

Marshall University

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General Undergraduate Catalog, 1995-1996-1997

Marshall University

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MARSHALL UNIVERSITY

■ 1995-97
UNDERGRADUATE CATALOG



Contact Directory

For specific information about academic or student services at Marshall University, the following telephone numbers are provided:

Academic	Area Code (304)
Admissions, Undergraduate	696-3160
	1-800-642-3463 (in-state only)
Admissions, Graduate	696-6606
Adult and Extended Education	696-4723
College of Business	696-2314
College of Education	696-3130
College of Fine Arts	696-6433
College of Liberal Arts	696-2350
College of Science	696-2372
Community & Technical College	696-3646
Graduate School	696-6606
Enrollment Management	696-2206
School of Medicine	696-7000
School of Nursing	696-3189

Department/Division

Accounting	696-2310
Adult and Technical Education	696-2381
Anatomy and Cell Biology	696-7382
Anthropology	696-6700
Applied Science Technology	696-3059
Archaeology Lab	696-2802
Art	696-6760
Biochemistry and Molecular Biology	696-7322
Biological Sciences	696-3148, 696-5413
Business Technology	696-3020
Center for Academic Excellence	696-6763/5421
Chemistry	696-2430
Classical Studies	696-6749
Clinical Laboratory Sciences	696-3188
Communication Disorders	696-3640
Communication Studies	696-6786
Computer Science & Software Dev.	696-5424
Continuing Education	696-3113
Counseling & Rehabilitation	696-2383
Criminal Justice	696-3196
Developmental/General Studies	696-3027
Early Childhood Education	606-3101
Economics/Finance	696-2311
Educational Foundations	696-3630
Elementary Education	696-3101
Engineering	696-6660
English	696-6600, 696-6601
Finance & Economics	696-2311
Geography	696-2500
Geology	696-6720
German	696-6730
Greek	696-6749
Health, Phy. Ed. & Recreation	696-6490
History	696-6780
Home Economics	696-2386
Human Dev. & Allied Technology	696-6757

Journalism & Mass Communication	696-2360
Latin	696-6749
Management/Marketing	696-5423
Marketing/Management	696-5423
Mathematics	696-6482
Medicine	696-7000
Medical Tech./Medical Lab. Tech.	696-3188
Military Science	696-6450
Modern Languages	696-6730
Music	696-3117
Nursing	696-6750
Obstetrics/Gynecology	696-7136
Pathology	696-7346
Pediatrics	696-7065
Pharmacology	696-7313
Philosophy	696-6749
Physics & Physical Science	696-6738
Physiology	696-7362
Political Science	696-6636
Psychiatry	696-7084
Psychology	696-6446
Public Service/Allied Health Tech.	696-3025
Radiation Safety	696-6755
Radiology	696-7246
Religious Studies	696-6749
Safety Technology	696-4664
Social Work	696-2792
Sociology & Anthropology	696-6700
Spanish	696-2743
Special Education	696-2340
Surgery	696-7029
Teacher Education	696-2333
Theatre/Dance	696-6442
Tutoring Office	696-6622

Student Services

Academic Advising Center	696-3169
Alumni Affairs	696-3134
Artists Series	696-6656
Athletic	696-5408
Ticket Office	696-4373
Attorney for Students	696-2366
Bookstore	696-3622
Cafeteria:	
Holderby Hall	696-4895
Twin Towers	696-4894
Campus Christian Center	696-2444
Career Counseling	696-2370
Disabled Students	696-2271
Greek Affairs	696-2284
Learning Center	696-3016
Learning Disorders	696-6252
Library	696-2320
Residence Services	696-6765
Student Activities	696-6770
Student Center	696-6472
Student Consumer Protection Agency/	
Off-Campus Housing	696-6435
Student Financial Assistance	696-3162
Student Government	696-6435
Student Support Services	696-3164
Substance Abuse Education Program	696-3315
Theatre/Dance	696-6442

MARSHALL UNIVERSITY

GENERAL UNDERGRADUATE CATALOG

1995-1996-1997

Virginia Plumley, Ph.D.

Editor

Huntington, West Virginia 25755

The Marshall University Catalog fulfills two primary functions:

1. The rules and regulations, policies and procedures of the University, its divisions and its governing body, all of which apply to all students, are contained in this document. These rules apply during the publication year of the document and are subject to change during that year upon recommendation of the various divisions and approval of the president or governing body of the University.

2. The Catalog contains the specific requirements for all degrees and certificates awarded by the University. Any student who initially declares a major during the publication year of this Catalog and any student who declares a change of major during the publication year of this Catalog, enters into a contractual agreement between himself/herself and this University that insures that the requirements for his/her declared major will remain unchanged by subsequent Catalog publications. This agreement is in effect for a period of ten consecutive years for undergraduate degrees and certificates and five consecutive years for graduate degrees and certificates. Students are cautioned that programs leading to licensure may be altered by the outside licensing agency and are not subject to the contractual agreement.

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation.

This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education. Marshall University strives to provide educational opportunities for minorities and women in the undergraduate student body which reflect the interest, individual merit and availability of such individuals. The university ensures equality of opportunity and treatment in all areas related to student admissions, instructions, employment, placement accommodations, financial assistance programs and other services.

Marshall University also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, handicap, or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Director of Office of Affirmative Action, Old Main, Marshall University, Huntington, West Virginia 25755
(304) 696-2592

INTERIM EXECUTIVE POLICY BULLETIN NO. 7

Effective Date: August 8, 1994

POLICY REGARDING WEATHER-RELATED AND/OR EMERGENCY CLOSINGS AND DELAYS

Generally, it is Marshall University's policy to maintain its normal schedule, even when conditions are inclement. However, this is not always possible.

In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected, students, faculty, staff and the general public, as expeditiously and as comprehensively as possible in the following ways:

1. Television stations in Huntington and Charleston will be notified.
2. Radio stations in Huntington and Charleston will be asked to announce the delay or closing.
3. Time permitting, newspapers in Huntington and Charleston will be notified. Often, however, decisions must be made after the deadlines of newspapers.
4. The Director of University Relations will communicate the specific details of the closing as follows:
 - a. To the Office of Public Safety at 696-HELP.
 - b. To the AUDIX of the Director of Campus Technology at 696-3335 and to the Director at his home.
5. The Director of Campus Technology will place the closing message on the entire university AUDIX system as well as the university response number 696-3170.

Definitions:

1. University Closed: All classes suspended and offices closed.
2. Classes Canceled: All classes suspended; offices open.
3. Delay: A delay in the beginning of activities, usually in the range of one to two hours. For example, since normal operations of the university begin at 8:00 a. m., a two-hour delay would mean functions would begin at 10:00 a.m. As a result, Monday, Wednesday or Friday classes beginning at 8:00 a.m. or 9:00 a.m. would be canceled; 10:00 a.m. classes would meet. Tuesday or Thursday classes beginning at 8:00 am. would be canceled; those scheduled for 9:30 a.m. would begin instead at 10:00 a.m. in an abbreviated session. In most instances, delays on Tuesday or Thursday will be 90 minutes, enabling 9:30 classes to begin on schedule.

Clarification:

Since announcements in the mass media are subject inadvertent distortion, incompleteness or misunderstanding, clarification may be obtained by telephoning Marshall University at 696-3170.

Staff and Administration Personnel:

The university will be completely closed only rarely and in extreme situations since it is essential that public safety be maintained, that buildings and equipment be protected and that services be provided for those students housed in campus facilities. Therefore, although classes may be canceled, all university staff and administrative employees will be expected to report to work, unless notified otherwise.

In the event of critical need, certain employees may be required to report to work or temporarily reside on campus to ensure human safety and preservation of university property and/of facilities.

Individual employees may, in their best judgment, determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking compensatory time, in the event compensatory time is owed them.

In the event a building, or a section of a building is closed (because of heat loss, power outage, etc.), employees working in the affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, or take compensatory time off.

In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the President and communicated through supervisors.

Supervisors must take steps to ensure offices and/or work stations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

Faculty:

Once operations are resumed, Deans and departmental chairs must take steps to ensure that faculty meet their scheduled classes or substitutes secured so that class schedules are met.

Decision-making:

Decisions on closings and/or delays will be made jointly by the Senior Vice President and Provost and the Senior Vice President for Operations following consultation with other appropriate officials, including the President. Should only one of those two Senior Vice Presidents be available, that person will make the decision.

Every effort will be made to reach a decision to allow time for adequate notification to the news media and, in turn those affected.

Disclaimer

The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant or student and Marshall University. The university reserves the right to change any of the provisions, schedules, programs, courses, rules, regulations, or fees whenever university authorities deem it expedient to do so.

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The Marshall University Story



The Marshall University Story

Marshall University, one of West Virginia's two State universities, encourages individual growth by offering programs and instruction in attainment of scholarship, acquisition of skills, and development of personality.

The university provides students with opportunities to understand and to make contributions to the culture in which they live; to develop and maintain physical health; to participate in democratic processes; to learn worthwhile moral, social, and economic values; to develop intellectual curiosity and the desire to continue personal growth; and to share in a varied cultural program.

Professional, technical, and industrial career studies are available through the various departments of the university.

Marshall also recognizes an obligation to the state and community by offering evening courses, off-campus classes, lectures, musical programs, conferences, forums, and other campus and field activities.

MISSION OF THE UNIVERSITY

General Statement of Purpose

Upon graduation a baccalaureate student should (1) think logically, critically, and creatively and to be able to recognize this ability in others; (2) communicate ideas clearly and effectively both in speaking and writing; (3) evaluate the influences that help to shape individuals, institutions, and societies; (4) understand the values, achievements, and aesthetic contributions of past and present cultures; and (5) perceive, investigate, and solve problems by enlisting the most appropriate historical, comparative, quantitative, and qualitative research methods available.

To assure the mastery of these skills, in addition to specific collegiate demands, the student receiving a baccalaureate degree must satisfy the following requirements: (1) a four-hour integrated science course, (2) a mathematics requirement, (3) six hours in courses designated as international studies and three hours in multicultural studies, (4) computer literacy as designated by the major discipline, (5) three hours of courses designated as writing intensive, and (6) a capstone experience designated by the major field of study.

Statement of Philosophy

While institutions of higher education differ in size and function, they share a common core of values; these help shape and guide their academic life. Marshall University is committed to seven basic principles.

The first and most basic commitment of Marshall University is to undergraduate education.

A second and major commitment of Marshall University is the enhancement of graduate education.

Third, Marshall University is committed to expanding the body of human knowledge and achievement through research and creative arts activities.

A fourth characteristic of Marshall University is its commitment to society through public service.

A fifth commitment of this university is diversity in its student body, its faculty and staff, and its educational programs.

A sixth commitment of Marshall University is to academic freedom and shared governance.

Finally, Marshall University is committed to assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance.

Identification of Areas of Current Emphasis

The following areas of emphasis will command the commitment of institutional resources.

A commitment to high quality undergraduate liberal arts education, broadly defined.

A commitment to **rural health care**, including medicine, nursing, nutrition, health education, health care management, etc.

A commitment to **schools and schooling**, including teacher education and the setting of the agenda for education in southern West Virginia.

Economic development, which would include programs in education, science, business, the Community and Technical College, perhaps engineering, and a broad range of fields.

A commitment to the **fine arts and humanities** because Marshall is -- and should be -- the cultural center of this community.

A new commitment to **high quality graduate programs** (masters, specialists, and doctoral degrees).

Finally, a university concerned with **environmental issues** which, unquestionably, will be a dominant factor of life in the 21st Century.

In accord with the first and most basic commitment of Marshall University as outlined in the Statement of Philosophy of the Mission Statement and the above seven areas of emphasis, Marshall University will strive to develop programs that will be recognized nationally for their excellence. Toward this goal strong emphasis will be placed on high quality teaching and interaction with the individual student. Uniform guidelines for monitoring instruction and corrective measures will be developed and implemented by college deans. Programs that have University commitment to independent accrediting will be brought into compliance and maintain accrediting agency guidelines.

HISTORY

The campus of Marshall University is located in Huntington, West Virginia, just across the Ohio River from Ohio, and thirteen miles from the Kentucky border. It is served by rail, air, and highway transportation.

Marshall University traces its origin to 1837, when residents of the community of Guyandotte and the farming country nearby decided their youngsters needed a school that would be in session more than three months a year. Tradition has it that they met at the home of lawyer John Laidley, planned their school, and named it Marshall Academy in honor of Laidley's friend, the late Chief Justice John Marshall. At the spot called Maple Grove they chose one and one-quarter acres of land on which stood a small log building known as Mount Hebron Church. It had been the site of a three-month subscription school and remained that for another term. Eventually \$40 was paid for the site.

On March 30, 1838, the Virginia General Assembly formally incorporated Marshall Academy. Its first full term was conducted in 1838-39. For decades the fledgling school faced serious problems, most of them financial. The Civil War forced it to close for several years, but in 1867 the West Virginia Legislature renewed its vitality by creating the State Normal School at Marshall College to train teachers. This eased Marshall's problems somewhat, but it was not until the tenure of President Lawrence J. Corbly from 1896 to 1915 that the college began its real growth. In 1907, enrollment exceeded 1,000.

Since then Marshall's expansion has been consistent and sometimes spectacular. The College of Education, first called Teachers College, was organized in 1920 and the first college degree was awarded in 1921. The College of Arts and Sciences was formed in 1924, and the Graduate School was organized in 1948. The College of Applied Science came into being in 1960; the School of Business was formed in 1969. These were merged into the College of Business and Applied Science in 1972. In 1974 the School of Medicine and Associated Health Professions was established. The Community College was organized in 1975 and became the Community and Technical College in 1991, and the College of Science was authorized by the Board of Regents in 1976. In 1977, the Board approved change of name for the College of Arts and Sciences to the College of Liberal Arts, and for the College of Business and Applied Science to the College of Business. In 1978, the School of Nursing was established as a separate entity, the other Associated Health Professions were transferred from the School of Medicine to the College of Science, and the School of Journalism was authorized as a part of the College of Liberal Arts. The most recent addition was the College of Fine Arts in 1984. Marshall was authorized in 1992 to award the Ph.D. degree, in Biomedical Sciences.

Marshall was granted University status in 1961. As of April 1, 1993 alumni numbered approximately 60,000.

Since the formation of the West Virginia Board of Regents in 1969 and now under the University of West Virginia Board of Trustees, Marshall's progress as an urban-oriented university has been given

strong impetus. As a result of this support, and because of its own active leadership and its location in the thriving Tri-State Area, Marshall is a university with excellent prospects for future development.

ASSESSMENT

The assessment initiative is rooted in the University's mission. The assessment initiative grew from both faculty and administration concern for academic quality and instructional excellence. The assessment process provides the institution, colleges, and departments with information regarding academic quality, which relates to the central commitment of the institution to undergraduate education. The institution has developed a comprehensive plan of student assessment which involves students, faculty, staff and administration.

ACCREDITATION

Marshall University is accredited as an institution for higher education by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The teacher education programs are accredited by the National Council for Accreditation of Teacher Education and the West Virginia State Department of Education. Marshall also is a member of the Council of Graduate Schools in the United States. Academic credits earned at Marshall University are fully standardized for acceptance by all other colleges and universities.

The Department of Chemistry is accredited by the Committee on Professional Training of the American Chemical Society. The Bachelor of Science in Nursing Degree Program is accredited by the National League for Nursing. The News-Editorial Sequence of the School of Journalism and Mass Communications is accredited by the American Council on Education in Journalism and Mass Communication. The Department of Music is an accredited institutional member of the National Association of Schools of Music. The Cytotechnology program is accredited by the Council on Accreditation of Allied Health Education Programs in collaboration with the American Society of Cytology. The Medical Technology program and the Medical Laboratory Technician programs are accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The Health Information Technology program is fully accredited by the AMA's Committee on Allied Health Education and Accreditation in cooperation with the Council on Education of the American Health Information Management Association. The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges, and the School's Residency Programs in Internal Medicine, Pathology, Transitional Residency, Surgery, Pediatrics, and Family Practice are accredited by the Accreditation Council for Graduate Medical Education. Continuing Medical Education is accredited by the Accreditation Council for Continuing Medical Education. B.S. in Nursing is accredited by the National League for Nursing. The graduate program in the Department of Communication Disorders is accredited by the Ethical Standards Board of the American Speech-Language-Hearing Association. The Legal Assisting Program is American Bar Association Approved. The Athletic Trainer program is approved by the National Athletic Trainer Association. Park Resources and Leisure Service is accredited by the National Recreation and Park Association and the American Alliance of Leisure and Recreation. The University is an Agency Member Unit member of the American Home Economics Association. Both the didactic program in dietetics (DPD) and the preprofessional practice program (Plan IV) have been granted approval status by the American Dietetic Association Council on Education Accreditation/Approval, a specialized accrediting body recognized by the Council of Postsecondary Accreditation and the United States Department of Education. In the Business and Office Technology Division, the Banking and Finance, Management Technology, and Office Technology programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP), Safety Technology programs are conditionally accredited by the American Society of Safety Engineers. Social Work is accredited by the Council on Social Work Education.

The university is approved for attendance of nonimmigrant international students under the Federal Immigration and Nationality Act, and is approved by the American Association of University Women. Other major organizations in which Marshall holds membership, in addition to those named above, are the American Association for Affirmative Action, American Association of State Colleges and Universities, the American Assembly of Collegiate Schools of Business, the American Association

of Colleges for Teacher Education, Teacher Education Council of State Colleges and Universities (TECSCU) Association for Schools, Colleges & University Staffing, The American Association of Community and Junior Colleges, the American Council on Education, the American Library Association, the Southern Council on Collegiate Education for Nursing, the Southern Conference, NACU-BO-SACUBO, and the National Collegiate Athletic Association.

DIVISIONS

The university functions through nine divisions: College of Business, College of Education, College of Fine Arts, College of Liberal Arts, College of Science, Community and Technical College, Graduate School, School of Medicine, and School of Nursing.

MARSHALL UNIVERSITY LIBRARIES

The Marshall University Library System consists of the James E. Morrow Library and two branch libraries: The Health Sciences Library and the Music Library. The James E. Morrow Library, constructed in 1929-31 and extensively remodeled in 1966-69, is a handsome campus landmark of imposing Georgian design and centrally located for campus access. Reader stations are available for 700 students including individual study carrels. The Health Science Library is located on the lower level of the Community and Technical College Building and the Music Library is on the first floor of Smith Music Hall. A Chemistry Collection is also located in the Chemistry Department.

On June 30, 1992, the Libraries' holdings totaled over one million bibliographic units of which 412,000 were bound volumes of periodicals and monographs. Additional holdings are available in other formats including microforms, cassettes, videos, and recordings. On-line access by author, title, subject and keyword searching is available to collections through VTLS, our automated system. An extensive U.S. Government documents collection of 816,300 publications is organized by the Superintendent of Documents classification.

The Special Collections Department provides materials on West Virginia, the Tri-State area and Appalachian region. Rare books, MU Archives, manuscripts, the Rosanna Blake Library of Confederate History, and the Hoffman Collection of Medical History are also located in Morrow Library.

STUDENT ACTIVITIES

The student as a planner, participant, leader, and presenter is best exemplified in the area called Student Affairs. Staff strives to create environments for students where they can practice leadership skills and responsible citizenship, clarify their values, and generally become full participants in the learning process.

Staff provides advising, leadership development, support services in a variety of settings including but not limited to student social-cultural events, student governance, fraternities and sororities, legal aid, judicial affairs, affairs, and off-campus and commuting students.

The various units within Student Activities are as follows:

1. Student Activities
2. Recognized Student Organizations
3. Judicial Affairs
4. Student Governance
5. Student Legal Aid
6. Greek Affairs (fraternities and sororities)

Education Records: Privacy Rights of Parents and Students

The Family Educational Rights and Privacy Act of 1974, 93-380, 93rd Congress, H.R. 69 authorizes granting to parents and students the right of access, review, challenge, and exception to education records of students enrolled in an educational agency or institution. In accordance with the regulations of the Family Educational Rights and Privacy Act of 1974, Marshall University has adopted a policy to be implemented by all units of the institution. Upon enrollment in the university, the student and/or

eligible parent(s) may request a copy of the policy.

Under the Act the student and eligible parent(s) are granted the following rights:

- a. to be informed of the provisions of the Act through adoption of an institutional policy;
- b. to inspect and review the records of the student;
- c. to reserve consent for disclosure except as exceptions are granted in the regulations, i.e., school officials, officials of other schools to which the student seeks attendance, or others as delineated in Section 99.31;
- d. to review the record of disclosures which must be maintained by the university; and
- e. to seek correction of the record through a request to amend the record and to place a statement in the record.

