion.
2. Scholarships. Qualifying students are eligible to compete for four-, three-, and two-year ROTC scholarships. These scholarships pay for tuition, a \$1,200 per year book allowance, and most other mandatory fees. Some ROTC scholarship recipients are awarded the Lincoln ROTC performance grant-in-aid which covers standard room and board costs for on-campus housing.
3. Students (scholarship and non-scholarship) accepted into the advanced program (MSIII and IV) of Army ROTC receive approximately \$4,500 and \$5,000 per year tax-free personal allowance.
4. Two career choices: Students receiving commissions as second lieutenants have the option of requesting active duty or the Army Reserves/National Guard.
5. Competitive Benefits: In addition to competitive salaries, military officers receive a tax-free on-post housing allowance, 100% paid medical and dental coverage, 30 days paid vacation/year, world-wide travel, reduced-price shopping.
6. Training in leadership and personnel management: Regardless of an officer's area of study, the ability to work effectively with people is a key to personal satisfaction, effective service, and career advancement. Military Science provides constant student leadership assignments that provide hands-on experience in planning, supervising, training, counseling, and decision making.
7. Opportunity for additional training and travel: Cadets can compete for additional military training throughout the United States and overseas. Officers may receive several assignments overseas allowing them to vacation in these

countries when they have time off. Low-cost space available travel is possible on military aircraft worldwide.

8. Multiple extracurricular and social activities: The Department of Military Science sponsors the Ranger Challenge Team, Color Guard, Drill Team, and Military Ball.
9. A meaningful contribution to the defense of freedom and democracy of the United States of America.
10. Opportunities to earn an advanced degree with government assistance/expense.
11. Career opportunities in over 23 fields and specialties.
12. Leadership Development Laboratories: A unique feature of the Military Science program is that leadership labs provide valuable hands-on experience that complements class instruction and enhances leadership skills. Army Combat Uniforms (ACUs) are provided and must be worn to labs.

## Required Courses

**Major:** None

**Minor:** Students wishing to minor in Military Science must complete the following courses: MSC 101, 102, 201, 202 (or the equivalent), 301, 302, 401, and 402 (total of 18 credit hours with a minimum grade of “C”).

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- MSC 101 FUNDAMENTALS OF LEADERSHIP AND MANAGEMENT.** (1). An introduction to Army ROTC leadership qualities and responsibilities. Emphasis on development of individual skills through committee-taught, performance-oriented leadership development subjects. Instruction is centered around marksmanship, adventure education and self-development techniques. **(Must meet citizenship requirements.)**
- MSC 102 MILITARY SKILLS.** (1). An introduction to the use of the basic military skill of map reading and land navigation. **(Must meet citizenship requirements.)**
- MSC 103 RANGER TRAINING.** (1). A course focusing on Army tactics and techniques required in the Ranger Challenge competition. Extensive and intensive physical activity consisting of running, throwing, shooting, rappelling, etc. Prerequisite: Consent of instructor.
- MSC 106 LEADERSHIP LABORATORY.** (1). Development of tactical skills, military planning, drill and ceremonies, and land navigation. Prerequisite: Concurrent enrollment in MSC 101 or 102.
- MSC 201 ADVANCED INDIVIDUAL LEADERSHIP SUBJECTS.** (2). An introduction to self-development/human relations and assertiveness techniques and practical application of these skills in leadership roles. Focus is on development through the application of interpersonal communications techniques, practical work with role play exercises, and learning through involvement. Prerequisite: Consent of instructor.

- MSC 202 INTRODUCTION TO TACTICS AND OPERATIONS.** (2). A study of the fundamentals of small unit tactics and the application of leadership to changing situations. Prerequisite: Consent of instructor.
- MSC 203\* LEADERSHIP EQUIVALENCY.** (6). Completion of Leaders Training Course (LTC) or equivalent. LTC is a four-week summer field training program designed to evaluate students' abilities to handle themselves and others in new and demanding situations. Subjects include fundamentals of soldiering, including physical training, marksmanship, tactical operation, map reading, and orienteering. This course is equivalent to the basic course (MSC 100 & 200). Prerequisite: Consent of instructor.
- MSC 204 LEADERSHIP LAB.** (1). Development of tactical skills, military planning, drill and ceremonies, and land navigation. Prerequisite: Concurrent enrollment in MSC 201 or 202.
- MSC 301 LEADERSHIP AND MANAGEMENT I.** (3). Develops principles and techniques of leadership and management. Course provides an introduction and practical application in first aid, nuclear-biological-chemical (NBC) operations, tactical communication and an introduction to infantry weapons. Prerequisite: MSC 101, 102, 201, 202, or their equivalent and approval of the Professor of Military Science.
- MSC 302 ADVANCED TACTICS.** (3). Development of intermediate techniques of leadership and management, tactical operations exercises, introduction to wire and radio communications, NBC operations, infantry weapons systems and the psychology of leadership. Prerequisite: MSC 101, 102, 201, 202, or their equivalent and approval of the Professor of Military Science.
- MSC 303 LEADERSHIP LABORATORY.** (1). Development of tactical skills, military planning, drill and ceremonies, and land navigation. Prerequisite: Concurrent enrollment in MSC 301 or 302.
- MSC 304 NATIONAL STRATEGIC STUDIES.** (3). International relationships of the United States and its allies and the study of current events as they apply to foreign policy. Prerequisite: Approval of the Professor of Military Science.
- MSC 401 LEADERSHIP AND MANAGEMENT II.** (3). Develop proficiency in leadership and management skills with emphasis on duties and obligations of an officer. Introduces students to basic concepts of military law and develops an understanding of training management. Prerequisite: MSC 301 and 302 or approval of the Professor of Military Science.
- MSC 402 FUNDAMENTALS AND DYNAMICS OF THE MILITARY TEAM.** (3). Develop proficiency in using tactical management skills with emphasis on the role of Army staffs, staff estimates and plans, command and control, decision making, platoon operations, and a practicum with Army ROTC Management Simulation Programs. Prerequisite: MSC 301 and 302 or approval of the Professor of Military Science.
- MSC 403 MILITARY WRITING.** (3). Improves student's ability to prepare effective staff studies, research papers and briefings. Prerequisite: Approval of the Professor of Military Science. **(For BLS purposes, course may be considered CAPSTONE and writing intensive.)**
- MSC 404 LEADERSHIP LABORATORY.** (1). Development of tactical skills, military planning, drill and ceremonies, and land navigation. Prerequisite: Concurrent enrollment in MSC 401 or 402.



\*To enroll in MSC 203, the student must 1) successfully complete a U.S. Army-approved physical examination; 2) be a U.S. citizen; 3) not have completed or received placement credit for the Basic Course (MSC 101, 102, 201 and 202, or 3 years JROTC, or prior service); 4) have a minimum of 2 years of academic undergraduate or graduate work remaining; and 5) have a minimum cumulative GPA of 2.0 on a 4.0 scale. The student who enrolls in MSC 203 is provided transportation to and from LTC, fees, room and board, as well as approximately \$800 in pay and allowances. Attendance at LTC qualifies the student for the Army ROTC advanced course when taken in lieu of the Basic Course requirement.

**Additional information:**

1. Students enrolled in Military Science may acquire additional adventure training through the ROTC Ranger Program.
2. Leadership laboratory is mandatory for all contracted students enrolled in Military Science courses. The lab includes practical training in leadership, drill and ceremonies, operations and planning, organizing, controlling, coordinating and conducting various military tactical and administrative exercises. The lab is conducted on Wednesday afternoons from 3:00-5:00 p.m.
3. All advanced course students are required to attend a 30-day leadership practicum course during the summer months between the junior and senior years. This practicum is called “Leader Development and Assessment Course” and is usually conducted at Joint Base Lewis-McChord, Washington. All expenses are paid for by the Army which includes transportation from Lincoln University or home of record to camp and return, food, housing, and clothing.
4. All contracted students enrolled in ROTC receive a subsistence allowance of \$300-\$500 per month (\$3,000-\$5,000 per year) for freshmen through seniors respectively.
5. Physical training (PT) is required for all contracted cadets.

**SAMPLE PROGRAM OF STUDY**

**Military Science – Two Year Program**

**SOPHOMORE YEAR**

**LEADER’S TRAINING COURSE (LTC) (4 weeks, summer)\* 6**

**JUNIOR YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
MSC 301	Leadership & Management I	3	MSC 302	Adv. Tactics	3
MSC 303	Leadership Lab	1	MSC 303	Leadership Lab	1

## SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MSC 401	Leadership & Management II	3	MSC 402	Fund. of Dynamics of Military Teams	3
MSC 404	Leadership Lab	1	MSC 404	Leadership Lab	1
<b>Total Hours (without LTC)</b>		<b>16</b>			
<b>Total Hours (with LTC)</b>		<b>22</b>			

## Military Science – Four Year Program

### FRESHMAN YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MSC 101	Fund. of Leadership & Management	1	MSC 102	Military Skills	1
MSC 106	Leadership Lab	1	MSC 106	Leadership Lab	1

### SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MSC 201	Adv. Individual Leadership Subjects	2	MSC 202	Intro. to Tactics & Operations	2
MSC 204	Leadership Lab	1	MSC 204	Leadership Lab	1

### JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MSC 301	Leadership & Management I	3	MSC 302	Adv. Tactics	3
MSC 303	Leadership Lab	1	MSC 303	Leadership Lab	1

### SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MSC 401	Leadership & Management II	3	MSC 402	Fund. & Dynamics of Military Teams	3
MSC 404	Leadership Lab	1	MSC 404	Leadership Lab	1
<b>Total Hours</b>					<b>26</b>

### **Professional Military Education Requirements Necessary for Commissioning.**

In addition to completion of Military Science degree requirements and the Leader Development and Assessment Course, a student must demonstrate proficiency in Military History by completing one of the following recommended courses: Military History, American History I, American History II, War in American Society, Civil War and Reconstruction, 20th Century Europe, Modern Germany, or Modern United States. Alternate courses with the permission of Professor of Military Science.

# LIBRARY AND INFORMATION SCIENCE (Minor)

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## DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

218 Page Library  
(573) 681-5502

Assistant Professors: Marshall, Offord  
Instructors: Blau, Cordray, Farrar, Libbert, Rustemeyer, Schleer

### Mission

The mission of the Department of Library and Information Science is to provide an educational foundation for students in gathering, organizing, and disseminating information. Students will learn how to critically evaluate information, understand the role information plays in an educated society, and use technological tools and applications to advance the education of information users.

### Objectives

Students successfully completing a minor in Library and Information science will:

1. develop appropriate technological skills applicable to information access
2. understand the foundation of librarianship and the ethics and integrity involved with collecting and evaluating resources
3. employ the latest trends in the Library and Information Science fields
4. understand current issues in collection development faced in various types of libraries
5. have a general knowledge of current organizational schemes used in libraries;
6. prepare students to conduct research in any academic field
7. prepare for graduate studies in Library and Information Science, or employment

### Required Courses

**Minor in Library and Information Sciences:** A minimum of thirteen (13) hours of Library and Information Science specific coursework (LS 101, LS 401, LS 402, LS 403, and LS 404) and five (5) hours of related elective coursework for a total of eighteen (18) hours with a minimum grade of "C." One elective must be chosen from the Technology area.

### Course Descriptions

- LS 101**     **INFORMATION LITERACY.** (1, fa, sp; 2<sup>nd</sup> 8 weeks after GE 101). This course introduces learners to information retrieval, evaluation and research skills. Prerequisites: GE 101.
- LS 401**     **INTRODUCTION TO LIBRARIES & INFORMATION.** (3, fa). This course is an introduction to the types of libraries, their organization, services, standards, and technology. It also explains the concept of

information in its various forms and prepares students to successfully identify, locate and use information.

- LS 402** **INFORMATION SOURCES & SERVICES.** (3 fa). This course introduces print and electronic reference sources, as well as access services such as interlibrary loan, Government documents, abstract indices, encyclopedias, serials, electronic databases, the library's OPAC, and subscription databases.
- LS 403** **COLLECTION DEVELOPMENT.** (3, sp). This course examines the theoretical and practical aspects of the selection, evaluation, and management of collections in all types of libraries. It also explores policy making procedures, acquisitions, publishers, intellectual freedom and censorship.
- LS 404** **LIBRARY ETHICS.** (3, sp). This course will look broadly at the many arenas in which librarians face ethical choices, how practitioners identify an ethical dilemma, and discuss how to separate personal belief from professional responsibility, and how to make exceptions in a principled way. Prerequisites: ENG 101, ENG 102, PHI 101 and LS 401.

## Elective Courses

Elective classes permit students and their advisors to tailor the library minor to their interests.

- CS 205** **ADVANCED MICROCOMPUTER APPLICATIONS.** (3, LF). Students will receive hands-on skill development in advanced microcomputer operating system commands, electronic spreadsheets, file and database management systems, graphics, and other common application packages. Emphasis will be on interfacing applications. Three hours of combined lecture and laboratory. Prerequisite: CS 105.
- CS 341** **COMPUTER GRAPHICS IN BUSINESS.** (3, LF). Identifies the needs and applications for graphics in business, and highlights developments such as laser printers and advanced displays and techniques. Three hours lecture with outside laboratory assignments. Prerequisite: CS 105.
- CS 344** **WEB DESIGN.** (3). This course is designed to give the student a working knowledge of HTML and "Dreamweaver" software, as well as webpage and website design techniques. Upon completion of this course, students should understand the navigational structure of a website and be able to design and build easy-to-use informative websites. Prerequisite: CS 105.
- EDU 250** **CHILDREN'S LITERATURE.** (2, fa, sp). Materials written for children, techniques for presenting literature to children, and criteria for selecting books for children are emphasized.
- EDU 255** **ADOLESCENT LITERATURE.** (2, sp). Introduction to age-appropriate literature for adolescents, and techniques for using literature in middle schools and high school classroom. Students seeking certification as high school English teachers may substitute EDU 416: Reading and Writing in the Middle School.
- EDU 260** **EDUCATION AND CULTURAL DIVERSITY.** (3, fa, sp). This course is open to students interested in the connections between the global institution of education and the complex nature of cultural diversity. (Partially fulfills the cultural diversity requirement for General Education.)

- EDU 270 INSTRUCTIONAL TECHNOLOGY.** (3, fa, sp, su). This class is designed to make students proficient in various forms of media technology to include desktop publishing, webpage design, and electronic presentation.
- EDU 376 ADVANCED INSTRUCTIONAL TECHNOLOGY.** (2, fa, sp). Students will review skills acquired in EDU 270-Instructional Technology. During this review, students will develop advanced skills in desktop publishing, using digital video in PowerPoint presentations, and creating websites using Macromedia Dreamweaver. Prerequisite: EDU 270 or permission of instructor.
- EDU 377 SPECIAL TOPICS IN TECHNOLOGY.** (1). Students may work with a faculty member to create a project which includes or uses technology as a major aspect. Prerequisite: EDU 270 and permission of the faculty person who will supervise the project; EDU 376 as a prerequisite or concurrent enrollment is recommended.
- EDU 481 EDUCATIONAL USE OF THE INTERNET.** (3, su). Exploration of the ways the internet can be utilized in classroom settings. Focus will be on ways the internet can provide tools for communication, inquiry, and construction.
- EDU 488 GRANT WRITING TECHNIQUES.** (3, su). The purpose of this hybrid course is to help students acquire essential skills on the background and power of writing grant proposals for discretionary/ competitive competitions.
- HIS 402 ETHNIC HISTORY.** (3). Experiences of various minority groups in the United States; could include Afro-Americans, Mexican-Americans, Puerto Ricans, American Indians and/or German Americans.
- HIS 385 HISTORICAL METHODS.** (3, sp even). Introduction to bibliography, scholarly methods, and the critical evaluation of historical research. This course is designated writing intensive. Prerequisite: 12 hours of history.
- JOU 125 VISUAL COMMUNICATION I.** (3, fa). Introduction to visual communication principles and application, emphasizing photojournalism. Students will create communication material for publication consideration in the *Lincoln University Clarion*. Digital camera and mobile storage required.
- JOU 126 VISUAL COMMUNICATION II.** (3, sp). Advanced visual communication principles and application, emphasizing photojournalism, live news coverage, and digital uploads and presentation. Requires news coverage outside of class, digital camera, and mobile storage. Prerequisite: JOU 125 with a grade of "C" or better.
- LS 409 INDEPENDENT STUDY.** (3, by request). Individual will work with instructor to explore a topic in depth. Prerequisite: Instructor's permission .
- LS 497-498 SPECIAL TOPIC.** (1-3, fa). LIS Special Topics is designed to provide either seminar experience for students or individual research topics. This course may include research intense projects and practical experiences. Prerequisites: ENG 101, 102; GE 101 or as designated by course.
- LS 499 PRACTICUM.** (3). This is an excellent way to gain work experience and explore career options in a wide variety of professional settings. Prerequisites: LS 101, 401, 402, 403, 404.
- SS 451 DATA COLLECTION METHODS.** (3, fa). Research design, methodology, and techniques of data collection. Prerequisite: 9 hours of Social Science. See Sociology listing.

# **COLLEGE OF PROFESSIONAL STUDIES**

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Office of the Dean  
116 Stamper Hall  
(573) 681-5489

**DEPARTMENT OF BUSINESS**  
101 Stamper Hall  
(573) 681-5487

**DEPARTMENT OF EDUCATION**  
452 Martin Luther King Hall  
(573) 681-5250

**DEPARTMENT OF NURSING SCIENCE**  
100 Elliff Hall  
(573) 681-5421

**BACHELOR OF LIBERAL STUDIES  
DEGREE PROGRAM**  
116 Stamper Hall  
(573) 681-5489

# DEPARTMENT OF BUSINESS

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Professors: Anunoby, Broadus, Edoho, Headrick, Ike  
Associate Professors: Bouras, Chowdhury, Logan  
Assistant Professors: Burgess, Fisher, Frank, Heldenbrand  
Melloway, Rankin, Westergaard

## Objectives

The business program offerings are designed to produce an individual who

1. understands the basic principles underlying business positions domestically and internationally
2. demonstrates understanding of how the various individuals within a business or governmental unit contribute to the overall betterment of their organization
3. demonstrates through performance and application the principles of effective communication skills
4. demonstrates understanding of the ethics, status, organization and ideals of professionally trained individuals
5. demonstrates poise and confidence basic to good leadership, cooperation and a professional attitude in keeping with the chosen area of work
6. demonstrates familiarity with sources of available material for enriching the various business, educational, personal and social experience of individuals
7. demonstrates a wholesome attitude toward continuation of professional improvement
8. demonstrates skill in the use of new technology in business applications

## Business Department General Education and Core Requirements

### General Education Requirements:

ECO 201 is required for Area 5D (Social Behavior Sciences); PHI 304 is required for Area 6 (Humanities and Fine Arts); and BAD 215 is required for Area 8 (International Cultural Diversity).

### Core Requirements:

Each program area will include a set of core courses, in addition to those required for the major, which provides for a comprehensive understanding of the field of business. These courses are listed as core requirements in each program area.

### Duplicate Credit:

Required or other courses used as electives for a major may not be used as electives for a second major or for a minor.

## Business Department Computer Skills Requirement

Students majoring in programs of the Department of Business will develop hands-on skills in the use of word processing, electronic spreadsheets and database systems as they pertain to accounting and other business-related operations.

All majors will be required to take BED 208 or demonstrate a comparable skill level through a proficiency examination. This requirement must be met prior to completing the first 60 hours of work or within the first semester of transferring to Lincoln University, whichever is applicable.

# ACCOUNTING

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## DEPARTMENT OF BUSINESS

Professor: Headrick  
Assistant Professors: Fisher, Rankin

### **Mission**

The Accounting program offered by the Department of Business prepares graduates for entry into all fields of accounting, including public accounting, government, industry, not-for-profit institutions, and private practice. This program provides a solid foundation in accounting concepts, practices, and specialized training in technical aspects of accounting combined with a broad background in business, which will enable graduates to succeed in their chosen careers.

### **Degree Offered**

Bachelor of Science in Accounting

### **Objectives**

All students completing the B.S. in Accounting will

1. have an understanding of the concepts and theory underlying generally accepted accounting principles
2. have the technical, problem-solving, critical thinking, and computer skills necessary to perform successfully in government, industry, education, tax, auditing, or consulting
3. be able to successfully demonstrate the application and integration of core competencies
4. compare favorably in knowledge and core competencies with students completing a similar program nationally
5. possess the necessary knowledge to pass the Uniform Certified Public Accountant examination or other professional certification examinations
6. successfully demonstrate the ability to communicate effectively through the written media

### **Assessment Program**

Assessment measures enable Accounting faculty to determine whether students have adequately satisfied program objectives. Through use of case studies and unstructured problems in performance-based courses, students can periodically review their performance and evaluate their progress. Primary emphasis will be placed on major field assessment test in business. This assessment test is to be taken by students in their last semester. Test results will be included as part of the capstone course grade. Other assessment measures include information obtained from internal exit interviews.

### **Computer Skills Requirement**

Students majoring in programs of the Department of Business will develop hands-on skills in the use of word processing, electronic spreadsheets and database systems as they pertain to accounting and other business-related operations.



All majors will be required to take BED 208 or demonstrate a comparable skill level through a proficiency examination. This requirement must be met prior to completing the first 60 hours of work or within the first semester of transferring to Lincoln University, whichever is applicable.

## Required Courses

**Major:** B.S. in Accounting

**General Education Requirements:** MAT 112, 113, 121 or 123 is required for Area 2 (Mathematics Skills), ECO 201 is required for Area 5D (Social and Behavioral Science), PHI 304 is required for Area 6 (Humanities and Fine Arts), and BAD 215 is required for Area 8 (International Cultural Diversity) with a minimum grade of “C” for all baccalaureate programs in the Department of Business.

**Core Requirements:** A minimum grade of “C” in ACC 246-247; BAD 200, 275, 310, 350, 376; BED 208, 312; ECO 202; MKT 321.

**Major Requirements:** A minimum grade of “C” in ACC 342, 343, 345, 346, 347, 348, 441, 446, 448, 449; BAD 101, 490.

**Minor:** 18 hours in Accounting with a minimum grade of “C” including ACC 246-247 and 346-347.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- ACC 246 PRINCIPLES OF ACCOUNTING I.** (3, fa, sp, su). Fundamental principles of financial accounting as applied to sole proprietorships and partnerships. Prerequisite: a minimum grade of “C” in MAT 111 or higher.
- ACC 247 PRINCIPLES OF ACCOUNTING II.** (3, fa, sp, su). Continued study of financial accounting principles as applied to corporations. Introduction to cost/managerial accounting. Prerequisite: ACC 246.
- ACC 340 ACCOUNTING FOR MANAGERS.** (3). This course is designed for non-accounting majors as an accounting elective. Case studies of realistic business situations may be used to provide future managers with a better understanding of how accounting information is used in management decision-making. Prerequisite: ACC 247.
- ACC 342 COST MANAGEMENT I.** (3, fa). Accounting procedures and policies designed to study cost accumulation procedures and alternative costing methods. Prerequisite: ACC 247; BED 208.
- ACC 343 COST MANAGEMENT II.** (3, sp). Uses of financial and cost accounting data by management for planning, decision-making, and control. Emphasis is given to qualitative, quantitative, and statistical analysis. Prerequisite: ACC 342; BED 208.
- ACC 345 INDIVIDUAL INCOME TAX.** (3, fa, sp). Principles and problems related to federal income taxation of individuals; preparation of appropriate forms and schedules. Prerequisite: ACC 247.
- ACC 346 INTERMEDIATE ACCOUNTING I.** (3, fa). A more intensive study of accounting principles and theory with emphasis on analysis and valuation of current assets. Prerequisite: ACC 247; BED 208.
- ACC 347 INTERMEDIATE ACCOUNTING II.** (3, sp). A more intensive study of problems concerning the analysis and valuation of noncurrent assets,

current and noncurrent liabilities, and stockholders equity. Prerequisite: ACC 346; BED 208.

- ACC 348** **COMPUTERIZED ACCOUNTING.** (3, fa). An introduction to commercial accounting software, database software, and spreadsheet software that enable the students to keep accounting records and produce financial reports for most small to medium-sized business. Prerequisites: ACC 246; BED 208.
- ACC 390/391** **DIRECTED TUTORING.** (3). Supervised tutoring of Principles of Accounting students. Prerequisites: ACC 246, 247, 346, and 347, with a grade of “B” or better; permission of the instructor.
- ACC 407** **ACCOUNTING INTERNSHIP.** (3). Supervised practical instruction in a public or private organization along with an academic component monitored by faculty. Prerequisite: Permission of the instructor.
- ACC 441** **GOVERNMENTAL ACCOUNTING.** (3, fa). Principles and practices related to government and not-for-profit units; utilizes fund accounting and budgetary controls. Prerequisite: ACC 247.
- ACC 445** **CORPORATE INCOME TAX.** (3, sp). A study of federal taxation laws as applied to businesses, with an emphasis on corporations, including S corporations. Prerequisite: ACC 345.
- ACC 446** **INTERMEDIATE ACCOUNTING III.** (3, fa). Continued study of financial accounting topics, including pensions, leases, Statement of Cash Flows, accounting changes and errors, and partnerships. Prerequisite: ACC 347; BED 208.
- ACC 447** **ADVANCED FINANCIAL ACCOUNTING.** (3, sp). An advanced financial accounting course that examines consolidated financial accounting and reporting for corporate entities. Also includes an introduction to international accounting, including foreign currency transactions and the translation of foreign currency financial statements. Prerequisite: ACC 347.
- ACC 448** **ACCOUNTING INFORMATION SYSTEMS.** (3, sp). An integrated study of information systems for accounting with an emphasis on managerial decision-making, internal controls, organization structure, accounting models, database design and development, and manual and computerized information systems. Prerequisites: ACC 342 and ACC 346.
- ACC 449** **AUDITING.** (3, sp). Analysis and application of the theory and techniques of auditing principles and procedures. Prerequisite: ACC 347 or concurrent enrollment.
- ACC 495-497** **SPECIAL TOPICS IN ACCOUNTING.** (1-3). Selected topics in Accounting dealing with subjects of professional interest. Topic to be listed in course schedule. May enroll again as topic changes.