After the student registers for courses, the student and/or eligible parent(s) may request a copy of the policy Education Records: Privacy Rights of Parents and Students from the Student Legal Aid Center, MSC, 2W29.

Complaints of alleged failure by the university to comply with the Act shall be directed to:

The Family Educational Rights and Privacy Act Office

330 Independence Avenue, S.W.

Washington, D.C. 20201

The University encourages complainants to lodge a formal complaint with either the Dean of Student Affairs, Ombudsman, or the Attorney for Students.

Requests for further clarification on this Act, the regulations, and University policy should be directed to the Dean of Student Affairs or Student Legal Aid Center.

Liability

Marshall University, as a state agency, cannot assume responsibility for loss of or damage to the personal property of students. Furthermore, the University cannot assume responsibility for personal injury to students.

Judicial Affairs

The faculty and administration recognize the rights and responsibilities of students. These include the privilege and obligation of maintaining high standards of social and personal conduct. While encouraging students to develop independence, the University embraces the concept that liberty and license are not synonymous, and it therefore accepts the obligation to maintain standards which will provide for the welfare of the individual and the campus community at large.

For Marshall University to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constituted authority. A student's registration constitutes acceptance of these responsibilities and standards; thus registration serves as an agreement between the student and the University. Failure to adhere to the policies and conduct regulations of the University places the student in violation of the Marshall University Code of Conduct and may, therefore, subject the student to disciplinary action such as disciplinary warning, a period and degree of probation, suspension, or expulsion. All registered students are subject to the Code at all times while on or about university-owned property, or at university sponsored events.

Students are expected to be thoroughly familiar with the rights, regulations, and policies outlined by the Board of Trustees and all University rules and regulations as expressed in this catalog and in *The Student Handbook*. Copies of *The Student Handbook* are available in the Student Activities Office, the Student Government Office, and the office of the Dean of Student Affairs.

STUDENT DEVELOPMENT

The Student Development Center is best described as the educational support service area of the Division of Student Affairs. Its major goal is to enhance and support a student's personal and academic development. This assistance is accomplished through developmental, remedial, and preventive programs, activities, services which include, but are not limited to personal and social counseling; educa-

tional and career counseling; reading and study skills development; tutorial services; minority, women and international student programs; health education; returning students and disabled student services.

All units of the Student Development Center are located on the first floor of Prichard Hall (telephone 696-2324) except for the African American Student Program Office, located in 1W25 Memorial Student Center, and the Buck Harless Student Athlete Program, located in Rm. 3007 of the Henderson Center.

1. Counseling Center
2. International Students and Scholars
3. Student Athlete Program
4. Women and Returning Students Programs
5. African-American Programs
6. Student Health Education/Substance Abuse Prevention
7. Tutoring and Disabled Services

Student Health Service

Student Health Service (SHS) is provided by John Marshall Medical Services, Inc., an affiliate of the University's School of Medicine. The clinic is located at 1801 Sixth Avenue, one block southeast of the main campus, and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The clinic is closed on Saturday, Sunday, and Holidays.

Student Health Service will be provided from the first day to the last day of each fall, spring, and summer class session to students who pay full student activity fees and attend classes scheduled between semesters (intersession). Marshall University students who present current validated activity and identification cards are eligible to use this service.

Learning Center — Community and Technical College

The Learning Center offers a 1-3 credit hour program (CR/NC) in the development of academic skills, math, writing, reading, spelling, vocabulary, study skills, English as a second language, GRE, SAT, PPST, Michigan Test preparation, and other areas. Each self-paced program is individually designed to the needs of the student. Students may use this course to build basic academic skills, reinforce class work, prepare for future studies, or refresh existing skills. Students may enroll in REA 099 throughout the semester. The Learning Center is located in the Community and Technical College Building, Room 138. For more information call 696-3016.

Psychology Clinic

The Department of Psychology staffs a clinic which provides consultation and services on a wide range of psychological problems for Marshall students, staff, and the general public. A variable fee schedule is negotiable. The clinic is located in Harris Hall and inquiries and appointment requests should be directed to the Department Office in Harris Hall 326, telephone 696-6446. The clinic is staffed by graduate students in clinical training; some faculty services are also available.

Speech and Hearing Center

The Department of Communication Disorders operates the center which provides free assistance to any Marshall student, or any member of their immediate family who wants help with speech and hearing problems.

The Department of Communication Disorders also provides special training for students requesting assistance with dialect change or foreign dialect. People who have foreign dialect or who have non-standard speech patterns not considered to be clinically significant but which they wish to change may be scheduled in the clinic.

The center is located in Smith Hall 143, telephone 696-3640.

Higher Education for Learning Problems

H.E.L.P. is an individualized tutorial program for learning disabled students. Assistance with course work, study skills, note-taking skills, and oral testing is available. Graduate assistants conduct tutorial sessions. Remediation in reading and spelling is available from Learning Disabilities Specialists. Application to H.E.L.P. must be made separately from application to the University and should be completed no less than one year in advance. Information from Dr. Barbara Guyer, Special Education, phone (304) 696-6317.

RESIDENCE HALLS

The Department of Residence Services provides on-campus living space for approximately 2,100 students. Individual halls will accommodate from 120 to 500 residents in double occupancy rooms. All halls are located within easy walking distance of academic buildings. There is 24-hour security in every building. Every room has cable television, and local and long-distance telephone service. Each hall is managed by Resident Director with a Resident Advisor on every floor to provide the students with the best possible living and learning conditions.

Marshall requires all full-time freshmen and sophomore students to live on campus. Exceptions are granted to those living within a 50 mile radius who live at home with a parent or guardian; individuals 21 years of age; those who are married; or those who have been high school graduates more than two years.

UNIVERSITY HEIGHTS APARTMENTS

The Department of Residence Services also maintains 78 furnished apartments. The two- and three-story buildings are located approximately four miles from the main campus. The apartments are open to enrolled Marshall University students who are over 21 years of age; or married; or graduated high school more than two years ago; or live with their dependent child(ren); or have attained junior class standing.

For additional information concerning on-campus housing, or the apartments, please contact the Department of Residence Services at (304) 696-6765; or FAX (304) 696-6161.

Enrollment Management



Admissions

GENERAL ADMISSION PROCEDURE

Persons applying for admission to Marshall University must file an application form provided by the Office of Admissions. All credentials in support of an application should be on file at least two weeks before the opening of a semester or term.

A non-refundable \$10 application fee is required for West Virginia residents.

A non-refundable \$25 application fee is required for metro and out-of-state students.

A non-refundable \$50 transfer evaluation fee is required for transfer students in addition to the application fee. Please make a separate check payable to Marshall University with student's name and Social Security number on check. The transfer evaluation fee will be applied to the student's first semester tuition.

Correspondence and matters pertaining to admissions should be addressed to:

Director of Admissions
Marshall University
400 Hal Greer Boulevard
Huntington, West Virginia 25755
Telephone 1-800-642-3463 or 1-304-696-3160

GENERAL REQUIREMENTS OF ALL APPLICANTS FOR ADMISSION

All credentials submitted in support of an application for admission become the property of the university and are not returned to the student. Such credentials include an official transcript of high school and/or college grades, ACT or SAT test scores, immunization record, and the application form for admission. The prospective student is responsible for the submission of all necessary forms and records in support of an application for admission. The Board of Trustees requires all first-time, full-time freshmen to submit the ACT or SAT test scores except those who graduated from high school more than five years ago.

Prospective students are notified as soon as action is taken on their applications.

Admission is for one term only and may be used only for that time. If the student fails to register during the term for which he/she has been admitted, he/she must file another application and provide necessary credentials for any semester or term thereafter.

Admission to the university does not guarantee housing. An application for housing must be submitted after the student has been admitted to Marshall University. All housing arrangements must be made through the Office of Housing.

A housing reservation or a scholarship award or grant-in-aid is void unless the student applies for and is admitted to the university.

Any student admitted on the basis of false and/or incomplete credentials is subject to immediate dismissal from Marshall University.

All students must be fully admitted to re-enroll for succeeding terms.

NOTE: Community and Technical College admission requirements are different. (See Community and Technical College section of this catalog.)

ADMISSION AS FRESHMEN

Regular admission as freshmen is open to all students who have a high school diploma and an overall grade point average of at least a 2.00 (C average) or a composite score of at least 17 on the ACT or a combined score of at least 680 on the SAT and who have completed the 1990 Board of Trustees course requirements. GED scores are accepted for admission (see section on Admission by General Education

Development Tests.) (Note: Community and Technical College admission requirements are different. See Community and Technical College section of this catalog.)

A student who completes a college course while in high school or in summer school must submit a college transcript to the Admissions Office prior to first registration.

Conditional admission may be granted where there is evidence that the applicant has the potential to complete college-level work successfully. Students admitted will be evaluated at the conclusion of each semester and will be permitted to continue only if they are in good academic standing as determined by the college to which they have been admitted.

The following high school units are required for admission to the 4-year program of study. If a student does not meet the course requirements, see the section on the Transition Program.

Board of Trustees Admissions Requirements

Units (Years)	Required Units
4	English (including courses in grammar, composition, literature)
3	Social Studies (including U.S. History)
2	Laboratory Science (from Biology, Chemistry, Physics, and other courses with a strong laboratory science orientation)
2	Mathematics (Algebra I and higher)
	Strongly Recommended Units
2	Foreign Language

Students with a 2.70 GPA and ACT of 18 will be admitted to a 4-year degree program regardless of high school courses completed.

Admission to the university is not necessarily admission to a particular college or curriculum. Each student must meet the requirements of the college he/she wishes to enter, or of the degree sought.

Entrance into certain programs may entail requirements in addition to those stated above. For example, entrance into the nursing program requires early application deadline (see application jacket for date), adequate performance on the ACT or SAT and an interview. Applicants for the nursing program are required to submit two separate application forms and two transcripts, one set to be sent to the Office of Admissions and the other to the School of Nursing.

TRANSITION PROGRAM

Baccalaureate applicants who do not meet one or more of the admission course requirements will first be admitted to the Transition Program in the Community and Technical College. The Transition Program offers courses which will satisfy the requirements for undergraduate admission. These courses do not satisfy any graduation requirements and must be passed before a student may be admitted to a 4-year degree program.

EARLY ENTRANCE POLICY FOR GIFTED AND TALENTED STUDENTS

(Prior to their senior year in high school)

The Director of Admissions at Marshall University, together with the Director of University Honors, will admit exceptionally able students who have not completed public school for enrollment in university courses on either a full or part-time basis. These students will be supervised by the Director of Honors and will be eligible for all the privileges and opportunities accorded other Honors students.

To qualify for early entrance under this program, students must meet all of the criteria in the category for which they are applying:

Full-time Admission

1. An ACT or SAT test score at least at the 85th percentile.
2. An intelligence test score at least at the 97th percentile or approved T.A.G. participation.
3. A B (3.00) or better overall grade point average.

4. Recommendation from two teachers who are familiar with the student's academic performance.
5. A written plan and agreement to finish the G.E.D. or H.S. diploma prior to graduation at Marshall University.

Part-time Admission:

1. An ACT or SAT score at least at the 85th percentile or approved T.A.G. participation, or strong evidence of outstanding accomplishment in the discipline in which the student wants to enroll.
2. A B (3.00) GPA in the discipline in which the student wants to enroll.
3. Recommendations from two teachers who are familiar with the student's academic performance or by experts in the student's talent area.
4. A written plan and agreement to continue in high school during the part-time enrollment.

Admissions Procedure:

Students must submit to the Director of Admissions the normally required application materials for admission to Marshall University as well as those materials required by the Early Entrance program.

EARLY ADMISSION OF ACADEMICALLY OUTSTANDING HIGH SCHOOL STUDENTS (High school seniors only)

The university admits outstanding high school students who have completed the junior year. This program permits academically outstanding and talented students to accelerate their education by attending the Summer Session between the junior and senior year of high school, or if convenient they may enroll part-time during the senior year. To be eligible for admission under this program a student must:

1. Have completed the junior year of high school and be currently enrolled in high school.
2. Have a B (3.00) or better overall grade point average, 9th through 11th grades.
3. Have the recommendation of the high school principal.
4. Submit transcripts of high school credits and grades.

For additional information concerning this program, contact the Admissions Office.

THE AMERICAN COLLEGE TEST OR SCHOLASTIC APTITUDE TEST

The Board of Trustees requires all first-time, full-time Freshmen to submit the American College Test (ACT) or Scholastic Aptitude Test (SAT) profiles before they register unless the student graduated from high school more than five years ago. ACT or SAT test scores are used in placing students in sections of English and Mathematics, for scholarship and loan applications, in the academic counseling programs of the colleges and to partially meet NCAA athletic eligibility requirements. High school students are urged to take either test during the first semester of their senior year at the nearest test center. Information and applications may be secured from the high school principal or counselor. The test results should be on file in the Admissions Office before a full-time student plans to participate in orientation or registration.

ACT-ADMISSIONS OPTION FOR FRESHMEN

The ACT Examination may be taken during the junior year of high school or early in the senior year. (Note: Marshall's code number 4526 should be listed). If ACT scores are received at Marshall no later than May 1 of the senior year, an application form will be mailed to the prospective applicant for completion. The high school counselor should confirm the grade-point average, sign the form, and mail it and a high school transcript to the Admissions Office.

If a person choosing the ACT-Admissions Option wishes to apply for financial aid, he/she must take the ACT Examination no later than December of the senior year and request scores to be forwarded to Marshall University (4526).

If a person choosing the ACT-Admissions Option wishes to apply for sports programs, he/she will

need to arrange for the grade-point average to be forwarded to the Admissions Office on the transcript mailed at the time of provisional admission. The official transcript of the high school record is required along with a NCAA Core Form.

ADMISSION OF TRANSIENT STUDENTS

Any person who is a degree candidate at another collegiate-level institution and wishes to enroll at Marshall for one term or two summer terms to use Marshall credit toward his degree may be admitted as a transient student. That student must submit an application to the Admissions Office, have his/her home college send a letter of good academic standing to the Admissions Office to be admitted and must have attended the home college during the previous calendar year.

ADMISSION OF TRANSFER STUDENTS

Transfer students from West Virginia state colleges or universities should refer to the Core Course work Agreement available in the Admissions Office and deans' offices at Marshall University.

To be eligible for admission, transfer applicants must have an overall 2.00 GPA (C average) on all college work attempted and must be eligible to return to the institution or institutions from which they wish to transfer.

Transfer applicants must request official transcripts from the Registrar's Office from all collegiate institutions attended to be sent directly to the Marshall Admissions Office. Transcripts marked "Issued to Student" or submitted directly by students cannot be accepted. All transfer applicants must pay a non-refundable transfer evaluation fee of \$50.00 before an application is processed and credit evaluated. The \$50.00 fee will be applied to a student's tuition if he/she is enrolled in the semester admitted or within one year after that date. Transfer applicants with less than 26 semester hours credit must also submit an official high school transcript and ACT or SAT scores. The high school transcript will be evaluated according to freshmen admission standards (see section on Admission as Freshmen).

Any person who has attended another accredited post-secondary institution with or without earned credit, is classified as a transfer student. The University does not at any time or under any conditions disregard college or university credits attempted or earned elsewhere in order to admit an applicant solely on the basis of the high school record.

Transfer students who have earned a 2.5 GPA and are currently enrolled at another collegiate institution may be provisionally admitted pending receipt of the final transcript. Students with less than a 2.5 GPA and currently enrolled at another institution must submit a final transcript before admission can be granted.

The evaluation of transfer credit must be completed before students may register for courses. Since this is a complex process, it is important for students to apply and submit credentials at least two months prior to registration. All credentials submitted in support of an application for admission become the permanent property of the University.

The policy regarding transfer of student credits and grades between two-year and four-year institutions in the public higher education system of West Virginia is as follows:

Credits and grades earned for all baccalaureate level courses at any baccalaureate degree-granting institution in the West Virginia state-supported system of higher education shall be transferable to Marshall University.

Seventy-two hours of credits and grades earned for college-parallel courses completed at community colleges or branch colleges may be applied toward graduation at Marshall University.

Transfer students must fulfill the graduation requirements of Marshall University to receive a degree.

NOTE: A student who attends another collegiate institution during the summer session immediately following graduation from high school is admitted as an entering freshman with advanced standing.

ADMISSION OF PART-TIME STUDENTS

Part-time students must meet the same admission requirements as full-time students, with the exception of the ACT/SAT requirement, and the measles and rubella vaccination requirement.

ADMISSION OF SPECIAL STUDENTS

Applicants who hold the baccalaureate degree from an accredited institution may enroll for undergraduate courses by completing the application for admission and by presenting evidence of the receipt of the degree, either final transcript or diploma. Applicants who wish to pursue a second baccalaureate degree must apply as transfer students and submit official transcripts from all institutions attended.

ADMISSION OF AUDIT STUDENTS

Applicants who wish to audit classes must file an application for admission to the university and obtain the permission of the instructor to attend the class. The fees for attendance as an auditor are the same as those for other undergraduate students.

NON-DEGREE ADMISSIONS POLICY

Persons who desire university instruction without wishing to become undergraduate degree candidates may be admitted as non-degree students by completing the admissions application. Before enrolling in a class, non-degree students must obtain the permission of the dean of the college in which the course is being offered.

Non-degree students may apply later as advanced standing degree students by filing the necessary documents, provided they meet the admission requirements described in the current undergraduate catalog. However, work taken as a non-degree student cannot in itself qualify a person for admission as a degree candidate. Credits earned will be evaluated by the dean of the college to determine which courses may be transferred from non-degree to degree credit. The fees for attendance as a non-degree student are the same as those for other undergraduate students. Non-degree enrollment is not available for persons under suspension by the university.

A maximum of 30 semester hours of credit may be taken as non-degree credit by undergraduate students.

The non-degree student is not eligible for financial aid.

ADMISSION BY GENERAL EDUCATION DEVELOPMENT TESTS

Applicants for GED admission, veterans and nonveterans, must be past the age and time of their normal high school graduating class.

Applicants for admission who completed the test in the Armed Forces may have an official copy of their scores forwarded to the Office of Admissions by writing to DANTES, Princeton, New Jersey 08541.

A GED graduate is admitted on the basis of a standard score of 45 or above on each of the five parts of the test or an average standard score of 50 or above on the entire test.

The test must be taken in the state in which the student is currently residing.

No course credit is granted for completion of the college level GED Test.

MEASLES AND RUBELLA VACCINATION REQUIREMENT

(Board of Trustees Series No. 39)

All full-time undergraduate students of the State System of Higher Education under the jurisdiction of the Board of Trustees who were born after January 1, 1957, except those exempted by this policy statement, shall be required to provide proof of immunity to measles and rubella. The student must provide proof of immunity prior to or during the first semester of enrollment or will not be permitted to enroll in subsequent terms.

ADVANCED PLACEMENT EXAMINATION

Marshall University recognizes the examinations of the College Board Advanced Placement Pro-

gram. A student who participates in the AP program and wishes to have his scores evaluated for credit should have his examination results sent to Marshall (code is 5396).

The AP examinations are prepared by the College Board, and the papers are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540.

The academic departments at Marshall have determined their particular policies on AP credit. Credit will not be allowed for scores below 3. Refer to the following chart for information on individualized examinations.

Examination	Minimum Score	Credit Hours	Course Equivalent
Art (Studio)			
Drawing Portfolio	3	3	Unclassified ART
General Portfolio	3	3	Unclassified ART
Art History	3	3	ART 112
Biology	3	8	BSC 104-105
Biology	4	8	BSC 120, 121
Chemistry	3	8	CHM 203, 204, 213
	4	9	CHM 203, 214 & 211
	5	12	CHM 203, 204, 211 & 212
Classics			
Latin: Virgil	3	3	LAT 204
Latin: Catullus/Horace	3	3	Unclassified
Computer Science			
Computer Science A	3	3	CSD 101
Computer Science AB	3	6	CSD 101 & 119
(6 units maximum for both tests)			
Economics			
Microeconomics	3	3	ECN 250
Macroeconomics	3	3	ECN 253
English			
English Composition and Literature	3	3	ENG 101 (Composition credit)
English Language and Composition	3	3	ENG 310 (Language credit)
(9 credits maximum for both tests with 3 units each in literature, language and composition)			ENG 331 or 319 or 323 (Literature credit)
Foreign Language			
French Language	3	6	FRN 315-316
French Literature	3	6	FRN 317-318
German Language	3	6	GER 315-316
Spanish Language	3	6	SPN 315-316
Spanish Literature	3	6	SPN 318-319
Government and Politics			
American	3	3	PSC 104
Comparative	3	3	PSC 105
History			
American	3	6	HST 330 & 331
European	3	6	HST 321 & 322
Mathematics			
Calculus AB	3	4	MTH 130
Calculus AB	4	8	MTH 130 & 131
Calculus BC	3	9	MTH 131 & 230
Music			

Theory	3	3	MUS 115
Physics			
Physics B	3	4	PHY 201
Physics B	4	6	PHY 201-203
Physics C Mechanics	3	4	PHY 211
Physics C Electricity & Magnetism	3	4	PHY 213
Physics C Electricity & Magnetism	4	8	PHY 211-213
Psychology			
Introductory Psychology	3	3	PSY 201

COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP) is offered at Marshall University and enables students who can demonstrate knowledge and/or proficiency in certain fields to reduce the cost in time and money for pursuing a college education by successfully completing CLEP tests for credit. Intensive reading in a particular field, on-the-job experience, or adult education may have prepared the student to earn college credit through CLEP tests and thereby reduce the total amount of course work needed to complete degree programs. In addition, scores on the test may serve to validate educational experience obtained at a nonaccredited institution or through noncredit college courses. Credit completed through CLEP does not count as a part of the 18-hour limit under the Credit/Non-Credit Option. A student expecting to apply CLEP credit toward degree requirements must consult with his or her major department and academic dean. Applications can be obtained in the Admissions Office.

SERVICE MEMBERS OPPORTUNITY COLLEGES

Marshall University has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing postsecondary education to members of the military throughout the world. As a SOC member, Marshall recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

CREDIT FOR MILITARY EXPERIENCE AND TRAINING

Physical Education for Veterans

Students who have successfully completed Initial Entry Training (Basic Training and Specialty Training), and who have completed at least 12 semester hours at Marshall with a cumulative GPA of 2.0 or better, shall upon their request be granted a maximum of four semester hours of credit in physical education.

Training Credit

The Commission on Accreditation of Service Experiences of the American Council on Education has developed equivalence credit recommendations for certain kinds of training received in the Armed Forces. This is credit in addition to that for physical education.

Veterans should contact the Admissions Office for evaluation of training. A copy of the DD Form 214 must be presented at that time with any and all certificates of training, diplomas, or other proof of formal military training.

Veterans should also contact the Military Science Department if they are interested in receiving credit for military service and applying it toward receiving a commission as an Army officer.

United States Marine Corps Platoon Leaders Class

Equivalent credit in Military Science may be awarded for successful completion of the Marine Corps Platoon Leaders Class. Students who have completed this class may apply at the Marshall University, Department of Military Science Office for possible awarding of credit. Additional information

concerning this class may be obtained by writing to:

United States Marine Corps
Officer Selection Office
641 Corporate Drive, Suite 104
Lexington, Kentucky 40503
(606) 223-2446

INTERNATIONAL STUDENTS

Marshall University is authorized under U. S. Federal law to enroll nonimmigrant students with F-1 or J-1 visa status.

International applicants must submit the following documents to be considered for admission:

1. A Marshall University application form, which is obtained by writing to the Director of Admissions, Marshall University, Huntington, West Virginia 25755-2020, U.S.A. (A \$25.00 non-refundable application fee is required. Check should be made out to Marshall University with student's name and social security number clearly printed on it.) Transfer students are required to pay a \$50.00 transfer fee.
2. Official transcripts in English of all high school, college or university academic credits and grades. The transcripts must be sent directly by the institution attended to the Marshall University Admissions Office.
3. Evidence of proficiency in the English language as indicated by one of the following:
 - a. The Test of English as a Foreign Language (TOEFL) minimum score of 500 reported directly to Marshall University Admissions Office by the Educational Testing Service, Princeton, New Jersey 08540. Results from the test taken more than two years prior to the date submitted will not be considered.
 - b. Michigan Test of English Language Proficiency (MTELP) equated score of 79 minimum.
 - c. Completion of the advanced level in an intensive English language program comparable to level 9 of an English Language School (ELS).
 - d. A degree or diploma from an accredited high school, college or university in which the language of instruction is English.
 - e. English is the official native language of the country of permanent residence (England, Canada, New Zealand, etc.)
4. An affidavit of financial support either from a personal sponsor (parent, relative, friend, etc.) or scholarship agency (government, corporation, etc.) stating the availability of funds and the intention to support the educational and living expenses of the applicant for the duration of studies at Marshall University. Applicants who are self-supporting should provide a statement so indicating and accompany the statement with documentary evidence (bank statement, letter of employer, verifying study leave and salary arrangements, etc.) that funds are available for study.
5. The American Association of Collegiate Registrars and Admissions Officers (AACRAO) World Education Series Books will be used to determine admissibility of international students. If credentials cannot be converted to English, transcripts will need to be evaluated by the World Evaluation Service.

Upon receipt of the above documents, the applicant's credentials are evaluated and a letter of admission and I-20 Certificate of Eligibility are sent; however, a \$11,000 deposit must be received in the International Students' Program Office before an I-20 form is issued to applicants from countries of proven credit risk, including Ghana, Iran, and Nigeria. Of this deposit, one-half (1/2) of the full-time tuition and fees for one year, and room and board for one year, if contracted with the University, is to remain on deposit as long as the student is enrolled. If the student subsequently moves off-campus, the money held for room and board will be refunded.

All nonimmigrant student applicants currently in the United States are required to submit an "International Student Advisor's Report" which should be completed by an official at the United States educational institution last attended or currently being attended in the United States. Forms may be obtained from the Marshall University Admissions Office.

The International Student Office will provide a list of courses designed to enable students to improve

English proficiency and aid them in their studies. Special courses include: Independent Study Skills offered by the Community and Technical College and the English as a Second Language Institute (ESLI)

The English as a Second Language Institute (ESLI) at Marshall University offers a program of intensive English language instruction to prepare international students for study at the University. ESLI operates year-round with three 15-week sessions (20 hours per week) which begin in May, September, and January. The program offers international students an excellent opportunity to improve their English and academic skills before entering a regular degree program while also helping them adjust to a new culture and community. Other programs offered by ESLI include an English program for International Women and a semi-intensive English program that offers support to undergraduate and graduate students studying at Marshall. In addition to the ESLI programs, several courses offered in the Community and Technical College division of the University are available to improve reading, listening, speaking and study skills. The University Speech Clinic provides individual assistance at no cost to students seeking to improve spoken English. (Students awarded graduate assistantships may be required by their departments to attend the Speech Clinic.)

The international student must meet the measles/rubella vaccination requirement of the West Virginia Board of Regents.

International students should address questions regarding their immigration status or other areas to the advisor for International Students and Scholars Programs, 212 Old Main (304/696-6265).

POLICY STATEMENT: INTERNATIONAL STUDENTS

MAJOR MEDICAL INSURANCE -- NON-IMMIGRANT STUDENTS

1. Every non-immigrant student must show proof of having a current major medical insurance policy before being permitted to register each semester for any classes at Marshall University.
2. Proof of coverage shall be provided by the coordinator of International Students in the form of some written notification.
3. Before a non-immigrant student can be exempted from this policy, he/she must show proof of status adjustment to permanent resident.
4. Prior to registering, students may secure information on insurance options from the Associate Dean for Student Affairs or the International Student Advisor in Old Main.

Adopted by Student Conduct and Welfare Committee, December 7, 1984;
approved by the President, January 22, 1985.

POLICY REGARDING CLASSIFICATION OF STUDENTS AS RESIDENTS AND NON-RESIDENTS FOR ADMISSION AND FEE PURPOSES

(Board of Trustees Series No. 34)

Section 1. General

- 1.1 Scope - Policy regarding residency classification of students for admission and fee purposes.
- 1.2 Authority - West Virginia Code (18B-1-6 & 18B-1-7 18B-10).
- 1.3 Filing Date - June 1, 1990
- 1.4 Effective Date - July 2, 1990
- 1.5 Repeal of Former Rule - Revises and Replaces Policy Bulletin No. 3 dated February 2, 1971; Policy Bulletin No. 34, April 8, 1986. Repeals Policy Bulletin No. 37, adopted May 1, 1974.

Section 2. Classification for Admission and Fee Purposes

2.1 Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the President. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

2.2 If there is a question as to domicile, the matter must be brought to the attention of the designat-

ed officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

2.3 The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Section 3. Residence Determined by Domicile

3.1 Domicile within the State means adoption of the State as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the state prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

Section 4. Dependency Status

4.1 A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

4.2 A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

Section 5. Change of Residence

5.1 A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 3 above. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Section 6. Military

6.1 An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6.2 Persons assigned to full-time active military service in West Virginia and residing in the State shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Section 7. Aliens

7.1 An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 3 may be eligible for in-state residency classification, provided that person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 3. Any person holding a student or other temporary visa cannot be classified as an in-state student.

Section 8. Former Domicile

8.1 A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 3 regarding proof of domicile and intent to remain permanently in West Virginia.

Section 9. Appeal Process

9.1 Each institution shall establish procedures which provide opportunities for students to appeal residency classification decisions with which they disagree. The decision of the designated institutional official charged with the determination of residency classification may be appealed in accordance with appropriate procedures established by the president of the institution. At a minimum, such procedures shall provide that:

9.1.1 An institutional committee on residency appeals will be established to receive and act on appeals of residency decisions made by the designated institutional official charged with making residency determinations.

9.1.1a The institutional committee on residency shall be comprised of members of the institutional community, including faculty and student representatives, and whose number shall be at least three, in any event, an odd number. The student representative(s) shall be appointed by the president of the institutional student government association while the faculty representative(s) shall be selected by the campus-wide representative faculty organization.

9.1.1b The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes a meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

9.1.2 The residency appeal procedures will include provisions for appeal of the decision of the institutional committee on residency appeals to the president of the institution.

9.1.3 Residency appeals shall end at the institutional level.

Adopted: West Virginia Board of Trustees, February 2, 1971
Revised: February 8, 1973; November 13, 1973; October 2, 1981
Revised: October 8, 1985; April 8, 1986; February 14, 1990

Student Financial Aid

STUDENT FINANCIAL ASSISTANCE

Marshall University offers financial assistance to students through a large number of academic scholarships, grants, loans and employment.

APPLICATION FOR FINANCIAL ASSISTANCE

All students seeking financial assistance must apply annually.

Students (new and continuing) wishing consideration for academic scholarships or for any of the federally funded financial aid programs must complete and submit an Institutional Application for Financial Aid. To guarantee consideration for an academic scholarship this form must be received in the Office of Student Financial Assistance by February 1. Incoming freshmen and transfer students must also be admitted by February 1.

Students applying for federal "need-based" aid should also submit the Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible. The FAFSA Form is used to determine a student's ability to meet the cost of education, which in turn determines financial need or eligibility for financial aid. Four to six weeks after the FAFSA is mailed, a Pell Grant Student Aid Report will be sent to the student. The student should immediately forward the Pell Grant SAR to Marshall for consideration. The FAFSA Form may be obtained in the Office of Student Financial Assistance or from a high school guidance counselor.

FINANCIAL ASSISTANCE PROGRAMS

The academic scholarship program is funded through many standing scholarships. Those wishing consideration need only to apply as noted in the preceding section; applications for specific scholarships are not required. Awards are made to students who have the following academic credentials or who meet the criteria designated by a specific academic department or donor. To guarantee consideration, continuing students must maintain a 3.5 grade point average (GPA) at Marshall. Incoming transfer students must have a 3.5 cumulative grade point average from all prior institutions attended and a 26 ACT Composite Score. Incoming freshmen must have a 3.5 GPA and a 26 ACT Composite Score. Other special groups such as SCORES winners, outstanding black high school students, and merit scholarship finalists and semifinalists, are awarded annually. Limited resources require that priority be given to WV residents and students from Lawrence and Gallia Counties, OH as well as students from Lawrence, Carter, Boyd, and Greenup Counties, KY. Students residing outside this identified priority area will receive consideration when funding is available.

Incoming freshmen with ACT composite scores of 30 or higher will be invited to apply for John Marshall Scholarships. For more information, refer to the section on Honors Programs and Scholarships.

Other financial aid programs include the following: Federal Pell Grants, MU Grants, Federal Supplemental Educational Opportunity Grants, West Virginia Higher Education Grants, Federal Perkins Student Loans, Direct Loans, Direct PLUS Loans, and Federal Work Study. For more information, contact the Office of Student Financial Assistance at (304) 696-3162 or 1-800-438-5390.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID ELIGIBILITY FOR UNDERGRADUATE STUDENTS

In order for students to receive financial aid, Federal Regulations require that a student be making measurable satisfactory progress toward the completion of his/her degree or program. Marshall University has adopted standards by which to monitor financial aid recipients' academic progress. (These standards insure the proper distribution of financial aid to eligible students.) The satisfactory academic

progress standards for financial aid eligibility for students pursuing baccalaureate degrees are as follows:

Students who have registered for 0-30 credit hours must have completed 50% of the credits registered for and have a cumulative GPA of 1.60.

Students who have registered for 31-64 credit hours must have completed 67% of the credits registered for and have a cumulative GPA of 1.70.

Students who have registered for 65-89 credit hours must have completed 75% of the credits registered for and have a cumulative GPA of 1.80.

Students who have registered for 90+ credit hours must have completed 80% of the credits registered for and have a cumulative GPA of 2.00.

Eligibility as an undergraduate will cease with the completion of the first baccalaureate degree.

The satisfactory academic progress standards for financial aid eligibility for students in the Community and Technical College are as follows:

Students who have registered for 0-30 credit hours must have completed 67% of the credits registered for and have a cumulative grade point average of 1.70.

Students who have registered for 30+ credit hours must have completed 80% of the credits registered for and have a cumulative grade point average of 2.00.

Based on a program maximum of 68 hours, eligibility will be limited through the 85th credit hour. Students in programs requiring fewer hours may have their eligibility terminated sooner. Eligibility as a student in the Community and Technical College will cease with the completion of the first associate degree.

Eligibility for students in the Community and Technical College Transition Program is limited to 2 regular semesters or 30 hours of remedial courses (whichever is completed earlier). Courses taken while enrolled in the Transition Program will be included in the determination of satisfactory academic progress eligibility for all subsequent two year or four year program enrollment.

The Center for Adult and Extended Education

Growing out of a need to respond in a more flexible way to serve returning and/or non-traditional students (23 years of age or older), the Center for Adult and Extended Education was created in 1993. Evening administrative hours, courses taught via telecommunications, weekend offerings and off-campus courses have been initiated by center staff.

A set of commitments delineate the purpose of the Center. The primary commitment is to non-traditional students seeking a baccalaureate degree. Using the Regents Bachelor of Arts Program as a catalyst, the staff has set in motion scheduling courses that enable students to complete their degrees in a timely manner. A second commitment is to the continue development of distance learning technologies, allowing students far from campus to enjoy the academic opportunities previously out of reach. Third, a series of strategies to develop off-campus sites or centers have been formulated; the first one, which opened during the fall semester of 1994-95, was the Mid-Ohio Valley Center in Point Pleasant, WV. A fourth commitment is to remove the administrative barriers which faced many non-traditional students (i.e., office is open from 8:00 a.m. - 6:30 p.m. Mondays - Thursdays, and 8:00 a.m. - 4:30 p.m. on Fridays). A final commitment is to serve professionals and their organizations through non-credit conferences and institutes. For more information, call (304) 696-4723 (GRA).

Orientation/Academic Advising

New Student Orientation Programs are conducted during the summer and immediately preceding the fall, spring, and summer terms to help freshmen, transfer students, and their parents learn more about Marshall and meet students, staff, faculty, and administrators. Faculty members, administrators, and peer advisors assist new students with academic advising and inform incoming students regarding university policies, regulations, and community life. A one time only, non-refundable \$40.00 fee is charged to all new students who attend the Orientation Program. Each new student should attend one of the orientation programs.

Academic advising policies vary according to each College. Those students who have not declared a major are enrolled in the College of Liberal Arts and are advised through the Academic Advising Center located in Old Main, Room 2-B.

For information on Orientation or academic advising, please write to New Student Orientation/Academic Advising, Marshall University, 400, Hal Greer Boulevard, Huntington, West Virginia 25755 or telephone 696-2354 (1-800-438-5392).

Placement Center

The Placement Services' staff provides a multitude of services for underclassmen, graduating seniors, Community and Technical College graduates, alumni, graduate students and professionals of Marshall University.

It is particularly important that students make full use of all available assistance, especially in these times when the search for career employment after graduation has become unusually competitive. By taking advantage of the Placement Services extensive resources and experience, students will greatly enhance their chances of securing satisfying employment. The services relating to employment skills or information needed in pursuit of employment include:

1. Part-time or Full-time Student Employment

Employers are increasingly impressed by graduates who have had work experience in addition to their academic training. This is particularly true if the work activity is related to career goals. In the employers' estimation, this prior exposure to work provides proof of genuine interest in the career field, more intense knowledge of the field, and reference sources. For this reason, the Placement Services' staff provides employment leads for jobs listed by area citizens and companies. Students may call at Placement Services to review the positions listed and apply if interested and qualified.

2. Summer Employment Assistance

The summer months present another opportunity for students to acquire work experience in addition to defraying college expenses. If students find it difficult to work while attending school, they will find it helpful to use their summers in productive employment. The Placement Staff can help with identification of summer job openings and preparation of resumes, application letters, and interviewing. The experience gained in professionally applying for jobs can, in itself, be invaluable for the postgraduation job search.

3. Special Career Programs

Each year the Placement Services' sponsors career related events which permit students to meet personally with employers in their chosen career fields. Periodically Career Fairs are held in a variety of disciplines such as Business, Health, Social Service, Graduate and Professional School Day and Education. Employers are invited to the campus so students can informally discuss employment or career questions with them.

Another career offering is entitled the Extern Experience. This volunteer program permits students to identify a career field in which they have interest and then be assigned to an actual employer site within the Huntington area. Students spend from 15 to 25 hours with this employer on a no-salary basis to gain valuable insights into the job assignments and requirements, work environment, co-workers' salary ranges, and day to day activities of a particular career. Students can elect to be placed in more than one setting to help them make a valid choice. The sophomore and junior years seem to be the most appropriate time for career researching experiences such as the extern program.

4. Career Planning

One of the most essential decisions college students must make is choosing the right major field of study. The Placement Center has qualified staff officers and the very best in computerized guidance systems resources to assist students in this area. Career planning classes (8 weeks, 1 hr. credit) are also offered to students who wish to determine their career direction in a group setting rather than through personal conferences. Initial information can be obtained by calling 304-696-1785.

5. Job Search Skills

For graduates in many degree fields the degree simply gives a "ticket to the race." Competition is inevitable in the search for many career positions. One of the very vital service areas of the Placement Services, therefore, involves instruction in conducting a self-inventory of skills and interests, writing a resume and letters of application, interview techniques, company information, addresses of employers, file preparation, and all related aspects of conducting a job search. The ability to present oneself convincingly is especially important.

6. Job Assistance to Graduates (4 year and 2 year)

A primary function of the Placement Services is to assist students in finding a suitable position after graduation. While campus recruiting has diminished somewhat in the last few years, approximately 125 organizations still visit the campus to interview graduating students in many fields. Besides arranging these personal interview opportunities, Placement Services also distributes a bi-weekly Employment Opportunities Bulletin that lists current job openings in human services, education, business and civil service. This bulletin is available for mailing to graduates for a nominal charge even after graduation so that job leads can continue to be received. A very practical knowledge of comparative salaries, fringe benefits, company policies and training can be gained from employment interviewing. Another vital need for graduates seeking career positions is the identification of addresses for contacting prospective employers. Placement Services is a prime source for this information on either a local, state, or national scale.

7. Alumni Assistance

Placement Services does not stop at graduation. In fact, all services available to undergraduates continue indefinitely after graduation. The kinds of assistance most commonly sought by alumni are requests for vacancy information and forwarding of personal employment screening data to prospective employers. Alumni are encouraged to seek assistance even if they did not register as Marshall students. Information on any program or service can be obtained by calling (304) 696-2371 or stopping at the Placement Services at 17th Street and 5th Avenue.

Student Support Services

The Student Support Services Program is a federally funded program which provides a wide range of academic and cultural enrichment programs to a special identified group of Marshall students. Services are provided which allow students to develop reading and learning skills and to improve study habits. A tutorial component is available to supplement classroom instruction and to help students better understand subject matter in most freshman and sophomore level courses. Counseling is also available to help students in academic planning, social development, and career decision making. For additional information, call 696-3164.