#### NOTES:

1. Students planning to sit for the CPA exam should also take ACC 445 (if not pursuing the Lincoln University MBA program with an Accounting Emphasis), and BAD 412.
2. The Missouri State Board of Accountancy now requires a minimum of 150 hours to sit for the Certified Public Accountant exam. Refer to the *Lincoln University Graduate Bulletin* for information about the Master of Business Administration program with an emphasis in Accounting, or consult with an advisor to determine other options available to fulfill this requirement.

3. Other professional accounting certifications are available that do not require additional hours beyond completion of a B.S. degree to sit for the applicable exam: the Certified Management Accountant and the Certified Internal Auditor.

## SAMPLE PROGRAM OF STUDY

### Leading to a Bachelor of Science degree with a major in Accounting

#### FRESHMAN YEAR

<b>First Semester</b>			<b>Second Semester</b>		
ENG 101	Comp. & Rhet. I	3	ENG 102	Comp. & Rhet. II	3
	Int'l. History Req. (Area 5B)	3		Science Req. (Area 4)	3
MAT 112	Math Req. (Area 2)	3	BED 208	Integrated Computer App.	3
BAD 101	Intro. to Business	3		U.S. History Req. (Area 5A)	3
PED 111	Pers. and Com. Health	2	PSY 101	General Psychology	3
GE 101	University Seminar	1			15
		15			

#### SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
SPT 206	Fund. of Speech	3		Science Req. w/lab (Area 4)	4
	Hum./Fine Arts Req. (Area 6)	3		Am. Cul. Div. Req. (Area 7)	3
BAD 215	Intro to Global Business	3	BAD 275	Business Law I	3
ECO 201	Macro Economics	3	ECO 202	Micro Economics	3
ACC 246	Principles of Accounting I	3	ACC 247	Principles of Accounting II	3
		15			16

#### JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
BAD 200	Intro to Business Statistics	3	BAD 310	Principles of Management	3
ACC 346	Intermediate Accounting I	3	BAD 376	Business Statistics	3
ACC 342	Cost Management I	3	ACC 347	Intermediate Accounting II	3
ACC 348	Computerized Accounting	3	ACC 343	Cost Management II	3
BED 312	Business Communications	3		Free Elective	3
PED	PE Activity (Area 9B)	1			15
		16			

#### SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
ACC 446	Intermediate Accounting III	3	MKT 321	Principles of Marketing	3
ACC 441	Governmental Accounting	3	ACC 448	Accounting Info. Systems	3
ACC 345	Individual Income Tax	3	ACC 449	Auditing	3
BAD 350	Fund. of Financial Mgmt.	3	BAD 490	Business Policy	3
	Free Elective	3	PHI 304	Business Ethics	3
		15			15

#### Notes:

1. A minimum of 122 hours plus 1 hour of Physical Education activity is required for graduation with a B.S. degree in Accounting.
2. Students must take the following to fulfill general education requirements: MAT 112, 113, 121, or 123 (Area 2), ECO 201 (Area 5D), PHI 304 (Area 6), and BAD 215 (Area 8).
3. Students should consult the *Undergraduate Bulletin* for courses that will fulfill the general education requirements in Area 2, Area 4, Area 5A, Area 5B, Area 6 and Area 9, or consult with an advisor.

# BUSINESS ADMINISTRATION

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## DEPARTMENT OF BUSINESS

Professors: Anunoby, Broadus, Edoho, Ike

Associate Professors: Bouras, Chowdhury

Assistant Professors: Burgess, Frank, Westergaard

### **Mission**

The Business Administration program offered by the Department of Business prepares graduates for entry into domestic or international business positions, including industry, government, and private entrepreneurship. The program exposes the graduates to a broad range of principles, theories, models, experiences, and ethics of business organization, which will enable graduates to succeed in their chosen careers.

### **Degree Offered**

Bachelor of Science in Business Administration

### **Objectives**

All students completing the B.S. in Business Administration will

1. have an understanding of the concepts and theories underlying the operation and management of domestic or international businesses
2. have the technical, problem-solving, critical thinking, and computer skills necessary to perform successfully in industry, government, or private entrepreneurship
3. be able to successfully demonstrate the application of core competencies
4. compare favorably in knowledge and core competencies with students completing a similar program nationally
5. possess the necessary knowledge to pass the Major Field Assessment Test in Business
6. successfully demonstrate the ability to communicate effectively orally and in writing

### **Assessment Program**

Assessment measures enable Business Administration faculty to determine whether students have adequately satisfied program objectives. Through use of case studies and unstructured problems in performance-based courses, students can periodically review their performance and evaluate their progress. Primary emphasis will be placed on the major field assessment test in business. This assessment test is to be taken by students in their last semester. Test results will be included as part of the capstone course grade. Other assessment measures include information obtained from internal exit interviews.

### **Computer Skills Requirement**

Students majoring in programs of the Department of Business will develop hands-on skills in the use of word processing, electronic spreadsheets and data base systems as they pertain to accounting and other business-related operations.

All majors will be required to take BED 208 or demonstrate a comparable skill level through a proficiency examination. This requirement must be met prior to completing the

first 60 hours of work or within the first semester of transferring to Lincoln University, whichever is applicable.

## Required Courses

**Major:** B.S. in Business Administration

**General Education Requirements:** A minimum grade of “C” is required in ECO 201 for Area 5D (Social and Behavioral Science) MAT 112 or 113 (Area 2), PHI 304 for Area 6 (Humanities and Fine Arts) and BAD 215 for Area 8 (International Cultural Diversity) for all baccalaureate programs in the Department of Business.

**Core Requirements:** A minimum grade of “C” in ACC 246-247; BAD 200, 275, 310, 350, 376; BED 208, 312; ECO 202; MKT 321.

**Major Requirements:** A minimum grade of “C” in BAD 101, 250, 338, 451, 465, 487, 490; ECO 305; 12 hours BAD electives.

**Minor:** 21 hours in Business Administration courses with a minimum grade of “C” including BAD 275, 310, 338, 350, 465; and 6 hours BAD electives.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- BAD 101 INTRODUCTION TO BUSINESS.** (3, fa, sp, su). Introductory course intended to provide an overview of business, and provide students with an understanding of business principles, processes, practices and strategies.
- BAD 200 INTRODUCTION TO BUSINESS STATISTICS.** (3, fa, sp, su). This course covers basic statistical analysis with a strong emphasis on business applications, managerial decision making and computer application. Prerequisite: MAT 112 or higher.
- BAD 215 INTRODUCTION TO GLOBAL BUSINESS.** (3,fa, sp, su). Introduces students to an integrated framework for understanding global business and the cultural, political, and economic environments within which it operates. Prerequisite: Sophomore Standing.
- BAD 250 PERSONAL FINANCE.** (3, fa, sp, su). Factors affecting financial management and investment decisions of the individual.
- BAD 275 BUSINESS LAW I.** (3, fa, sp, su). Introduction to basic principles of business law including torts, crimes, contract law, product liability, consumer protection, and labor law. Also covered are sales, warranties, and an introduction to the Uniform Commercial Code. Prerequisite Sophomore Standing.
- BAD 310 PRINCIPLES OF MANAGEMENT.** (3, fa, sp, su). Introduction to the basic functions of management; historical development of the principles of management with emphasis on tools used in managerial decisions. This course is designated writing intensive. Prerequisites: BAD 101 and ENG 102.
- BAD 335 PRINCIPLES OF RISK MANAGEMENT.** (3,sp). Underlying principles of insurance; the nature and uses of various forms of insurance contracts; types of insurance careers. Prerequisites: ECO 202, MAT 112 or higher, or permission of the instructor.

- BAD 336 REAL ESTATE FUNDAMENTALS.** (3, sp). Basic principles of the real estate business. Prerequisite: ECO 202 or permission of the instructor.
- BAD 338 HUMAN RESOURCE MANAGEMENT.** (3, fa, sp). Recruitment, selection, and placement of personnel; employee training programs and promotion; wage and salary administration; and employee benefit plans. Prerequisite: BAD 310.
- BAD 350 FUNDAMENTALS OF FINANCIAL MANAGEMENT.** (3, fa, sp). Debt and equity instruments for financing capital requirements of business, including planning and analysis of financial problems. Prerequisites: ACC 247, BAD 200 and ECO 202.
- BAD 376 BUSINESS STATISTICS.** (3, fa, sp, su). Inference and testing statistical hypotheses; applications of correlation and regression analysis, analysis of variance; non-parametric statistics; decision theory; and business forecasting. Prerequisite: BAD 200.
- BAD 385 DISCRIMINATION IN EMPLOYMENT.** (3,fa). Individual and minority rights in industry, unions, urban centers and politics; public policies to eliminate discrimination in opportunities and employment. Prerequisite: BAD 338.
- BAD 405 GOVERNMENT AND BUSINESS.** (3, sp). Role of government in regulating the business sector, its market structure, conduct and performance. Regulatory laws such as antitrust laws and their implications are emphasized. Prerequisite: ECO 202.
- BAD 407 BUSINESS INTERNSHIP.** (3, fa, sp, su). Supervised practical instruction in a public or private organization along with an academic component monitored by faculty. Prerequisite: Senior standing or permission of instructor.
- BAD 412 BUSINESS LAW II.** (3, fa, sp). Concepts of business law including commercial paper, secured transactions, creditors' rights and bankruptcy, agency and employment, landlord-tenant relationships, personal property and bailments. Applications under the Uniform Commercial Code are emphasized. Prerequisite: BAD 275.
- BAD 441 INVESTMENTS.** (3,sp). Various types of investment vehicles will be surveyed. Major emphasis will be on basic principles of investment, the construction of an investment portfolio, security analysis, sources and uses of information and the mechanism for investment. Prerequisite: BAD 350 or permission of instructor.
- BAD 451 ORGANIZATIONAL THEORY AND BEHAVIOR.** (3, fa, sp, su). Study of various organizational structures, models, and supporting theory; organizations as complex systems; organizational behavior, individual and group dynamics in business environments; organizational development and change. Prerequisite: BAD 310.
- BAD 460 COMPENSATION MANAGEMENT.** (3,fa). A study of the policies and procedures in relation to wage levels and structures. Study of the instruments employed in wage and salary decision making. Prerequisite: BAD 338.
- BAD 465 OPERATIONS MANAGEMENT.** (3, fa, sp). The organization and management of manufacturing enterprises. Topics surveyed include production planning, plant layout, material handling, production and inventory control, statistical quality control, wage incentives. Co-requisites: BAD 310 and BAD 376.

- BAD 487 SMALL BUSINESS MANAGEMENT.** (3, fa, sp, su). The techniques and strategies for managerial decisions in a small business. Consideration is given to the role of small business in the free enterprise system. Prerequisites: ACC 247, BAD 310 and MKT 321.
- BAD 490 BUSINESS POLICY.** (3, fa, sp). Capstone course that integrates knowledge in the field of business management. Prerequisite: Graduating Senior standing. (last semester).
- BAD 495 – SPECIAL TOPICS IN BUSINESS.** (1-3). Topic to be listed in course 497 schedule. May enroll again as topic changes.

**SAMPLE PROGRAM OF STUDY**  
 Leading to a Bachelor of Science degree  
 with a major in Business Administration

**FRESHMAN YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
GE 101	University Seminar	1	ENG 102	Comp. & Rhet. II	3
ENG 101	Comp. & Rhet. I	3	PHY 101	General Psychology	3
BED 208	Integrated Computer App.	3	PED	Activity	1
MAT 112	Applied Algebra for Business	3	PED 111	Pers. and Com. Health	2
BAD 101	Intro. to Business	3	BAD 250	Personal Finance	3
	Science Req.	3	HIS 101/102	Int'l. History Req.	3
		<u>3</u>			<u>15</u>
		16			

**SOPHOMORE YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
HIS/PSC	U.S./MO Const. Req.	3		Science Req. w/lab	4
ECO 201	Macro Economics	3	ECO 202	Micro Economics	3
ACC 246	Principles of Accounting I	3	BAD 200	Intro. to Business Statistics	3
BAD 215	Global Business	3	ACC 247	Principles of Accounting II	3
SPT 206	Fund. of Speech	3	BAD 275	Business Law I	3
		<u>3</u>			<u>16</u>
		15			

**JUNIOR YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
BAD 310	Principles of Management	3	BED 312	Business Communications	3
MKT 321	Marketing Principles	3	BAD 338	Human Resource Mgmt.	3
BAD 376	Business Statistics	3		Am. Cul. Div. Req.	3
ECO 305	Money, Credit, Banking	3	BAD 350	Fund. of Financial Mgmt.	3
	Hum./Fine Arts Req.	3	BAD	Business Elective	3
		<u>3</u>			<u>15</u>
		15			

**SENIOR YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
PHI 304	Business Ethics	3	BAD 490	Business Policy	3
BAD 451	Organizational Behavior	3	BAD 465	Operations Mgmt.	3
BAD 487	Small Business Mgmt.	3	BAD	Business Elective	3
BAD	Business Elective	3	BAD	Business Elective	3
	Free Elective	3		Free Elective	2
		<u>3</u>			<u>14</u>
		15			

# BUSINESS EDUCATION

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## DEPARTMENT OF BUSINESS

Assistant Professor: Melloway

### **Mission**

The organizing themes that structure teacher education at Lincoln University are enduring understanding, engaging pedagogy, and evolving worldview. The mission for the degree in Business Education is to prepare individuals to be effective, caring, and competent classroom teachers in the area of secondary (9-12) business education.

### **Degree Offered**

Bachelor of Science in Business Education

### **Certification Requirements**

Certification requirements with the Department of Elementary and Secondary Education state that the candidate for Career Business Education Certification must show documentation of:

1. the course “Implementing (Vocational) Business Education Programs” which must appear on the student’s transcript, and
2. occupational work experience (minimum of 2,000 hours) which must be documented by Lincoln University

### **Objectives**

Students completing a BS degree in Business Education will

1. compare favorably in knowledge of business education with students completing a similar program nationally
2. perform successfully as a pre-service teacher in grades 9-12
3. demonstrate skillful application and integration of instructional technology into lesson plans
4. perform successfully as an in-service teacher in grades 9-12

### **Assessment Program**

The students in the education degree program have several checkpoints throughout their program that measure successful programs. Aside from the measurements taken in the discipline courses, students are evaluated according to the student teaching evaluation procedures, a professional portfolio, and the major Praxis II exam given prior to completion of the degree. Technology assessment is evaluated according to the Instructional Technology Demonstration Checklist, and business education rubrics utilized in performance based courses.

### **Other Assessment Measures**

1. Industry certification exams such as (MOUS) Microsoft Office User Specialist (optional)
2. Clinical experience
3. Follow-up surveys



## Computer Skills Requirement

Students majoring in programs of the Department of Business will develop hands-on skills in the use of word processing, electronic spreadsheets and database systems as they relate to accounting and other business-related operations.

## Required Courses

**Major:** B.S. in Business Education

**General Education Requirements:** A grade of “C” or better in MAT 112 or 113. ECO 201 is required for Area 5D (Social and Behavioral Science); PHI 304 is required for Area 6 (Humanities and Fine Arts), and BAD 215 is required for Area 8 (International Cultural Diversity); with a minimum grade of “C” for all baccalaureate programs in the Department of Business.

**Core Requirements:** A minimum grade of “C” in ACC 246 and 247; BAD 101, 275 and 310; and MKT 321.

**Major Requirements:** A minimum grade of “C” in BED 208, 312 and BAD 250 and 412. Student should consult with the head of the Department of Education regarding courses in education or an appropriate academic advisor.

The program for teachers of business subjects leads to the degree of Bachelor of Science in Education with a major in Business Education. This curriculum prepares graduates to teach business subjects with certification for grades 9–12.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester or year.

- BED 203** **DOCUMENT INPUT AND FORMATTING.** (3, fa, sp). Fundamentals in keying by touch for the purpose of building keyboarding skills to create, format and edit documents.
- BED 208** **INTEGRATED COMPUTER APPLICATIONS.** (3, fa). Integrated applications of keyboarding functions including word processing, database, spreadsheets, presentation graphics, and other applications pertinent to business. Prerequisite: Ability to touch type.
- BED 301** **OFFICE TECHNOLOGY AND PROCEDURES.** (3, sp). Practice in principles and procedures of the business office incorporating technological processes to enhance efficiency.
- BED 302** **RECORDS MANAGEMENT.** (3, fa). Efficient control of business records; acquisition, storage, retrieval, and disposition of records in the modern business office.
- BED 308** **BUSINESS TECHNOLOGY APPLICATIONS.** (3, sp). Advanced business applications utilizing computer technology to process and manage business information electronically. Prerequisite: BED 208 or permission of instructor.
- BED 312** **BUSINESS COMMUNICATIONS.** (3, fa, sp). Application of oral and written business communications, involving competency in effective letter writing, preparation of business reports, oral presentations, and employment related communication topics. This course is designated writing intensive. Prerequisites: ENG 101 and 102, and SPT 206.

**BED 407 DIRECTED OFFICE INTERNSHIP.** (3, fa, sp, su). Supervised work experience allowing the student to apply business skills in an office environment. Students are also able to learn on-the-job procedures and explore career possibilities.

**BED 420 IMPLEMENTING (VOC) BUSINESS EDUCATION PROGRAMS.** (3, su). This course includes a study of teaching techniques and devices, organization and development of curriculum, testing and measurements, funding, special populations, integrating academics, business/education partnerships, and multicultural activities. Special emphasis is given to innovations, systems and developments in business and education. Prerequisites: Senior standing or degree in Business Education.

**BED 495/497 SPECIAL TOPICS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes.

## SAMPLE PROGRAM OF STUDY

### Leading to a Bachelor of Science degree with a major in Business Education

#### FRESHMAN YEAR

<b>First Semester</b>			<b>Second Semester</b>		
GE 101	University Seminar	1	ENG 102	Comp. & Rhet. II	3
ENG 101	Comp. & Rhet. I	3		Science Req.	3
MAT 112	Applied Algebra	3	PED 111	Pers. and Com. Health	2
	Science Req. w/lab	4	BAD 101	Intro to Business	3
PSY 101	General Psychology	3	PSC 201	Am. Pol. Institutions	3
PED	Activity	1		Int'l. History Req.	3
		<hr style="width: 50%; margin: 0 auto;"/>			<hr style="width: 50%; margin: 0 auto;"/>
		15			15

#### SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
SPT 206	Fund. of Speech	3	BAD 215	Intro. to Global Business	3
BED 208	Integrated Computer App	3	ACC 247	Principles of Accounting II	3
ACC 246	Principles of Accounting I	3	BAD 250	Personal Finance	3
	HUM/Fine Arts Req.	3	ECO 201	Macro Economics	3
	US/MO Const. Req.	3		Am. Cul. Div. Req.	3
		<hr style="width: 50%; margin: 0 auto;"/>			<hr style="width: 50%; margin: 0 auto;"/>
		15			15

#### JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
BAD 310	Principles of Management	3	EDU 322	Adolescent Psychology	2
EDU 202	Observations in Education	1	EDU 376	Adv. Instructional Tech.	2
EDU 204	Education Psychology	3	EDU 377	Special Topics in Tech.	1
SE 221	Intro. to Exceptional Child	2	EDU 435	Classroom Management	3
EDU 270	Instructional Technology	3	BAD 412	Business Law II	3
BAD 275	Business Law I	3	BED 312	Business Communication	3
PHI 304	Business Ethics	3	MKT 321	Principles of Mkt.	3
		<hr style="width: 50%; margin: 0 auto;"/>			<hr style="width: 50%; margin: 0 auto;"/>
		18			17

## SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
EDU 316	Tech. of Teaching	3	EDU 474	Student Teaching	10
EDU 420	Tchg. Rdg. in Content Fields	3	EDU 475	Seminar	2
EDU 302	Paraprofessional Training	1		Free Elective	1
EDU 406	School & Society	3			13
EDU 417B	M/M/O Teaching Business	3			
BED 420	Impl (Voc) Bus Ed Prog	3			
		16			

Note: Education majors must take a physical science and a biological science – One with a lab.

# ECONOMICS

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## Course Descriptions

Listed courses may not be taught every semester of every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- ECO 201 MACRO ECONOMICS.** (3, fa, sp, su). Measuring and explaining overall economic performance, money, interest rates, fiscal policy and monetary policy as an analytical core. The application of this core to a variety of current economic problems such as inflation and unemployment. Prerequisite: Sophomore standing.
- ECO 202 MICRO ECONOMICS.** (3, fa, sp, su). Theory of consumer demand, theory of production costs, optimal output and pricing determination under conditions of competition and monopoly; allocation and pricing of resources. Prerequisite: Sophomore standing.
- ECO 305 MONEY, CREDIT AND BANKING.** (3, fa, sp, su). Money and American banking system. Emphasis is placed on the role of money and interest rates and their impact on the U.S. economy. Analytical treatment of the Federal Reserve System and the banking industry. Prerequisite: ECO 201.
- ECO 310 ECONOMIC DEVELOPMENT.** (3). Problems of economic development of less developed countries. Analysis of public policy designed to promote economic development. Prerequisite: ECO 201-202.
- ECO 399 INDEPENDENT RESEARCH ON CURRENT ECONOMIC PROBLEMS.** (1-3). Students who have attained a grade of “B” or better in at least 15 hours of economics may pursue independent studies on a topic of their choice, subject to advisor approval.
- ECO 410 LABOR ECONOMICS.** (3). The determination of employment and wages in the U.S. economy. Topics include the demand and supply of labor, models of discrimination, economic problems of the wage earner in modern society, structure, policies, and problems of labor organizations. Prerequisite: ECO 202.

- ECO 414 MACROECONOMIC ANALYSIS.** (3). Theory of income, employment and price level determination. Theories of consumption, investment, money and portfolio balance. Fiscal and monetary policy to stabilize economic activity. Prerequisite: ECO 201.
- ECO 415 MANAGERIAL ECONOMICS.** (3). A study of microeconomic analysis and its application to business decision making, optimal output and pricing under various structures, consumer demand, production costs and strategic pricing. Optimal allocation of resources. Prerequisites: ECO 202; senior standing.
- ECO 420 INTERNATIONAL ECONOMICS.** (3). Survey of international economics. Basis for and effects of international trade, commercial policy and effects of trade restrictions, balance of payments and exchange rate determination, international monetary systems, gold standard, fixed rate and flexible rate systems. Prerequisite: ECO 201-202.
- ECO 428 HISTORY OF ECONOMIC THOUGHT.** (3). Survey of main ideas and major developments in economic thought from before Adam Smith through the Keynesian revolution. The interaction of economic events and the growth of economic ideas, as seen in classical, Marxian, neoclassical, institutionalism, and Keynesian theories. Connection of economic ideas with contemporary economic problems and policies. Prerequisite: ECO 201-202.
- ECO 432 QUANTITATIVE ECONOMICS AND ECONOMETRICS.** (3). Covers economic applications of functions, graphs, derivatives, regression, matrix algebra, calculus, dynamic models, the problem of uncertainty. Computer work will be part of the course. Prerequisite: Junior standing.
- ECO 434 BUSINESS FORECASTING.** (3). Provides both analytical techniques and insight into significant changes in the economy and a study of major business fluctuations. Includes an examination of basic forecasting tools and their applications to business situations.
- ECO 475 PUBLIC FINANCE.** (3). Principles and problems of government spending and taxation. Theory of public goods and externalities. Cost-benefit analysis. Analysis of specific expenditure, transfer, and regulatory programs. U.S. tax structure, income redistribution effects and efficiency in resource allocation. The topics will be related to current economic policy. Prerequisite: ECO 201-202.
- ECO 495-497 SPECIAL TOPICS IN ECONOMICS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes.

# MARKETING

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## DEPARTMENT OF BUSINESS

Associate Professor: Logan  
Assistant Professor: Heldenbrand

### **Mission**

The Marketing program offered by the Department of Business prepares graduates for entry into domestic or international marketing positions, including industry, government and private entrepreneurship. The program exposes the graduates to a broad range of principles, theories, models, experiences and ethics of a business organization, which will enable graduates to succeed in their chosen field.

### **Degree Offered**

Bachelor of Science in Marketing

### **Objectives**

All students completing the B.S. in Marketing will

1. have an understanding of the concepts and theories underlying the operation and management of the marketing aspects of domestic or international business
2. have the technical, problem-solving, critical thinking, and computer skills necessary to perform successfully in industry, government, and private entrepreneurship
3. be able to successfully demonstrate the application of core competencies
4. compare favorably in knowledge and core competencies with students completing a similar program nationally
5. possess the necessary knowledge to pass the Major Field Assessment Test in Business
6. successfully demonstrate the ability to communicate effectively orally and in writing

### **Assessment Program**

Assessment measures enable Marketing faculty to determine whether students have adequately satisfied program objectives. Through use of case studies and unstructured problems in performance-based courses, students can periodically review their performance and evaluate their progress. Primary emphasis will be placed on major field assessment test in business. This assessment test is to be taken by students in their last semester. Test results will be included as part of the capstone course grade. Other assessment measures include information obtained from internal exit interviews.