Financial Information



Financial Information

FEES

The university and its governing board reserve the right to change fees and rates without prior notice. Fee assessments are calculated on student level, not course level.

Please Note: All fee listings in the fee section of this catalog show the rates authorized and in effect for the 1995-96 academic year. When the rates for the 1996-97 academic year are authorized and approved, fee schedules will be available in the Office of the Bursar and the Office of the Registrar.

ENROLLMENT FEES

Regular Semester	Resident Rates	Metro Fee ¹ Rates	Nonresident Rates
Tuition Fee	\$135.00	\$450.00	\$ 450.00
Registration Fee	50.00	250.00	250.00
Higher Education Resources Fee	440.00	525.00	1,106.00
Faculty Improvement Fee	35.00	105.00	105.00
Student Center Fee	35.00	35.00	35.00
Institutional Activity Fee	88.00	88.00	88.00
Intercollegiate Athletics Fee	52.00	52.00	52.00
Instructional Operations fees	155.00	308.00	662.00
Library/Computing Fee	35.00	100.00	100.00
	<hr/>	<hr/>	<hr/>
Total Regular Student Fees	1,025.00	1,913.00	2,848.00
² College of Business Fee	100.00	200.00	200.00
	<hr/>	<hr/>	<hr/>
Health Professions Fee	100.00	200.00	200.00

¹Fee is applicable to students with residency classifications in the county of Lawrence, state of Ohio and the counties of Boyd, Carter, Greenup, and Lawrence, Commonwealth of Kentucky.

²Program Specific Fees. College of Business fee is assessed to all junior and senior College of Business majors. Health Professions Fee is assessed to the School of Nursing.

RESIDENCE HALLS FEES

	19-Meal	Room and Board Total per Semester	
		15-Meal	10-Meal
Triple Occupancy			
Buskirk	\$1,935.00	\$1,900.00	\$1,830.00
Twin Towers	1,935.00	1,900.00	1,830.00
Hodges, Laidley, Holderby	1,855.00	1,820.00	1,750.00
Double Occupancy			
Buskirk	2,060.00	2,025.00	1,955.00
Twin Towers	2,060.00	2,025.00	1,955.00
Hodges, Laidley, Holderby	1,960.00	1,925.00	1,855.00

Single Occupancy			
Buskirk	2,350.00	2,315.00	2,245.00
Twin Towers	2,350.00	2,315.00	2,245.00
Hodges, Laidley, Holderby	2,120.00	2,085.00	2,015.00

Other Accommodations-Hodges, Laidley, Holderby

Triple-two persons	2,055.00	2,020.00	1,950.00
Triple-one person	2,245.00	2,210.00	2,140.00
Double-one person	2,195.00	2,160.00	2,090.00
Suite - Three people	1,855.00	1,820.00	1,750.00
Suite - Two persons	2,055.00	2,020.00	1,950.00
Suite - One person	2,315.00	2,280.00	2,210.00

SUMMER TERM - 5 WEEKS

Double Occupancy - Room and Board

Twin Towers		650.00
Room Only	330.00	
19 Meals Only	320.00	

Rates for Married Students Housing

Efficiency Apartment		\$230.00
One Bedroom Apartment - Building One		260.00
Two Bedroom Apartment - Building One		290.00
Renovated One Bedroom Apartment - Building One		295.00
Renovated Two Bedroom Apartment - Building One		340.00
One Bedroom Apartment - A & C		350.00
Two Bedroom Apartment - B & C		380.00

Commuter Meal Plans

Commuter Meal Plan - Sixty Meals		275.00
Commuter Meal Plan - Thirty Meals		140.00
Commuter Meal Plan - Twenty Meals		95.00

SPECIAL STUDENT FEES

*Application Fees:

Resident - Undergraduate	\$ 10.00
Resident - Graduate	\$ 15.00
Non-Resident - Undergraduate	\$ 25.00
Non-Resident - Graduate	\$ 25.00
Resident - School of Medicine	\$ 30.00
Non-Resident - School of Medicine	\$ 50.00
School of Nursing	\$ 30.00
Clinical Lab Fee - COE	\$ 100.00

Damage Deposits:

Married Students Housing	\$ 150.00
Dormitories	\$ 50.00

*Diploma Replacement	\$ 20.00
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*Graduation Fees

Associate Degree	\$ 10.00
Baccalaureate Degree	\$ 15.00
Master's Degree	\$ 20.00
First Professional Degree	\$ 25.00

*Improper Check-out Fee - Dorm	\$ 25.00
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*Late Registration/Payment Fee	\$ 20.00
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*Mail Box - Re-Key (Per Lock)	\$ 10.00
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*Meal Card/ID Replacement	\$ 10.00
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*Microscope Fee - School of Medicine	\$100.00
Off-Campus Course Fee	\$ 60.00
*Orientation Fee	\$ 40.00
*Regents' BA Degree Evaluation	\$200.00
Reservation Deposit - Dorm	\$ 50.00
*Returned Check Fee.....	\$ 15.00
*Room -Re-Key (Per Lock)	\$ 15.00
Science Lab Fee.....	\$ 25.00
Transfer Evaluation Fee.....	\$ 50.00
*Transcript (After First).....	\$ 5.00
*Validation Exam Fee	\$100.00
*Non-Refundable	

PAYMENT OF FEES

Tuition fees for a regular semester, a Summer Term, an Intersession, and any special class are due and payable to the Office of the Bursar in accordance with dates established and listed in the Marshall University Schedule of Courses, the university's official Bulletin of Course Listings and Registration Instructions as published by the Office of the Registrar for each term of enrollment. Enrollments (registrations) not paid on or before the official due dates will be cancelled and the student will be subject to withdrawal from the university (see Withdrawal/Reinstatement Policy). Failure to receive an invoice will not be accepted as a reason for missing the payment deadline. Reregistration for enrollments not paid by the official due dates will be required when allowed and approved by the appropriate academic dean and the Office of the Registrar.

Student deferred payment plans for tuition will be offered for the fall and spring semester. All available financial aid from the term must be credited to the student's account prior to determining the amount available for deferral. Contact the Office of the Bursar for current deferred payment plan information. A student's residence services fees (room and board) are due at a semester rate payable in accordance with dates established by the Office of Residence Services.

Students may pay fees by VISA/Mastercard at the Office of the Bursar, 101 Old Main or by phone at (304) 696-6736.

Students who are recipients of financial aid through the university's loan or scholarship program, the university's Department of Intercollegiate Athletics, or any governmental agency, or by private loan or scholarship, must complete arrangements for payment through the Director of Student Financial Aid (Room 122, Old Main Building) and the university Bursar (Room 101, Old Main Building).

A student's registration is not complete until all fees are paid.

A student's registration will be cancelled when payment is made by a check which is dishonored by the bank. A charge of \$15.00 will be made for each check returned unpaid by the bank.

A student who owes a financial obligation to the university will not be permitted to enroll in subsequent semesters until the obligation is paid.

Students who withdraw properly and regularly from the institution will receive refunds of fees paid in accordance with the refunding policy.

A student who is required to withdraw from the institution for disciplinary reasons may not receive refunds of fees paid.

REFUND PROCEDURE

During the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published in the Marshall University Schedule of Courses Bulletin, enrollment fees (tuition fees) will be refunded to students for:

1. Classes officially dropped from the student's course schedule that reduce the student's total scheduled semester hours from full-time status to part-time status. Example: Undergraduate enrollment dropping of classes to adjust course schedule from 12 or more hours to less than 12 hours.
2. Classes officially dropped from the student's course schedule when the enrollment is in a current

part time status that reduce the student's total scheduled semester hours. Example: Undergraduate enrollments dropping classes to adjust course schedule from 11 hours to 10 hours to 9 hours, etc.

3. Official complete withdrawals from all classes from the student's course schedule. Example: Undergraduate withdrawal from enrollment - 12 or more hours to 0 hours, 11 hours to 0 hours, 10 hours to 0 hours, etc.
4. Title IV Financial Aid first time enrollees who officially withdraw before or during their first period of enrollment shall have their refund calculated in accordance with the provisions contained in the 1992 amendments to the federal Higher Education Act.

At the conclusion of the Late Registration and Schedule Adjustment period, refunds will be processed only to students who completely withdraw from the semester or summer term.

Cancellation of Class:

When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund of the fee for the class cancelled unless he registers in another course of like value in terms of semester hours. This action does not apply to withdrawals due to disciplinary action or withdrawals due to nonpayment of financial obligations.

Residence Services

Request for withdrawal from Marshall University on campus housing must be addressed in writing to the Department of Residence Services. Refunds, if applicable will be based on the date cancellations are received. Fall cancellations must be received before July 1 and Spring or Summer cancellations must be received ten (10) business days or more prior to the official opening date of Housing, in order to receive deposits back. Voluntary withdrawal following these dates and prior to the opening of residence halls will result in a full refund less fifty dollars (\$50.00) reservation deposit. Withdrawal between the opening day for Housing and the first Friday will result in a refund of fifteen weeks room and board. Withdrawals after the first Friday will result in a forfeiture of monies paid for room. A prorated refund will be processed for any unused portion of the Board plan. Students whose residency is terminated automatically forfeit all monies paid for that semester. Students who are denied admission, declared academically ineligible to return, or are unable to return for medical reasons, will be refunded on a prorated basis.

Refunds to students called to armed services —enrollment fee only will be processed in accordance with policy established by the Office of the Registrar.

Late fees are nonrefundable.

WITHDRAWAL/REINSTATEMENT FOR NONPAYMENT OF FEES AND OTHER FINANCIAL OBLIGATIONS

A. ENROLLMENT AND RESIDENCE HALL FEES

1. Through late registration each semester, a schedule of withdrawal for nonpayment will be included in the Marshall University Schedule of Courses. Following late registration, the Bursar will send written notification to the student advising of administrative withdrawal for nonpayment of Enrollment or Residence Hall Fees.
2. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for students not paying fees. The withdrawal will be for "Administrative-Nonpayment of Enrollment or Residence Hall Fees".
3. The Registrar will notify the instructor that the student should not be permitted to continue attendance in the class.
4. If the student fulfills the financial obligation, the Bursar's Office will notify the student and his/her academic dean. The academic dean will have discretion to approve registration. In case of approval by the dean, the student, the instructors, and the Registrar will

- be notified in writing immediately.
5. Upon receipt of notice from the academic dean, the Registrar will initiate the procedure to register the student in the courses for which the student was enrolled at the time of withdrawal.
 6. Students who do not meet their financial obligation for enrollment and residence hall fees will have all entries of that registration on the Registrar's permanent record erased.
 7. A student who owes a financial obligation to the university will not be permitted to enroll in subsequent semesters until the obligation is paid.
 8. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Office of Student Affairs. (The Student Grievance Board is a subcommittee of the Student/Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the university acts upon the recommendation of the Student Grievance Board.

B. OTHER OBLIGATIONS

1. Failure to properly fulfill other types of financial obligations may result in administrative withdrawal from the university.
2. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for a student not paying financial obligations. The withdrawal will be "Administrative-Nonpayment of Financial Obligations" and will be dated with the effective date of processing of the withdrawal. Under these conditions, the procedures outlined under A-3, A-4 and A-5 above will be followed.
3. Students who do not meet these "Other Financial Obligations" and who are administratively withdrawn from the university will receive the grade determined by the withdrawal policy in effect at the time the administrative withdrawal was initiated.
4. A student who owes other types of financial obligations to the university will not be permitted to enroll in subsequent semesters until the obligation is paid.
5. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Dean for Student Affairs. (The Student Grievance Board is a subcommittee of the Student/Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the university acts upon the recommendation of the Student Grievance Board.

Financial Assistance Programs Available:

Army ROTC Scholarships - Army ROTC scholarships are offered for four, three, and two years for the pursuit of undergraduate four-year degrees, and are awarded on a competitive basis to the most outstanding students who apply.

Four-year scholarships are awarded to students who will be entering college as freshmen. High school seniors should apply for the four-year scholarships by December first of their senior year. Three and two-year scholarships are awarded to students already enrolled in college and to Army enlisted personnel on active duty. Students who attend the Camp Challenge to enroll in the two-year program may compete for two-year scholarships while at camp.

Each scholarship pays full or partial tuition, required educational fees, and provides a specified amount for textbooks, supplies and equipment. Each scholarship also includes a tax-free subsistence allowance of \$150.00 a month up to \$1,500 for every year the scholarship is in effect. The total value of a scholarship will depend upon the tuition and other educational expenses.

Special consideration for an Army ROTC scholarship is given to students pursuing degrees in Nursing, Engineering, Physical Sciences, and other technical skills currently in demand by the Army. Students who receive a scholarship will be required to attain an undergraduate degree in the field in which the scholarship is awarded.

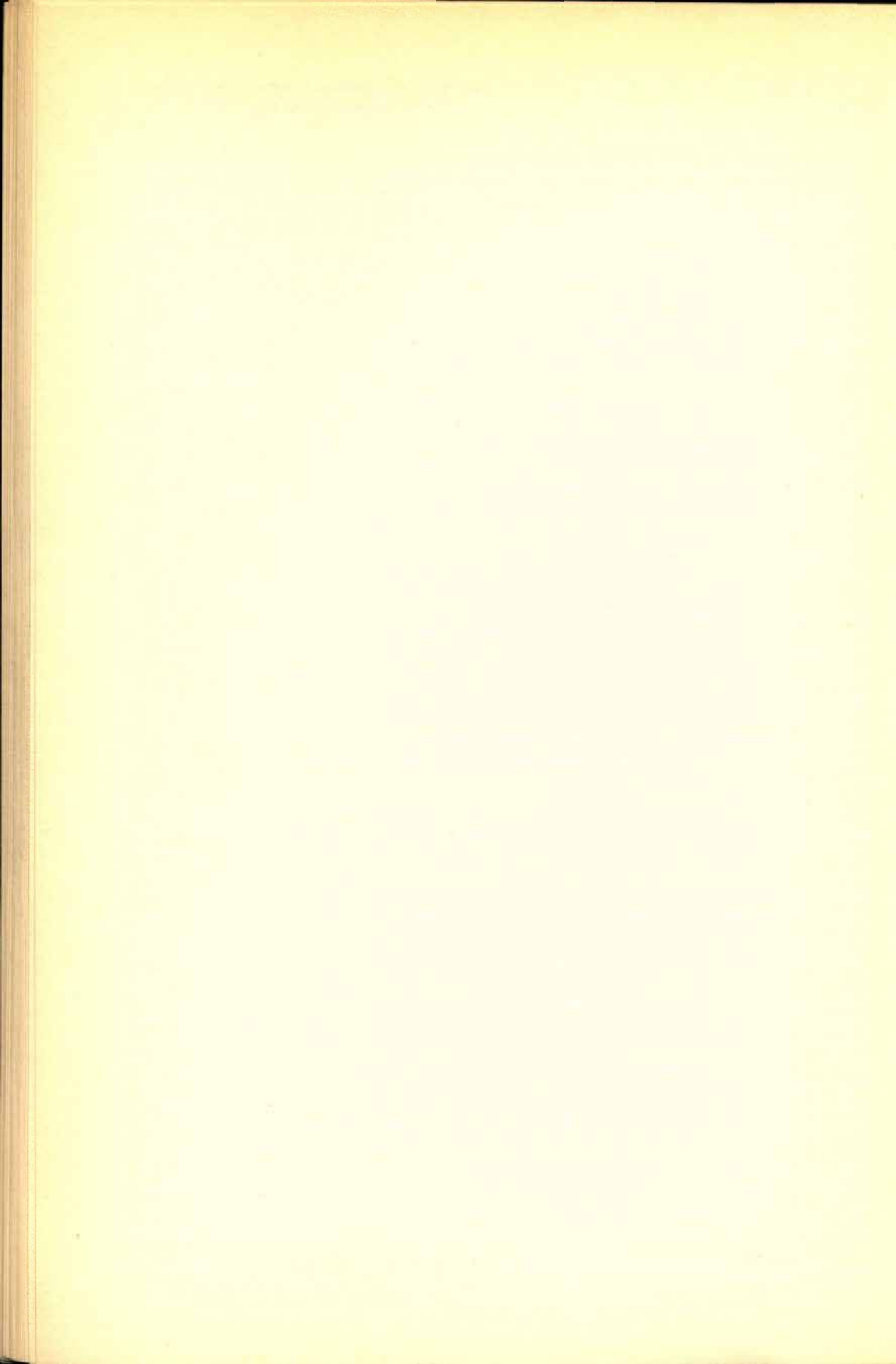
All cadets in the Advanced Course receive a subsistence allowance of \$150.00 a month up to \$1,500 for each of the two years (this is not in addition to the subsistence allowance provided to scholarship winners), as well as pay for attending the six-week Advanced Camp. Students attending the Camp Challenge will also receive pay.

The Department of Military Science also has other incentive scholarships to award. Contact the department for scholarship applications by calling 304-696-6450 or stop by 217 Gullickson Hall, Marshall University, Huntington, WV 25755.

Athletic Scholarships - Students wishing information regarding athletic grants-in-aid should write to Marshall University, Director of Athletics, P.O. Box 1360, Huntington, WV 25715. Normally such assistance is offered by the Financial Aid Advisory Council after recommendations are received from the Director of Athletics.

Financial assistance recipients who are eligible for refunds of fees paid to the University for tuition, fees, room and/or board will receive a refund only after the assistance disbursed to the student for the payment period has been recovered.

Should you have questions regarding these or other concerns with financial assistance, more specific information is available in the Student Handbook or from the Office of Student Financial Assistance, telephone 1-800-438-5390 (in-state only) or 1-304-696-3162.



Academic Information



Academic Information

CATALOG TERMS AND DEFINITIONS

Following are definitions of terms used in the academic sections of this catalog.

PROGRAM: A program is a unified, complementary series of courses or learning experiences that lead to a degree.

MAJOR: A major is an area of concentration requiring at least 24 semester credits for completion. It is offered within one department or by a combination of two or more departments. A field of study within an approved degree program, having its own prescribed curriculum. A degree program may have more than one major.

MINOR: A **minor** is a program of study outside the major department requiring at least 12 semester credit hours for completion. All courses for a minor are offered within one department with no more than 3 credits at the 100 level.

¹**OPTION:** An option is a defined series of courses within a major or degree program that prepares students for a specific profession. Options are found in those majors which are broad enough to accommodate a variety of professional applications.

¹**AREA OF EMPHASIS:** A specific subject area of study which has limited course offerings within an approved degree program and major. Normally, a minimum of twelve (12) credit hours would be expected for an area of emphasis at the undergraduate level.

¹**SPECIALIZATION:** A particular line of research or study restricted to a special branch or field of activity within a profession. (In College of Education, what a student is certified to teach. Viewed as a major and/or a minor.)

¹**CONCENTRATION:** A sequential arrangement of courses with a specialized emphasis within a major and/or option.

¹**SEQUENCE:** Same as Option in the School of Journalism.

CREDIT HOUR: One lecture credit hour is given normally for each 15 classroom contact hours plus 30 hours of outside preparation or equivalent. One laboratory credit hour requires at least 30 hours of laboratory work per one lecture credit plus necessary outside preparation or equivalent. Laboratory experiences are complements to classroom courses that focus on the theory and principles of the discipline. They are organized activities involving the observation and verification of experiments and experimental techniques.

PRACTICUM: A practicum is a learning activity that involves the application of previously learned processes, theories, systems, etc. Generally credit is assigned on the same basis as that of a laboratory.

FIELD EXPERIENCE: Same as Practicum within the Department of Sociology/ Anthropology.

INDEPENDENT STUDY: Independent Studies are tutorials, directed and independent readings, directed and independent research, problem reports, and other individualized activities designed to fit the needs of students within the major.

INTERNSHIP: Internships are supervised, off-campus contractual work-study arrangements with external agencies or institutions.

SEMINAR: A seminar is a small group of students engaged in advanced study of the original research or some important recent advancements in the field. Seminars are organized under the direction of a faculty member, and credit is allowed according to university regulations for granting semester-hour credit.

WORKSHOP: Workshops are highly practical, participatory courses usually designed for advanced students or professionals. They provide experience or instruction in a new technique, theory or development in a given discipline. If credit is granted, appropriate university guidelines will be followed.

¹Colleges are currently reviewing curriculum for change of terminology.

SPECIAL TOPICS: Special Topics are experimental courses that may be offered twice by a given department with no prior committee approval. Such courses may satisfy university, college or department requirements toward a given degree and may carry specific requisites. No more than 6 such credits may be applied toward an associate degree and no more than 12 toward a baccalaureate degree.

DEVELOPMENTAL COURSES: Developmental courses assist students in their attainment of selected basic cognitive, psychomotor, or affective skills. These courses may be given for credit but can not be used to satisfy Graduation Requirements.

TRANSCRIPT: A transcript is a copy of the student's permanent academic record. An official transcript can only be issued by the Office of the Registrar. See Transcript of Academic Records for additional information on the procedure for obtaining a transcript.

STUDENT SCHEDULING AND COURSE INFORMATION

Semester Hours

The semester hour is the basis of college credit within the institution. Normally one semester credit hour is given for each 15 classroom contact hours, which usually assumes approximately 30 hours of outside preparation or equivalent. In schedule preparation one semester hour usually represents the credit received for passing a subject scheduled one hour per week in a regular semester. Laboratory courses require the scheduling of two or three hours per week for each semester hour of credit.

Semester Load

To make normal progress toward graduation, the student should complete approximately 16 or 17 semester hours each semester or a proportionate amount during a summer term. Semester loads of 19 or more hours, or summer term loads of 7 or more hours may be taken with permission of the academic dean if not stipulated in a specific degree program.

Schedule Adjustment

Schedule adjustment is the adding or dropping of courses or the changing of class hour or day after a person has registered in any semester or term. The specific Schedule Adjustment Period for any semester or term is defined in the Schedule of Courses for that semester or term. After the conclusion of the defined Schedule Adjustment Period, students are not permitted to add classes or make changes in class hours or days, nor are late registrations permitted except with the permission to the student's academic dean. Dropping of classes after the Schedule Adjustment Period is defined under dropping of courses.

Full-Time Student

A student carrying at least 12 semester hours of undergraduate courses or a combination of 12 semester hours of undergraduate and graduate courses in a regular semester, or at least 4 semester hours in a five-week summer term.

Numbering of Courses

Courses numbered 000-099 are developmental courses and cannot be used to satisfy graduation requirements. Courses numbered 100-199 are primarily for freshmen. Courses numbered 200-299 are primarily for sophomores. Courses numbered 300-499 are primarily for juniors and seniors. Courses numbered 500 and above are for graduate and medical students.

CLASSIFICATION OF STUDENTS

Students who have completed 90 hours or more of college work are classified as seniors.

Students who have completed at least 58 hours and less than 90 hours of college work are classified as juniors.

Students who have completed at least 26 hours and less than 58 hours of college work are classified as sophomores.

Students who have completed less than 26 hours of college work are classified as freshmen.

FACULTY-STUDENT ADVISORY PROGRAM

Each student admitted to Marshall University is assigned a faculty advisor, usually in the field in which the student has expressed an interest. The advisor renders academic guidance by assisting in the preparation of class schedules, by counseling the student in meeting degree requirements, and by checking with the student on academic progress.

Students should always interact with their Academic Advisor prior to the initial registration for any semester or term. Some colleges now require such interaction. See individual college announcement for specific information concerning your college's requirement.

ACADEMIC ADVISING CENTER

The Division of Enrollment Management maintains an Academic Advising Center located in Old Main, Room 2-B. The educational philosophy of the University is that a student does not have to know what he or she wants to study upon entering college. To declare a major just for the sake of having a major is unwise and unnecessary. It is often more academically sound for the student to experience several fields of interest before declaring a major. The Advising Center primarily serves the student who has not declared a major or who, with the idea of transferring to another institution, is pursuing a major which is not offered at Marshall University.

DROPPING COURSES OR COMPLETELY WITHDRAWING FROM THE UNIVERSITY

1. Dropping of Courses

Dropping a course after the schedule adjustment period requires that a drop form bearing appropriate signatures be submitted to the Registrar's office. Appropriate signatures vary with the academic calendar and are as follows:

- A. Dropping a course before the published "W" date requires the signature of the faculty member.
- B. Dropping a course after the published "W" date requires the signature of both the faculty member and the student's academic dean.
Off-campus or night courses may be dropped by mailing a request to drop to the Registrar's office. The postmark on such a request will be the official date of withdrawal.

2. Withdrawal from the University

Withdrawal from the university is defined as dropping all classes for which a student is registered.

Withdrawal requires that a withdrawal form be submitted to the Registrar's office or that a request for withdrawal be mailed to the Registrar's office. It is possible to withdraw by telephone using the MILO system.

The effective date of withdrawal is the date that the withdrawal form is submitted to the Registrar's office or the date the transaction is processed using MILO. The postmark on mail requests will be the official date of withdrawal.

3. Grades Assigned in Case of Dropping Courses or Withdrawal from the University

In all cases of dropping courses or withdrawal from the university the instructors will report grades as follows:

- A. A student dropping courses or withdrawing from the university on or before the eighth Friday after the first class day of the regular semester will receive a grade of "W". During the summer session the "W" period ends on the third Friday after the first day of class. For eight-week courses and other courses of varying lengths, the "W" period ends on

the Friday immediately following the midpoint in the course. Students dropping or withdrawing after the "W" period will receive a "WP" or "WF".

- B. A "W" grade or a "WP" (withdrew passing) grade will have no bearing on the student's grade point average. A "WF" (withdrew failing) will be the equivalent of an "F" grade.
- C. Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of "F" at the end of the Semester or summer term.

4. **Final Date for Dropping or Withdrawing**

The final date for dropping an individual class is the Friday before the beginning of the last 3 full weeks of classes in a regular term. The last date for complete withdrawal from the University is the last day of classes.

5. **Military Service**

Men and women called to active duty in the armed services of the United States shall be granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the semester or term, and full credit, but no refund of fees, shall be granted if the call comes thereafter; provided, however, that credit as described above will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term "called to active duty" is herein defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion thereof which involves a particular student or an individual who is a bonafide member of the reserve component or a National Guard unit. The final grades, both passing and failing, for three-fourths of a semester or more are to be shown on the student's permanent record card.

MANDATORY WITHDRAWAL FOR MEDICAL REASONS

1. A student will be subject to a mandatory medical withdrawal if it is determined by the Dean of Student Affairs and/or designee that the student is endangering himself or herself or other members of the university community by his/her continued membership in the university community.
2. Through an approved designee, the Dean of Student Affairs reserves the right to request a complete mental or physical evaluation if it is reasonably believed that said student behavior or health habits warrant it.
3. The student shall be referred to the appropriate health physician and a written document of evaluation and recommendations will be requested and forwarded to the university designee. The university will then act upon the evaluation and recommendations with regard to the student's continuation at Marshall University.
4. If evaluation supports or indicates a recommendation for a medical withdrawal from the university, the appropriate Student Affairs office will facilitate the withdrawal.
5. Students will be accorded an informal hearing before the Dean of Student Affairs or a designee to obtain an understanding of the evaluation and rationale for the mandatory withdrawal.
6. In the event that the student declines the opportunity for such an evaluation, a withdrawal for medical reasons may be unilaterally effected by the university.
7. Withdrawal for medical reasons will be done without academic penalty to the student. Fees will be refunded in accordance with university policy.
8. A decision to withdraw may be appealed to the Student Conduct and Welfare Committee or a special subcommittee thereof appointed by the chairperson.
Adopted by Student Conduct and Welfare Committee, December 7, 1984;
approved by the President, January 22, 1985.

COURSE SYLLABI POLICY

During the first two weeks of semester classes (3 days of summer term), the instructor must provide each student a copy of the course requirements which includes the following items: 1) attendance poli-

cy, 2) grading policy, 3) approximate dates for major projects and exams, and 4) a description of the general course content.

This policy may not apply to the following types of courses: thesis, seminar, problem report, independent study, field work, internships and medical clerkships.

Adopted by University Council, March 12, 1980; amended by Academic Planning and Standards Committee, April 10, 1980; approved by the President, May 5, 1980.

CLASS ATTENDANCE POLICY

It is the responsibility of each individual instructor to evaluate the importance of student class attendance. Accordingly, each instructor prepares at the beginning of each semester a written statement setting forth his/her policy for consideration of unexcused absences, make-up examination, and related matters, which will be in force for the semester. This statement is filed with the chairman of the department and a statement of policy on attendance appropriate to each class is read at the first class meeting.

Absences such as those resulting from illness, death in the family, or institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) are to be excused when a student reports and verifies them to the instructor. For such excused absences, the student should not be penalized.

AUDITING COURSES

Audit students are those who enroll only for purposes of refreshing or acquainting themselves with the material offered in the course. Audit students receive no academic credit. Auditing is allowed only when there is space available in the class and the academic dean having jurisdiction over the course authorizes audit status. Enrollment for audit is limited to the regular registration period for the semester or term. Students who want to audit classes must enroll and pay fees in the same manner and at the same tuition rate as students enrolling for credit. Faculty members wanting to audit courses must secure approval of their dean and the instructor of the course or courses desired and must enroll in the regular manner for such courses.

Attendance and other requirements for auditors shall be determined by the instructor of the course being audited. It is the prerogative of the instructor to notify the respective dean and the Registrar's Office to withdraw the auditor from the class if attendance or other requirements are not met. It is the responsibility of the instructor to discuss the requirements of the course with the auditor.

It is not possible to change a registration from credit to audit or audit to credit after the close of the schedule adjustment period at the beginning of a semester or summer term.

CREDIT/NON-CREDIT OPTION

A student may elect to present a maximum of 18 semester hours of credit on a credit/non-credit basis towards fulfillment of requirements of a baccalaureate degree. Credit completed through the College Level Examination Program (CLEP) does not count as a part of the 18-hour limit under the CR/NC option. The decision to take a course on a credit/non-credit basis must be made during registration and may not be changed after the end of the registration period. Courses taken on this basis must be in areas other than the student's major or teaching specialization.

Some departments and colleges have special regulations regarding CR/NC. The student is advised to consult with the department chairman or the dean of the college prior to registration for CR/NC.

Courses completed under the CR/NC option are not reflected in the student's grade point average. A course attempted under the option for which a grade of NC is received may be repeated under the option or for a letter grade.

A letter grade of C or better must be achieved to receive a CR grade. For the letter grades of D and F, an NC grade will be recorded. Students may not be awarded a "WF" under this option. All withdrawals under CR/NC option will receive a "W" grade.

D & F REPEAT REGULATIONS

If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record.

Marshall University policy stipulates that only by repeating this course for a letter grade and by no other means, including CLEP examination or courses taken under the CR/NC Option, can the original grade be disregarded.

Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

Nothing in this policy shall interfere with provisions of Board of Trustees Policy Bulletin No. 20

Adopted: February 8, 1972; Revised: December 14, 1985
West Virginia Board of Regents Policy Bulletin No. 20
Board of Trustees policy effective July 1, 1989

ACADEMIC FORGIVENESS POLICY

Amended and approved at December 9, 1986, APSC meeting

The academic forgiveness policy allows academic forgiveness of D and F grades for purposes of calculating the grade-point average (GPA) required for graduation. This policy is designed to assist students who previously left college with low grades and will be implemented, provided certain conditions are satisfied, where the D and F repeat rule is not applicable.

The student wishing forgiveness must not have been enrolled on a full-time basis or on a part-time basis for more than 12 credit hours at any higher education institution for a period of five consecutive calendar years prior to the request for academic forgiveness. Only D and F grades received prior to the five-year, non-enrollment period may be disregarded for GPA calculation.

In order to receive a degree or certificate, the student must complete at least 24 additional credit hours through actual coursework from Marshall University after the non-enrollment period, earn at least a 2.0 GPA on all work attempted after the non-enrollment period and satisfy all degree or certificate requirements. Grades disregarded for GPA computation will remain on the student's permanent record.

This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculation for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Board of Regents Bachelor of Arts Program is governed by a different forgiveness policy.

To implement this policy, the student must submit a written request to the Dean of the College in which the student plans to earn a degree or certificate. This request must identify the non-enrollment period and the courses and grades which the student wishes to be deleted from the GPA calculation. The Dean can accept, modify, or reject the student's request and will provide the student with the justification for modification or rejection upon request.

Students who do not normally qualify for readmission because of a low GPA will, if their request for forgiveness is approved, be readmitted and placed on academic probation.

The decision of forgiveness must be made anew whenever the student changes program, department, college or institution.

CREDIT BY EXAMINATION

Credit by examination is granted at Marshall University in many academic departments. Information can be obtained by contacting the chairperson in a particular department.

DEAN'S LIST

Students registering for 12 or more hours of courses for which they are receiving letter grades, and who at the end of a semester have a grade average of "B" or above are considered honors students. A list of such students constitutes "The Dean's List" of the undergraduate college of enrollment.

HONORS STUDENTS IN GRADUATE COURSES

On recommendation by the Department Chairperson and with the approval of the undergraduate Dean and the Dean of the Graduate School, Marshall University seniors with superior academic undergraduate records may be permitted to enroll in graduate courses. Students with an overall GPA of 3.0 or better who have attained senior status have standing eligibility to take courses at the graduate level (500 or 600 series) upon application. Complete applications must be on file in the Graduate School Office and permission secured prior to the opening of the term of enrollment. Credit for graduate courses completed as a senior can be applied to either an undergraduate or a graduate degree at Marshall University but not to both. Grades received in graduate courses taken by undergraduate students for undergraduate credit will be included in the computation of the student's undergraduate GPA.

INTER-COLLEGE TRANSFER

All decisions regarding a student's transfer to another college within the university are controlled by the student and the Dean of the college to which the student proposes to transfer.

Individuals who are returning to the university from one or more years of active military duty are eligible to enter the college of their choice.

PUBLIC SERVICE INTERNSHIP

The Public Service Internship Program was developed by the Board of Trustees to place qualified students in state government agencies for an off-campus learning period of one semester. Students enrolled in this program work a forty-hour week with an executive agency in a supervised intern program. They also attend a weekly seminar conducted by the state program coordinator and have a directed studies program conducted by their major department at Marshall.

Participants must be full-time enrollees of Junior or Senior rank. They also must have the approval of their department chairperson and the university selection committee. Final placement is made by the state program coordinator. For their participation in the program students receive 12 hours of academic credit and an educational stipend.

Academic credit for the program is offered in the following three courses:

488. Directed Studies	3 hours
489. Seminar in Public Service	3 hours
490. Public Service Internship	6 hours

These courses will carry the sponsoring department's designator.

The student's major department will determine how the credit is to be allocated in order to meet departmental requirements. All courses must be taken in order to receive credit. Students interested in this program should contact the Department of Political Science early in the semester prior to the one in which they wish to participate.

CONTINUING EDUCATION

Marshall University, through the Office of Continuing Education in the Community and Technical College, offers a non-collegiate credit "Continuing Education Unit" program designed to give recognition to persons continuing their education through certain types of short courses, seminars, conferences, and workshops. The program is designed for industry, business, educational, civic, professional, and other groups.

One Continuing Education Unit is defined as: ten contact hours of participation in an organized continuing educational experience under responsible sponsorship, capable direction and qualified instruction.

Continuing Education Units may be awarded as whole units or as whole units plus tenths of units. Awards may be made for less than ten contact-hours of work.

Continuing Education Units are appropriately awarded for only non-credit work and cannot legitimately be considered for conversion to college credits; nor can college credits be legitimately converted to CEU's.

A separate permanent record will be maintained by the university of all CEU's earned.

For further information, please contact the Director of Continuing Education, Marshall University Community and Technical College, 696-3113.

ACADEMIC COMMON MARKET

Out-of-State Programs at Reduced Tuition

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, architecture, and podiatry; the Academic Common Market provides access to both baccalaureate and graduate programs not otherwise available in West Virginia. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Graduate School Office, Old Main 113, or the Board of Trustees.

ACADEMIC PUBLICATIONS OF THE UNIVERSITY

The university issues seven bulletins annually: the General Undergraduate Catalog, the Catalog of the Graduate School, the School of Medicine Bulletin, the admission bulletin, the schedule of courses for each semester, and the summer session bulletin. Other special publications are issued from time to time.

GRADE INFORMATION AND REGULATIONS

GRADES AND QUALITY POINTS

The following system of grades and quality points is used within the institution:

- A. For superior performance. Four quality points are earned for each semester hour with a grade of A.
- B. For performance distinctly above the average in quality. Three quality points are earned for each semester with a grade of B.
- C. For performance that is average quality. Two quality points are earned for each semester hour with a grade of C.
- D. For performance of below-average quality. One quality point is earned for each semester hour with a grade of D.
- F. Failure, given for unsatisfactory work. Zero quality points.
- W. Withdrawn on or before the eighth Friday after the first class day of the regular semester or the third Friday after the first class day in the summer session.
- WP. Withdrawn passing after the "W" period.
- WF. Withdrawn failing after the "W" period. A WF is equivalent to an F. Zero quality points.
- I. An I grade (Incomplete) is given to students who do not complete course requirements because of illness or for some other valid reason. The I grade is not considered in determining the quality point average. The student has the responsibility of completing the work within the period defined by the instructor, not to exceed twelve calendar months from date of receipt of the incomplete. If the work is completed satisfactorily, one of the four passing marks will be awarded. If

the work is unsatisfactory or the student fails to complete the work within the twelve-month period, an F or failing grade will be recorded. If the student originally enrolled in the course under the Credit/No Credit Option, the removal will be under the same option in certain previously approved situations. An incomplete grade may be removed by repeating the course within the twelve-month period. All grades remain on the student's permanent record as originally submitted by the course instructor. Any grade change is added to the permanent record.

CR/NC. Recorded as CR (for satisfactory performance) or NC (for unsatisfactory performance) for courses elected by the student for the credit/non-credit option or for courses designated by the department chairperson for credit/no credit grading. CR and NC are not considered in determining the quality point average.

READMISSION OF INELIGIBLE STUDENTS

Students who have been declared ineligible to attend either the fall or spring semester may attend either or both summer terms to improve their academic standing. After the student has reduced the quality point deficiency to fewer than 20 or by the number stipulated by his or her college, he or she may petition for readmission and enrollment in the fall or spring semester. If the student's academic standing does not improve, he or she will be subject to dismissal from the university.

Any student who enters another college or university following academic dismissal from Marshall University and thereafter seeks readmission to Marshall is classified as a transfer student and is governed by the regulations applying to transfer students.

It should be understood, however, that students must have a quality point average of 2.0 or higher on all work attempted at Marshall University. Quality points earned at another institution may not be used to reduce a quality point deficiency created at Marshall. (See Board of Trustees transfer policy)

ABSENCES FROM EXAMINATIONS

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of F. If the absence is the result of illness or some other valid reason beyond the control of the student the grade of I is reported, and the student may, upon application, take the examination at a later date. (See "Incomplete" under Grades and Quality Points)

DEAD WEEK

The last five class days of the fall and spring semesters shall be designated as DEAD WEEK. Examinations that are designated as 15% or more of the final course grade may not be given during this period. Major papers and/or projects defined as 15% or more of the final course grade may be assigned during this period only if stipulated in the official course syllabus which is to be distributed at the beginning of the semester. Night classes, laboratories, freshmen English composition courses, and any classes meeting once a week shall be exempt from the requirements. New material and make-up examinations may be introduced or conducted during the DEAD WEEK. DEAD WEEK is not intended to be incorporated in the Intersession or Summer Session of the University.

REPORTING OF FINAL GRADES

Grades of the current semester or summer term and the cumulative quality point average are mailed to the student as soon as possible following each semester or term of enrollment by the Office of the Registrar.

TRANSCRIPTS OF ACADEMIC RECORD

Every student is entitled to one free official transcript of his or her record. Each additional copy costs \$5.00. Transcript requests are normally processed within 24 hours of receipt. A longer period is required for processing if the request is received at the close of a semester or summer term.

Students who default in the payment of any university financial obligation or have other obligation to the university forfeit their right to claim a transcript until all such obligations are resolved.

Transcript requests are to be sent directly to the Office of the Registrar and may be in the form of a letter or on the Transcript Request forms available in the office. All requests are prepared in the order in which they are received.

GRADUATION INFORMATION

This is the general information for the University. See the specific section for the college in which you are enrolled for possible additional graduation requirements.

OFFICIAL GRADUATION DATES

Marshall University observes one Commencement Exercise and four graduation dates during an academic year. The official graduation dates are: the last day of the first 5 week summer term; the last day of the second 5 week summer term; the last day of final examinations for the fall semester; and the day of Commencement for the spring semester. Students that complete all requirements for a degree at any time other than the above dates will be graduated on the next successive date. Students will not be graduated on any dates other than those identified above. Students graduating at the end of either summer term or at the end of the fall term of an academic year are invited to participate with the spring graduates in the Commencement Exercises.