### **Computer Skills Requirement**

Students majoring in the Marketing program will develop hands-on skills in the use of word processing, electronic spreadsheets and data base systems as they relate to accounting and other business related operations.

All majors will be required to take BED 208, or demonstrate a comparable skill level through a proficiency examination. This requirement must be met prior to completing the

first 60 hours of work or within the first semester of transferring to Lincoln University, whichever is applicable.

## Required Courses

**Major:** B.S. in Marketing

**General Education Requirements:** A minimum grade of “C” is required in ECO 201 for Area 5D (Social and Behavioral Science), MAT 112 or 113 (Area 2), PHI 304 for Area 6 (Humanities and Fine Arts) and BAD 215 for Area 8 (International Cultural Diversity) for all baccalaureate programs in the Department of Business.

**Core Requirements:** A minimum grade of “C” in ACC 246-247; BAD 200, 275, 310, 350, 376; BED 208, 312; ECO 202; MKT 321.

**Major Requirements:** A minimum grade of “C” in BAD 101, 250, 490; MKT 309, 322, 326, 345, 415, 421; ECO 305; and 9 hours of approved MKT electives.

**Minor:** 18 hours with a minimum grade of “C” in MKT 309, 321, 322, 326, and 421; and 3 hours of approved MKT electives.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- MKT 309 ADVERTISING PRINCIPLES.** (3, fa). Same as JOU 309. Economics, research, and strategy of selling through the mass media.
- MKT 321 PRINCIPLES OF MARKETING.** (3, fa, sp). Institutions, functions, and problems involved in the transfer of goods from the producer to the consumer.
- MKT 322 FUNDAMENTALS OF RETAILING.** (3, sp). How retail outlets operate to serve both the producer and the consumer of commodities. Prerequisite: MKT 321, or permission of instructor.
- MKT 326 MARKETING MANAGEMENT.** (3, sp). A detailed analysis of the work of the distribution manager who plans, organizes, directs, and coordinates the activities of those in specialized aspects of marketing. Prerequisite: MKT 321.
- MKT 327 PHYSICAL DISTRIBUTION SYSTEMS.** (3, sp). Attention to developing and administering channel networks to coordinate demand and supply patterns and to optimize physical systems in terms of cost, services, and information feedback.
- MKT 345 CONSUMER BEHAVIOR.** (3, sp). Examines the influence of cultural, social, and psychological factors on the market process through behavioral science research. Prerequisite: MKT 321.
- MKT 407 MARKETING INTERNSHIP.** (3, fa, sp, su). Supervised practical instruction in a public or private organization along with an academic component monitored by faculty. Prerequisite: Junior or Senior standing and permission of the instructor.
- MKT 415 INTERNATIONAL MARKETING.** (3, fa). A study of the management of marketing functions and multinational firms. Major emphasis will be given to how international marketing differs from the domestic process. Prerequisite: MKT 321.

**MKT 421 MARKET RESEARCH AND DECISION MAKING.** (3, fa). The application of basic business research methods to the solution of major marketing problems. Market studies will be analyzed to determine the appropriate marketing mix for various business enterprises. Prerequisites: MKT 321 and BAD 376 (concurrently).

**MKT 495/497 SPECIAL TOPICS.** (1-3). Topic to be listed in course schedule. May enroll again as topic changes.

## SAMPLE PROGRAM OF STUDY

### Leading to a Bachelor of Science degree with a major in Marketing

#### FRESHMAN YEAR

<b>First Semester</b>			<b>Second Semester</b>		
GE 101	University Seminar	1	ENG 102	Comp. & Rhet. II	3
ENG 101	Comp. & Rhet. I	3		Int'l. History Req.	3
MAT 112	Applied Algebra	3	BAD 200	Intro to Business Statistics	3
	Science Req.	3	PED 111	Pers. and Com. Health	2
BED 208	Integrated Computer App.	3	BAD 101	Intro to Business	3
PED	Activity	1			<hr style="width: 100%;"/>
		14			14

#### SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
ACC 246	Principles of Accounting I	3	ACC 247	Principles of Accounting II	3
ECO 201	Macro Economics	3	ECO 202	Micro Economics	3
	Hum./Fine Arts Req.	3	BAD 275	Business Law I	3
PSY 101	General Psychology	3		Am. Cul. Div. Req.	3
SPT 206	Fund. of Speech	3		Science Req. w/lab	4
		<hr style="width: 100%;"/>			<hr style="width: 100%;"/>
		15			16

#### JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
BAD 215	Intro to Global Business	3	BED 312	Business Communications	3
BAD 310	Prin. of Management	3	MKT 322	Fund. of Retailing	3
BAD 376	Business Statistics	3	BAD 250	Personal Finance	3
ECO 305	Money, Credit, Banking	3	MKT	MKT Elective	3
MKT 321	Marketing Principles	3	BAD 350	Fund. of Financial Mgmt.	3
		<hr style="width: 100%;"/>			<hr style="width: 100%;"/>
		15			15

#### SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
MKT 309	Principles of Advertising	3	PHI 304	Business Ethics	3
MKT 415	Int'l. Marketing	3	MKT 326	Marketing Management	3
MKT 421	Marketing Research	3	BAD 490	Business Policy	3
MKT	MKT Elective	3	MKT 345	Consumer Behavior	3
	US/MO const Req.	3	MKT	MKT Elective	3
		<hr style="width: 100%;"/>		Free Elective	<hr style="width: 100%;"/>
		15			2
					17

A minimum of 120 hours, which includes 40 hours of upper division work, plus 1 hour of activity Physical Education is required for graduation. Students should consult the General Education Requirements section of the *Undergraduate Bulletin* for alternative courses that will fulfill the general education requirements, or consult with an advisor.

# PUBLIC ADMINISTRATION

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## DEPARTMENT OF BUSINESS

Professors: Edoho, Ike

### **Mission**

The Public Administration program offered by the Department of Business prepares graduates for employment with federal, state and local governments, voluntary agencies, and industry. The program exposes the graduates to a broad range of principles, theories, models, experiences, and ethics of public service, which will enable graduates to succeed in their chosen field.

### **Degree Offered**

Bachelor of Science in Public Administration

### **Objectives**

All students completing the B.S. in Public Administration will

1. have an understanding of the concepts and theories underlying the operation and management of federal, state, and local governmental agencies
2. have the technical, problem-solving, critical thinking, and computer skills necessary to perform successfully in public service
3. be able to successfully demonstrate the application of core competencies
4. compare favorably in knowledge and core competencies with students completing a similar program nationally
5. possess the necessary knowledge to pass the Major Field Assessment Test in Business
6. successfully demonstrate the ability to communicate effectively through the written media

### **Assessment Program**

Assessment measures enable Public Administration faculty to determine whether students have adequately satisfied program objectives. Through use of case studies and unstructured problems in performance-based courses, students can periodically review their performance and evaluate their progress. Primary emphasis will be placed on major field assessment test in business. This assessment test is to be taken by students in their last semester. Test results will be included as part of the capstone course grade. Other assessment measures include information obtained from internal exit interviews.

### **Computer Skills Requirement**

Students majoring in the Public Administration program develop hands-on skills in the use of word processing, electronic spreadsheets and data base systems as they relate to accounting and other business-related operations.

All majors will be required to take BED 208 to demonstrate a comparable skill level through a proficiency examination. This requirement must be met prior to completing the first 60 hours of work or within the first semester of transferring to Lincoln University, whichever is applicable.



## Required Courses

**Major:** B.S. in Public Administration

**General Education Requirements:** A minimum grade of “C” is required in ECO 201 for Area 5D (Social and Behavioral Science), MAT 112 or 113 (Area 2), PHI 304 for Area 6 (Humanities and Fine Arts), and BAD 215 for Area 8 (International Cultural Diversity) for all baccalaureate programs in the Department of Business.

**Core Requirements:** A minimum grade of “C” in ACC 246-247; BAD 200, 275, 310, 350, 376; BED 208, 312; ECO 202; MKT 321.

**Major Requirements:** A minimum grade of “C” in BAD 101, 250, 451, 490; PAD 310, 338, 401, 402, 404, 407, 441, 475; and 3 hours of PAD electives.

Note: For a **Legal Studies** minor, see p. 190.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- PAD 310 PRINCIPLES OF PUBLIC ADMINISTRATION.** (3, sp, odd). Same as PSC 310. Prerequisite: BAD 101.
- PAD 315 MANAGEMENT OF NON-PROFIT ORGANIZATIONS.** (3, fa, odd). Management of public service organizations and government agencies; special focus on problems of monitoring, controlling and delivering services and on performance evaluation.
- PAD 325 URBAN MANAGEMENT.** (3, fa). Examination of the economic and political environment of urban management; problems of program planning and policy development; managerial techniques of dealing with emerging problems in the urban community.
- PAD 338 HUMAN RESOURCE MANAGEMENT.** (3, fa, sp). Same as BAD 338. Prerequisite: BAD 310.
- PAD 401 PUBLIC POLICY PROCESS AND ANALYSIS.** (3, fa). Focuses on the process of public decision-making and the development of capabilities to analyze those processes.
- PAD 402 MODERN SOCIAL ORGANIZATIONS.** (3, sp). Same as SOC 402.
- PAD 404 INTERGOVERNMENTAL RELATIONS.** (3, fa). Assesses the impacts and consequences of shifts in the administration of intergovernmental policies and programs. Examines legislation, roles, and the responsibilities of federal, state, regional and local systems.
- PAD 405 GOVERNMENT AND BUSINESS.** (3, sp). Same as BAD 405.
- PAD 407 PUBLIC ADMINISTRATION INTERNSHIP.** (3, fa, sp, su). Supervised practical instruction in agencies concerned with public issues and the implementation of public policies. Prerequisite: Senior standing or permission of instructor.
- PAD 410 ORGANIZATIONAL PSYCHOLOGY.** (3, sp). Same as PSY 410.
- PAD 418 ADMINISTRATIVE LEADERSHIP.** (3, sp). Examination of problems of leadership within the context of diverse organizations; application of approaches to solving problems in leadership; comparison of leadership processes with respect to their effectiveness.
- PAD 441 GOVERNMENTAL ACCOUNTING.** (3, su). Same as ACC 441.

- PAD 463 COLLECTIVE BARGAINING IN PUBLIC EMPLOYMENT.** (3, fa). History and current status of collective bargaining practices and governmental policies in the public sector; public policy at federal, state, and local levels in employee relations.
- PAD 475 PUBLIC FINANCE.** (3, fa). Principles and problems of government spending and taxation. Theory of public goods and externalities. Cost-benefit analysis. Analysis of specific expenditure, transfer, and regulatory programs. U.S. tax structure, income redistribution effects and efficiency in resource allocation. The topics will be related to current economic policy. Prerequisite: ECO 201-202.
- PAD 495/497 SPECIAL TOPICS IN PUBLIC ADMINISTRATION.** (3, sp). In-depth investigation of key policy areas and the administration of such policies; focus on application of research techniques to policy analysis and of managerial techniques to administration of public policies.

**SAMPLE PROGRAM OF STUDY**  
 Leading to a Bachelor of Science degree  
 with a major in Public Administration

**FRESHMAN YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
ENG 101	Comp. & Rhet. I	3	ENG 102	Comp. & Rhet. II	3
GE 101	University Seminar	1	BAD 200	Business Statistics	3
	Int'l. History Req.	3	PSY 101	General Psychology	3
MAT 112	Applied Algebra	3	PED 111	Pers. and Com. Health	2
	Science Req.	3	BED	Integrated Computer App.	3
BAD 101	Intro. to Business	3	PED	Activity	1
		16			15

**SOPHOMORE YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
ACC 246	Principles of Accounting I	3	ACC 247	Principles of Accounting II	3
BAD 215	Intro. to Global Business	3	PSC 203	American National Gov.	3
ECO 201	Principles of Economics I	3	ECO 202	Principles of Economics II	3
SPT 206	Fund. of Speech	3		Science Req. w/lab	4
	Am. Cul. Div. Req.	3	BAD 275	Business Law I	3
		15			16

**JUNIOR YEAR**

<b>First Semester</b>			<b>Second Semester</b>		
BAD 310	Principles of Management	3	BAD 376	Business Statistics	3
BAD 350	Fund. Financial Management	3	ECO 305	Money, Credit, Banking	3
PAD 310	Prin. Public Administration	3	PAD 338	Human Resource Mgmt.	3
BED 312	Business Communications	3		Hum./Fine Arts Req.	3
BAD 250	Personal Finance	3	PHI 304	Business Ethics	3
		15			15

## SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
PAD 401	Public Policy Proc.	3	PAD 404	Intergovern. Relations	3
PAD 451	Org. Behavior	3	PAD 475	Public Finance	3
PAD 402	Modern Social Org.	3	PAD 407	Public Admin. Internship	3
PAD 441	Governmental Accounting	3	BAD 490	Business Policy	3
MKT 321	Principles of Marketing	<u>3</u>		Free Elective	<u>2</u>
		15			14

A minimum of 120 hours plus 1 hour of activity Physical Education is required for graduation. Students should consult the General Education Requirements section of the *Undergraduate Bulletin* for alternative courses that will fulfill the general education requirements, or consult with an advisor.

# EDUCATION

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## DEPARTMENT OF EDUCATION

Professors: Chapel, Hendricks, Jay, Saha

Associate Professors: Brown, Connor, Dalton, Hibbett, Kern, Schnieders, Wood

Assistant Professors: Fredrick, Lael

### **Mission**

The Mission of the Department of Education is to train current and future educators, education leaders, early childhood care givers and counselors through degree programs in teaching, early childhood, administration, leadership, counseling, and wellness that employ technology skills, inclusive pedagogy and research-based results-oriented practices in education.

### **Accreditation**

The Department of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). Programs are approved by the Missouri Department of Elementary and Secondary Education (DESE).

The Missouri Department of Elementary and Secondary Education -- Office of Educator Quality is working with representative stakeholders groups to redesign the standards for educator preparation including certification requirements. These changes and implementation schedule will be communicated to students through individual advising sessions, meetings, and/or other university communications. If there are any questions and/or concerns, please contact the Director of Educator Preparation in the Office of Educator Quality.

### **Conceptual Framework**

The Conceptual Framework has three themes:

#### ***Enduring Understanding***

Learning and teaching center on Content knowledge and skills valuable for a lifetime.

#### ***Engaging Pedagogy***

Learning is active and interactive, Emphasizing inquiry and application.

#### ***Evolving Worldview***

Learners encounter diverse people, perspectives, and ideas to enhance social responsibility and global consciousness.



## Degrees Offered

### Early Childhood Care and Education

The Associate of Applied Science in Early Childhood Care and Education is a two-year program leading to the A.A.S. degree. It is specifically designed to meet the critical need for highly qualified child care providers and early childhood practitioners. Candidates can become leaders in working with families with children from birth to age eight. Candidates seeking the A.A.S. degree in early childhood care and education must fulfill the following requirements for graduation:

1. Complete 61 credit hours with a cumulative GPA of 2.5 or better.
2. Submit a comprehensive professional portfolio that demonstrates competency.
3. Submit two letters of recommendation from Early Childhood Practicum supervisors and/or Early Childhood employers.
4. Document the successful passage of the FBI/Missouri Highway Patrol fingerprint check and background search for admission to the program.

The Early Childhood Care and Education program also serves as an Area of Concentration for Elementary Education majors. Candidates receiving the initial Missouri Elementary Teaching Certificate (Grades 1-6) may complete an additional endorsement in Early Childhood Education (PreK-3rd Grade). Candidates interested in the Associate of Applied Science in Early Childhood Care and Education should contact an early childhood advisor for specific requirements.

### Bachelor of Science in Education

Candidates earn the Bachelor of Science in Education degree (B.S.Ed.) when they complete requirements for one of the education programs as well as general education and major and minor (if applicable) requirements of Lincoln University. Music Education majors receive a Bachelor of Music Education degree (B.M.E.).

Lincoln University undergraduate education programs are fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and approved by the Missouri Department of Elementary and Secondary Education (MO-DESE). The Department of Education offers programs for Missouri teacher certification in elementary, special education, middle school, and secondary education.

### Elementary Education Program

Graduates of the Elementary Education Program qualify for Missouri certification to teach children in grades one through six. Candidates majoring in elementary education must also have a minor or area of concentration. A minor requires at least 21 semester hours in one of the following: Art, English, Mathematics, Social Sciences (24 hours), Foreign Language, African American Studies, Health, Psychology, Music (24 hours), Physical Education, or Special Education. Areas of concentration include Instructional Technology, Early Childhood Education, Math-Computer Science, and General Science. Candidates can contact education advisors for information about requirements for minors and areas of concentration.

### Special Education Certification Program

A double major in Elementary and Special Education has been approved by the Department of Elementary and Secondary Education. This program typically requires one additional semester to complete. The Special Education Certification Program prepares special education teachers for grades K-12. Candidates majoring in elementary

and special education will complete the requirements for Missouri Cross Categorical Certification. Lincoln University does not offer coursework leading to Missouri certification to work with students with severe/profound disabilities. All students majoring in elementary and special education must meet with the Special Education Advisor to develop a program of study.

## **Middle School Education Program**

The Middle School Program prepares prospective teachers for Missouri certification to teach grades 5-9. Candidates majoring in middle school education must have one area of approved course work selected from among the fields of English, math, science, and social studies. Candidates seeking certification in elementary or secondary education can add middle school certification requirements to their programs. Education advisors will provide a complete list of course requirements. Information is also available on the Department of Education webpage.

## **K-12 and Secondary Education Programs**

Lincoln University offers coursework leading to certification in K-12 and secondary education fields listed below. Advisors in the major department can provide information about specific requirements. Secondary and K-12 students are also encouraged to communicate regularly with advisors in the Department of Education.

- Art Education (K-12)
- Business Education (9-12)
- English Education (9-12)
- Instrumental Music Education (K-12)
- Mathematics Education (9-12)
- Physical Education (K-12)
- Social Science Education (9-12)
- Unified Science (9-12)
- Vocal Music Education (K-12)

## **Objectives**

### **Elementary Education**

Candidates completing a Bachelor of Science in Education degree in the area of elementary education will

1. Demonstrate an understanding of their content area(s) knowledge base, educational and developmental theories, strategies, methodologies and procedures, national and state standards, and professional dispositions, for their appropriate degree
2. Demonstrate an understanding of how diverse students learn “best” and successfully implement instructional strategies that engage students in problem solving and critical thinking, utilizing a variety of methods that are developmental appropriate and content correct
3. Demonstrate an understanding of social responsibility and professionalism to enhance student’s global consciousness, as well as their own global consciousness, when they encounter diverse people, perspectives and ideas

## **Special Education**

Candidates completing a Bachelor of Science in Education degree in the area of special education will

1. Demonstrate an understanding of their content area(s) knowledge base, educational and developmental theories, strategies, methodologies and procedures, national and state standards, and professional dispositions, for their appropriate degree
2. Demonstrate an understanding of how diverse students learn “best” and successfully implement instructional strategies that engage students in problem solving and critical thinking, utilizing a variety of methods that are developmental appropriate and content correct
3. Demonstrate an understanding of social responsibility and professionalism to enhance student’s global consciousness, as well as their own global consciousness, when they encounter diverse people, perspectives and ideas

## **Secondary and K-12 Education**

Candidates should refer to the major content area advisor for a list of objectives.

## **Assessment Program**

Multiple assessments allow candidates and faculty to determine whether students have met the program objectives. The assessment program begins with the selective admission to the Teacher Education Program, which is described in detail below. The students must pass all sections of the Missouri General Education Test and complete the Missouri Educator Profile prior to admission to the Teacher Education Program. The candidates develop a portfolio as they progress through the program. Prior to a student teaching placement students must pass the Missouri Educator Content Area Exam for their area. During student teaching candidates develop a Teacher Work Sample to document their impact on K-12 student learning. All candidates seeking Missouri Teacher Certification must pass the Missouri Performance Assessment prior to receiving teacher certification.

## **Selective Admission to the Teacher Education Program**

The candidate must fulfill the following requirements:

1. An application approved by the faculty member responsible for each area in which the candidate seeks teaching certification
2. Submission of three faculty recommendations that indicate confidence in the candidate’s commitment and ability to complete the program and become an effective teacher
3. An ACT (American College Test) or SAT (Scholastic Aptitude Test) score
4. Passing score on all four areas of the Missouri General Education Test
5. Successful completion of any pre-college-level courses into which he or she was placed
6. A grade of “C” or better in ENG 101 and 102 or ENG 151H and 152H and SPT 206
7. Successful completion of EDU 202 Observations in Education, SE 153, MUS 215, ART 203 or equivalent course with clinical experience
8. A cumulative GPA of 2.75 or better
9. A satisfactory portfolio
10. Missouri Department of Health and Senior Services, Family Care Safety Registry background screening

11. Completion of the Missouri Educator Profile
12. Evidence of successful work with children or youth

## **General Regulations Concerning Student Teaching**

1. All candidates for the B.S. in Education and Missouri Teacher Certification are required to complete student teaching.
2. Applications for student teaching must be completed the semester prior to student teaching.
3. To qualify for student teaching, candidates must have senior standing or an earned baccalaureate degree.
4. Student teachers must have a minimum cumulative grade point average of 3.0, and a grade point average of 3.0 in the major.
5. The candidate must have a grade of “C” or better in all required major subject area courses and in all required education courses with EDU or SE prefixes.
6. Elementary, Middle School and Special Education majors must have a grade of “C” or better in their required mathematics courses.
7. All students must pass the Missouri Educator Content Area Exam for their area prior to the student teaching semester.
8. Student teaching placements will occur in public schools within 30 miles of Lincoln University. Exceptions to this procedure require Teacher Education Council approval. Each candidate must complete a variety of clinical experiences in diverse schools and communities.

## **Technology**

Candidates seeking teaching certification are expected to demonstrate the ability to use a variety of instructional technologies including instructional video, computers, telecommunications and interactive media. All candidates seeking teaching certification through Lincoln University must complete EDU 270 or EDU 451 Instructional Technology where they achieve the standards of the International Society for Technology in Education (ISTE).

## **eMINTS**

Lincoln University’s Department of Education is the first teacher-preparation institution in the nation to implement eMINTS — enhancing Missouri’s Instructional Networked Teaching Strategies. Teacher education candidates can earn an eMINTS Certificate by completing four courses which may be included in the Instructional Technology Area of Concentration. eMINTS instructional strategies transform classrooms into places for learning where teachers and students use multimedia tools to better understand the world, work together and achieve at new and higher levels. Initial research indicates that eMINTS strategies are effective in closing the achievement gap.



## Course Descriptions

Listed courses may not be taught every semester or every year. Consult your advisor about projected course offerings.

### Early Childhood, Elementary and Secondary Education Courses

- EDU 100 CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA).** (NC). Child Development Associate Credential course required for 120 hours internship.
- EDU 161 PRINCIPLES OF EARLY CHILDHOOD EDUCATION.** (3). This course introduces the historical, philosophical, psychological and sociological foundations of Early Childhood Education. Students spend 30 hours aiding in infant and toddler settings. Structured observations, focused activities and reflections, and videotapes will be required.
- EDU 201 PRACTICUM WITH THREE- AND FOUR-YEAR OLDS.** (1). Students spend 30 hours working in a preschool or day care setting. Structured activities and student created activities, reflections, and videotapes will be required. Prerequisite: EDU 161 or concurrent enrollment.
- EDU 202 OBSERVATIONS IN EDUCATION.** (1). The student will develop an awareness of teaching methods and strategies, classroom organization and management, differences in age levels and individual differences through observation of multicultural classrooms. A lab component of 15 hours of observations will be completed. The student will also develop a profile of himself/herself as a learner including strengths and weaknesses in content areas and preferred learning styles. Prerequisite: Should be taken concurrently with EDU 204 and SE 221.
- EDU 203 PRACTICUM WITH KINDERGARTNERS.** (1). Students spend 30 hours aiding in a kindergarten or kindergarten enrichment classroom. They plan, implement and evaluate lessons and reflect on these lessons. Videotapes of some lessons will be required. Prerequisite: EDU 161 or concurrent enrollment.
- EDU 204 EDUCATIONAL PSYCHOLOGY.** (3). Application of psychological concepts to school situations including the principles of learning, motivation, and self-development. Both the typical and atypical student are studied at school levels from pre-kindergarten through high school. This course is designated writing intensive. Prerequisite: PSY 101 and should be taken concurrently with EDU 202 and SE 221.
- EDU 206 HEALTH, SAFETY AND NUTRITION OF THE YOUNG CHILD.** (2). This course introduces the study of good individual and community health practices, basic safety training for young children and nutritional guidelines and practices. It includes a study of the regulations and procedures required for licensure as well as appropriate record keeping and referrals.
- EDU 208 FAMILY AND COMMUNITY RESOURCES.** (3). This course discusses the legislation, legal and advocacy issues, and policy-making related to young children. It explores the relationship between the child, his or her family and the community, focusing on the resources available for young children.
- EDU 256 LITERATURE FOR CHILDREN AND ADOLESCENTS.** (3). Focus of the course will be on choosing quality literature for classroom use, effective

strategies for teaching with literature and emphasizing life-long reading with students. Appropriate award winning literature for elementary and secondary students will be examined. (Meets requirements for EDU 280 and middle school certification.)

- EDU 260 EDUCATION AND CULTURAL DIVERSITY.** (3). This course is open to students interested in the connections between the global institution of education and the complex nature of cultural diversity. (Partially fulfills the cultural diversity requirement for General Education.)
- EDU 270 INSTRUCTIONAL TECHNOLOGY.** (3). This class is designed to make students proficient in various forms of media technology to include desktop publishing, webpage design, and electronic presentation.
- EDU 276 OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD EDUCATION.** (3). Students will study a wide variety of appropriate assessments for young children. Emphasis will be placed on areas such as language development, perceptual and motor development, and general readiness for school. Students will observe and assess children from infant to third grade for 30 hours.
- EDU 280 EARLY LITERACY AND YOUNG CHILDREN'S LITERATURE.** (3). Focus will be placed on developing literacy in young children including inquiry, logical and critical thinking, creative expressions; interpersonal relationships; and other communication skill development. Literature appropriate for young children will be explored.
- EDU 285 PROGRAM MANAGEMENT IN EARLY CHILDHOOD EDUCATION.** (3). Students will study appropriate learning environments, strategies for effective instruction and management techniques for young children. Program management including fiscal management, staffing, evaluating and communication will be included.
- EDU 290 CURRICULUM IN EARLY CHILDHOOD EDUCATION.** (3). Students will learn to plan, implement and evaluate lessons in which children can construct new knowledge. They will develop appropriate curriculum that is integrated and imaginative. They will create and manage learning environments for active learning.
- EDU 295 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION.** (1-5). The study of a topic in early childhood care and education not otherwise included in the curriculum, or for further in-depth research and study with a faculty member. Prerequisite: EDU 161 and expression of mutual interest by the student and faculty. (May be taken more than once.)
- EDU 302 PARAPROFESSIONAL TRAINING.** (1). Elementary education candidates work as paraprofessionals in multicultural classroom settings. Evaluations will be made by the classroom teacher and the University supervisor. May be repeated for additional credit. Prerequisite: Admission to the Teacher Education Program.
- EDU 304 PARAPROFESSIONAL TRAINING FOR 7-12 STUDENTS.** (2). Secondary education candidates work as paraprofessionals in multicultural classroom settings over a semester. Evaluation will be made by the classroom teacher and the University supervisor. May be repeated for additional credit. Prerequisite: Admission to the Teacher Education Program. Corequisite: EDU 417.
- EDU 305 PARAPROFESSIONAL TRAINING FOR K-12 STUDENTS.** (2). Art, music, and physical education candidates work as para-professionals in

multicultural classroom settings over a semester. Evaluation will be made by the classroom teacher and the University supervisor. May be repeated for additional credit. Prerequisite: Admission to the Teacher Education Program. Corequisite: EDU 417.

- EDU 315 TEACHING MATHEMATICS TO CHILDREN: PRE-K THROUGH 8.** (4). A methods course covering the mathematical concepts developed from pre-kindergarten to beginning algebra. Prerequisites: MAT 118 and 119 and admission to the Teacher Education Program.
- EDU 315L MATHEMATICS MANIPULATIVE AND COMPUTER LABORATORY.** (0). A lab experience in which students learn to use math manipulatives and to preview and evaluate mathematics computer software. Must be taken concurrently with EDU 315.
- EDU 316 TECHNIQUES OF TEACHING.** (3). A study of instructional planning, methods of developing instructional materials, classroom organization and control, cultural differences, and evaluation in teaching. Prerequisite: Completion of EDU 204 Educational Psychology with a grade of C or better.
- EDU 321 PSYCHOLOGY OF DEVELOPMENT.** (3). A study of the physical, social, emotional and intellectual development of the child from conception through age 12. Prerequisite: EDU 204.
- EDU 322 ADOLESCENT DEVELOPMENT.** (2). A study of the physical, social, emotional and intellectual development of the child from ages 12 through 20. Prerequisite: EDU 204.
- EDU 323 TEACHING WRITING WORKSHOP.** (2). Instructional strategies and curriculum materials appropriate for teaching writing workshop in the literacy program of the elementary grades. This course is designated writing intensive. Prerequisite: Admission to the Teacher Education Program. Concurrent enrollment in EDU 418 and EDU 424 required.
- EDU 324 METHODS OF TEACHING SOCIAL STUDIES.** (2). A methods course covering Social Studies concepts appropriate to the elementary child. Prerequisite: Admission to Teacher Education Program.
- EDU 376 ADVANCED INSTRUCTIONAL TECHNOLOGY.** (3). Students will review skills acquired in EDU 270-Instructional Technology. During this review, students will develop advanced skills in desktop publishing, using digital video in PowerPoint presentations, and creating websites using Macromedia Dreamweaver. Prerequisite: EDU 270 or permission of instructor.
- EDU 406 SCHOOL AND SOCIETY.** (3). A study of the legal, historical, philosophical, and sociological foundations of education, including multicultural education, and an in-depth study of the operation, management and control of schools today. This course is designated writing intensive. Prerequisite: EDU 204 Education Psychology and SE 221 Education of the Exceptional Child.
- EDU 416 READING AND WRITING IN THE MIDDLE SCHOOL.** (4). Provides students with models and techniques for helping adolescent students communicate effectively through reading and writing across the curriculum. Persons seeking certification as high school English teachers may take this course in lieu of EDU 255. It is recommended that students take this course after or concurrent with EDU 420.

- EDU 417A MATERIALS, METHODS, AND OBSERVATIONS IN TEACHING ART.** (2). A course in methods, materials, correlation and technical problems in the teaching of art in secondary schools. Prerequisite: Permission of instructor.
- EDU 417B MATERIALS, METHODS, AND OBSERVATIONS IN TEACHING SECONDARY BUSINESS SUBJECTS.** (3). A course surveying the history, content, organization, administration and methods of teaching business education on the secondary level. Prerequisite: EDU 316 and admission to Teacher Education Program.
- EDU 417E MATERIALS, METHODS, AND OBSERVATION IN TEACHING ENGLISH.** (3). A course involving research in the various methods of teaching English in the middle and high school and the materials used. Prerequisite: Admission to Teacher Education Program.
- EDU 417H MATERIALS, METHODS AND OBSERVATIONS IN TEACHING HEALTH.** (2). A course emphasizing the materials and methods of teaching health in the schools and the community. Prerequisite: Permission of instructor.
- EDU 417M MATERIALS, METHODS AND OBSERVATION IN TEACHING MATHEMATICS.** (2). This course deals with the problems and methods of teaching middle and high school mathematics. Prerequisite: Admission to Teacher Education Program.
- EDU 417P MATERIALS, METHODS AND OBSERVATION IN TEACHING PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL.** (2). Deals with the teaching of physical education in the elementary school setting. Students are required to spend 20 clinical hours working in an elementary school setting. Prerequisite: Permission of instructor.
- EDU 417Q MATERIALS, METHODS AND OBSERVATIONS IN TEACHING PHYSICAL EDUCATION IN THE SECONDARY SCHOOL.** (2). Deals with the teaching of physical education in the secondary school setting. Students are required to spend 20 clinical hours working in a secondary school setting. Prerequisite: Permission of instructor.
- EDU 417S MATERIALS, METHODS AND OBSERVATION IN TEACHING SCIENCE.** (2). The principles and techniques of teaching science in middle and high school are studied through hands-on and minds-on strategies. Prerequisite: Admission to Teacher Education Program.
- EDU 417T MATERIALS, METHODS AND OBSERVATION IN TEACHING SOCIAL SCIENCE.** (2). This course deals with problems of teaching social science in middle and high school. Prerequisite: Admission to Teacher Education Program.
- EDU 418 LITERACY INSTRUCTION IN ELEMENTARY GRADES.** (4). Current theories of literacy development and instructional implications for teaching reading and language arts. Prerequisite: Admission to Teacher Education Program. Concurrent enrollment in EDU 323 and EDU 424 required.
- EDU 420 TECHNIQUES OF TEACHING READING IN THE CONTENT FIELDS.** (3). Assists middle school and secondary students in understanding and incorporating reading theory and practice to teach and evaluate student learning across the curriculum. Prerequisite: Admission to Teacher Education Program.

- EDU 423 TEACHING SCIENCE TO CHILDREN: PRE-KINDERGARTEN-8.** (3). The methods of teaching science both content and process will be focused on developing elementary children's inquiry skills in understanding and explaining natural phenomena. Prerequisite: Admission to Teacher Education Program.
- EDU 424 PRACTICUM IN READING AND LANGUAGE ARTS.** (2). Practicum in elementary classrooms focused on children's literacy development and the organization and management of reading and language arts instruction. Prerequisite: Admission to the Teacher Education Program. Concurrent enrollment in EDU 323 and EDU 418 required.
- EDU 425 ASSESSING AND PERSONALIZING READING INSTRUCTION.** (3). The purpose of the course is to assist the classroom teacher in assessing the individual reading needs of children. It will examine principles, practices and materials for personalizing instruction on levels K through 8. Prerequisites: EDU 418, EDU 424 and admission to Teacher Education Program.
- EDU 435 CLASSROOM MANAGEMENT.** (3). Provides preservice and inservice teachers with an overview of classroom management and behavior management theories and appropriate classroom practices. Prerequisite: Admission to Teacher Education Program.
- EDU 451 eMINTS I.** (3). This course introduces students to the eMINTS program. Students become proficient in the areas of constructivism, cooperative learning, and inquiry-based learning.
- EDU 452 eMINTS II.** (3). Students will focus on inquiry-based learning, online learning projects and accessing safe internet resources in constructing technology based lesson plans.
- EDU 453 eMINTS III.** (3). This course will focus on developing webquests, online projects, communication arts, constructivist lesson plans.
- EDU 454 eMINTS IV.** (3). This course will focus on classroom management and interdisciplinary modules. Students will complete their portfolios and websites and prepare projects for student teaching.
- EDU 456 PHOTOGRAPHY FOR TEACHERS.** (3). Focuses on helping teachers create and use photography to strengthen curricular activities.
- EDU 457 SPECIAL TOPICS IN EDUCATION.** (1-5). The study of any educational topic not otherwise included in the curriculum upon expression of mutual interest by students and faculty. (May be taken more than once.)
- EDU 460 MIDDLE SCHOOL FOUNDATIONS (PHILOSOPHY, ORGANIZATION AND CURRICULUM).** (4). Provides theoretical background and practical instruction in understanding the nature of the early adolescent learner, and the philosophy, organizations, and overall curriculum of a middle school program.
- EDU 461 MIDDLE SCHOOL CURRICULUM AND INSTRUCTION.** (3). Designed as a practicum, this course is a follow-up to EDU 460 and moves the students from theory into practice. Included are classroom observations, opportunities for working directly with early adolescent learners, and developing interdisciplinary lessons. Prerequisites: EDU 460.
- EDU 471 STUDENT TEACHING IN GRADES 1-3.** (5, 6, 8, 10). Planning, organizing, and teaching students in grades 1-3 under the supervision of the classroom teachers and University supervisor. To be taken concurrently with EDU 475. Prerequisite: Admission to Teacher Education Program.

- EDU 472 STUDENT TEACHING IN GRADES 4-6.** (5, 6, 8, 10). Planning, organizing, and teaching students in grades 4-6 under the supervision of the classroom teachers and University supervisor. To be taken concurrently with EDU 475. Prerequisite: Admission to Teacher Education Program.
- EDU 473 STUDENT TEACHING IN GRADES 6-9.** ( 5, 6, 8, 10). Planning, organizing, and teaching students in grades 6-9 under the supervision of the classroom teachers and University supervisor. To be taken concurrently with EDU 475. Prerequisite: Admission to Teacher Education Program.
- EDU 474 STUDENT TEACHING IN GRADES 9-12.** ( 5, 6, 8, 10). Planning, organizing, and teaching students in grades 9-12 under the supervision of the classroom teachers and University supervisor. To be taken concurrently with EDU 475. Prerequisite: Admission to Teacher Education Program.
- EDU 475 SEMINAR IN STUDENT TEACHING.** (2). An orientation to student teaching through a seminar providing extensive study of problems and topics associated with the teaching experience. Prerequisite: Admission to Teacher Education Program.
- EDU 476 STUDENT TEACHING IN THE ELEMENTARY SCHOOL.** (5, 6, 8, 10). Planning, organizing and teaching students in grades K-6 under the supervision of the classroom teachers and University supervisor. This course is for those majoring in Art, Music, or Physical Education who are receiving K-12 certification. To be taken concurrently with EDU 475. Prerequisite: Admission to Teacher Education Program.
- EDU 477 STUDENT TEACHING IN THE SECONDARY SCHOOL.** (5, 6, 8, 10,). Planning, organizing and teaching students in grades 7-12 under the supervision of the classroom teachers and University supervisor. This course is for those majoring in Art, Music or Physical Education who are receiving K-12 certification. To be taken concurrently with EDU 475. Prerequisite: Admission to Teacher Education Program.
- EDU 478 CHILD ADVOCACY II: PROFESSIONAL AND SYSTEM RESPONSES TO CHILD MALTREATMENT.** (3). This course is focused on the responses of professionals to allegations of child maltreatment. The purpose of this course is to expand the student's knowledge and skills in identifying, investigation and prosecuting child maltreatment. Students majoring in criminal justice, education, social work, sociology, psychology, nursing and other areas where knowledge of child maltreatment investigation and advocacy are necessary will receive competency based skills training such as an awareness of forensic interviewing, documentation, etc.
- EDU 480 PRACTICAL PUBLICATIONS.** (3). This class will focus on creating a constructionist lesson plan aligned with MOSTEP and ISTE standards that includes a webquest, an interactive PowerPoint show, and a detailed poster using Adobe Photoshop.
- EDU 481 EDUCATIONAL USES OF THE INTERNET.** (3). Exploration of the ways the Internet can be utilized in classroom settings. Focus will be on ways the Internet can provide tools for communication, inquiry, and construction.
- EDU 482 APPLICATIONS IN DISTANCE LEARNING.** (3,). This class will explore the many ways of creating and delivering online courses.
- EDU 488 GRANT WRITING TECHNIQUES.** (3). The purpose of this hybrid course is to help students acquire essential skills on the background and

power of writing grant proposals for discretionary/ competitive competitions.

## Special Education

- SE 153 PRACTICUM IN SPECIAL EDUCATION.** (1). Student assists a teacher in special education classroom. By special education advisor's permission only. May be repeated for additional credit.
- SE 154 PRACTICUM IN SPECIAL EDUCATION.** (2). Student works with a teacher and students in a in special education classroom. May be used as an elective course. By special education advisor's permission only. May be repeated for additional credit.
- SE 221 EDUCATION OF EXCEPTIONAL CHILDREN.** (2). Identifying requirements of Americans with Disabilities Act and Individuals with Disabilities Education Act; state and local district procedures involved in implementation; instructional implications for all teachers. Should be taken concurrently with EDU 202 and EDU 204.
- SE 350 LANGUAGE DEVELOPMENT.** (3). A course which explores the acquisition and development of language in young children. Both typical and exceptional development are considered. Prerequisites: EDU 202, SE 221.
- SE 404 EVALUATION OF ABILITIES AND ACHIEVEMENT.** (3). Introduction to statistical terminology and diagnostic requirements prescribed by law for identifying students with disabilities. Student becomes proficient in use and interpretation of diagnostic tests. Prerequisites: EDU 204 and SE 221.
- SE 408 READING ASSESSMENT AND INTERVENTION FOR EXCEPTIONAL STUDENTS.** (3). A study of the methods, techniques and materials to be used in teaching reading to learners with significant reading difficulties, including awareness of multicultural issues. Prerequisites: EDU 418, EDU 424 and admission to Teacher Education Program.
- SE 409 TEACHING MATH TO EXCEPTIONAL STUDENTS.** (1). A consideration of the cognitive, psychomotor, physical, sensory, social and emotional factors influencing students with mental retardation and/or learning disabilities as they relate to mathematics instruction. Instructional strategies for implementation will be addressed. Student should enroll in SE 452 Advanced Practicum concurrently. Prerequisite: Admission to Teacher Education Program.
- SE 410 CONSULTATION AND COUNSELING TECHNIQUES FOR TEACHERS.** (3). Selected family-educator interaction models; principles of interviewing and conferencing, problem-solving models, and techniques for collaboration. Prerequisites: EDU 202, SE 221.
- SE 411 METHODS AND MATERIALS: MILD/MODERATE DISABILITIES.** (3). Current techniques and materials for teaching students who have mild to moderate disabilities. Students should be concurrently enrolled in SE 451 Advanced Practicum or have instructor's permission to waive practicum. Prerequisite: Admission to Teacher Education Program.
- SE 412 CAREER EDUCATION/TRANSITION.** (3). Roles and responsibilities; legislative requirements; transition components; assessment, development and implementation of functional curricula K-12. Emphasis

- on accessing the general curriculum through functional academics including science, social studies, and economics. Prerequisites: EDU 202, SE 221.
- SE 413 INTRODUCTION TO CROSS CATEGORICAL.** (3). Study of the characteristics of individuals with learning disabilities, intellectual disabilities, emotional/behavioral disabilities; health impairments and orthopedic impairments. Prerequisites: EDU 202, SE 221.
- SE 432 BEHAVIOR MANAGEMENT PRINCIPLES AND TECHNIQUES.** (3). Basic principles and techniques in effecting behavior change through educational approach. Prerequisite: Admission to Teacher Education Program.
- SE 438/439 SEMINAR IN SPECIAL EDUCATION TOPICS.** (1-3). Discussion of current practices that relate to the education of exceptional children. (May be repeated as the topics change.)
- SE 450 ADVANCED PRACTICUM IN SPECIAL EDUCATION.** (1-2). Students work in a special education setting. Prerequisite: Permission of instructor.
- SE 451 ADVANCED PRACTICUM IN METHODS AND MATERIALS FOR MILD/MODERATE DISABILITIES.** (1). Student works in selected special education settings under supervision of University instructor for SE 411. Methods discussed and materials developed in the course will be practiced and used at the practicum site. Prerequisite: Admission to Teacher Education Program and concurrent enrollment in SE 411.
- SE 452 ADVANCED PRACTICUM IN MATH FOR EXCEPTIONAL LEARNERS.** (1). Should be taken concurrently with SE 409. Student serves as teacher's aide in selected special education classrooms under supervision of University instructor for SE 409. Materials and methods discussed and developed in SE 409 will be practiced and used at the practicum site. Prerequisite: Admission to Teacher Education Program and concurrent enrollment in SE 409.
- SE 491 STUDENT TEACHING: SPECIAL EDUCATION-ELEMENTARY.** (5, 8). Planning, organizing and teaching students with disabilities in an elementary setting under the direction of a certified teacher. Prerequisite: Admission to Teacher Education Program and concurrent enrollment in EDU 475.
- SE 492 STUDENT TEACHING: SPECIAL EDUCATION-SECONDARY.** (5, 8). Planning, organizing and teaching students with disabilities in a secondary setting under the direction of a certified teacher. Prerequisite: Admission to Teacher Education Program and concurrent enrollment in EDU 475.
- SE 499 DIRECTED TEACHING - SPECIAL EDUCATION.** (10, on demand). May be in as many as 3 different settings and may be repeated up to 15 hours. Permission of instructor.



## Requirements for the Associate in Applied Science Degree Early Childhood Care and Education

Placement in English courses is determined by the ACT/SAT English score. Placement in Mathematics courses is determined by the Lincoln University Mathematics Placement Test. Based upon these scores additional prerequisite courses may be required.

- A. Total credits required for graduation: 61 semester hours
- B. Residency requirements, if any: 30 semester hours  
**must be taken through Lincoln University**
- C. General education total credits: 31 semester hours

ENG 101	Composition and Rhetoric I	3
ENG 102	Composition and Rhetoric II	3
SPT 206	Fundamentals of Speech	3
MAT 118	Mathematical Foundations for Elementary Teachers	3
HIS 205 or 206	American History	3
PSY 101	General Psychology	3
BIO 103/104, CHM 103/104, PHY 103/104	Science course with a lab	4
EDU 260	Education and Cultural Diversity	3
EDU 270	Instructional Technology	3
PSC 203	Am. National Government	3
	<b>Total</b>	<b>31</b>

### D. Major requirements Total Credits

EDU 161	Principles of Early Childhood Education and Observations	3
EDU 201	Practicum with 3s and 4s*	1
EDU 203	Practicum with Kindergartners*	1
EDU 204	Educational Psychology**	3
EDU 206	Health, Safety, and Nutrition of Young Children	2
EDU 208	Family and Community Resources	3
EDU 276	Observations and Assessment in Early Childhood Education	3
EDU 280	Early Literacy/Young Children's Literature	3
EDU 285	Program Management in Early Childhood	3
EDU 290	Curriculum in Early Childhood Education	3
EDU 321	Psychology of Development	3
SE 221	Education of Exceptional Children	2
	<b>Total</b>	<b>30</b>

\* Prerequisite of EDU 161: Principles of Early Education and Observation

\*\* Prerequisite of PSY 101: General Psychology

## Requirements for the B.S.Ed. in Elementary Education

Successful completion of the courses listed below will entitle a person to receive the degree BSEd with a major in Elementary Education and will lead to a Missouri certificate to teach grades 1-6 in the State of Missouri.

The following courses are the General Education requirements of Lincoln University and/or Missouri Department of Elementary and Secondary Education (DESE). Placement in English courses is determined by the ACT/SAT English score. Placement in Mathematics courses is determined by the Lincoln University Mathematics Placement Test. Based upon these scores additional prerequisite courses may be required.

_____	GE 101	University Seminar	1
_____	ENG 101	Composition and Rhetoric I	3
_____	ENG 102	Composition and Rhetoric II	3
_____	SPT 206	Fundamentals of Speech	3
_____	PED _____	Activity Physical Education	1
_____	PED 111	Personal and Community Health	2
_____	BIO 103	Biological Science	3
_____	PHY 103	Environmental Science, Earth Science, or CHM 103)	3
_____		Science Lab (BIO, Env, PHY, CHM 104)	1
_____	PSC 203	American National Government	3
_____	ECO 201/202	Economic Principles and Problems	3
_____	GEO	Any Geography Course	3
_____	PSY 101	General Psychology	3
_____	_____	Humanities Requirement	3
_____	_____	Humanities Requirement	3
_____	HIS 205/206/220	A course in American History	3
_____	HIS 101/102	A course in International History	3
_____	_____	Am. Cultural Diversity Requirement	3
_____	EDU 260	Education and Cultural Diversity (or other approved course)	<u>3</u>
			<b>50</b>

All elementary education majors must have a minor or an area of concentration consisting of at least 21 hours.

Appropriate minors include: Art, Black Studies, English, Foreign Languages, Health, Mathematics, Music (24 hours), Physical Education, Psychology, Social Sciences (24), and Special Education.

Appropriate areas of concentration include: Mathematics & Computer Science, Early Childhood Education, and Instructional Technology, General Science.

**Total**     21  
**71**

## Pre-Professional Education Courses

The following courses and Pre-professional Blocks may be taken prior to student's admission to Teacher Education Program:

_____	MAT 118	Mathematics Foundations for Elementary Teachers	3
_____	MAT 119	Geometry/Statistics for Elementary Teachers	3
_____	ART 203 or MUS 203	Art/Music for Teachers	2
_____	PEP 210	PE for Elementary Teachers	<u>1</u>
			<b>9</b>

**Pre-professional Block I:** These courses must be taken concurrently.

_____	EDU 202	Observations in Education	1
_____	EDU 204	Educational Psychology (Writing Intensive)	3
_____	SE 221	Education of the Exceptional Child	2
_____	EDU 270	Instructional Technology <b>or</b>	3
	EDU 451	eMINTS I	
		<b>Total</b>	<b><u>9</u></b>

**Pre-professional Block II:** These courses may be taken over several semesters.

_____	EDU 256	Literature for Children and Adolescents	3
_____	EDU 321	Psychology of Development	3
_____	EDU 406	School and Society (WI)	<u>3</u>
		<b>Total</b>	<b>9</b>

## Professional Education Courses

**The following courses require that the student be admitted into the Teacher Education Program before registration.**

Elementary Education Blocks (Blocks **must** be taken in this order):

### Block III

_____	EDU 418	Literacy Instruction in Elementary Grades	4
_____	EDU 424	Practicum in Reading and Language Arts	2
_____	EDU 323	Teaching Writing Workshop (WAC)	2
_____	EDU 315	Teaching Mathematics to Children: Pre-k thru 8	4
_____	EDU 315L	Mathematics Manipulative and Computer Laboratory	<u>0</u>
			<b>12</b>

### Block IV

_____	EDU 425	Assessing and Personalizing Reading Instruction	3
_____	EDU 324	Methods of Teaching Social Studies	2
_____	EDU 423	Teaching Science to Children	3
_____	EDU 435	Classroom Management	3
_____	EDU 302	Paraprofessional Training	<u>1</u>
			<b>12</b>

**Block V**

_____	EDU 471	Student Teaching: Grades 1-3 or 4-6	10
_____	EDU 475	Seminar in Student Teaching	<u>2</u>
			<b>12</b>

**Overall Total 125-137**

### **Requirements for the B.S.Ed. in Special & Elementary Education (Dual Major)**

Successful completion of the courses listed below will entitle a person to receive the BSEd degree with a major in Special Education and Missouri certification in Elementary Education (1-6) and certification in Cross Categorical Special Education (K-12).