APPLICATION FOR GRADUATION

It is the responsibility of every student to apply for graduation at the beginning of the semester or term in which they intend to complete graduation requirements. The specific application for your college may be obtained from the office of your academic dean. It is a requirement of the University that a receipt showing payment of the graduation fee accompany your completed application for graduation. The deadline for applying for graduation for every semester or term in the academic year is listed in the current Schedule of Courses.

GRADE-POINT AVERAGE REQUIRED FOR GRADUATION

Quality points are based on the following quality point values for each semester HOUR of credit: "A"-4; "B"-3; "C"-2; "D"-1; and "F", "WF"-0. The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:

- a. Courses with grades of "W", "WP", "I", and "CR/NC."
- b. Courses in remedial and/or developmental education.
- c. Courses taken on an audit basis.
- d. Courses which have been repeated under the "D and F Repeat Provisions."

GRADE POINT AVERAGE DEFINED

1. Candidates for graduation must have a quality point average of 2.0 or higher overall on all college work attempted.
2. Candidates for graduation must also have a quality point average of 2.0 or higher overall in their major area of study.
3. Candidates for graduation must have a quality point average of 2.0 or higher overall on all work attempted at Marshall University.

Colleges and specific programs may have unique requirements that are more stringent than stated above. All candidates for graduation must meet the specific requirements of the degree they are seeking. It is the student's responsibility to keep informed on quality point standing and degree and/or certificate

requirements. This information can be obtained from the Dean of the college in which the student is registered.

MINIMUM RESIDENCE REQUIREMENTS FOR GRADUATION

For all undergraduate degrees (except the Regents Bachelor of Arts Degree and Community and Technical College Associate Degree) at least one year's work in residence is required, one semester of which must be in the senior year. A "year in residence" must represent not less than two semesters work in residence or one semester and two summer terms with not less than 24 hours credit. For students transferring into Marshall University, at least 12 hours of 300/400 level course work must be taken in the college of residence, and at least 15 hours must be taken in the major field at Marshall University. (Except "Combined College and Professional Programs.")

Candidates for bachelor's degrees who initially enter Marshall University within 10 years of their date of graduation may graduate by meeting requirements in effect at the time of their entrance provided that they have never altered their original degree objective. When the time between entrance and graduation is greater than 10 years, the student must meet the graduation requirements in effect on the date of graduation. For courses no longer offered, substitutions may be made by permission of the academic Dean.

Students in the College of Education must meet the college residency requirements and the prevailing requirements for teacher certification. All students are to refer to individual colleges for any additional residency requirements.

For all Community and Technical College Associate Degree and Certificate programs, at least 12 hours credit must be earned in residence. These 12 hours must be for regular coursework (excluding Non-Collegiate Learning), must be taken for letter grades (excluding CR/NC), and must be applicable to the degree program.

For Community and Technical College students, "in residence" means on-campus or at one of the formal off-campus instruction sites.

CATALOG OF RECORD

The catalog of record is the catalog that identifies the graduation requirements that must be met by a particular student in pursuit of a specific degree. The catalog of record is that academic catalog that is in effect at the time the student declares the degree program (major) in which they intend to graduate. Education majors are to refer to the Residency Requirements in the College of Education section of this catalog.

QUALIFYING EXAMINATION IN ENGLISH COMPOSITION

To encourage an acceptable standard of written English, the university requires for graduation a grade of C or better in English 102 or 201H or the passing of a qualifying examination in English composition. Students enrolled in Associate Degree programs who receive A, B, or C in Com 122 —Business Communications II, Com 132 —Technical Communications II, or Com 112 —Communications II, will be excused from the EQE. Students who receive a D in these courses will take the EQE.

The examination is given six times each year: twice during each regular semester and once each summer term. Students in four-year programs take the examination at the first opportunity after they have reached junior classification (58 hours credit, including the required courses in composition). Students in associate degree (two-year) programs are eligible to take the examination in their second year, after they have passed six hours of freshman English/Communications (not including English 099 or Communications 094).

International students from countries whose national language is not English and students who receive A, B, or C in English 102 or 201 H are excused. Students receiving credit for English 102 as a result of passing the CLEP Subject Examination in Freshman English after September 1, 1976 are also excused. For all others in the undergraduate colleges, passing the examination is a requirement for graduation. Passing the examination is also a requirement for admission to student teaching.

The date of the student's passing, or a notation of being excused, is entered on the student's permanent record. Those who do not pass the examination are required to attend the noncredit English Com-

position Clinic in the next half-semester before they retake it. The examination may be taken as many times as necessary.

GRADUATION WITH HONORS

1. **Baccalaureate Degree Candidates** for graduation who have achieved special distinction in academic work are recognized at Commencement and by having printed on their diploma their honor status as determined by the following scale for final cumulative grade point average:

Summa cum laude (3.85 and above)

Magna cum laude (3.60 to 3.84)

Cum laude (3.30 to 3.59)

NOTE: Honor calculations are not rounded.

To be eligible for graduation with honors:

- a. transfer student from a two-year college within the state system must have earned at least 56 hours of work at Marshall University (all work to be included in determining graduation with honors).
 - b. A transfer student from a four-year institution within the state system must have earned a minimum of 36 hours of work at Marshall University (all work to be included in determining graduation with honors).
 - c. All other transfer students must have earned at least 64 hours of work at Marshall University, at least 50 percent of which must be upper division level work, and graduation with honors must be achieved both on the work taken at Marshall University and all academic work attempted at the collegiate level regardless of the institution attended.
2. **Associate Degree Candidates** for graduation who have achieved special distinction in academic work are recognized at Commencement and by having printed on their diplomas their honor status as determined by the following scale for final cumulative GPA.

With High Honors - 3.70 and above

With Honors - 3.30 to 3.69

NOTE: Honor calculations are not rounded.

To be eligible to graduate with honors:

- a. A transfer student must have earned at least 36 hours of work at Marshall University.
- b. All college-credit work completed by a student at Marshall University or at any other institution within the state system is included in determining graduation with honors.
- c. All transfer students desiring to graduate with honors must have earned at least 32 hours of work at Marshall University applicable to an associate degree program and must have attained honors for all work attempted at Marshall and honors for all academic work attempted at the collegiate level regardless of the institution attended.

ADDITIONAL BACHELOR'S DEGREE

A person may receive more than one Baccalaureate Degree by completing all of the major and minor requirements for the desired subsequent degree. A minimum of 30 additional hours will be required after receipt of the previous Baccalaureate degree. Grade point averages and graduation with honors must conform to existing university policies. Two or more Baccalaureate degrees may not be awarded simultaneously.

ADDITIONAL ASSOCIATE OF APPLIED SCIENCE DEGREE MAJOR

A person may receive an Associate of Applied Science degree with more than one major by completing all of the requirements for the desired additional major(s). A minimum of 18 hours per major will be required in addition to the receipt of the previous associate degree major(s).

POLICY REGARDING THE TRANSFERABILITY OF CREDITS AND GRADES AT THE UNDERGRADUATE LEVEL (Board of Trustees Series No. 17)

It is the policy of the Board of Trustees that the transfer of credits among the institutions in the sys-

tem will be complete, consistent with appropriate and legitimate academic program(s) integrity:

To this end, the following policy guidelines are hereby promulgated:

1. Undergraduate level credits and grades earned at any public institution governed by the Board of Trustees shall generally be transferable to any other such institution.
2. At least 64 and no more than 72 hours of credits and grades completed at community colleges or branch colleges in the West Virginia state system of higher education shall be transferable to any baccalaureate degree-granting institution in the state system.
3. All grades earned for college credit work within the state system shall be counted for purposes of graduation with honors, and transfer students from within the state system shall be treated the same for this purpose as generic students.
4. With the exception of those enrolling in specialized four-year programs which have demonstrable and bona fide externally imposed requirements making such a goal impossible, students completing two-year associate degrees at public institutions governed by the Board of Trustees shall generally, upon transfer to a baccalaureate-level degree-granting institution, have junior level status and be able to graduate with the same number of total credit hours as a nontransfer student at the same institution and in the same program. An exception may exist in any instance where the associate degree is a technical type designed for terminal career purposes and the general education component is substantially of a markedly different nature than that required for a student at the same two-year institution enrolled in a college transfer associate degree program.

Credit hours taken in general education toward associate degrees will count toward the total number of general education credit hours required at the baccalaureate degree-granting institution.

5. There shall be developed and maintained specific detailed articulation agreements between appropriate institutions in the state system. Particularly community colleges, community college components, and branch colleges will indicate clearly in catalogs and other official materials which courses are not necessarily transferable for major programs or other specific purposes to those institutions where significant numbers of students traditionally transfer; any such course(s), however, will be transferred as elective credit up to the maximum herein required.
6. A statewide Ad Hoc Articulation Council appointed by the Chancellor consisting of two (including at least one faculty member) representatives from free-standing components and branch colleges, two (including at least one faculty member) representatives from baccalaureate degree-granting institutions, the Chairman of the Advisory Council of Students or his representative, and two representatives from the Board of Trustees' staff shall be convened as a facilitating body in cases of disagreements between institutions over the transfer of credit. This Council will make a report and a recommendation to the Chancellor.
7. Consistent with provisions above, each baccalaureate degree-granting institution may require transfer students to meet any of the following standards:
 - (a) An average of "C" on previous work attempted and the required grade point average for admission to a particular program.
 - (b) The completion of 36 or more additional hours of credit in residence, regardless of the number of hours transferable.
 - (c) The completion of 16 of the last 32 hours before graduation in residence.

Any policies of this Board contrary to the foregoing are rescinded.

Adopted: West Virginia Board of Regents July 10, 1979
Board of Trustees policy effective July 1, 1989

DEGREE PROGRAMS OFFERED AT MARSHALL UNIVERSITY

Associate Degrees and Certificates of Proficiency

College

Automotive Technology	A.A.S.	Community and Technical
Aviation Technology	A.A.S.	Community and Technical
Banking and Finance	A.A.S.	Community and Technical
Computer Technology	A.A.S.	Community and Technical

Electronics Technology	A.A.S.	Community and Technical
Emergency Medical Technology	C.P.	Community and Technical
Engineering Technology	A.A.S.	Community and Technical
Computer Aided Design		
Computer Aided Manufacturing		
Production and Inventory Management		
Health Information Technology	A.A.S.	Community and Technical
Legal Assistant	A.A.S.	Community and Technical
Management Technology	A.A.S.	Community and Technical
Accounting Specialization		
Business Management Specialization		
Industrial Management Specialization		
Real Estate Management Specialization		
Retail Management Specialization		
Medical Laboratory Technology	A.A.S.	Science
Occupational Development Tech	A.A.S.	Community and Technical
Office Technology	A.A.S.	Community and Technical
Administrative Secretarial Specialization		
Information Processing Specialization		
Legal Secretarial Specialization		
Medical Secretarial Specialization		
Physical Therapy Assistant	A.A.S.	Community and Technical
Police Science	A.A.S.	Community and Technical
Radiologic Technology	A.A.S.	Community and Technical

Baccalaureate Degrees

Accounting	B.B.A.	Business
Basic Humanities	B.A.	Liberal Arts
Classics Option		
Philosophy Option		
Religious Studies Option		
Biological Science	B.S.	Science
Business Information Systems	B.B.A.	Business
Chemistry	B.S.	Science
Chemistry (American Chemistry Certified)	B.S. Chemistry	Science
Communication Disorders	B.A.	Education
(5 year program-must complete M.A. to be certified)		
Communication Disorders	B.A.	Liberal Arts
Communication Studies	B.A.	Liberal Arts
Communication Education		
Interpersonal Communication Option		
Organizational Communication Option		
Public Communication Option		
Computer Science	B.S.	Science
Counseling and Rehabilitation	B.A. (non-teaching)	Education
Criminal Justice	B.A.	Liberal Arts
Corrections Option		
Law Enforcement Option		
Legal Studies Option		
Cytotechnology	B.S.	Cytotechnology Science
Dietetics	B.S. (non-teaching)	Education

Economics	B.A.	Liberal Arts
Economics	B.B.A.	Business
Education, Elementary (See Teaching Specializations)	B.A.	Education
Education, Secondary (See Teaching Specializations)	B.A.	Education
English	B.A.	Liberal Arts
Finance	B.B.A.	Business
Finance Option		
Banking Option		
Insurance Option		
Fine Arts	B.F.A.	Fine Arts
Music Option		
Theatre Option		
Visual Arts Option		
Foreign Languages	B.A.	Liberal Arts
Classical Language (Latin)		
French		
German		
Spanish		
Geography	B.A., B.S.	Liberal Arts
Geology	B.A., B.S.	Science
History	B.A.	Liberal Arts
Home Economics	B.A.	Education
	(non-teaching)	
Fashion Merchandising Option		
Food Service Management Option		
International Affairs	B.A.	Liberal Arts
Journalism & Mass Communications	B.A.	Liberal Arts
Advertising Option		
Broadcast Option		
Broadcast News Option		
Magazine Option		
News-Editorial Option		
Public Relations Option		
Management	B.B.A.	Business
Management Option		
Health Care Option		
Operations Option		
Marketing	B.B.A.	Business
Marketing Option		
Retail Option		
Transportation Option		
Mathematics	B.S.	Science
Medical Technology	B.S.M.T.	Science
Nursing	B.S.N.	Nursing
Park Resources & Leisure Services	B.S.	Education
	(non-teaching)	
Leisure Services Option		
Parks and Conservation Option		
Therapeutic Recreation Option		
Physical Education	B.A.	Education
	(non-teaching)	
Adult Fitness Option		

Athletic Training Option
 Sports Communication Option
 Sports Management and Marketing Option

Physics	B.S.	Science
Political Science	B.A.	Liberal Arts
Psychology	B.A.	Liberal Arts
Regents Bachelor of Arts	R.B.A.	Marshall U.
Safety Technology	B.S. (non-teaching)	Education
Social Work	B.S.W.	Marshall U.
Sociology	B.A.	Liberal Arts
Sociology Option		
Anthropology Option		

Undergraduate Teaching Specializations

Multi-Subject Education K-8 (Elementary)

Students majoring in multi-subject K-8 have the option of adding one or more of the following elementary specializations.

Elementary Specializations:

Consumer and Homemaking 5-8
 Early Education PK-K
 French 5-8
 General Science 5-8
 Language Arts 5-8
 Math 5-8
 Mentally Impaired K-12
 Oral Communication 5-8
 Physically Handicapped K-12
 Social Studies 5-8
 Spanish 5-8

Secondary Programs

Two specializations are required unless the field is comprehensive. One specialization must be 5-12, 9-12, or K-12.

Art Education K-12, Comprehensive
 Art Education 5-12
 Athletic Trainer 5-12
 Biological Science 9-12
 Business Education 9-12, Comprehensive
 Business Principles 9-12
 Chemistry 9-12
 French, 5-8
 French, 5-12
 General Science, 5-12
 Health Education, 5-12
 Home Economics 5-12; Vocational-Comprehensive
 Occupational Home Economics 9-12;
 Consumer and Homemaking 5-8
 Journalism, 9-12
 Language Arts, 5-8
 Language Arts, 5-12
 Latin, 9-12
 Marketing Education 9-12, Comprehensive
 Mathematics 5-8
 Mathematics 5-12

Music K-12, Comprehensive
Oral Communication 5-12
Physical Education K-12
Physical Education 5-12
Physics 9-12
Safety 9-12
School Library-Media K-12
Social Studies 5-8
Social Studies 5-12, Comprehensive

The Doctor of Medicine degree (M.D.) is offered by the Marshall University School of Medicine.

GRADE APPEAL POLICY, ACADEMIC PROBATION, INELIGIBILITY FOR SCHOLASTIC DEFICIENCIES, AND ACADEMIC DISHONESTY

Marshall University's policies in regard to the academic rights and responsibilities of students are in keeping with the Board of Trustees Series 60, which is reproduced in its entirety following this section. The Academic Rights and Responsibilities of Students policy statement provides details with respect to student rights and procedures on these and similar matters relating to academic appeals. Consult the most recent Student Handbook for the latest appeal procedure.

Marshall University Academic Rights and Responsibilities of Students

This policy statement implementing Board of Trustees Series 60 (July 11, 1986) supersedes previous policies which concern grade appeals, academic dishonesty, and any other procedures relating to academic appeals.

- I. Statement of Philosophy Marshall University is an academic community and as such must promulgate and uphold various academic standards. Failure of a student to abide by such standards may result in the imposition of sanctions pursuant to Series 60 of the West Virginia Board of Trustees. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree, or certification requirements, and to know and meet criteria for satisfactory academic progress and completion of the program.
- II. Definitions
 - A. Academic Dean: the chief academic officer also serves in an advisory capacity to the student. The student is encouraged to contact his/her academic dean for guidance on appeal procedures.
 - B. Academic Deficiency: failure to maintain the academic requirements and standards as established by Marshall University and its constituent colleges and schools other than those relating to academic dishonesty. This shall include but is not limited to the criteria for maintenance of satisfactory academic progress, i.e. quality point average, special program requirements, professional standards, etc.
 - C. Academic Dishonesty: any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. This shall include, but is not limited to, the following: securing or giving unfair assistance during examinations or required work of any type; the improper use of books, notes, or other sources of information; submitting as one's own work or creation any oral, graphic, or written material wholly or in part created by another; securing all, or any part of assignments or examinations, in advance of their submission to the class by the instructor; altering of any grade or other academic record; and any other type of misconduct or activity which manifests dishonesty or unfairness in academic work. Each classroom instructor may modify the general definition of academic dishonesty to fit the immediate academic needs of a particular class, provided

the instructor defines, in writing, the details of any such departure from the general definition.

Academic dishonesty also includes conspiring with or knowingly helping or encouraging a student to engage in academic dishonesty.

- D. Day: shall refer to a calendar day.
- E. Limited Enrollment Program: any academic program which imposes admissions requirements in addition to general admissions to the University.
- F. Student: any undergraduate student who has been admitted to, and is currently enrolled in, a course or in a certificate or degree program at Marshall University, or for whom the institutional appeal period has not expired. Students enrolled in the undergraduate Nursing Program will follow these procedures.
- G. University Community: faculty, staff, or students at Marshall University.
- H. President's Designee: Senior Vice President and Provost.
- I. Senior Vice President and Provost: refers to the Chief Academic Officer.
- J. Appeal Deadlines: the time allowed for each level of appeal. There will be no time extensions unless granted by the Academic Appeals Board for good cause. If the appeals do not meet the established deadlines, the issue is no longer appealable.

III.

Student Academic Rights Concomitant with other academic standards and responsibilities established by Marshall University and its constituent colleges and schools, each student shall have the following academic rights:

- A. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards.
- B. The student shall not be evaluated prejudicially, capriciously, or arbitrarily.
- C. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, sexual orientation, or national origin.
- D. Each student shall have the right to have any academic penalty, as set forth herein, reviewed pursuant to the procedures in Section V. Except in those cases where a specific time is provided, this review shall occur within a reasonable time after the request for such review is made.
- E. Each student shall have access to a copy of a University catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence standards, minimum grade point average, probation standards, professional standards, etc.).
- F. Each student shall receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and cost, grading criteria, standards and procedures, professional standards, etc.).
- G. The instructor of each course is responsible for assigning grades to the students enrolled in the course consistent with the academic rights set out in the preceding sections.
- H. Marshall University and its constituent colleges and schools are responsible for defining and promulgating:
 - 1. the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs;
 - 2. the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation;
 - 3. the requirements or criteria for any other academic endeavor, and the requirements for student academic honesty, consistent with the Policies, Rules, and Regulations of the Board of Trustees and with the fundamentals of due process; and
 - 4. probation, suspension, and dismissal standards and requirements.
- I. Normally, a student has the right to finish a program of study according to the requirements under which he/she was admitted to the program. Requirements, however,

are subject to change at any time, provided that reasonable notice is given to any student affected by the change.

IV. Academic Sanctions

A student who fails to meet the academic requirements or standards, or who fails to abide by the University policy on academic dishonesty, as defined by Marshall University and its constituent colleges and schools may be subject to one or more of the following academic sanctions:

A. A lower final grade in or a failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences, any or all of which may be imposed by the instructor of the course involved).