The following courses are the General Education requirements of Lincoln University and Missouri Department of Elementary and Secondary Education (DESE). Placement in English courses is determined by the ACT/SAT English score. Placement in Mathematics courses is determined by the Lincoln University Mathematics Placement Test. Based upon these scores additional prerequisite courses may be required.

_____	GE 101	University Seminar	1
_____	ENG 101	Composition and Rhetoric I	3
_____	ENG 102	Composition and Rhetoric II	3
_____	SPT 206	Fundamentals of Speech	3
_____	PED _____	Activity Physical Education	1
_____	PED 111	Personal and Community Health	2
_____	BIO 103	Biological Science	3
_____	PHY 103	Earth or Environmental Science or CHM 103	3
_____		Science Lab (BIO, PHY, ENV, CHM 104)	1
_____	PSC 203	American National Government	3
_____	ECO 201	Economic Principles and Problems	3
_____	GEO	Any Geography Course	3
_____	PSY 101	General Psychology	3
_____	_____	Humanities Requirement	3
_____	_____	Humanities Requirement	3
_____	HIS 205/206/220	A course in American History	3
_____	HIS 101/102	A course in International History	3
_____	_____	Am. Cultural Diversity Requirement	3
_____	EDU 260	Education and Cultural Diversity (or other approved course)	<u>3</u>
		<b>Total</b>	<b>50</b>

## Pre-Professional Education Courses

The following courses and Pre-professional Blocks may be taken prior to student's admission to Teacher Education Program:

_____	MAT 118	Mathematics Foundations for Elementary Teachers	3
_____	MAT 119	Geometry/Statistics for Elementary Teachers	3
_____	ART 203 OR MUS 203	Art/Music for Teachers	2
_____	PEP 210	PE for Elementary Teachers	<u>1</u>
<b>Total</b>			<b>9</b>

### Pre-professional Block I: (These courses should be taken concurrently)

_____	EDU 204	Educational Psychology (WAC)	3
_____	EDU 202	Observations in Education	1
_____	EDU 270	Instructional Technology <b>or</b>	3
	EDU 451	eMINTS I	
_____	SE 221	Education of Exceptional Children	2
_____	SE 153	Practicum in Special Education	<u>1</u>
<b>Total</b>			<b>10</b>

### Pre-professional Block II: (These courses may be taken over several semesters)

_____	EDU 321	Psychology of Development	3
_____	EDU 322	Adolescent Psychology	2
_____	EDU 256	Literature for Children and Adolescents	3
_____	EDU 406	School and Society	<u>3</u>
<b>Total</b>			<b>11</b>

**NOTE: The following Special Education courses MAY be taken prior to admission to the professional education program, but only after completion of EDU 202 and SE 221. These courses are only offered one semester per year. They may be taken prior to beginning Block III, or in conjunction with Block III, Block IV, or Block V.**

_____	SE 350	Language Development	3
_____	SE 412	Career Education/Transition	3
_____	SE 413	Intro to Cross Categorical	3
_____	SE 410	Consultation/Counseling for Teachers	<u>3</u>
<b>Total</b>			<b>12</b>

## Professional Education Courses

**The following courses require that the student be admitted into the Teacher Education Program before registration.**

### Block III:

_____	EDU 418	Literacy Instruction	4
_____	EDU 424	Practicum – Reading/LA	2
_____	EDU 315/315L	Teaching Math to Children: PreK – 8	4
_____	EDU 323	Teaching Writing Workshop (WAC)	2
_____	SE 409	Teaching Math to Children w/Special Needs	1
_____	SE 452	Adv. Practicum in Math	<u>1</u>
<b>Total</b>			<b>14</b>

### Block IV:

_____	EDU 324	Methods of Teaching Social Studies	2
_____	EDU 423	Teaching Science	3
_____	SE 432	Behavior Management OR	<u>3</u>
_____	EDU 435	Classroom Management	
<b>Total</b>			<b>8</b>

### Block V:

_____	SE 404	Assessment of Abilities & Achievement	3
_____	SE 408	Methods of Teaching Reading OR	3
_____	EDU 425 & EDU 302	Assess/Personalization Rdg. & Paraprofessional Training	
_____	SE 411	Meth/Mat: Mild/Moderate Disabilities	3
_____	SE 451	Advanced Practicum Meth/Mat.	<u>1</u>
<b>Total</b>			<b>10</b>

### Block VI:

_____	SE 492	Student Teaching: Student Tchg Sec Sped Ed.	5
_____	EDU 476	Student Teaching: Elem. Ed.	5
_____	EDU 475	Seminar in Student Teaching	<u>2</u>
<b>Total</b>			<b>12</b>

**Overall Total: 136**

## Requirements Middle School Education Certifications

Successful completion of the courses listed below will entitle a person to receive the degree BSEd with a major in Middle School Education and will lead to a Missouri certificate to teach grades 5-9.

The following courses are the General Education requirements of Lincoln University and Missouri Department of Elementary and Secondary Education (DESE):

_____	GE 101	University Seminar	1
_____	ENG 101	Composition and Rhetoric I	3
_____	ENG 102	Composition and Rhetoric II	3
_____	SPT 206	Fundamentals of Speech	3
_____	MAT 118/119/120	2 college level math courses	6
_____	PED _____	Physical Education Activity	1
_____	PED 111	Personal and Community Health	2
_____	BIO 103	Biological Science	3
_____	PHY 103	Earth or Environmental Science or CHM 103	3
_____	_____	Science Lab (BIO, PHY, ENV, CHM 104)	1
_____	PSC 203	American National Government	3
_____	PSY 101	General Psychology	3
_____	SA 201/SA 202	SOC 301/ECO 201	3
_____	_____	Humanities Requirement	3
_____	_____	Humanities Requirement	3
_____	HIS 205/206	A course in American History	3
_____	HIS 101/102	A course in International History	3
_____	_____	Am. Cultural Diversity Requirement	3
_____	EDU 260	Education and Cultural Diversity (or other appropriate CD Course)	<u>3</u>
<b>Total</b>			<b>54</b>

### Pre-Professional Education Courses

The following courses and Pre-professional Blocks may be taken prior to student's admission to Teacher Education Program:

**Pre-professional Block I:** These courses must be taken concurrently.

_____	EDU 202	Observations in Education	1
_____	EDU 204	Educational Psychology (WAC)	3
_____	EDU 270	Instructional Technology <b><u>or</u></b>	3
_____	EDU 451	eMINTS I	
_____	SE 221	Education of the Exceptional Child	<u>2</u>
<b>Total</b>			<b>9</b>

**Pre-professional Block II:** These courses may be taken over several semesters.

_____	EDU 322	Adolescent Development	2
_____	EDU 406	School and Society (WI)	<u>3</u>
<b>Total</b>			<b>5</b>

## Professional Education Courses

**The following courses require that the student be admitted into the Teacher Education Program before registration.**

### Block III

_____	EDU 316	Techniques of Teaching	3
_____	EDU 460	Middle School Foundations	3
_____	EDU 417	Methods in content field	2-3
_____	EDU 420	Teaching Reading in the Content Fields	<u>3</u>
<b>Total</b>			<b>11-12</b>

### Block IV

_____	EDU 304	Paraprofessional Training	1
_____	EDU 416	Reading/Writing in the MS	4
_____	EDU 435	Classroom Management	3
_____	EDU 461	MS Curriculum/Instruction	<u>2</u>
<b>Total</b>			<b>10</b>

### Block V

_____	EDU 473	Student Teaching in the Middle School	10
_____	EDU 475	Seminar in Student Teaching	<u>2</u>
<b>Total</b>			<b>12</b>

**Education Total    47-48**

**One content Area must be chosen. Subject area course requirements are as follows:**

### **Science for the Middle School**

_____	BIO 103	Principles of Biology *	3
_____	BIO 104	Principles of Biology Lab *	1
_____	CHM 103	General & Applied Chemistry *	3
_____	CHM 104	General & Applied Chemistry Lab *	1
_____	PHY 103	Earth Science *	3
_____	PHY 104	Earth Science Lab *	1
_____	PHY 105	Astronomy	3
_____	PHY 106	Astronomy Lab	1
_____	PHY 101	College Physics I	4
_____	PHY 102	College Physics II	4
_____	BIO 400	Ecology	3
Additional Upper Division Science electives			<u>4</u>
<b>Total</b>			<b>23</b>

### **Social Studies for the Middle School**

_____	HIS 101	World Civilization I *	3
_____	HIS 102	World Civilization II *	3
_____	HIS 205	American History I *	3
_____	HIS 206	American History II *	3
_____	GEO ____	Any Geography class	3



_____ ECO 201	Economics	3
_____ OR		
_____ HIS 405	Economic History of the U.S.	3
_____ HIS	Additional Upper Division History electives (2 courses in American History and 1 course in European History or 2 courses in European History and 1 course American History)	<u>9</u>
	<b>Total</b>	<b>21</b>

### Language Arts Middle School

_____ ENG 301	Intro to Literature	3
_____ ENG 320	Masterpieces of World Literature	3
_____ ENG 416	African American Literature	3
_____ ENG 307	Survey of American Literature	3
_____ ENG 490	Problems in Teaching of Writing	3
_____ ENG 310	Survey of English Literature I	3
_____ ENG 311	Survey of English Literature II	<u>3</u>
	<b>Total</b>	<b>21</b>

### Math for the Middle School

_____ MAT 118	Math Foundations for Elementary Education	3
_____ MAT 119	Geometry & Statistics for Elementary Education	3
_____ MAT 120 or 123	Concepts of Calculus/Calculus I	3/5
_____ MAT 301	Elementary of Functional Analysis	3
_____ MAT 302 or 407	Elementary of Geometry or Modern Geometry	3
_____ MAT 315	Techniques of Mathematical Proofs	3
_____ MAT 405	Applied Statistics	3
_____ MAT 406	History of Mathematics	<u>3</u>
	<b>Total</b>	<b>24/26</b>

### Middle School Business Education

_____ BED 208	Integrated Keyboarding Applications	3
_____ BED 308	Business Technology Applications	3
_____ BED 301	Office Technology & Procedure	3
_____ BED 312	Business Communications	3
_____ BAD 215	Introduction to Global Business*	3
_____ CS 108	Computer Applications for Business	3
_____ ECO 201	Principles of Economics*	<u>3</u>
	<b>Total</b>	<b>21</b>

\*These courses may satisfy general education requirements.

## Secondary Education Certification Requirements

This curriculum prepares prospective teachers for positions in Missouri secondary schools. Candidates must successfully fulfill all certification requirements for the major in the approved subject matter teaching field and satisfy the professional education course requirements for certification.

In addition to the above listed requirements, prospective teachers are required to fulfill all General Education requirements unique to those seeking certification in the state of Missouri. These requirements are available from the major department and the Department of Education.

## Secondary Education Professional Requirements

The Professional Education courses required for all secondary certification areas in the state of Missouri are listed below. Additional education courses may be required for some majors. See an advisor and/or Department of Education contact person for prerequisites and admission procedures to the Education Program for all Blocks. All Professional Education courses must be completed prior to Student Teaching.

### Fourth Semester

These courses are to be taken concurrently.

PSY 101 and ENG 101 are prerequisites

EDU 202	Observations in Education	1
EDU 204	Educational Psychology (WI)	3
SE 221	Education of the Exceptional Child	2

\* Art Majors take ART 203 (3 hrs.) instead of EDU 202

\* All Music Majors take MUS 215 and MUS 403 instead of EDU 202

### Fifth Semester

EDU 270	Instructional Technology <u>or</u>	3
EDU 451	eMINTS	
EDU 322	Adolescent Development	2
EDU 406	School and Society	3

To register for the following courses the candidates must be admitted to the Teacher Education Program.

### Sixth Semester

EDU 316	Techniques of Teaching	3
EDU 420	Teaching Reading in the Content Fields	3

### Seventh Semester

EDU 304/305	Paraprofessional Training	2
EDU 417	M/M/O	2-3
EDU 435	Classroom Management	3

\*All Music Majors take MUS 215 and MUS 403 instead of EDU 304

\*All Music Majors take MUS 303 and MUS 304 instead of EDU 417

### Eighth Semester

Student Teaching		10
EDU 475	Student Teaching Seminar	2

## Middle School Endorsement

Elementary education majors may add a middle school endorsement covering grades 5-9 by taking the following education classes.

EDU 322	Adolescent Development	2
EDU 417	Materials, Methods, and Observations in Teaching (English, math, science, business or social studies)	2-3
EDU 420	Techniques of Teaching Reading in the Content Fields	3
EDU 460	Middle School Foundations (Philosophy, Organization and Curriculum)	4
EDU 461	Middle School Curriculum and Instruction	3

Additional course work in English, math, science, business or social studies may be required. Students should see an education advisor for a complete list of course requirements.

Secondary education majors in the certification areas of English, math, science or social studies may add a middle school endorsement covering grades 5-9 by taking the following education classes.

EDU 416	Reading and Writing in the Middle School	4
EDU 460	Middle School Foundations (Philosophy, Organization and Curriculum)	4
EDU 461	Middle School Curriculum and Instruction	3

Additional course work in English, math, science or social studies may be required. Candidates should see an education advisor for a complete list of course requirements.

These are Professional Block courses and may only be taken after the student has been admitted to the Teacher Education Program.

## Education Minor

A minor in education is offered for students majoring in a field other than education. Students who take a minor in education will not be able to gain certification unless they decide later to be formally admitted to Teacher Education and complete all degree requirements. However, many of the education courses for a minor may eventually apply toward a teaching certificate. This minor will benefit anyone interested in future involvement in education as a parent, school board member, etc. All interested students should contact the Department of Education. There are two options for a minor in education, elementary or secondary emphasis.

### Option A: Elementary Emphasis (Total 22 credits)

#### Required Courses

EDU 202	Observations in Education	1
EDU 204	Educational Psychology	3
SE 221	Education of Exceptional Children	2
EDU 321	Psychology of Development	3
EDU 256	Literature for Children and Adolescents	3
EDU 260	Education and Cultural Diversity	3

EDU 270	Instructional Technology <b>or</b>	3
EDU 451	eMINTS	
Electives	4 hours credit in an upper division Education course	<u>4</u>
		<b>22</b>

Candidates selection of elective elementary education courses must have the approval of the Department Head.

### **Option B: Secondary Emphasis (Total 22 credits)**

#### **Required Courses**

EDU 202	Observations in Education	1
EDU 204	Educational Psychology	3
SE 221	Education of Exceptional Children	2
EDU 322	Adolescent Development	2
EDU 256	Literature for Children and Adolescents	3
EDU 260	Education and Cultural Diversity	3
EDU 270	Instructional Technology <b>or</b>	3
EDU 451	eMINTS	
Electives	5 hours credit in an upper division Education course	<u>5</u>
		<b>22</b>

Candidates selection of elective secondary education courses must have the approval of the Department Head.

## **Special Education Minor**

**A Minor in Special Education** requires a minimum grade of “C” earned in 21 credit hours of Special Education courses. Approved courses include:

SE 153	Practicum in Special Education	1
SE 154	Practicum in Special Education	2
SE 221	Education of Exceptional Children *	2
SE 350	Language Development	3
SE 404	Assessment of Abilities & Achievement**	3
SE 408	Reading Assessment and Intervention for Exceptional Students**	3
SE 409	Teaching Math to Exceptional Students**	1
SE 410	Consultation and Counseling Techniques for Teachers	3
SE 411	Methods and Materials: Mild/Moderate Disabilities**	3
SE 412	Career Education/Transition	3
SE 413	Introduction to Cross Categorical *	3
SE 432	Behavior Management Principles and Techniques**	3
SE 438/439	Seminar in Special Education Topics (May be repeated)	1-3
SE 450	Advanced Practicum in Special Education	1-2
SE 451	Advanced Practicum in Methods and Materials**	1
SE 452	Advanced Practicum in Math for Exceptional Learners**	1

\* These courses are required for all Special Education Minors

\*\* These courses require admission to the Teacher Education Program

# HEALTH AND PHYSICAL EDUCATION PROGRAM

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## DEPARTMENT OF EDUCATION

Professor: Kern  
Associate Professor: Dalton  
Assistant Professor: Fredrick

### General Education Program

Lincoln University has chosen to include an Institutional General Education Requirement in Lifetime Wellness of 3 credit hours in the area of Health and Physical Education. This requirement includes 2 credit hours of Personal and Community Health and 1 credit hour in Physical Education Activity. Only 100 level PED activity courses will satisfy the Area 9 activity requirements.

### Mission

The mission of the general education curriculum in the Health and Physical Education Program is to provide students with the knowledge and skills necessary to promote Lifetime Wellness.

### Objectives

The specific objectives of the Health and Physical Education Program are to ensure that students graduating meet the following competencies.

The students will be able to

1. understand why and how they can protect and improve their personal health and the health of their community
2. understand the functions and interrelatedness of the physical, mental, emotional, social, spiritual, environmental, and societal dimensions of wellness
3. develop an appreciation for lifetime wellness activities by fully engaging in an activity of their choice
4. acquire/develop knowledge and skills needed for enhancing their quality of life
5. demonstrate responsibility for their well being

Physical education activity courses are classified into Fitness Activities or Lifetime Activities. Fitness Activities are courses designed to improve physical fitness during the time frame in which the class is offered. Lifetime Activities are courses designed as introductory classes to develop skills in order for students to enjoy the activity throughout their lives.

Students with physical limitations should consult with the Chair of the Department of Education prior to enrolling in physical education activity courses. Appropriate courses for these students will be determined on an individual basis.

## Course Descriptions

Listed courses may not be taught every semester or every year. Physical Education area advisors have information about projected course offerings for a semester/year.

### Course to Fulfill Health Requirement

- PED 111 PERSONAL AND COMMUNITY HEALTH.** (2). Promotes attitudes, habits, skills, and values leading to happy, efficient and healthy living. Develops understanding of why and how to protect and promote personal health and a healthy world community.

### Courses to Fulfill Activity Requirement

#### Fitness Activities

- PED 103 MILITARY PHYSICAL FITNESS TRAINING.** (1). Designed to improve overall physical fitness and wellness of participants. To include but not limited to strength training, running, swimming, foot marching with pack, and team sports events.
- PED 120 HIGH/LOW IMPACT AEROBICS.** (1). The development of an individualized cardiovascular fitness program through movement exploration and dance activities.
- PED 121 STEP AEROBICS.** (1). The development of an individualized cardiovascular fitness program through movement exploration and dance activities utilizing steps.
- PED 122 MODERN DANCE.** (1). An introduction to basic dance techniques and the kinesthetic awareness of body position and action through body placement.
- PED 123 WEIGHT TRAINING.** (1). Fundamentals and practice of resistance exercise techniques as employed for development of muscular strength and endurance.
- PED 124 WALKING.** (1). Attainment of optimum physical fitness through walking programs. An introduction to walking as a mode of promoting physical fitness to include fitness concepts.
- PED 126 JOGGING/RUNNING.** (1). Attainment of optimum physical fitness through jogging/running programs.
- PED 127 FITNESS ACTIVITIES.** (1). Development/maintenance of optimum physical fitness through a variety of vigorous activities. To include but not limited to weight training, continuous games/sports, aerobic dance, power walking, jogging/running, etc.
- PED 140 TOPICS IN FITNESS ACTIVITIES.** (1). Any fitness activity not otherwise included in the curriculum upon expression of mutual interest by students and faculty.

#### Lifetime Activities

- PED 150 SWIMMING.** (1). For non-swimmers. Emphasis on personal adjustment to the water, basic strokes and fundamentals of water safety.
- PED 151 FOLK, SOCIAL, AND SQUARE DANCE.** (1). Beginning study of folk, social, and square dance through participation.

- PED 152 CYCLING.** (1). Attainment of fitness through cycling. Introduction to bicycle touring and racing. Course will utilize multi-gear bicycles. Students must supply their own bicycles.
- PED 154 GOLF.** (1). Designed for the beginner. Study and practice in the fundamentals of golf.
- PED 155 ICE SKATING.** (1). Designed for the beginner. An introduction to the fundamentals of ice skating.
- PED 156 BACKPACKING.** (1). An introduction to the general concepts of backpacking and outdoor education with emphasis on hiking.
- PED 157 BADMINTON/RACQUETBALL.** (1). Introduction to the skills, strategies, and fundamentals of badminton and racquetball.
- PED 158 PICKLEBALL/TENNIS.** (1). Introduction to the skills, strategies, and fundamentals of pickleball and tennis.
- PED 160 BOWLING.** (1). Introduction to the skills, strategies, and techniques of bowling.

## **Professional Health and Physical Education Programs**

### **Mission**

The mission of the Health and Physical Education Program is to prepare professionals who are knowledgeable, passionate (about students, content, and teaching), and committed to providing the highest quality education for every one of their students.

The Health and Physical Education faculty will provide opportunities to expand our students' experiences with and understanding of diverse populations and settings, to help them develop their gifts and talents, to challenge their intellects, to help them become reflective practitioners, and to prepare them for the responsibility and the trust that will be placed in their hands as teachers and other professionals within the schools.

In order to fulfill this mission, the Health and Physical Education Program commits itself to honoring Lincoln University's historic mission, and to providing its students with National Council for the Accreditation of Teacher Education (NCATE) accredited programs that incorporate small class size, supportive faculty, up-to-date instruction (including technology), and extensive experiences in schools integrated throughout its programs.

### **Degrees Offered**

Bachelor of Science in Education with a major in Physical Education

The Bachelor of Science in Education degree with a major in Physical Education is awarded to students who complete the Physical Education Teacher Education curriculum, as well as required courses in the Lincoln University Department of Education, and required General Education courses. The Physical Education Teacher Education curriculum is designed to provide (a) quality professional preparation for entry-level Physical Education teaching positions, and (b) educational experiences that enable undergraduates to successfully compete for admission to graduate programs.

The Physical Education Teacher Education curriculum is approved by the National Council for the Accreditation of Teacher Education (NCATE) and the Missouri Department of Elementary and Secondary Education (DESE).

Students prepare to teach physical education in grades K-12. The systematic study of teaching and learning theory is accompanied by supervised laboratory and practicum

experiences where theoretical concepts can be applied in face-to-face interactions with pupils.

The Physical Education Teacher Education curriculum addresses the intellectual, social, emotional and physical dimensions of self as they relate to physical activity. It places emphasis on the health enhancement and wellness aspects of human movement arts and sciences. Focus of the curriculum on wellness as a value in life enhances critical thinking, decision making, and problem solving skills regarding healthy lifestyles.

## **Objectives and Assessment**

**Objective 1.** Students demonstrate knowledge of human movement from historical, philosophical, sociological, psychological, and biomechanical perspectives as follows:

PRAXIS II exit examination

Assessments embedded in course work

**Objective 2.** Students demonstrate proficiency in a variety of movement forms by performing skills competency tests as part of the requirements for PEP 374.

**Objective 3.** Students demonstrate they have designed and implemented an appropriate individual physical fitness program through the following assignments.

Physical fitness profile (PEP 201)

Individual fitness program (PEP 201)

Nutrition analysis (PEP 201)

**Objective 4.** Students demonstrate attributes which identify a physical educator as a professional as follows:

Professional resume (PEP 200)

Student Teaching Dispositions Assessments

Three faculty recommendations required for admission to Teacher Education program

**Objective 5.** Students demonstrate appropriate and effective planning, implementation, and evaluation as they teach movement arts and sciences to a diverse student population in the following ways:

Teaching assignments, including lesson plans and videotapes of their teaching with peers and/or school children (EDU 417P, 417Q, PEP 371, 372, 374, 377, 410)

Student teaching evaluations

## **Requirements for Certification in Physical Education K-12**

Lincoln University General Education Requirements:

Area 1: Communications skills (9 hours)

Area 2: Mathematics skills (3 hours)

MAT 117 recommended

Area 3: Personal and Community Health (2 hours)

Area 4: Life and Physical Sciences (7 hours)

One biology course and one physical science course recommended

Area 5: Social and Behavioral Sciences (15 hours)

Area 5A United States and Missouri Constitution requirement (6 hours)

Area 5B International History requirement (3 hours)



	Area 5C Psychology requirement (3 hours)
	Area 5D Sociology/Economics requirement (3 hours)
Area 6:	Humanities and Fine Arts (6 hours)
Area 7:	American Cultural Diversity (3 hours)
Area 8:	International Cultural Diversity (3 hours)
Area 9:	Lifetime Wellness Skills (1 hour)
Area 10:	General Education Skills (1 hour)

PEP 200, 201, 205, 301, 305, 306, 311, 312, 320, 350, 360, 371, 372, 374, 377, \*406, 410 and 420.

\*Note: PEP 406 is the designated writing intensive course for Physical Education Teacher Education.

EDU 202, 204, 270, 305, 322, 406, 417P, 417Q, 420, 475, 476, 477 and SE 221.

A program leading to K-12 certification requires 125 credit hours.

### **Minor in Physical Education**

For students seeking a K-9 minor to complete their elementary teacher certification, a grade of “C” or better in the following courses (22 credit hours) is required for completion of an Elementary Physical Education minor: PEP 200, 201, 205, 301, 311, 350, 372, 406, 420, and EDU 417P. Student teaching (EDU 476) is required for certification in physical education.

### **Course Descriptions**

Listed courses may not be taught every semester or every year. Physical Education area advisors have information about projected course offerings for a semester/year.

- PEP 200 FOUNDATIONS OF PHYSICAL EDUCATION AND WELLNESS.** (2, fa, sp). Introduction to physical education and wellness. Topics may include history, philosophy, scientific principles, goals and objectives, leadership and related career opportunities in physical education and wellness.
- PEP 201 FITNESS, CONDITIONING AND EXERCISE.** (3, fa, sp). Introduction to theories, concepts, principles, assessments, modes, and training techniques underlying the development of fitness and wellness. Includes a laboratory component. Prerequisite: PED 111 or concurrent enrollment in PED 111.
- PEP 205 CPR/ATHLETIC INJURIES.** (2, fa, sp). Provides knowledge/skill techniques in basic first aid, personal safety, and athletic injuries. Meets requirement of American Red Cross certification for First Aid and Adult/Child CPR. Requires students to serve in the athletic training room as a lab.
- PEP 210 PHYSICAL EDUCATION FOR THE ELEMENTARY CLASSROOM TEACHER.** (1, fa). An introduction to developmentally appropriate physical education for students majoring in elementary education and special education. Includes basic content and pedagogical techniques in physical education.

- PEP 301 KINESIOLOGY.** (3, sp). Investigation of the mechanics, structure, and function of human motion. Emphasis placed on analysis of movement as it relates to physical activity and skill performance. Prerequisite: a science course.
- PEP 305 PSYCHOLOGICAL ASPECTS OF PHYSICAL ACTIVITY.** (2, fa). Assists professional physical education students to understand psychological aspects and their effects on human performance as they relate to physical education and athletics. Prerequisite: grade of "C" or better in PSY 101.
- PEP 306 SOCIOLOGICAL ASPECTS OF PHYSICAL ACTIVITY.** (2, sp). The aim of this course is to assist professional physical education students in developing basic knowledge of sociology and its effects on communities as it relates to physical education and athletics.
- PEP 311 CHILD AND ADOLESCENT DEVELOPMENT FOR PHYSICAL EDUCATORS.** (2, sp). Addresses age-related cognitive, social, emotional, physical, and motor changes in K-12 learners. Emphasis is on physical and motor development.
- PEP 312 MOTOR LEARNING.** (2, fa). Introduction to principles related to the teaching, learning and performance of motor skills. Emphasis is on the application of this knowledge to teaching and learning strategies for motor skill acquisition.
- PEP 320 ASSESSMENT IN PHYSICAL EDUCATION.** (2, every third semester, FA 2012, SP 2014, FA 2015). Basic measurement and evaluation theory and application to appropriate selection, construction, administration, and interpretation of measurement/evaluation instruments for physical education with emphasis on alternative and authentic assessment. Prerequisites: grade of "C" or better in PEP 200 and 311.
- PEP 350 BASIC PHYSICAL EDUCATION METHODOLOGY.** (1, fa). This course deals with the development of methodology used in physical education in K-12 public school settings. Prerequisite: PEP 200 and at least sophomore standing (30 credit hours).
- PEP 360 EXERCISE PHYSIOLOGY.** (3, fa). A study of cardiovascular, pulmonary and muscular systems as they relate to dynamics of exercise. Prerequisites: grade of "C" or better in PEP 201.
- PEP 365 TOPICS IN COACHING.** (2). Methods of teaching skills and conducting practices, and organization and preparation for competition in selected sports. Offered upon expression of mutual interest by students and faculty.
- PEP 371 INSTRUCTION AND ANALYSIS IN INDIVIDUAL SPORTS.** (2, Fall semester odd years, FA 2013, FA 2015). Future physical education educators will develop basic skills and strategies for performing and teaching selected individual sports. Prerequisite: grade of "C" or better or concurrent enrollment in PEP 350.
- PEP 372 INSTRUCTION AND ANALYSIS IN DEVELOPMENTAL ACTIVITIES FOR ELEMENTARY PHYSICAL EDUCATION.** (3, Spring semester even years, SP 2012, SP 2014, SP 2016). Future physical educators will acquire fundamental knowledge and skills for planning and teaching rhythms, games, tumbling, and other developmentally appropriate movement activities for elementary school. Prerequisite: grade of "C" or better or concurrent enrollment in PEP 350.

- PEP 374 SKILLS AND INSTRUCTION AND ANALYSIS IN DANCE EDUCATION.** (3, Spring semester odd years, SP 2013, SP 2015, SP 2017). Future physical educators will develop content and pedagogical skills and knowledge in dance education and aerobic exercise to music. Prerequisite: grade of “C” or better or concurrent enrollment in PEP 350.
- PEP 377 INSTRUCTION AND ANALYSIS IN TEAM SPORTS.** (2, Fall semester even years, FA 2014, FA 2016.) Future physical education educators will develop basic skills and strategies for performing and teaching selected team sports. Prerequisite: grade of “C” or better or concurrent enrollment in PEP 350.
- PEP 406 CURRICULUM DESIGN IN PHYSICAL EDUCATION.** (2, fa). Introduction to curriculum and program design covering all facets of physical education in the public school setting. This course designated writing intensive. Prerequisite: Consent of instructor, grade of “C” or better in EDU 417P or 417Q , and a grade of “C” or better in PEP 371, 372, and 374.
- PEP 410 CLINICAL EXPERIENCES USING STANDARDS IN PHYSICAL EDUCATION.** (2, every third semester, FA 2011, SP 2013, FA 2014). Prepares Physical Education Teacher Education candidates to successfully complete Teacher Education portfolio requirements. Includes 8-10 clinical hours in K-12 schools. Prerequisite: Instructor consent.
- PEP 420 PHYSICAL EDUCATION AND WELLNESS FOR INDIVIDUALS WITH SPECIAL NEEDS.** (2, SP 2012, FA 2013, SP 2015). Designed to prepare physical education generalists with knowledge and skills needed to plan and implement appropriate physical education programs for individuals having special needs. Prerequisites: grade of “C” or better in PEP 200, 201, 311 and 350.
- PEP 480 SPECIAL TOPICS IN PHYSICAL EDUCATION AND WELLNESS.** (2). Provides professional physical education and wellness students with courses which will provide research into current issues and trends in the area of physical education and wellness.

## SAMPLE PROGRAM OF STUDY

### Leading to a Bachelor of Science in Education degree with a major in Physical Education

#### FRESHMAN YEAR

First Semester			Second Semester		
PEP 200	Foundations of Physical Ed.	2			3
PEP 205	Safety and First Aid	2	MAT 117	Am. Cul. Div. Req.	3
PSY 101	General Psychology	3	EDU 270	Elementary Statistics	3
GE 101	University Seminar	1	BIO 103	Computer Applications	3
PED	Physical Education (activity)	1	BIO 104	Principles of Biology	3
ENG 101	Comp. & Rhet. I	3	ENG 102	Lab	1
PED 111	Pers. and Com. Health	2		Comp. & Rhet. II	3
PEP 201	Fitness, Conditioning & Exercise	3			16

## SOPHOMORE YEAR

<b>First Semester</b>			<b>Second Semester</b>		
PEP 312	Motor Learning	2	PEP 301	Kinesiology	3
PHY 103	Earth Science	3	EDU 204	Educational Psychology	3
	ECO/SOC/ANT	3	PEP 37_	I/A course	2/3
PEP 37_	I/A course	2/3	SE 221	Intro. to Exceptional Child	2
SPT 200	Fund. of Speech	3	EDU 202	Observations in Education	1
PEP 350	Basic PE Methodology	1	PEP 311	Child & Adolescent	2
PSC 203	Am. National Government	3		Develop.	
		17/18	PEP 306	Soc. Aspects of Phys	2
				Activity	15/16

## JUNIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
PEP 360	Exercise Physiology	3	PEP 320	Assessment in P.E.	2
PEP 37_	I/A course	2/3	PEP 37_	I/A Course	2/3
PEP 305	Psychological Asp Phys Act.	2		Hum./Fine Arts Req.	3
EDU 322	Adolescent Development	2	PEP 410	Clinical Exp. Standards	2
				PE	
	Hum/Fine Arts Req.	3	PEP 420	Physical Ed/Well/Spec.	2
				Needs	
	Int'l. History Req.	3	EDU 471Q	MMO Secondary	2
		15/16	EDU 305	Physical Ed.	
				Paraprofessional Training	2
					15/16

## SENIOR YEAR

<b>First Semester</b>			<b>Second Semester</b>		
	Int'l Cultural Diversity Req.	3	EDU 475	Seminar Student Teaching	2
EDU 417P	MMO Elem. Physical Ed.	2	EDU 476	Student Teaching Elem.	5
PEP 406	Curriculum Design PE	2	EDU 477	Student Teaching Secondary	5
EDU 406	School and Society	3			12
HIS 205 or	American History I or	3			
HIS 206	American History II	3			
EDU 420	Teaching Reading in the	3			
	Content Fields	16			

**Total credits to graduate with  
a degree K-12 is 125 hours.**

This is a sample program which students should try to follow as closely as possible.

## Health Certification

### *Certification Requirements for Teachers of Health Education in Missouri (Revised 1997)*

Certification to teach Health in the public schools of Missouri can be obtained from DESE by supplementing teaching degree programs in Education with courses in the following areas:

	<b>PK-9</b>	<b>9-12</b>	<b>PK-12</b>
1 Human Anatomy and Physiology (BIO 208 or PEP 301 and PEP 360)	3	3	3
2 Nutrition (AGR 303A)	3	3	3
3 Drug Education (PED 413)	2	2	2
4 Personal Health (PED 111)	2	2	2
5 Mental Health (PED 414 or PSY 202)	2	2	2
6 Family Life/Sex Education (SOC 301 or PED 413)	3	3	3
7 Safety and First Aid (PEP 205)	2	2	2
8 Community Health (PED 411)	2	2	2
9 Methods in Health PK-9 (EDU 417H)	2	0	2
10 Electives in Health (SOC 406, SOC 409, PEP 201)	<u>1</u>	<u>12</u>	<u>12</u>
<i>Total Credit Hours</i>	22	31	33

### **Minor in Health Education for Elementary Education Majors**

The Health and Physical Education Program in the Department of Education offers a minor in Health Education for Elementary Education majors consisting of 21 hours from the PK-9 list of subject areas for teacher certification in Health. The above list of courses satisfies these state requirements for certification, and obtaining a “C” or better in the respective topic area courses will fulfill a minor in Health Education.

### **Objectives**

Students will

1. be able to deliver to an elementary classroom comprehensive health instruction, including, specifically, drug and alcohol abuse prevention education and AIDS prevention education.
2. develop an understanding of Missouri’s Coordinated School Health Program and the Center for Disease Control and Prevention’s definition of Comprehensive School Health Instruction.

3. develop an understanding of why and how they can protect and improve their personal health and the health of their communities.
4. understand the functions and interrelationship of the physical, mental, emotional, social, spiritual, environmental, and societal dimensions of wellness and develop an appreciation for lifetime wellness activities.

## Course Descriptions

Listed courses may not be taught every semester or every year. The Program Coordinator and Health advisors have information about projected course offerings for a semester/year.

- PED 411 SCHOOL AND COMMUNITY HEALTH.** (2, fa, even). Teachers' roles in promoting health and preventing disease through Comprehensive School Health Program. Integrating health into the classroom. Maximizing community resources. Required for Wellness majors also.
- PED 412 SEX EDUCATION.** (2, sp, even). Course focuses on public issues surrounding human sexuality. Human reproductive anatomy and physiology, intimate behaviors, promotion and prevention of reproduction and disease, and social issues are included in the content.
- PED 413 DRUG EDUCATION.** (2, fa, odd). Course provides an understanding of the use and abuse of legal and illegal drugs. Controversial issues relating to public policy, social policy, prevention and treatment are explored through student debates.
- PED 414 MENTAL, EMOTIONAL, AND SPIRITUAL WELLNESS.** (2, sp, odd). Course focuses on a wealth of perspectives and tools to assist people in achieving mental, emotional and spiritual wellness.
- PED 415 TOPICS IN HEALTH.** (2). More in-depth study of specific health areas according to student interest (e.g., disease prevention and treatment, war and peace, global warming and world health).
- PED 416 STRESS MANAGEMENT.** (2). Course provides a thorough understanding of stress, its causes and consequences, and an opportunity to personally and/or professionally apply stress management techniques in a variety of settings.

# WELLNESS

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## DEPARTMENT OF EDUCATION

Associate Professor: Dalton

### **Mission**

Lincoln University's B.S. in Wellness degree is an interdisciplinary blending of coursework and learning experiences in seven Wellness areas: physical, mental, emotional, social, spiritual, vocational and environmental. Graduates with this degree often seek and find work in diverse areas from corporate wellness to retirement centers, from YMCAs to governmental agencies, and from church camps to private consulting.

### **Degrees Offered**

Bachelor of Science in Wellness

### **Objectives**

All students completing the Wellness degree program will be able to:

1. demonstrate an understanding of the interdependence among all living organisms and their environments
2. evaluate and promote methods for enhancing well-being from the personal level to the international level
3. network and collaborate with other Wellness professionals with understanding and expression

### **Assessment Program**

Assessment measures allow students and faculty to determine whether students have met the objectives of the program. The Wellness faculty has spread its assessment measures throughout the degree program so that students can receive periodic reports of their progress and follow-up advice.

The primary measures of assessment are:

1. earning a "C" or better in all of the required courses
2. earning a "B" or better for the Wellness Program Development Portfolio at the completion of WEL 406
3. completing the internship/practicum experience with a "Pass" rating at the end of WEL 495

### **Computer Skills Requirement**

Students must complete EDU 270 Instructional Technology or a comparable computer science class.

### **Course Descriptions**

Listed courses may not be taught every semester or every year. The area coordinator and/or Wellness advisors have information about projected course offerings for a semester/year.

- WEL 405 PROGRAM DESIGN IN WELLNESS.** (2, sp, odd). Course uses the Program Design Wheel of assessing needs, determining goals, building Wellness programs, hiring staff, advertising for and recruiting participants, budgeting, delivering programs, evaluating programs, and reassessing needs.
- WEL 406 WELLNESS PROGRAM DELIVERY.** (2, fa, odd). This course gives students practice implementing small Wellness Programs on campus and in the community. Some examples include fitness testing, relaxation, stress management, sex education, nutrition, and health fairs.
- WEL 495 WELLNESS PRACTICUM/INTERNSHIP.** (4). Students are placed with a Wellness Program Facility (e.g., YMCA, hospital-based program, nursing home) to work 10-20 hours each week under joint supervision of the facility and the students' advisor.

### **Course Requirements for the Bachelor of Science in Wellness degree**

<b>The following General Education and Wellness major courses require a grade of “C” or better:</b>		
<b>Area 3 of General Education:</b>		
PED 111	Personal and Community Health	2
<b>Area 4 of General Education:</b>		
ENV 103	Environmental Science	3
<b>Area 5 of General Education:</b>		
SOC 301	The Family	3
<b>Area 6 of General Education</b>		
PHI 303	Health Care Ethics (writing intensive)	3
<b>Area 8 of General Education</b>		
PHI 201	World Religions	3
<b>Other Interdisciplinary Courses</b>		
PEP 200	Foundations of PE and Wellness	2
PEP 201	Fitness, Conditioning and Exercise	3
PEP 205	Safety and First Aid	2
PEP 301	Kinesiology	3
PEP 360	Exercise Physiology	3
PED 411	Health Promotion (fa, even)	2
PED 413	Drug Education (fa, odd)	2
PED 414	Mental, Emotional, Spiritual Wellness (sp, odd)	2
PED 416	Stress Management (sp, even)	2
WEL 405	Program Design in Wellness (sp, odd)	2
WEL 406	Wellness Program Delivery (fa, odd)	2
WEL 495	Wellness Internship (only for juniors or seniors)	4
AGR 303A	Principles of Nutrition	3
PSY 303 or PSY 406	Social Psychology or Positive Psychology	3
PSY 308 or EDU 321	Developmental Psychology or Psychology of Development	3
EDU 270 or CS 103	Instructional Technology or Introduction to MS Office Applications	3
SOCIOLOGY	Select from courses 302 or higher	3
<b>Major Required Hours</b>		<b>58</b>
<b>General Education credits beyond those in the major</b>		<b>31</b>
<b>Electives</b>		<b>32</b>
<b>Total</b>		<b>121</b>



# DEPARTMENT OF NURSING SCIENCE

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Professors: Bickel, Dahlstrom, Hamacher  
Associate Professors: Douglas, Jaegers, Long, McSwain  
Assistant Professors: Birk, Heyen, Lane, Lange,  
Litz, Murray, Stone  
Instructors: Lockhart, McCord, Rathgeber,  
Thomas, Thompson, Wisch

## **Mission**

The nursing faculty of the Associate of Applied Science (AAS) program believes that nursing is a service of helping people meet their basic human needs, maintain homeostasis, and achieve the highest possible level of wellness. Nursing education provides students with knowledge from nursing science, as well as the arts and sciences. The AAS in Nursing prepares graduates for entry-level associate degree nursing practice in diverse settings where policies and procedures are specified and guidance is available. Emphasis in the program is placed on development of competencies essential to the practice of AAS Nursing as defined by the NLN (Educational Competencies for Graduates of Associate Degree Nursing Programs, 2000). In addition, this program provides a basis for continued studies in nursing.

The Bachelor of Science in Nursing (BSN) Completion Program prepares registered nurses for professional nursing practice. The BSN program serves a diverse student population and courses are offered on-line to meet the needs of practicing RNs. Emphasis within the program is placed on role development and the essentials necessary for professional nursing practice, as defined by the American Association of Colleges of Nursing (2008). The nursing faculty is committed to meeting the needs of our students and the community through ongoing program evaluation and revision.

## **Degrees Offered**

### **Associate of Applied Science with a major in Nursing**

The AAS in Nursing is fully approved by the Missouri State Board of Nursing and fully accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, (404-975-5000).

### **Bachelor of Science in Nursing**

The B.S. in Nursing is fully accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road, NE Suite 850, Atlanta, GA, 30326, (404-975-5000).

## Associate of Applied Science in Nursing

### Objectives

The program objectives of the AAS in Nursing are to prepare successful students to

1. utilize the nursing process/clinical decision making to deliver accurate, safe and cost-effective care.
2. demonstrate effective written, verbal, and nonverbal communication (including information technology) with the client, significant support person(s), members of the healthcare team and community agencies.
3. develop, modify and evaluate individualized teaching plans to promote and maintain health and reduce risks to the client and significant support person(s). Utilize the teaching /learning process with members of the healthcare team.
4. collaborate with other healthcare providers in their approach to holistic, client-centered care across health care settings to meet the clients' needs.
5. manage nursing care of a group of clients within and across healthcare settings to meet client needs and support organizational outcomes.
6. demonstrate professional behavior by showing accountability for his/her actions and by practicing within the ethical, legal, and regulatory framework of nursing.

### Assessment Program

Assessment measures allow students and faculty to determine the degree of success that students have in meeting program and student outcome objectives. Formative and summative assessment measures such as student performance rubrics, surveys and standardized nursing exams are used during the nursing program. Student results are analyzed to determine program strengths and deficits. Based on this analysis, curriculum or program revisions are made to enhance student learning. Additionally, based on individual student performance on standardized nursing exams, supplemental instruction will be required in preparation for the national licensure exam.

### Admission Criteria

The Lincoln University Undergraduate Admission Application form can be obtained from the University Office for Admissions, or online at <http://www.lincolnu.edu/web/admissions/applying-for-admission>. The applicant will then be sent a Certificate of Admission which will list nursing as the major.

When the Certificate of Admission has been obtained, the applicant should contact the Department of Nursing Science and make an appointment to attend an AAS Informational Session and then meet with a nursing academic advisor. The faculty advisor in the department will provide more specific information about the program and the nursing admission procedure.

To be considered for admission to the AAS in Nursing, the applicant must

1. have a letter of admission to LU
2. have a GPA of 2.5 in the following prerequisite courses with no less than a grade of "C" in any one course
  - GE 101: University Seminar (1 credit hour)
  - ENG 101: Comp. & Rhetoric I (3 credit hours)
  - PSY 101: General Psychology (3 credit hours)
  - BIO 208/209L: Human Anatomy and Physiology (5 credit hours)

3. have placed in MAT 111 on Lincoln University mathematics placement exam, completed MAT 50/51 with a grade of C or better, or transferred the equivalent from an accredited university or community college
4. have scored at least 60<sup>th</sup> percentile on the NLN Pre-Admission Exam (PAX). The PAX exam may only be repeated at intervals of every 3 months or more.
5. submit 3 letters of reference using departmental forms
  - 1) One letter of reference must be from a work supervisor, if employed in the past year.
  - 2) If a graduate from an LPN Program in the past 5 years, provide a reference from an LPN instructor.
  - 3) Transfer students from other nursing programs need at least 1 letter from an instructor.
6. complete a departmental application
7. have a GPA of at least 2.0 (be in good academic and non-academic standing).

The student is responsible for contacting the Nursing Department Office at (573) 681-5421 to make sure their application and references have been received and are complete by the deadline. The student is responsible for providing and maintaining current address and contact numbers to the Department of Nursing Science.

After the above criteria are met, the admissions committee will review the applicant's admission criteria and file for acceptability. Upon acceptance by the admissions committee, a random selection process is used to place qualified applicants on a waiting list for the next available space in the nursing program. All applicants are notified in writing of their acceptance or rejection and placed on the waiting list if accepted. If the application process is not completed, information will be retained through the next admission deadline only.

Student transcripts must reflect completion of pre-requisite and/or required courses with a "C" or above on the first or second attempt within the last 5 years to be admitted. Registration in a course and then subsequently withdrawing (W) is considered an attempt. If the student has received a D, F, or W in pre-requisite and/or required courses on the second attempt the student must wait 5 years to apply to the nursing program. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

Applicants who are accepted into the AAS in Nursing program are requested to confirm, in writing, their enrollment plans. Applicants accepted to begin the AAS in Nursing the following semester may obtain orientation information online at <http://www.lincolnu.edu/web/dept.-of-nursing-science/a.a.s.-nursing-new-student-orientation> or in the nursing department.

Prospective nursing students are advised to familiarize themselves with the **Missouri Statutes**, 335.066 as excerpted from the **Missouri Nurse Practice Act**, as amended in 1999. This section identifies criteria the Missouri State Board of Nursing may use to deny licensure. According to Missouri Statute 335.046, "an applicant for licensure shall be of good moral character and have completed at least the high school course of study or the equivalent thereof as determined by the State Board of Education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma." In addition, the Pre-AAS Information Packet, including the Departmental Safe Nursing Practice Policy will be presented to the student at the AAS Informational Session. The AAS Student Handbook is distributed to nursing students beginning the AAS program.

## **Admission as a Transfer Student**

Complete the nursing “Admission Criteria” as outlined above.

Transfer credits from other colleges and universities will be evaluated on an individual basis for equivalency to current program requirements. Only courses completed with a grade of "C" or better will be considered for transfer.

Required courses in the social and biological sciences form the basis for making nursing judgments. The nursing faculty, therefore, reserves the right to require students to re-take any course when credit was earned several years prior to enrollment in the AAS in Nursing.

## **Admission as a Licensed Practical Nurse (LPN)**

Complete the nursing “Admission Criteria” as outlined above. LPNs must have and maintain a current Missouri license in good standing throughout the AAS Nursing program.

## **Advanced Placement as a Licensed Practical Nurse (LPN)**

Admitted LPNs with undisciplined license may take NUR 106 Transitions to Professional Nursing to gain advanced standing. NUR 106 is an online bridge course, which is offered during the summer semester only. Based on student achievement on the departmental nursing tests in NUR 106, students may earn credit for the first year of nursing courses (18 credit hours).

Students articulating or achieving credit by exam may enroll in nursing courses based on space available and completion of pre-requisite courses.

## **Fort Leonard Wood-Rolla Satellite Program**

The Fort Leonard Wood Satellite Program was initiated in 1989 to meet the educational needs of active duty military personnel and their family members. This satellite program is the only known civilian-nursing program offered on a U.S. military installation. In 1996, the Rolla extension program was moved from Jefferson City to Fort Leonard Wood. This satellite program is taught on a part-time basis in the evening. Further information can be obtained from the Fort Leonard Wood office at 573-329-5160.

## **Clinical Requirements**

Nursing students are required to meet health requirements established by the University. All applicants accepted for admission to the AAS in Nursing must be physically and mentally healthy. All nursing students must have a current physical exam within the calendar year prior to starting the first nursing course. Because they obtain clinical laboratory experiences in a variety of area health care agencies, students must assure that they are in good health throughout their enrollment in the AAS in Nursing.

Students must maintain documentation of immunizations/titers, i.e., Hepatitis B, DT, MMR, and chickenpox and yearly Mantoux (TB) testing. Students are required to have any laboratory test(s), including drug screens, requested by clinical agencies. Due to the nature of clinical experiences and the risk of exposure to illness and injury, all nursing students are encouraged to have health insurance. The cost of treatment for any injury or illness is the responsibility of each student.

Nursing students are required to provide documentation of certification to perform adult (one man, two man), child and infant cardiopulmonary resuscitation (CPR) prior to

beginning clinical nursing courses in the AAS. Students must document current CPR certification throughout their enrollment in the AAS.

## **Criminal Background Checks**

All students entering the clinical nursing major will complete the University's criminal record check at the students' expense. This investigation meets statutory requirements and is to ensure students have not previously committed violent crimes against persons. If clinical agencies require reverification, students must complete additional criminal background checks as required by the agencies.

Students must meet the requirements of clinical agencies where Lincoln University participates in clinical experiences. If the results of the criminal records background check reveal a record or conviction, guilty pleas or *nolo contendere* pleas involving Class A or Class B felonies as listed under Missouri law, the student will not be able to participate in clinical.