B. Academic Probation

1. For Academic Deficiency:

a. Undergraduate Students

Any student who has less than a 2.0 grade point average on course work attempted at Marshall University and/or any approved course work transferred from another institution shall be placed on academic probation. Normally, the student will be permitted to enroll in no more than thirteen (13) hours.

In addition, a student placed on academic probation shall abide by such further conditions or restrictions imposed upon him/her pursuant to policies promulgated by the college or school in which he/she is enrolled as provided in Section III, H of this policy.

b. Graduate Students

Graduate students should consult the appropriate Graduate School publications for the description of this sanction.

c. Medical Students Medical School students should consult the appropriate Medical School publications for the description of this sanction.

2. For Academic Dishonesty

In those cases in which a student has been found guilty of academic dishonesty he/she may be placed on academic probation for a period of time not to exceed one academic year. During this period the student is given an opportunity to prove that he/she can become a responsible and positive member of the University community. Conditions and restrictions for probation may be imposed, as deemed appropriate, including but not limited to:

a. Exclusion from representation of the University in any extracurricular activities such as intercollegiate athletics, debate teams, university theater, band, etc.; however, the student may participate in informal activities of a recreational nature sponsored by the University.

b. Self-Improvement: A program of self-development will be planned in conjunction with a faculty or staff person assigned in a counseling/ guidance capacity.

c. Surrender of Student Activity Privileges: Upon request, the Student Activity Fee Privilege is to be voided by the Senior Vice President and Provost and all rights and privileges pertaining thereto forfeited for a specified period of time not to exceed one academic year.

C. Academic Suspension

1. For Academic Deficiency

a. Undergraduate Students: A student who has a deficit of twenty (20) or more quality points and who does not receive better than a 2.0 average on all work attempted during the semester in which the student last enrolled may be suspended and may not enroll during the next regular academic semester. Individual colleges and schools may impose additional suspension requirements pursuant to policies promulgated in accordance with Section III, H of this policy.

- b. Graduate Students: Graduate students should consult college and program publications for a description of the conditions under which academic suspension may be imposed for academic deficiency.
- c. Medical Students: Medical School students should consult Medical School publications for a description of the conditions under which academic suspension may be imposed for academic deficiency.

2. For Academic Dishonesty

In those cases in which a student has been found guilty of academic dishonesty he/she may be academically suspended for a period of time not to exceed one academic year. During such period the student may not enroll in any course or program offered by Marshall University or any of its constituent colleges or schools. A student violating any term of academic suspension while on suspension will be subject to further academic suspension up to, and including, academic dismissal from the University.

D. Academic Dismissal

This is defined as termination of student status, including any right or privilege to receive some benefit, or recognition, or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at Marshall University; or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at Marshall University. The terms of academic dismissal from a program for academic deficiency shall be determined, defined, and published by each of the constituent colleges and schools of Marshall University. Academic dismissal from a program or from the University may also be imposed for violation of the University policy on academic dishonesty.

V. Academic Appeals In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

A. Student Appeals for Instructor-Imposed Sanctions: The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure. In those cases in which a student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. Undergraduate Students

- a. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting all applicable documentation. If the instructor is unavailable for any reason, the process starts with the department chairperson.
- b. If the procedure in Step 1 (a) does not have a mutually satisfactory result, the student may appeal in writing to the department chairperson within ten (10) days after the action taken in Step 1 (a), who will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
- c. Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the Dean of the college in which the course is offered within ten (10) days of the action taken in Step 2 (b). The Dean will attempt to achieve a mutually satisfactory resolution. The Dean of the college in which the student is enrolled will be notified.
- d. Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 (c) to the Chairperson of the Academic Standards and Curricular Review Committee who shall refer the matter to the University Ac-

- ademic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.
- e. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board then either party may file an appeal with the Senior Vice President and Provost within thirty (30) days from receipt of the decision of the Board. The decision of the Provost shall be final.
2. **Graduate Students**
Graduate students who desire to appeal an instructor-imposed sanction should consult the appropriate Graduate School publication for the proper procedures to follow.
 3. **Medical School**
Students Medical School students who desire to appeal an instructor-imposed sanction should consult the appropriate Medical School publications for the proper procedures to follow.
- B. **Appeals for Academic Dishonesty:**
Primary responsibility for the sanctioning for academic dishonesty shall lie with the individual instructor in whose class or course the offense occurred; however, charges of academic dishonesty may be filed by any member of the University community. Sanctions for academic dishonesty may range from an instructor-imposed sanction, pursuant to Section IV, A herein, to dismissal from the institution.
1. In those cases where the instructor imposes a sanction pursuant to Section IV, A only, and does not refer the matter to the department chairperson for additional sanctions, the student may appeal the sanction in accordance with the procedures described in Section V, A.
 2. Where the offense is particularly flagrant or other aggravating circumstances are present, such as a repeat violation, the instructor may refer the matter to the department chairperson for additional sanctions as permitted by this policy. In addition, any member of the University community may refer a case of academic dishonesty to the chairperson of the department in which the course involved is being offered. Allegations of academic dishonesty must be referred to the department chairperson within thirty (30) days from the date of the alleged offense. This process starts with the Dean if there is no department chairperson.
In those cases where the matter is referred to the department chairperson the following procedures are applicable:
 - a. The department chairperson shall bring together the student involved, and the faculty member, and/or other complainant within ten (10) days from the date of referral. A written admission of guilt at this level may be resolved with a maximum penalty of "F" in the course.
 - b. If the student denies guilt or disagrees with the sanction imposed, or if the faculty member, other complainant, or chairperson feels that the penalties in Step V(a) are insufficient for the act complained of, the case shall be forwarded in writing by the chairperson to the student's academic Dean within ten (10) days from the date of the meeting. The academic Dean shall bring together the student, faculty member or other complainant, and the department chairperson to review the charges within ten (10) days from the date of referral. The academic Dean may impose any sanction permitted by Section IV of this policy.
 - c. Should the student, faculty member, or other complainant be dissatisfied with the determination of the academic Dean, the case may be appealed in writing within ten (10) days of the Dean's written decision to the Chairperson of the Academic Standards and Curricular Review Committee, who shall refer the case to the University Academic Appeals Board for resolution.

- d. Should the student, faculty member, or other complainant be dissatisfied with the determination of the Academic Appeals Board, then he/she may file an appeal with the Senior Vice President and Provost within thirty (30) days from the receipt of the written decision of the Board. The decision of the Senior Vice President and Provost shall be final.

C. Appeals for Academic Deficiencies:

1. In those cases in which an undergraduate student has been denied admission to a program, has been or may be placed on academic probation or academic suspension for academic deficiencies, the following procedures are applicable:
 - a. The student is entitled to written notice; (1) of the nature of the deficiency or reason for denial of admission to a program; (2) of the methods, if any, by which the student may correct the deficiency, and; (3) of the penalty which may be imposed as a consequence of the deficiency.
 - b. The student shall be given the opportunity to meet with the person(s) who has judged his/her performance to be deficient, to discuss with this person(s) the information forming the basis of the judgment or opinion of his/her performance; to present information or evidence on his/her behalf; and to be accompanied at any such meeting by an advisor of his/her choice from the University (faculty, staff, or student). Such advisors may consult with, but may not speak on behalf of their advisees, or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings, and the formal rules of evidence are not applicable. The student must request such meeting in writing ten (10) days from receipt of the notice.
 - c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may appeal the judgement to the Senior Vice President and Provost within thirty (30) days after receipt of written notice of the judgment.
 - d. The decision of the Senior Vice President and Provost is final.
2. In those cases in which a student has been or may be dismissed from an undergraduate academic program, or has been or may be dismissed from the institution for academic deficiencies, the following procedures are applicable:
 - a. The student is entitled to written notice:
 - (1) of the nature of the deficiency;
 - (2) of the methods, if any, by which the student may correct the deficiency, and;
 - (3) of the penalty which may be imposed as a consequence of the deficiency.
 - b. The student shall be given the opportunity to meet with the person(s) who have judged his/her performance to be deficient. The student must request such meeting in writing within ten (10) days from receipt of the notice. The student shall be given the opportunity to discuss with this person (s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the University (faculty, staff, or student). Such advisor may consult with but may not speak on behalf of his/her advisee, or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings, and the formal rules of evidence are not applicable.
 - c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may file an appeal with the Chairperson of the Academic Standards and Curricular Review Committee, who shall

refer the matter to the Academic Appeals Board. In such case at least two (2) of the faculty and student members of the hearing panel must be chosen from Board members appointed from the constituent college or school involved. This appeal must be filed within ten (10) days after receipt of written notice of the decision.

- d. If the student is dissatisfied with the decision of the Academic Appeals Board, the student may appeal the decision to the Provost within thirty (30) days after receipt of written notice of the decision.
- e. The decision of the Provost is final.

3. Graduate Students

In those cases in which a Graduate student has been or may be placed on academic probation, or academic suspension, or has been dismissed from Graduate School for academic deficiencies, he/she should consult the appropriate Graduate School publications for the proper procedure to follow.

4. Medical Students

In those cases in which a Medical student has been or may be placed on academic probation, or academic suspension, or has been or may be dismissed from Medical School for academic deficiencies, he/she should consult the appropriate Medical School publications for the proper procedures to be followed.

VI. Undergraduate Academic Appeals Board

A. Description and Jurisdiction:

The Undergraduate Academic Appeals Board is a permanent subcommittee of the Academic Standards and Curricular Review Committee. It is established to hear all appeals arising from the following:

- 1. Instructor-imposed sanctions, including: lowering of final course grade, failure of course, or exclusion from further participation in the class.
- 2. Final course grades.
- 3. Sanctions imposed for academic dishonesty.
- 4. Dismissal from an academic program.
- 5. Dismissal from the University.
- 6. Such other cases as may be referred to the Board by the Academic Standards and Curricular Review Committee.

B. Composition of the Board:

The Academic Appeals Board shall be composed of faculty and student members chosen in the following manner:

1. Faculty Members:

The Dean of each of the constituent colleges and schools of the University shall appoint three (3) faculty members from his/her unit to serve on the Board. Such appointments shall be made annually in the Fall semester.

2. Student Members:

The President of Student Government shall appoint two (2) students from each of the constituent colleges and schools of the University. All student members of the Board must be in good academic, financial, and disciplinary standing with the University and must have been enrolled for at least two (2) semesters at Marshall. If, for any reason, the President of the Student Government fails or is unable to appoint student members from any constituent college or school, then the Dean of that constituent unit may appoint such student members.

3. Hearing Officers:

The Academic Standards and Curricular Review Committee shall appoint the Hearing Officer and two (2) alternates. The Hearing Officer and alternates must have previously served on the Board.

C. Selection of Members for an Individual Hearing:

An individual Hearing Panel shall be composed of two (2) faculty members, one (1) student member, and one (1) non-voting Hearing Officer. The members of the Hear-

ing Panel shall be chosen randomly by the Chairperson of Academic Standards and Curricular Review Committee or his/her designee. In appeals arising from dismissal from an academic program, at least two (2) of the faculty and student members of the panel must be chosen from Board members appointed from the constituent college or school involved.

VII. Hearing Procedures

It is the intent of these procedures to insure that Marshall University students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and all rights in accordance with the belief that academic appeal hearings at an institution of higher education such as Marshall University should have an educational objective. Academic appeals, pursuant to these procedures, are informal and not adversarial in nature.

- A. The time and place of the hearing are determined by the Hearing Officer. The hearing should be held within sixty (60) days of receiving the written request. Upon written request, the Hearing Officer may, at his/her discretion, grant a continuance to any party for good cause.
- B. The Hearing Officer will notify the appellee, appellant, and other appropriate parties in writing at least five (5) days prior to the hearing, of the date, time, and place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the appellee in appropriate cases.
- C. The appellant student and the appellee have the right to an advisor. Advisors must be members of the University community (faculty, staff, or student). Such advisors may consult with, but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Hearing Officer. Attorneys are not permitted to appear on behalf of any appellant or appellee.
- D. Prior to the scheduled hearing, the members of the Board may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents.
- E. The student with his/her advisor if any, will be called before the Board and the Hearing Officer will then restate the nature of the appeal and the issues to be decided.
- F. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her advisor, if any, and the appellee and his/her advisor, if any, will be excluded from the hearing room. Any person who remains in the room after the hearing has begun will be prohibited from appearing as a witness at the discretion of the Hearing Officer.
- G. Anyone disrupting the hearing may be excluded from the hearing room if, after due warning, he/she engages in conduct which substantially delays or disrupts the hearing, in which case the hearing shall continue and the Board shall make a determination based on the evidence presented. If excluded, the person may be readmitted on the assurance of good behavior. Any person who refuses the Board's order to leave the hearing room may be subject to appropriate disciplinary action pursuant to Marshall University policy. When a student is ejected for disruptive behavior and does not have a recognized representative, the hearing officer will appoint one.
- H. Except as provided in G and K herein, all evidence must be presented in the presence of the student.
- I. The student or other parties involved may petition the Hearing Officer for a subpoena or a request for appropriate written information or documents.
- J. The student will be given the opportunity to testify and present evidence and witnesses on his/her own behalf and to discuss with, and question those persons against whom the appeal is filed.
- K. The Board may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. Formal rules of evidence shall not be applicable in academic appeal hearings.
- L. If the student appellant or the appellee fails to appear at a hearing and fails to make advance explanation for such absence which is satisfactory to the Board, or if the stu-

dent appellant or the appellee leaves before the conclusion of the hearing without permission of the Board, the hearing may continue and the Board may make a determination on the evidence presented at the hearing, or the Board may, at its discretion, dismiss the appeal.

- M. Upon completion of the testimony and presentation of evidence, all persons, except Board members will be required to leave the room. The Board will then meet in closed session to review the evidence presented. The Board shall make its findings based upon a preponderance of evidence. The Board shall reach its determination by a majority vote. The results shall be recorded in writing and filed with the Chairperson of the Academic Standards and Curricular Review Committee and the Provost. If the Board's decision includes the imposition of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Academic Standards and Curricular Review Committee and the Senior Vice President and Provost by any Hearing Officer.
- N. The findings of the Board, and any sanction, shall be announced at the conclusion of the hearing. The student, faculty member, and the appropriate Academic Dean shall be notified in writing of the findings and any sanction at the conclusion of the hearing. A record of the hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
- O. The student, or any other person, may not tape the proceedings.
- P. In an appeal related to a final grade the appeals board will complete the change of grade forms and submit that information to the Registrar, the faculty member, and the appropriate Academic Dean.
- Q. Within thirty (30) days following receipt of the Board's decision, the student may file an appeal with the Senior Vice President and Provost who shall review the facts of the case and take such action as deemed appropriate under all the circumstances. The Board's findings and sanction, if any, may be affirmed, modified, or remanded to the original Hearing Board for further action as deemed appropriate by the Senior Vice President and Provost. A written brief stating grounds for the appeal should be presented by the student to the Senior Vice President and Provost with the appeal. The scope of review shall be limited to the following:
 - 1. Procedural errors.
 - 2. Evidence not available at the time of the hearing.
 - 3. Insufficient evidence to support the findings of the Board.
 - 4. Misinterpretation of University policies and regulations by the Board.
 - 5. A sanction disproportionate to the offense.
 - 6. Lack of jurisdiction.
- R. The decision of the Senior Vice President and Provost is final. The student, the faculty member, the appropriate Academic Dean, and the Registrar shall be notified in writing of the Senior Vice President and Provost's decision.

Approved by the Academic Standards and Curricular Review Committee, October 28, 1988

POLICY REGARDING ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Following is Series 60, adopted by the West Virginia Board of Regents, July 11, 1986. The University of West Virginia Board of Trustees assumed jurisdiction of the West Virginia Board of Regents July 1, 1989.

PROCEDURAL RULE WEST VIRGINIA BOARD OF TRUSTEES

SERIES 60

STUDENT ACADEMIC RIGHTS

Section 1. General

- 1.1. Scope. -Policy regarding academic rights and responsibilities of students.
- 1.2. Authority. -WV Code Section 18-26-8
- 1.3. Filing Date. -May 17, 1986
- 1.4. Effective Date. -July 11, 1986
- 1.5. Revises and replaces existing Section 7 of Series 57, and Series 60 dated November 13, 1984.

Section 2. Academic rights and responsibilities of students.

2.1. The institution and its constituent colleges and schools shall define and promulgate, consistent with the Policies, Rules and Regulations of the Board of Trustees, the academic requirements for admission to the institution, for admission to limited enrollment programs and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic process, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

2.2. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

Section 3. Academic rights.

3.1. Concomitant with the academic standards and responsibilities established pursuant to Section 3 of these rules, each student shall have the following academic rights.

3.1.1. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, or national origin.

3.1.2. Each student shall have the right to have any academic penalty, as set out in Section 4.2 of these rules below and more specifically defined by his/her instructor, reviewed.

3.1.3. Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, minimum grade point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

3.1.4. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

Section 4. Application of policy to students.

4.1. Student -- a person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the Rules, Regulations, or Policies of the Board of Trustees or the institution.

4.2. A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to Section 2.1 of these rules. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

Section 5. Academic requirements and consequences of failure to meet requirements.

5.1. The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria and standards as set out in Section 2.1 of these rules above. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

5.2. A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent colleges and schools according to Section 2.1 of these rules, may be subject to one or more of the following penalties:

5.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

5.2.2. Academic probation as determined and defined by the institution and its constituent colleges and schools.

5.2.3. Academic suspension as determined and defined by the institution and its constituent colleges and schools.

5.3. Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

5.4. A student may appeal any penalty according to the procedures in Section 6 of these rules below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 6.3.1 of these rules, may be imposed. Each instructor determines the point at which the penalties specified in Section 6.3.1 of these rules may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

Section 6. Appeals.

6.1. Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or the institution or one of its constituent colleges and schools, including those described in Section 5.2 of these rules above.

6.2. Additional procedures may include but not be limited to:

6.2.1. Appeals of a grade penalty or exclusion from class;

6.2.2. Appeals of final course grades; 6.2.3. Appeals of imposition of academic probation;

6.2.4. Appeals of imposition of academic suspension;

6.2.5. Appeals of dismissal from undergraduate programs;

6.2.6. Appeals of dismissal from graduate programs;

6.2.7. Appeals of dismissal from professional degree programs; and 6.2.8. Appeals of dismissal from the institution.

6.3. Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

6.3.1. Written notice to the student (1) of his/her failure to meet or maintain an academic standard, (2) of the methods, if any, by which the student may correct the failure, and (3) of the penalty which may be imposed.

6.3.2. An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but, may not speak on behalf of their advisees, or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

6.3.3. An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty (30) calendar days after written notice of the decision or judgment.

6.3.4. An opportunity to appeal to the President of the institution or his/her designee within thirty (30) calendar days after receipt of written notice of the decision or judgment.

6.3.5. The decision of the President or his/her designee regarding an academic appeal is final.

Section 7. Appeals procedures for academic dismissal.

7.1. The appeal will be subject to the following conditions:

7.1.1. The appeal must be filed within thirty (30) calendar days after written notice of the decision.

7.1.2. The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

7.1.3. The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the institution. Such advisors may consult with, but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

7.1.4. Witnesses may be called by any of the parties involved.

7.1.5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

7.1.6. The decision of the President or his/her designee regarding academic dismissal is final.

Section 8. Publication.

8.1. All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

REGENTS BACHELOR OF ARTS DEGREE

Marshall University Regents Bachelor of Arts Degree Program (RBA) is a nontraditional program designed for the adult student. It is different from the usual baccalaureate degree plan in many respects. College credit counting toward the degree requirements may be awarded to students in the program for documented learning resulting from work or life experience. While the program is designed to ensure the Regents B.A. Degree student a sound educational foundation, rigid specialization requirements are not imposed. Each applicant creates with the assistance of an advisor the course program that best fits individual needs.

The central principle that underlies the life experience assessment process is that **WHAT** the student knows is more important than how it was learned. If a student can demonstrate knowledge and skills reasonably comparable to what the college trained student knows, credit hours may be awarded toward the RBA Degree. The student must provide evidence of possessing college equivalent knowledge or skills. The term "life experience" is a partial misnomer since credit is not given for simply any kind of adult life experience, but only for those experiences that produce learning and skills comparable to the outcomes of courses of training at post-secondary levels. There will be a \$200.00 fee for the faculty evaluation of this experience, regardless of the number of credit hours awarded. These college equivalent credits will be placed on the student's permanent record when all other requirements for the degree have been fulfilled.