It is illegal for licensed hospitals, nursing homes and in-home care agencies under contract with the Department of Health and Senior Services to knowingly hire a person for a position for the purpose of having contact with patients or residents if that person is currently on the Employee Disqualification List of the Department of Social Services. If a student is listed on the Employee Disqualification List maintained by the State of Missouri Department of Health and Senior Services, the student will not be able to attend clinical.

## **Computer Skills Requirement**

Nursing students must be able to utilize university email, on-line course management systems, Internet, and word-processing throughout the nursing program.

## **Course Descriptions**

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- NUR 101 NURSING Process I.** (9, fa, sp). Basic concepts of nursing, nursing skills, scientific principles emphasizing needs common to all people, surgical interventions, and identification and treatment of cellular alterations in varied health care settings. Five hours lecture, twelve hours clinical. Prerequisites: GE 101, BIO 208, BIO 209L, ENG 101 and PSY 101. Corequisite: AGR 303A.
- NUR 103 PSYCHOSOCIAL/GERONTOLOGICAL NURSING PROCESS.** (4, fa, sp). Concepts of psychosocial nursing throughout the lifespan with identification of related alterations and treatments, and concepts of gerontological nursing, applied in varied health care and community settings. Prerequisite: NUR 101 and AGR 303A. Corequisite: PSY 308. Four hours lecture, twelve hours clinical.
- NUR 104 NURSING PROCESS II.** (5, fa, sp). Application of scientific principles and concepts of nursing in providing care to the client with unmet sensory, neurologic, fluid and electrolyte, renal elimination, and mobility needs. Prerequisite: NUR 103. Six hours lecture, twelve hours clinical.
- NUR 106 TRANSITIONS TO PROFESSIONAL NURSING.** (2, su). Designed for the LPN allowing demonstration of competency in the skills essential to

- beginning nursing practice and determining placement in the AAS in Nursing Program. Prerequisite: Current undisciplined Missouri LPN license and admission to AAS in Nursing Program.
- NUR 201 NURSING PROCESS III.** (4, fa, sp). Application of scientific principles and concepts of nursing in providing care to the client with unmet nutrition, elimination, and regulation needs. Prerequisite: NUR 104, BIO 301, BIO 301L, PSY 308. Corequisite: ENG 102, SA 201. Four hours lecture, twelve hours clinical.
- NUR 202 MATERNAL/CHILD NURSING PROCESS.** (5, fa, sp). Application of scientific principles and concepts of nursing in providing care to meet the needs of maternity patients and children from birth through adolescence. Prerequisite: NUR 201. Six hours lecture, twelve hours clinical.
- NUR 203 NURSING PROCESS IV.** (5, fa, sp). Differentiation and application of scientific principles and concepts of nursing in providing care to clients with unmet oxygenation, multi-system and critical care needs. Prerequisite: NUR 202, ENG 102, SA 201. Corequisite: PSC 203 or 204; HIS 205 or 206. Six hours lecture, twelve hours clinical.
- NUR 204 NURSING LEADERSHIP.** (4, fa, sp). Application of leadership principles in providing care to clients in and across health care settings, examining legal, ethical, and professional frameworks of nursing. Prerequisite: NUR 203. Four hours lecture and twelve hours clinical.

## Progression

Each student must satisfy both theory and clinical requirements of each course before progressing to the next course in the nursing sequence. Comprehensive examinations are administered at the end of each nursing course in the AAS program. Clinical courses include a practicum that must be successfully completed in order to pass the course. Unsatisfactory performance in theory, practicum or clinical will result in failure of the course. The following scale is used to designate the level of performance in required nursing courses: A = 91-100%; B = 83-90%; C = 75-82%; D = 70-74%; F = below 70%. Any student who earns a failing grade in clinical but who has an average of 75% or more in theory will be awarded a grade of “D” for the course.

A grade of “C” or above in a nursing course and the prerequisite non-nursing courses is necessary for progression to the next course in the nursing sequence. Students who receive a grade below “C” (75%) must apply for readmission to the program.

Students who twice enroll, within the past five years, in any course required for the nursing degree and do not receive a grade of “C” or above will be denied progression in the program. A student may repeat two nursing courses within a five year period. A repeated nursing course must be passed on the second attempt. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

A student withdrawing from a nursing course is required to contact the course faculty. If the grade earned at the time of withdrawal is D or F, this will be considered a course failure for purpose of curriculum progression. If the grade earned at the time of withdrawal is a C or above, there may be no effect in regard to curriculum progression. A student must reapply for readmission within 2 consecutive semesters. Readmission is contingent upon space available in the course. If a student is unable to re-enroll and return to the course within 2 consecutive semesters, the student may be required to repeat all or part of previously completed courses within the curriculum. If extenuating

circumstances have occurred, the student may petition the faculty in writing for an exception.

LPNs must have and maintain a current Missouri license in good standing throughout the AAS Nursing program.

## **Readmission**

A student eligible for readmission to the AAS in Nursing must complete the requirements of the current *Bulletin* at the time of readmission. A student who exits the program for any reason or fails to progress with his or her class is not guaranteed readmission. The nursing faculty reserves the right to require a readmitted student to audit or re-take a nursing course when the current course varies significantly from content during prior enrollment or when faculty believe that the amount of time (See Progression as outlined above) since the student was enrolled in the course has been sufficient enough to jeopardize the student's success in the AAS in Nursing. These students may be allowed to document course competency by successfully writing the final examination(s) and successfully completing the practicum for the course(s) involved.

When a student desires readmission to the program, a written request describing 1) the reasons for withdrawal or exclusion, 2) the desired readmission date, and 3) the changes that have occurred to facilitate program completion should be submitted to the department. This letter should be received in the department office no later than final examination week in order for the request to be reviewed by the nursing faculty. The student will be notified in writing of the faculty's decision. Eligible candidates can only be readmitted if space is available.

## **Degree/Licensure Requirements for the AAS in Nursing**

A minimum of 70-71 credit hours with a minimum GPA of 2.00 is required for graduation. Licensed Practical Nurses who enroll in NUR 106 and successfully complete the departmental nursing examinations may earn a maximum of 18 credit hours of nursing courses.

Students must complete all required courses with grades of C or better, to include a minimum of 36 credit hours in nursing. Eighteen of these credit hours must be taken in residence. Specific major requirements are NUR 101, NUR 103, NUR 104, NUR 201, NUR 202, NUR 203 and NUR 204. Specific non-nursing courses required for graduation are BIO 103/104L, BIO 208/209L, BIO 301/301L, ENG 101, ENG 102, GE 101, AGR 303A, PSC 203 or equivalent, PSY 101, PSY 308, and S/A 201.

Successful completion of the AAS in Nursing requirements qualifies the student for consideration by the faculty for recommendation to receive the Associate of Applied Science Degree with a major in Nursing. Completion of these requirements also qualifies the graduate to apply to the Missouri State Board of Nursing to become a registered nurse by writing the National Council Licensing Examination for Registered Nurses (NCLEX R.N.). However, completion of the program does not guarantee eligibility to write the NCLEX-R.N.

## SAMPLE PROGRAM OF STUDY

Leading to the Associate of Applied Science degree  
with a major in Nursing

### Pre-requisite Nursing Courses

PSY 101	General Psychology	3
ENG 101	Comp. & Rhet. I	3
BIO 208	Human Anatomy & Physiology	3
BIO 209L	Human Anatomy & Physiology Lab	2
GE 101	University Seminar	<u>1</u>
		12

### First Semester

NUR 101	Introduction to Nursing	9
AGR 303A	Principles of Nutrition	<u>3</u>
		12

### Second Semester

NUR 103	Psychosocial Nursing Process (1 <sup>st</sup> 8 weeks)	4
NUR 104	Nursing Process II (2 <sup>nd</sup> 8 weeks)	5
BIO 301/301L	Microbiology with Lab	4
PSY 308	Developmental Psychology	<u>3</u>
		16

### Third Semester

NUR 201	Nursing Process III (1 <sup>st</sup> 8 weeks)	4
NUR 202	Maternal Child Nursing Process (2 <sup>nd</sup> 8 weeks)	5
ENG 102	Comp. & Rhet. II	3
S/A 201	Intro. to Sociology	<u>3</u>
		15

### Fourth Semester

NUR 203	Nursing Process IV (1 <sup>st</sup> 8 weeks)	5
NUR 204	Nursing Leadership (2 <sup>nd</sup> 8 weeks)	4
PSC 203	American National Government	<u>3</u>
		12

Total Credits: **67**



# Bachelor of Science in Nursing Completion Program

## Objectives

The program objectives of the BSN Completion are to prepare students to

1. apply leadership concepts, skills, and decision making in the provision of high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings.
2. disseminate and integrate evidence based practice (EBP) in planning, implementing and evaluating outcomes of care.
3. demonstrate skills in using patient care and information technologies, information systems, and communication devices that support safe nursing practice.
4. demonstrate knowledge of healthcare policy, finance, and regulatory environments, influenced by healthcare trends.
5. apply effective communication techniques, including negotiation, collaboration, and conflict resolution to produce positive professional relationships.
6. use clinical prevention and population focused nursing to improve health.
7. demonstrate core nursing values to achieve optimal health outcomes by applying the professional standards of moral, ethical, and legal conduct.

Achievement of these outcomes will enable graduates to practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of a profession.

## Assessment Program

Assessment measures allow students and faculty to determine the degree of success that students have in meeting program and student outcome objectives. Formative and summative assessment measures such as portfolios, surveys, focus groups and group projects are used during the nursing program. Student results are analyzed to determine program strengths and deficits. Based on this analysis, curriculum or program revisions are made to enhance student learning.

## Admission Criteria

To be admitted to the BSN Completion, the applicant must

1. have a Certificate of Admission to Lincoln University
2. have a current RN license in good standing where practicum will be completed
3. complete the BSN application form. This form may be obtained in the Nursing Office (100 Elliff) or online at <http://www.lincolnu.edu/web/dept.-of-nursing-science/bsn-forms>
4. have at least 60 hours of college credit and be eligible for junior standing, to include the following:

## Nursing:

Medical-surgical, Obstetrics, Pediatrics, Mental Health 24 credits

## \*Non-Nursing:

English composition (I & II) 6 credits  
Science: to include anatomy and physiology,  
microbiology, and chemistry 16 credits  
Sociology 3 credits  
Psychology 3 credits  
Other: to include 3 credits in history/government 8 credits

\*Students who have not completed the specified non-nursing courses listed above may be admitted if they have accumulated 60 hours of college credit.

Students must plan their program of study to include any general education courses required for a bachelor's degree that they have not completed as part of their previous education. Persons interested in the BSN Completion are encouraged to call or visit the Department of Nursing Science for information and/or an appointment with an academic advisor.

## **Admission as a Transfer Student**

Transfer credits from other colleges and universities will be evaluated on an individual basis for equivalency to current program requirements. Nursing students must meet the same transfer of credit as outlined in the *Undergraduate Bulletin*.

Transcripts from diploma programs will be evaluated on an individual basis. The Department of Nursing Science may grant up to 34 hours of lower division nursing credits. Additional college credits may be awarded for the sciences, social sciences, and humanities after transcript evaluation.

## **Practicum Requirements**

Prior to beginning practicum courses, NUR 370 Community Health Nursing/Practicum and NUR 480 Professional Nursing Practice/Practicum, students must submit to the course instructor verification of the following:

- RN licensure in good standing in the state where practicum will be completed
- Criminal background check (fingerprint)
- American Heart Association Healthcare Provider CPR certification
- Professional liability insurance coverage
- Hepatitis B vaccine series
- MMR vaccine or antibody test
- Tetanus vaccine
- Varicella vaccine or titer
- Mantoux TB skin test
- Urine drug screen (8 panel)
- Individual clinical agency requirements

Due to the nature of practicum experiences and the risk of exposure to injury and illness, all nursing students are strongly encouraged to have health insurance. The cost of treatment for illness or injury is the responsibility of the individual student.

## **Criminal Background Checks**

All students entering a practicum experience will need to complete a criminal background check at the student's expense. This investigation meets statutory requirements and is to ensure students have not previously committed violent crimes against persons. If practicum agencies require reverification, students must complete additional criminal background checks as required by the agencies. Criminal background checks will be valid for a period of two years.

Students must meet the requirements of practicum agencies where Lincoln University participates in practicum experiences. If the results of the criminal background check reveals a record or conviction, guilty pleas or *nolo contendere* pleas involving Class A or Class B felonies as listed under Missouri law, the student will not be able to participate in practicum.

It is illegal for licensed hospitals, nursing homes and in-home care agencies under contract with the Department of Health and Senior Services to knowingly hire a person for a position for the purpose to have contact with patients or residents if that person is currently on the Employee Disqualification List of the Department of Social Services. If a student is listed on the Employee Disqualification List maintained by the State of Missouri Department of Health and Senior Services, the student will not be able to attend practicum.

## **Progression**

RNs must have and maintain a current RN license in good standing in the state they are completing their practicum experiences. Each student must satisfy all requirements for all components of each nursing course. A grade of C or above in prerequisite nursing courses is necessary for progression to the next course in the nursing sequence. Students who receive a grade below C (70%) must repeat the course. Practicum courses include practicum experiences that must be successfully completed in order to pass the course. Unsatisfactory performance in theory or practicum will result in failure of the course. The following scale is used to designate the level of performance in required nursing courses: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = below 59%. The nursing faculty reserves the right to limit a student's unsuccessful efforts in the program.

## **Program Requirements**

Nursing students must meet the Lincoln University requirements for graduation as outlined in the *Undergraduate Bulletin*. Students must also complete the University's general education requirements for the bachelor's degree.

The BSN Completion requires completion of a total of 121 credits, including 32 credit hours of upper division (300 or above) nursing courses. A minimum of 40 hours of upper division courses (those numbered 300-499) is required for graduation. If the one hour of activity physical education is waived, then a minimum of 120 hours of academic credit is required. Elective hours can be used to meet the total number of hours required for the degree. Additionally, a minimum of 30 credit hours of 300- and/or 400- level course work must be successfully completed in residence to obtain a baccalaureate degree; a minimum of 12 of these 30 semester hours must be in the major and, if a minor is declared, at least 6 of these 30 hours must be in the minor.

The following upper division nursing courses are required for the BSN Completion:

- NUR 310 (3 hr) Concepts of Professional Nursing
- NUR 320 (2 hr) Health Assessment I
- NUR 321 (2 hr) Health Assessment II
- NUR 350 (3 hr) Pathophysiology

- NUR 360 (3 hr) Introduction to Nursing Research
- NUR 420 (3 hr) Leadership/Management in Nursing
- \* NUR 440 (5 hr) Community Health/Practicum
- NUR 460 (3 hr) Legal and Ethical Issues in Professional Nursing
- NUR 480 (5 hr) Professional Nursing Practice/Practicum

In addition, the student must select at least 3 credit hours from the following elective nursing courses:

- NUR 315 (3 hr) Pharmacology in Nursing
- NUR 325 (3 hr) Computers in Nursing
- NUR 330 (3 hr) Nursing in Groups
- \*\* NUR 335 (3hr) Death and Bereavement: Cultural Variations
- NUR 415 (1-3 hr) Special topics
- NUR 425 (1-3 hr) Independent study

\*NUR 440 Community Health meets the PED 111 General Education Requirement.

\*\*NUR 335 Death and Bereavement: Cultural Variations can be used to meet the International Cultural Diversity General Education Requirement as well as the nursing elective.

## Computer Skills Requirement

Nursing students must be able to utilize university email and on-line course management systems, Internet, power point, and word-processing throughout the nursing program. Computer hardware and software requirements for the on-line program are outlined in the BSN Student Handbook.

## Course Descriptions

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year. All BSN Completion nursing courses are currently being taught online using the Moodle Course Management System.

- NUR 310 CONCEPTS OF PROFESSIONAL NURSING.** (3,fa). Introduces the student to professional nursing practice, including the evolution of and theoretical basis for nursing. Special emphasis is placed on critical aspects of professional nursing practice and the future of health care. This course is designated writing intensive. Prerequisite: Admission to the BSN Completion program.
- NUR 315 PHARMACOLOGY IN NURSING.** (3). Study of the basic concepts of pharmacology and their relationship to nursing. Focus is on drug actions, reactions, interactions, and application of the nursing process to drug therapy.
- NUR 320 HEALTH ASSESSMENT I.** (2, fa). Emphasizes concepts and skills of comprehensive assessment applicable to the adult and child with specific health history skill development. Prerequisite: NUR 104.
- NUR 321 HEALTH ASSESSMENT II.** (2, fa). Emphasizes concepts and skills of comprehensive physical exam assessment for the adult and child with specific attention to physical examination skill development. Prerequisite: NUR 320.

- NUR 325 COMPUTERS IN NURSING.** (3). An introduction to computer technology as it is utilized in nursing practice, education, research, and administration. Prerequisite: CS 103.
- NUR 330 NURSING IN GROUPS.** (3). Provides theoretical foundation for utilizing the nursing process with families, groups, and communities. Emphasizes the nursing roles of provider of care, teacher, counselor, collaborator, and advocate.
- NUR 335 DEATH AND BEREAVEMENT: CULTURAL VARIATIONS.** (3, fa, sp, su). Designed to stimulate critical-thinking, explore feelings, and heighten self-awareness regarding death and grieving in various cultures. Content is holistic and deals with the physiologic, psychological, multicultural, spiritual, artistic and demographic aspects of death and bereavement across the lifespan. Emphasis will be on national and international aspects of thanatology. Pre-requisite: ENG 101, ENG 102
- NUR 350 PATHOPHYSIOLOGY.** (3,sp). The study of altered physiologic processes which result in health problems across the lifespan and require physiologic adaptive mechanisms. Students utilize critical thinking skills in analysis of selected health problems and application of the nursing process to clinical situations involving pathophysiology. Pre-requisite: NUR 104.
- NUR 360 INTRODUCTION TO NURSING RESEARCH.** (3, sp). This course introduces the principles of research theory and methodology. Develops skills in critiquing nursing research and its application in evidence-based practice. Prerequisite: NUR 310, MAT 117
- NUR 415 SPECIAL TOPICS.** (1-3). Topics to be listed in course schedule. May enroll again as topic changes. Prerequisite: Senior standing or permission of instructor.
- NUR 420 LEADERSHIP/MANAGEMENT IN NURSING.** (3, fa). This course is a study of the leadership and management principles with emphasis of organizational structures, economical and political trends, health care environments and workforce management. This course is designated writing intensive. Prerequisites: NUR 310, NUR 360
- NUR 425 INDEPENDENT STUDY.** (1-3). Area of nursing studied will be subject to agreement between student and instructor. May enroll again as the topic changes. Prerequisite: Senior standing or permission of instructor.
- NUR 460 LEGAL AND ETHICAL ISSUES IN PROFESSIONAL NURSING.** (3, sp). This course is a study of legal and ethical issues/events impacting professional nursing practice. Selected legal and ethical issues related to social, political and economic trends are discussed. Prerequisite: NUR 310, NUR 360
- NUR 470 COMMUNITY HEALTH/PRACTICUM.** (5, fa, LF). This course is the study and application of care for individuals, families, groups, communities, and populations. Emphasis is placed on health promotion and disease prevention. (A 96 hour practicum is required.) Prerequisite: NUR 310, NUR 320, NUR 321, NUR 350, NUR 360.
- NUR 480 PROFESSIONAL NURSING PRACTICE/PRACTICUM.** (5, sp, LF). Application of professional nursing practice in the care of individuals, families and groups and the role of the professional nurse in health promotion, maintenance and restoration. (A 96 hour practicum is required.) Prerequisites: NUR 420, NUR 440, Corequisite: NUR, 460.

## Graduation – BSN

Successful completion of the BSN requirements qualifies the student for consideration by the faculty for the Bachelor of Science in Nursing. All degrees are awarded at a Lincoln University graduation ceremony.

### SAMPLE PROGRAM OF STUDY Leading to a Bachelor of Science in Nursing degree

#### TWO YEAR PROGRAM

#### First Semester

NUR 310	Concepts of Prof. Nursing	3
NUR 320	Health Assessment I	2
NUR 321	Health Assessment II	2
MAT 117	Statistics	3
SPT 206	Fundamentals of Speech	3
	Am. Cul. Div. Req.	<u>3</u>
		16

#### Second Semester

NUR 350	Pathophysiology	3
NUR 360	Intro. To Nursing Research	3
NUR	Nursing Elective	3
	Hum./Fine Arts Req.*	3
PED	Physical Ed. Activity	<u>1</u>
		13

#### Third

#### Semester

NUR 420	Leader/Mgmt in Nsg	3
NUR 470	Comm. Health/Practicum	5
	Int'l. History Req.	3
	General Elective**	<u>3</u>
		14

#### Fourth Semester

NUR 460	Legal/Ethical Issues in Nsg	3
NUR 480	Professional Nsg/Practicum	5
	Int'l. Cul. Div. Req.**	3
	General Elective**	3
	Hum./Fine Arts Req.*	<u>3</u>
		17

\*All general education requirements must be completed.

\*\*Upper division courses suggested if needed to meet the 40-hour upper division requirement.

# SURGICAL TECHNOLOGY PROGRAM

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## DEPARTMENT OF NURSING SCIENCE

Program Coordinator: Mangold

Instructor: Hurtault

### Mission

The purpose of the Lincoln University Surgical Technology Program is to prepare students who have demonstrated the necessary desire, aptitude, strength of character and maturity to pass the National Certification Exam for Surgical Technology and to be selected for and to hold a Surgical Technologist position. The purpose however does not end there. The student will be taught the Surgical Technology Code of Ethics, the Patient Bill of Rights, the principles of quality assurance and the elements of safety and infection control associated with all skills presented.

### Degrees Offered

Associate of Applied Science with a major in Surgical Technology.

The AAS in Surgical Technology is accredited by, the Commission on Accreditation of Allied Health Education Programs(CAAHEP), 1361 Park Street, Clearwater, FL 33756 (phone: 727-210-2350, <http://www.caahep.org/>).

### Objectives

The program objectives of the AAS in Surgical Technology are to prepare successful students who

1. demonstrate cognitive (knowledge), psychomotor (skills) and affective (behavior) domains as an entry level surgical technologist.
2. can function as a surgical technologist who provides and participates in the coordination of patient care as a member of the surgical team.
3. demonstrate effective written, verbal and nonverbal communication with patients/clients and peers.
4. will have a broad knowledge base and the intellectual skills enabling them to embrace lifelong learning.
5. demonstrate the ability to use problem-solving skills to provide safe and effective surgical outcomes.
6. demonstrate professional attributes by showing accountability for their actions and practicing within the ethical, legal and regulatory framework.
7. who pass the National Certification Exam for Surgical Technologist administered by the National Board of Surgical Technologists and Surgical Assistants (NBSTSA).

### Assessment Program

Assessment measures allow students and faculty to determine the degree of success that students have in meeting program and student outcome objectives. Formative and summative assessment measures such as student performance rubrics, surveys and standardized exams are used during the surgical technology program. Student results are analyzed to determine program strengths and deficits. Based on this analysis and recommendations from the Surgical Technology Program Advisory Board, curriculum or

program revisions are made to enhance student learning. Additionally, based on individual student performance on standardized exams, supplemental instruction may be required in preparation for the national certification exam.

## Admission Criteria

The Lincoln University Undergraduate Admission Application form can be obtained from the University Office for Admissions, or online at <http://www.lincolnu.edu/web/surgical-technology/surgical-technology>. The applicant will then be sent a Certificate of Admission which will list Surgical Technology as the major.

When the Certificate of Admission has been obtained, the applicant should contact the Department of Nursing Science and make an appointment to attend a surgical technology information session and then meet with a surgical technology academic advisor. The faculty advisor in the department will provide more specific information about the program and the admission procedure. Admission is competitive. Students are selected by a committee after completion of an application, attending an information session, meeting with their advisor, and taking the HOBET V Skills Assessment Examination (SAE).

To be considered for admission to the AAS in Surgical Technology, the applicant must:

1. have a letter of admission to Lincoln University
2. have placed in Math 111 on Lincoln University Mathematic placement exam, completed Math 50/51 with a grade of C or better, or transferred the equivalent from an accredited university or community college.
3. complete a departmental application
4. submit 3 references using departmental forms
  - 1) One must be from a work supervisor, if employed in the past year.
  - 2) Students from other surgical technology programs need at least 1 letter from an instructor.Do not use family, friends or acquaintances.
5. GPA of at least 2.0 (be in good academic and non-academic standing).
6. submit score of at least a 60<sup>th</sup> percentile on the HOBET V Skills Assessment Exam (SAE). The SAE may only be repeated at intervals of every 3 months or more.

The student is responsible for contacting the Nursing Science office at (573) 681-5421 to make sure their application and references have been received and are complete by the deadline. The student is responsible for providing and maintaining current address and contact numbers to the Surgical Technology Program.

After the above admissions criteria are met, the admissions committee will review the applicant's admission criteria and file for acceptability. Those applicants that are not accepted into the program but meet the minimum requirements will be placed on a waiting list for the next available space in the surgical technology program. All applicants are notified in writing of their acceptance or rejection and placed on the waiting list if accepted. If the application process is not completed, information will be retained through the next admission deadline only.

Student transcripts must reflect passage of pre-requisite and/or required courses and a C or above on the first or second attempt to be admitted. If the student has received a D or F in pre-requisite and/or required courses on the second attempt the student must wait



5 years to apply to the surgical technology program. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

## **Admission as a Transfer Student**

Applicants for admission by transfer must:

1. meet university requirements for admission.
2. complete the surgical technology admission criteria.
3. meet with a surgical technology faculty advisor.

Transfer credit from other colleges and universities will be evaluated on an individual basis for equivalency to current program requirements. Only courses with a grade of "C" or better will be considered. Required courses in the social and biological sciences form the basis for making good judgments. The surgical technology faculty, therefore, reserves the right to require students to retake these courses when credit was earned more than five years prior to enrollment in the AAS.

## **Clinical Requirements**

Surgical Technology students are required to meet health requirements established by the University. All applicants accepted for admission to the AAS in Surgical Technology must be physically and mentally healthy. All surgical technology students must have a current physical exam within the calendar year prior to starting the first surgical technology course. Because they obtain clinical laboratory experiences in a variety of area health care agencies, students must assure that they are in good health throughout their enrollment in the AAS in Surgical Technology.

Students must maintain documentation of immunizations/titers, i.e., Hepatitis B, DT, influenza, MMR, and chickenpox and yearly Mantoux (TB) testing. Students are required to have any laboratory test(s), including drug screens, requested by clinical agencies. Due to the nature of clinical experiences and the risk of exposure to illness and injury, all surgical technology students are encouraged to have health insurance. The cost of treatment for any injury or illness is the responsibility of each student.

Surgical Technology students are required to provide documentation of certification to perform adult (one man, two man), child and infant cardiopulmonary resuscitation (CPR) prior to beginning clinical surgical technology courses in the AAS. Students must document current CPR certification throughout their enrollment in the AAS.

## **Criminal Background Checks**

All students entering the clinical surgical technology major will complete the University's criminal record check at the students' expense. This investigation meets statutory requirements and is to ensure students have not previously committed violent crimes against persons. If clinical agencies require reverification, students must complete additional criminal background checks as required by the agencies.

Students must meet the requirements of clinical agencies where Lincoln University participates in clinical experiences. If the results of the criminal records background check reveal a record or conviction, guilty pleas or *nolo contendere* pleas involving Class A or Class B felonies as listed under Missouri law, the student will not be able to participate in clinical.

It is illegal for licensed hospitals, nursing homes and in-home care agencies under contract with the Department of Health and Senior Services to knowingly hire a person for a position for the purpose to have contact with patients or residents if that person is

currently on the Employee Disqualification List of the Department of Social Services. If a student is listed on the Employee Disqualification List maintained by the State of Missouri Department of Health and Senior Services, the student will not be able to attend clinical.

## **Computer Skills Requirement**

Surgical Technology students must be able to utilize university email and on-line course management systems, Internet, and word-processing throughout the surgical technology program.

## **Course Descriptions**

Listed courses may not be taught every semester or every year. The department head and departmental advisors have information about projected course offerings for a semester/year.

- SGT 101 INTRODUCTION TO SURGICAL TECHNOLOGY.** (3, fa). Introduction to surgical technology roles, patient needs, and ethical and legal issues. Prerequisites: Admission to ST Program.
- SGT 102 MEDICAL TERMINOLOGY.** (3, fa). Understanding of medical terminology to effectively communicate with other health care providers. Prerequisites: Instructor consent.
- SGT 103 FUNDAMENTALS OF SURGICAL TECHNOLOGY.** (4, sp). Surgical technologists roles and theory during pre-operative, intra-operative and post-operative periods. Prerequisites: SGT 101, SGT 102, BIO103, BIO104L, ENG 101 Corequisites: SGT 103L.
- SGT 103L FUNDAMENTALS OF SURGICAL TECHNOLOGY LAB.** (2, sp). Practice of surgical technologist roles and theory during simulated pre-operative, intra-operative and post-operative periods. Students will spend 6 hours per week in the mock operating room at Lincoln University. Corequisites: SGT 103.
- SGT 104 SURGICAL PHARMACOLOGY.** (2, sp). Study of the basic concepts of pharmacology during the intra-operative period. Focus on drug dosage, actions, reactions and interactions. Prerequisites: SGT 101.
- SGT 201 SURGICAL PATHOLOGY.** (2, su). Study of diseases and disorders that may require surgical intervention. Prerequisites: BIO 208, BIO 209L, SGT 103, 103L, SGT 104.
- SGT 202L SURGICAL TECHNOLOGY CLINICAL I.** (1, su). Study of concepts and techniques of Surgical Technology including clinical observation. Four and a half hours per week will be devoted to training in the clinical setting and one hour per week will be devoted to classroom laboratory time. Prerequisites: SGT 103, 103L, SGT 104.
- SGT 203 SURGICAL PROCEDURES I.** (4, fa). Study of the role and function of the surgical technologist related to common surgical procedures during pre-operative, intra-operative and post-operative periods. Prerequisites: SGT 201, 202L.
- SGT 204L SURGICAL TECHNOLOGY CLINICAL II.** (9, fa). Application of surgical technologist roles related to surgical procedures and techniques during pre-operative, intra-operative, and post-operative periods. Three days per week (6:30 a.m. to 3:00 p.m. will be devoted to training in the clinical setting and one hour per week to classroom laboratory time. In addition,

each student will meet separately with a faculty member each week. Prerequisites: SGT 202L.

**SGT 205** **SURGICAL TECHNOLOGY TRENDS AND ISSUES.** (2, sp). Examination of leadership skills and current trends and issues in surgical technology. Prerequisites: SGT 203, SGT 204L.

**SGT 206** **SURGICAL PROCEDURES II.** (4, sp). Study of the role and function of the surgical technologist related to advanced surgical procedures during pre-operative, intra-operative and post-operative periods. Prerequisites: SGT 203.

**SGT 207L** **SURGICAL TECHNOLOGY CLINICAL III.** (9, sp). Application of surgical technologists roles related to advanced surgical procedures and techniques during pre-operative, intra-operative and post-operative periods. Three days per week (6:30 a.m. to 3:00 p.m. will be devoted to training in the clinical setting and one hour per week to classroom laboratory time. In addition, each student will meet separately with a faculty member each week. Prerequisites: SGT 204L.

## **Progression**

Each student must satisfy both theory and clinical courses before progressing to the next course in the surgical technology sequence. Comprehensive examinations are administered at the end of each surgical technology course in the AAS program. Clinical courses include a practicum that must be successfully completed in order to pass the course. Unsatisfactory performance in theory, practicum or clinical will result in failure of the course. The following scale is used to designate the level of performance in required surgical technology courses: A = 91-100%; B = 83-90%; C = 75-82%; D = 70-74%; F = below 70%.

A grade of “C” or above in a surgical technology course and the prerequisite surgical technology courses is necessary for progression to the next course in the surgical technology sequence. Students who receive a grade below “C” (75%) must apply for readmission to the program.

Students who twice enroll, within the past five years, in any course required for the surgical technology degree and do not receive a grade of “C” or above will be denied progression in the program. A student may repeat two surgical technology courses within a five year period. A repeated surgical technology course must be passed on the second attempt. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

A student withdrawing from a surgical technology course is required to contact the course faculty. If the grade earned at the time of withdrawal is D or F, this will be considered a course failure for purpose of curriculum progression. If the grade earned at the time of withdrawal, is a C or above there may be no effect in regard to curriculum progression. A student must reapply for readmission within 2 consecutive semesters. Readmission is contingent upon space available in the course. If a student is unable to re-enroll and return to the course within 2 consecutive semesters, the student may be required to repeat all or part of previously completed courses within the curriculum. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

## Readmission

A student eligible for readmission to the AAS in Surgical Technology must complete the requirements of the current *Bulletin* at the time of readmission. A student who exits the program for any reason or fails to progress with his or her class is not guaranteed readmission. The faculty reserves the right to require a readmitted student to audit or re-take a surgical technology course when the current course varies significantly from content during prior enrollment or when faculty believe that the amount of time (See Progression as outlined above) since the student was enrolled in the course has been sufficient enough to jeopardize the student's success in the AAS in Surgical Technology. These students may be allowed to document course competency by successfully writing the final examination(s) and successfully completing the practicum for the course(s) involved.

When a student desires readmission to the program, a written request describing 1) the reasons for withdrawal or exclusion, 2) the desired readmission date, and 3) the changes that have occurred to facilitate program completion should be submitted to the department. This letter should be received in the department office no later than final examination week in order for the request to be reviewed by the surgical technology faculty. The student will be notified in writing of the faculty's decision. Eligible candidates can only be readmitted if space is available.

## Degree/Certification Requirements for the AAS in Surgical Technology

A minimum of 68 credit hours with a minimum GPA of 2.00 is required for graduation. Students must complete all required courses with grades of C or better, to include a minimum of 45 credit hours in surgical technology. Twenty of these credit hours must be taken in residence. Specific major requirements are SGT 101, SGT 102, SGT 103, SGT 103L, SGT 104, SGT 201, SGT 202L, SGT 203, SGT 204L, SGT 205, SGT 206, SGT 207L. Specific non-surgical technology courses required for graduation are BIO 103/104L, BIO 208/209L, BIO 301/301L, ENG 101, GE 101, PSY 101, HIS 205 or equivalent.

Successful completion of the AAS in Surgical Technology requirements qualifies the student for consideration by the faculty for recommendation to receive the Associate of Applied Science Degree with a major in Surgical Technology. Completion of these requirements also qualifies the graduate to apply to the NBSTSA to become a certified surgical technologist by writing the National Certification Exam. However, completion of the program does not guarantee eligibility to write the certification exam.

### **SAMPLE PROGRAM OF STUDY Leading to the Associate of Applied Science degree with a major in Surgical Technology**

#### **First Semester**

SGT 101	Introduction to Surgical Technology	3
SGT 102	Medical Terminology	3
BIO 103	Principles of Biology	3
BIO 104	Principles of Biology Lab	1
ENG 101	Comp. & Rhet. I	3
GE 101	University Seminar	1
		14

**Second Semester**

SGT 103	Fundamentals of Surgical Technology	4
SGT 103L	Fundamentals of Surgical Technology Lab	2
SGT 104	Pharmacology	2
BIO 208	Human Anatomy & Physiology	3
BIO 209L	Human Anatomy & Physiology Lab	2
PSY 101	General Psychology	3
		<hr/>
		16

**Third Semester**

SGT 201	Pathophysiology	2
SGT 202L	Surgical Technology Clinical I	1
BIO 301/301L	Microbiology with Lab	4
		<hr/>
		7

**Fourth Semester**

SGT 203	Surgical Procedures I	4
SGT 204L	Surgical Technology Clinical II	9
HIS 205	American History or equivalent	3
		<hr/>
		16

**Fifth Semester**

SGT 205	Surgical Technology Trends & Issues	2
SGT 206	Surgical Procedures II	4
SGT 207L	Surgical Technology Clinical III	9
		<hr/>
		15

Total Credits: **68**

# **BACHELOR OF LIBERAL STUDIES (B.L.S.) DEGREE**

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## **COLLEGE OF PROFESSIONAL STUDIES**

### **Mission**

The Bachelor of Liberal Studies (B.L.S.) degree is administered through the College of Professional Studies. This degree is specifically designed for the non-traditional student who is already in the workforce but seeking a baccalaureate degree that will provide him/her with the credentials necessary to enhance his/her career. The program offers more flexibility than a traditional degree in that the student can develop his/her own program around two or more emphasis areas that will help meet his/her professional goals. This degree does not require or lead to a major in a subject field. However, through a strong academic foundation in general education and specific knowledge in selected disciplines, the BLS graduate will perform more effectively in his/her profession and become more proficient in specific job-related skills areas.

### **Degree Offered**

Bachelor of Liberal Studies

### **Objectives**

1. Students completing the Bachelor of Liberal Studies degree program will be satisfied with their individualized programs of study.
2. Graduates of the Bachelor of Liberal Studies degree program will find opportunities for career and professional advancement as a result of their degrees.
3. Graduates of the Bachelor of Liberal Studies degree program will demonstrate comparable general education skills as all other Lincoln University majors.

### **Assessment Program**

Unlike other degree programs, the B.L.S. degree does not have a common core curriculum for all students. Each student designs a unique academic experience built upon a general education foundation. Consequently, surveys, in addition to the General Education Test (GET) required of all students, are utilized to determine if the program objectives have been met. A program satisfaction survey is administered to all prospective graduates of the program. An alumni survey is also sent to all graduates to determine if they have experienced opportunities for career and professional advancement as a result of their degrees.

### **Admission Requirements**

1. The student must be admitted to the University.
2. The student must submit an application and be formally approved for admission into the B.L.S. Program administered by the College of Professional Studies.
3. The student must be 21 years of age or older at the time of application for admission.

4. The student must be admitted to the program at least one semester prior to the semester of graduation.
5. The transfer student must have a "C" average or better in previous college work; a student with less than a "C" average who has been out of school for ten years or more may be admitted on a conditional basis.
6. A person who has already earned a bachelor's degree is not eligible to enroll in the BLS program.

A student admitted into the Liberal Studies Program will not be required to take the ACT or placement tests. However, placement tests will be available for all students as part of the advising process.

## **Degree Requirements**

1. The student must earn a total of 120 semester hours of academic credit.
2. The student must successfully complete a minimum of 40 hours of upper division coursework (numbered 300 and above), of which 18 hours must be in the emphasis areas, with no less than 6 hours in any one emphasis area.
3. The student must earn a minimum of a 2.00 cumulative grade point average.
4. The student must successfully complete (with a grade of "C" or better in each course) a total of at least 36 hours in two or three areas of emphasis designed to meet the student's educational goals. No fewer than 12 credit hours may be completed in any one selected area of emphasis.
5. At least 30 upper-division hours of coursework must be earned in residence.
6. The student must complete a capstone experience and at least one writing intensive course in an emphasis area.

## **Program Restriction**

No more than 30 hours of credit may be earned in any one emphasis area without written permission from the student's advisor. Hours taken beyond the 30 credits in a discipline will be recognized as elective hours.

## **General Education Requirements for the B.L.S. Degree**

Area 1	English Proficiency ENG 101 or ENG 151H with a grade of "C" or better.	3 hours
Area 2	Missouri State Law Requirement HIS 205 or 206, PSC 203 or 204	3-6 hours
Area 3	Mathematics Proficiency MAT 112 or higher.	3 hours
Area 4	Writing Proficiency ENG 102 or ENG 152H with a grade of "C" or better.	3 hours
Area 5	Humanities A minimum of nine hours selected from at least two different disciplines: art, foreign language, literature, music, philosophy, or theater.	9 hours
Area 6	Science/Mathematics A minimum of seven hours selected from at least two different disciplines: biology, chemistry, computer science, mathematics, physics, experimental psychology, agriculture, and natural resources. At least one course must be a science	7-9 hours

	course (biology, chemistry, physics, experimental psychology, agriculture, or natural resource).	
Area 7	Social Science	9 hours
	A minimum of nine hours selected from at least two different disciplines: anthropology, criminal justice, economics, geography, history, political science, psychology, social work, sociology or social science.	
Area 8	Cultural Diversity	3 hours
	The cultural diversity component may be fulfilled by completing any one of the following courses:	
	AAS 200	African American Studies
	ANT 311	World Ethnography
	ANT 411	Culture Areas of the World
	BAD 215	Introduction to Global Business
	CD 200	Cultural Diversity in Modern America
	EDU 260	Education and Cultural Diversity
	ENG 307	American Literature Through 1865
	ENG 308	Survey of American Literature: 1865-Present
	ENG 320	Masterpieces of Literature in English Translation
	ENG 340	Women and Literature
	FRE or SPA	Any 3-hour course in French, Spanish, or other modern foreign language
	FRE 321	French Civilization I
	FRE 322	French Civilization II
	HIS 101	World Civilization I
	HIS 102	World Civilization II
	HIS 151H	Honors World Civilization I
	HIS 152H	Honors World Civilization II
	HIS 203	African American History
	HIS 402	Ethnic History
	HIS 403	Blacks in America
	HIS 404	History of the Old South
	HIS 407	History of the New South
	HIS 477	Women in America
	MUS 205	Music of Black Americans
	NUR 335	Death & Bereavement: Cultural Variations
	PHI 201	Major Religions of the World
	PHI 208	African World View
	PSC 350	U.S. Ethnic and Racial Politics
	PSC 440	Comparative Politics
	PSC 460	International Relations
	PSC 480	Civil Rights, Civil Liberties
	S/A 202	Introduction to Socio-Cultural Anthropology
	SPA 321	Latin American Civilization
	SPA 322	Spanish Civilization



## Emphasis Area Requirements for the B.L.S. Degree

Emphasis Area One (must include at least 6 hours upper division)	12 hours minimum
Emphasis Area Two (must include at least 6 hours upper division)	12 hours minimum
Emphasis Area Three (optional) (must include at least 6 hours upper division)	12 hours minimum

**Total** **36 hours minimum**  
(must include at least 18 hours total upper division)

**NOTE:** If a student chooses only two different emphasis areas, the two areas together must still total a minimum of 36 hours (including at least 18 hours of upper division credit). In addition, a designated writing intensive course (WI) must be completed in one of the selected emphasis areas.

### Credit for Experiential Learning

A student may receive credit for prior learning experiences as outlined below:

1. A student may petition for credit upon admission to the Liberal Studies Program. The Liberal Studies Committee will complete an evaluation within 90 days of receipt of a student's application. Credit will not be officially posted to a student's transcript until the student has completed 24 hours of satisfactory coursework in residence at Lincoln University. Credit hours for experiential learning may be accrued based upon experience gained prior to and/or during a student's enrollment at Lincoln University.
2. Applications for experiential learning credit must be submitted by the end of the semester preceding the semester of graduation to allow sufficient time for approval of the application, posting of credits, and revisions to the application, if needed. No applications for experiential learning credit will be accepted during the semester of graduation.
3. No more than 12 hours of credit may be granted for experiential learning.
4. Credit earned for experiential learning may not exceed 3 hours for each year of full-time work experience.
5. Credit earned for experiential learning will count as lower division elective credit.
6. A student's petition must include work experience verified by his/her supervisor or similar appropriate evidence and verification.
7. The student's petition must be approved by the faculty advisor and the Liberal Studies Committee.

### Credit for Community Service

A student may receive credit for community service as outlined below:

1. A student may earn up to 6 hours of credit for participation in a community service project or cultural activity, with prior approval of the appropriate faculty advisor and the Liberal Studies Committee.
2. Credit earned for community service may not exceed one credit hour for each 30 hours of verified service.
3. Credit earned for community service will count as lower division elective credit.

# DIVISION OF CONTINUING EDUCATION AND EXTENDED STUDIES

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Director: Pabst

## **Purpose**

The purpose of Continuing Education is to administer outreach programs, develop special credit and non-credit programs to serve the needs of the community, and provide opportunities for lifelong learning.

## **Objectives**

1. To coordinate courses offered at off-campus sites
2. To administer the dual credit program
3. To develop special credit and non-credit courses
4. To manage the senior citizen program
5. To serve as liaison for Learning in Retirement
6. To provide meeting facilities

## **Fort Leonard Wood**

Through the Department of Nursing Science, an Associate in Applied Science Degree in Nursing is offered at Fort Leonard Wood, Missouri. The nursing program at Fort Leonard Wood is a part-time evening program that serves both the military and civilian population in the area. For more information, see page 324.

## **Dual Credit**

The dual credit program allows qualified high school students to earn both high school and college credit at the same time by enrolling in a select group of courses that are taught at the college level by approved instructors. In essence, this program enables students to get a head start on their college education by earning college credit while they are still in high school. Most of the dual credit offerings are general education courses. For more information, see page 62.

## **Special Credit and Non-Credit Courses**

Continuing Education offers special credit and non-credit courses to serve the needs of the community and beyond. Many of these courses are offered in conjunction with state agencies or private enterprises and include workshops, seminars and tele-conferences. Courses may be offered for credit under special topic numbers. Other courses are strictly non-credit and offered to provide new career opportunities, enhance skills or simply for personal enrichment and are available on campus and online.

## **Course Description**

**CED 480-499** (1-5 credits) The study of a selected and approved topic which is not otherwise included in the curricular offerings of any existing academic unit. (May enroll again as topic changes.)

## **Senior Citizen Program**

The Senior Citizen Program allows people 65 and over to take classes for \$25.00 per semester (up to 12 hours) - audit only - after regular registration. Participants must be admitted to the University and pay an initial \$20.00 application fee. Interested individuals should contact the Continuing Education office at (573) 681-5206, Lorenzo Greene Hall, 900 Leslie Boulevard, Suite C.

## **Learning in Retirement, Inc.**

Learning in Retirement, Inc. was inspired by an Elder Hostel designed program in which senior citizens participate in university-level short courses for the sheer joy of learning. Classes are usually scheduled for two hours per week for four weeks. Courses are strictly non-credit and are taught by volunteer faculty members and community professionals. In addition to courses, there are various social activities and programs that bring members together as well as trips to various sites of interest. LIR charges an annual membership fee. Further information is available from the LIR office at (573) 681-6152.

# FACULTY

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The first year of permanent employment is shown in the parentheses following the person's name.

**Afrasiabi, Zahra (2005).** Associate Professor of Chemistry.

B.S., Toosi University of Technology, Tehran, Iran; M.S., University of Pune, Pune, India; Ph.D., University of Missouri-Rolla.

**Ahuja, Suman (2010).** Assistant Professor of Research/Nutrition.

M.S, R.D., IIMT University, India; MS. Columbia University; Ph.D. Texas Tech University.

**Ajuze, Emmanuel (2007).** Associate Professor and Extension Economist/State Marketing Specialist.

B.S., Austin Peay State University; M.S., Clemson University; M.S. and Ph.D., The University of Connecticut.

**Andrei, Adrian (2005).** Associate Professor of Wildlife Biology.

B.S., Banat's University of Agriculture and Veterinary Medicine and Banatul University-Romania; M.S., Banat's University of Agriculture Sciences and Veterinary Medicine-Romania; Ph.D., Texas Tech University.

**Anunoby, Ogugua (2001).** Professor of Business and Finance.

B.S., University of Nigeria (Enugu); M.S., University of Strathclyde (England); M.B.A., University of Glasgow (Scotland); Ph.D., Brunel University (England).

**Aruguete, Mara S. (2005).** Professor of Psychology.

B.A., University of Arizona; M.A. and Ph.D., University of California-Davis.

**Bah, Abdoulaye (2002).** Professor of Criminal Justice and Sociology.

B.A. and M.A., Polytechnic Institute, Conakry, Guinea; M.S. and Ph.D., University of Missouri-Columbia.

**Balakumar, Sivanandan (1988).** Professor of Mathematics and Chair of the Department of Computer Science, Technology and Mathematics.

B.Sc., University of Sri Lanka; M.S. and Ph.D., Texas Tech University.

**Balasubramanian, Sunder (2006).** Associate Professor of Physics.

B.Sc., Madurai Kamaraj University, Madurai, India; M.E., Indian Institute of Science, Bangalore, India; Ph.D., Purdue University.

**Bales, Amanda (2012).** Instructor of English.

B.A., Oklahoma State; MFA, University of Alaska, Fairbanks.

**Ballard, Bruce (2004).** Professor of Philosophy.

B.A. and M.A. and Ph.D., University of Texas.

**Bardot, Michael (2004).** Associate Professor of History.

B.A., University of Missouri-St. Louis, M.A. and Ph.D., St. Louis University.

**Bayan, Raimund (2010).** Assistant Professor of Research/Environmental Science.

B.S., University of Tabriz, Iran; M.S, Iowa State University; Ph.D., in Soil Mineralogy and Ph.D. in Geology., University of Kentucky.

**Benne, Jennifer (2005).** Professor of Biology and Head of the Department of Life and Physical Sciences.

B.S., Hope College; M.S., Wayne State University; Ph.D., Michigan State University.

- Bickel, Linda S. (1979).** Professor of Nursing Science and Dean of the College of Professional Studies and Graduate Studies.  
B.S.N., Baylor University; M.S.N. and Ph.D., University of Missouri-Columbia.
- Birk, Stefanie (2008).** Assistant Professor of Nursing Science.  
A.A.S. and B.S.N., Lincoln University; M.B.A., William Woods University; M.S.N., University of Missouri-Columbia.
- Blau, Katrina (2009).** Assistant Professor of Library and Information Science.  
B.S. and M.Ed., Southwest Missouri State University.
- Borgwald, James (1995).** Professor of Physics.  
B.S., Washington University; M.S., University of Wisconsin; Ph.D., Washington University.
- Bouras, David (2008).** Associate Professor of Business Administration.  
Diploma of Specialized Post-Graduate Studies, International Center for Advanced Mediterranean Agronomic Studies (ICAMAS), Paris, France; M.S. (CAMAS), France; Ph.D., University of Nebraska.
- Brashear, Donna. (2010).** Assistant Professor of Nursing Science.  
B.S.N. and M.S.N., Central Methodist University.
- Broadus, Kylar (1998).** Professor of Business Administration.  
B.S., Central Methodist College; J.D., University of Missouri-Columbia.
- Brown, Glenn (2007).** Associate Professor of Education.  
B.S.Ed., University of Missouri-Columbia; M.A., Northeast Missouri State University; Ed.D., University of Missouri-Columbia.
- Burgess, Eric (2009).** Assistant Professor of Business Administration.  
B.S. and MBA, Lincoln University; Ph.D., University of North Dakota.
- Burrell, Eli (2012).** Instructor of English.  
B.A., Lincoln University; MFA, Bennington.
- Caldwell, James (2010).** Assistant Professor of Research/Animal Science.  
B.S. Moorhead State, Kentucky; M.S. and Ph.D. University of Arkansas.
- Chapel, Cynthia (2000).** Professor of Education and Head of the Department of Education.  
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