Admissions Criteria

Where applicable, the general admission requirements and procedures as stated in the undergraduate catalog are to be followed by persons entering the Regents B.A. Degree Program. Because the program is designed for responsible adults, however, the following additional regulations apply:

1. Admission is open only to those who have graduated from high school at least four years ago. For those passing a high school equivalency test, admission must be at least four years after their class graduated from high school.
2. Full-time students enrolled in other baccalaureate colleges or programs may not be admitted to the Regents program. Students may be eligible for admission at the beginning of the term

- following one calendar year of less than full-time status with approval of the RBA coordinator and the dean or chair of the program in which they were enrolled.
3. Part-time Marshall students may be admitted to the Regents program only with the permission of the Coordinator and the dean or chairman of the program in which they are currently enrolled.
 4. No student may be simultaneously enrolled in the Regents program and another baccalaureate program. A student with an accredited baccalaureate degree will not be admitted to the program.
 5. After disregarding F's earned more than four years before application to the Regents program, at least a 2.0 grade point average is required for admission.

Graduation Requirements:

Total Credit Hours: 128

General Education Hours: 36

Upper Division Hours: 40 (300-400 level courses or equivalent)

Grade Point Average: 2.00

Residence: 15 classroom credit hours earned at any of the schools in West Virginia's public higher education system

Transfer Credits: In transferring credits from accredited institutions of higher learning to the Regents B.A. Degree Program, all passing grades are accepted; however, only 72 hours from a community college can be applied toward the degree. Transfer credits will be assessed for purposes of meeting General Education requirements, the Upper Division Hour requirement, and course prerequisites.

Rules Relating to F's: All F's received four years or more before admission to the program are disregarded. This policy pertains only to the calculation of the GPA required for admission to the program and graduation. It does not pertain to GPA calculated for special academic recognition, such as graduating with honors.

Grades and Grading: Grading will follow Marshall's current requirements.

Honors Credit: Students can substitute an Honors course for General Education Requirements. Those interested in doing so should confer with the coordinator or the Director of Honors.

General Education Requirements.....36

The student is required to complete the minimum number of credit hours as indicated in each category below:

- I. **Communications (6 hours minimum)**
 English 101, 102 or 302, or 201H
 Communication Studies 103, or 305, 207
 Communication 221, 231
- II. **Humanities (6 hours minimum)**
 Religious Studies - Any courses
 Classical Studies - Any courses
 English - Any literature courses
 Modern Languages - Any courses
 Fine Arts 101
 Art 112 or any art history courses
 Music 142, 250, or any music history courses
 Philosophy - Any courses except 304
 Theatre 112
- III. **Natural Sciences (6 hours)**
 Chemistry - Any courses
 Physics - Any courses
 Geology - Any courses
 Geography 101, 317, 320, 425, 429, 430
 Biological Science - Any courses

IV. Social Sciences (6 hours)

Economics - Any courses

Geography - Any courses except those listed above

History - Any courses

Political Science - Any courses

Psychology - Any courses

Sociology - Any courses

Anthropology - Any courses

V. Mathematical Sciences or Computer Applications (3 hours)

Computer Science and Software Development - Any courses

Computer Technology - Any Courses

Mathematics (MTH or MAT) - 110 or above

In addition, 9 elective hours must also be selected from the General Education categories.

The student must satisfy any necessary prerequisites before advanced courses may be counted toward the General Education requirement.

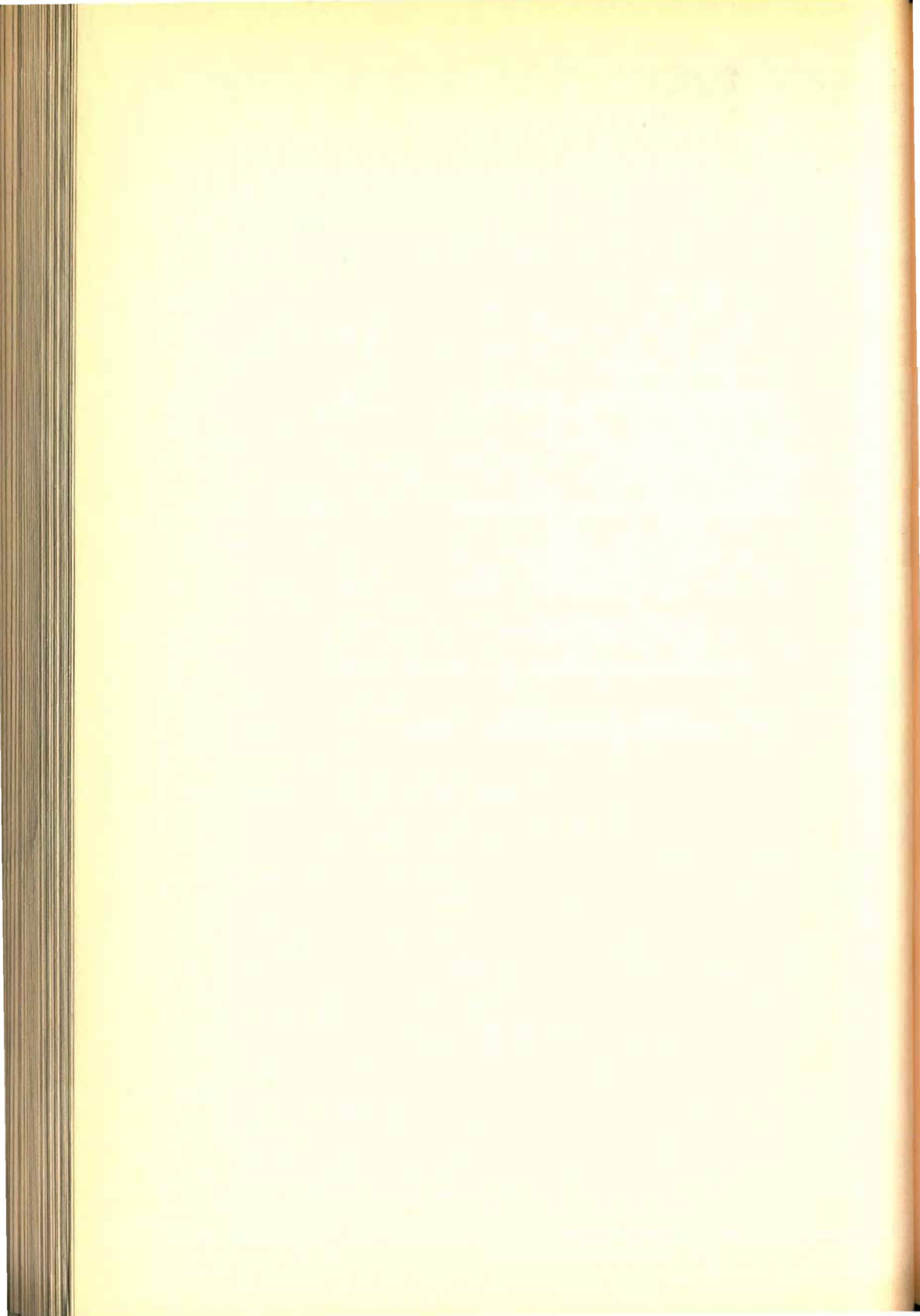
The Program Coordinator assists Regents B.A. Degree students in completion of admission documents, course enrollment, assessment for work and life experiences, and other factors, and will provide application forms and other information to prospective students.

For additional information contact:

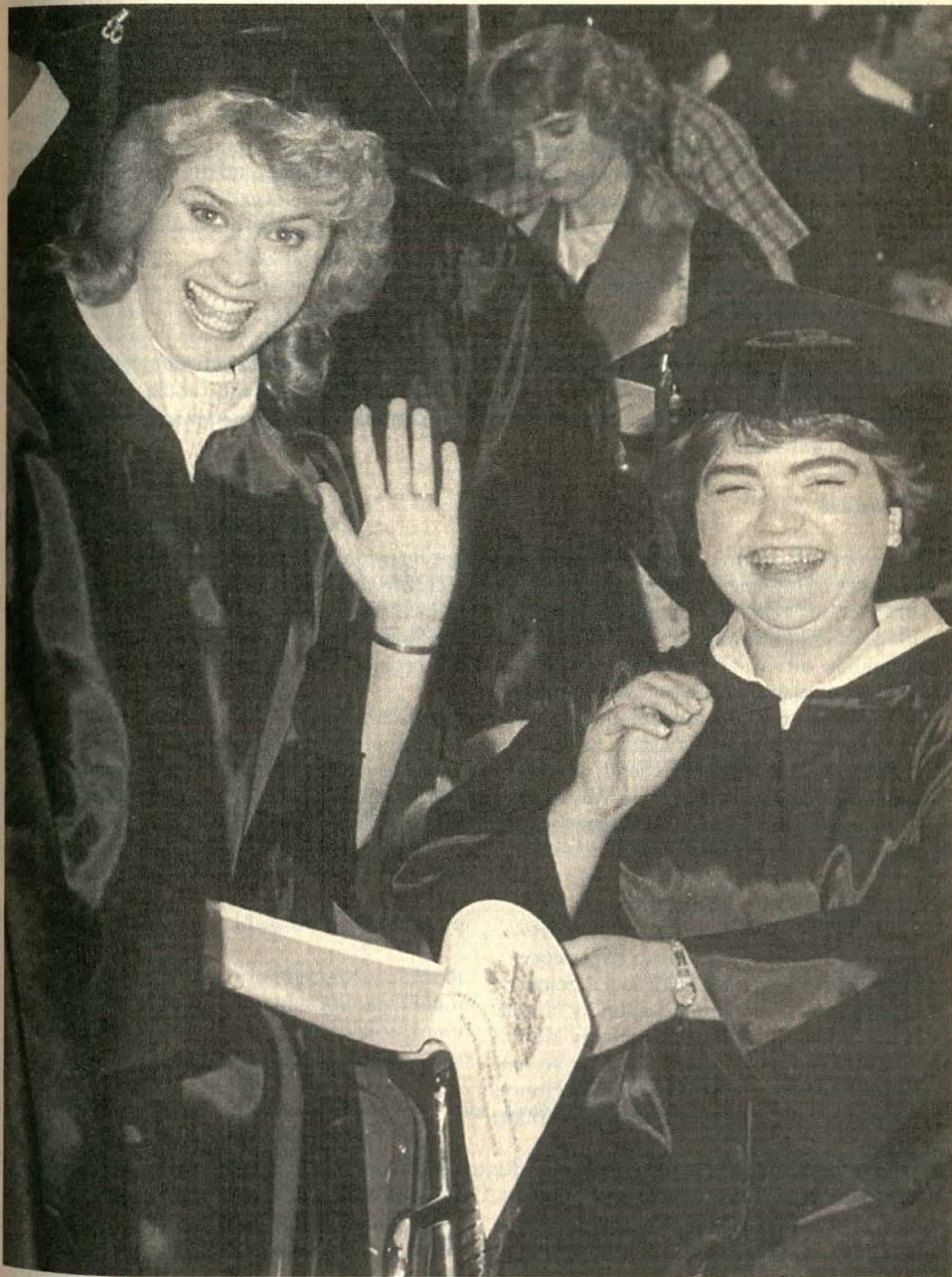
Regents B.A. Degree Program

Marshall University

Huntington, West Virginia 25755-2050 or call (304) 696-6400



Academic Excellence



Center for Academic Excellence

UNIVERSITY HONORS PROGRAM

Purpose

The Marshall University Honors Program was established in the early 1960s to provide maximum educational opportunities for students of high ability. Honors students are encouraged to raise their expectations of themselves by pursuing enriched courses both within and beyond the regular curriculum. The program supports intellectual excellence and creativity by bringing together outstanding students and stimulating professors. The Honors Program is housed in the Center for Academic Excellence, Old Main 230.

Admission Requirements

Students may begin Honors work at any stage in their college career, although many begin as freshmen. Entering freshmen with an ACT composite of 26 (or SAT equivalent), and a 3.3 GPA, may enroll in any Honors course. Transfer students or already enrolled students with a minimum 3.3 GPA can enroll in any Honors course.

The Program

The Honors Program consists of three separate but interconnected components:

1. Entering freshmen should register for HON 101: Introduction to Honors. This is an enriched, Honors section of the New Student Seminars for freshmen. This one credit course meets for the first eight weeks of the semester. It offers Honors students a chance to meet others like themselves, to become familiar with the Honors Program, and to learn through small group discussion about college life and about planning their academic future.
2. Each semester University Honors provides several team-taught, small, interdisciplinary seminars for freshmen and upperclass students. Led by two professors from different disciplines, the 4 credit seminars enable students to study in depth a special topic outside and beyond the regular curriculum. Past seminars have covered such areas as *War in the Twentieth Century*, *Primatology and Human Evolution*, *America in the Sixties*, and *Plagues and Epidemics*. Seminar titles appear in the official schedule of courses which is published each semester.

HON 150:	Critical Issues
HON 195:	Science and the Arts
HON 196:	American Experience
HON 197:	Ideas in Social Science
HON 294:	Interdisciplinary Honors
HON 295:	Interdisciplinary Honors
HON 296:	Interdisciplinary Honors
HON 395-396:	Interdisciplinary Honors
HON 480-483:	Interdisciplinary Honors

NOTE: Students can use Honors Seminar credits to fulfill department major or college general education requirements. See the Executive Director, CAE (Old Main 230), for instructions and forms.

3. In addition to University Honors seminars, individual departments offer Honors-enriched versions of regular courses. While the prerequisites for department Honors courses vary, they normally require at a 3.0 GPA. The prerequisites for these courses are stated in each department's course listing.

in the Marshall University Undergraduate Catalog.

ACC 250H:	Principles of Accounting-Honors
CHM 190-191H:	Honors in Chemistry
CHM 290-291H:	Honors in Chemistry
CHM 390-391H:	Honors in Chemistry
CIS 101H:	Computer and Data Processing-Honors
CMM 104H:	Honors in Speech Communication
ECN 250H:	Principles of Microeconomics Honors
ECN 253H:	Principles of Macroeconomics Honors
ENG 201H:	English Composition Honors
FIN 323H:	Principles of Beginning Finance Honors
HST 103H:	The Twentieth Century World-Honors
HST 330H:	American History to 1877-Honors
HST 331H:	American History Since 1877-Honors
MGT 320H:	Principles of Management-Honors
MKT 340H:	Principles of Marketing-Honors
PHL 200H:	Introduction to Philosophy: Ancient Period-Honors
PSY 201H:	General Psychology-Honors
SOS 106H:	Twentieth Century World Honors
SOS 208H:	Social Problems in a Global Context - Honors

NOTE: Many departments also offer individualized programs of study for Honors credit called **Readings for Honors**.

Graduation in University Honors

Students who wish to become Honors Scholars in the University Honors Program must maintain a cumulative 3.3 GPA in all courses and a cumulative 3.3 GPA in Honors courses. In addition to their college and department major requirements, they must complete 24 semester hours of:

HON 101:	Introduction to Honors		1 hr.
HON 150:	Critical Issues	choose 1	4 hrs.
HON 195:	Science and the Arts		
HON 196:	The American Experience		
HON 197:	Ideas in Social Science		
HON 294:	Ideas in Social Science		
HON 295:	Ideas in Science		
HON 296:	Ideas in the Humanities		
HON 395:	Interdisciplinary Honors	choose 2	8 hrs
HON 396:	Interdisciplinary Honors		
HON 480:	Interdisciplinary Honors		
HON 481:	Interdisciplinary Honors		

any combination of Department Honors Courses, Readings for Honors, or H-Option Courses (see below).

TOTAL: 24 hrs.

The Honors Option allows an Honors student [3.3 GPA] enrolled in a regular course to make it an Honors course and to receive Honors credit. The student and instructor, in advance of the semester in which the course is offered, arrange to do a part of the work of the course as Honors caliber. H-option instructions and forms are available in the CAE (OM 230).

Recognition:

1. The official transcript will state that the University Honors Program has been successfully completed.
2. The diploma will note graduation in **University Honors**.

JOHN MARSHALL SCHOLARS

Scholarship

Students accepted each year as John Marshall Scholars will receive for four years (as long as they maintain a 3.5 GPA), tuition, fees, and a stipend.

Admission Requirements

Students with ACT composites of 30 or higher and who are admitted by February 1, and who have submitted a Financial Aid Institutional Application, will be invited to apply. Recipients are selected by the Financial Aid Advisory Council. Priority is given to residents of West Virginia, Lawrence and Gallia Counties Ohio, and Boyd, Greenup, Carter, and Lawrence Counties, Kentucky.

Program

The academic program consists of an introductory seminar, a core of interdisciplinary seminars, and course requirements of the student's major department and college.

Core Curriculum

HON 101:	Introduction to Honors	1 hr.
Choose 1		
HON 150:	Critical Issues	4 hrs.
HON 195:	Science and the Arts	4 hrs.
HON 196:	American Experience	4 hrs.
HON 197:	Ideas in Social Science	4 hrs.
HON 294:	Ideas in Social Science	
HON 295:	Ideas in Science	
HON 296:	Ideas in the Humanities	
Choose 1		
HON 395-396:	Interdisciplinary Honors	4 hrs.
HON 480-483:	Interdisciplinary Honors	4 hrs.
	TOTAL	9 hrs.

Advising

The Executive Director, CAE will work closely with John Marshall Scholars, aiding each student in the development of an academic program, and providing group programming and special services.

SOCIETY OF YEAGER SCHOLARS

The Marshall University Society of Yeager Scholars is named for United States Air Force Brigadier General (Retired) Charles E. "Chuck" Yeager, the first man to break the "sound barrier" in his historic 1947 flight of the Bell-X-1 aircraft. The purpose of the Society of Yeager Scholars is to provide an outstanding education for outstanding students. The Society desires to provide the Scholars with opportu-

nities to expand intellectual abilities, to develop leadership potential, to become effective communicators, and to gain the skills and knowledge necessary for successful careers.

The men and women accepted into the Society each year will receive tuition, fees, textbooks, one-half of room and board, and education-related travel expenses.

Academic Program

The academic program provided the Yeager Scholars consists of a number of elements:

1. A core of four interdisciplinary seminars, one each semester for the first two years. The seminars will cover communication and computers; humanities; theories of science and statistics; arts and history.
2. The development of proficiency in a modern language through a series of specially integrated courses, leading to opportunities to utilize the language in study or travel abroad.
3. Additional courses in the natural and social sciences, and in literature, to round out the core curriculum of a Scholar's program.
4. Independent study, guided by a mentor professor, leading to a senior project.

The core curriculum is designed to assist each Yeager Scholar in developing skills in analysis, synthesis, and critical thinking. Each Scholar will be expected to demonstrate superior skills in written and oral communication. In order to remain in the Yeager Scholar program, each student must maintain a cumulative 3.5 grade point average.

CORE CURRICULUM

Seminars:

There are four interdisciplinary seminars, one each semester of the first two years of study, each carries five credit hours for a total of 20 hours.

YGS 161	Seminar in Communication and Computers
YGS 162	Seminar in Humanities, Texts, and Values
YGS 271	Seminar in Theories of the Natural and Social Sciences and Statistics
YGS 272	Seminar in Arts and History

Language Study:

Yeager Scholars will be expected to develop a proficiency in a foreign language in preparation for travel and study abroad. The purpose of the language program, therefore, is to insure that they achieve a level of competence in a foreign language high enough for them to communicate effectively and to succeed in classes at a foreign university.

For those Scholars who have completed at least two years of high school foreign language instruction, and who wish to continue study in that language, a maximum of 12 hours will be required. For those Scholars who have no foreign language experience, or who decide to start another language, a maximum of 18 hours will be required.

Literature:

Two three credit-hour classes for a total of 6 credit hours.

Each Yeager Scholar will take two literature courses to be selected with the approval of the Director or mentor. Courses will be chosen for the depth and breadth they will provide the individual student's education. They may be selected to extend a student's previous work or to fill gaps in the student's background. Not all literature courses currently offered may be used to fulfill this requirement. Permission must be obtained from the Chair of the Yeager Steering Committee.

Social Sciences:

Six credit hours chosen from the following:

1. History or culture course. The requirement for a history of culture course can be met by taking courses in the Department of History or by taking Social Studies 104, 105, or 106, or by taking French 405, 406, Spanish 405, 406, German 405-406, or Classics 435, 436.
2. One course from the following:
 - Communication Studies 303, 308, 409
 - Economics
 - Political Science
 - Psychology (201H or another)
 - Sociology-Anthropology (except SOC 108)
 - Geography 100, 203
 - Speech 303, 308, 409
 - Math 131, 140, 190*

*A Mathematics course may be required by the college in which the Yeager Scholar is a major.

Natural Sciences:

Eight to ten credit hours chosen from the following:

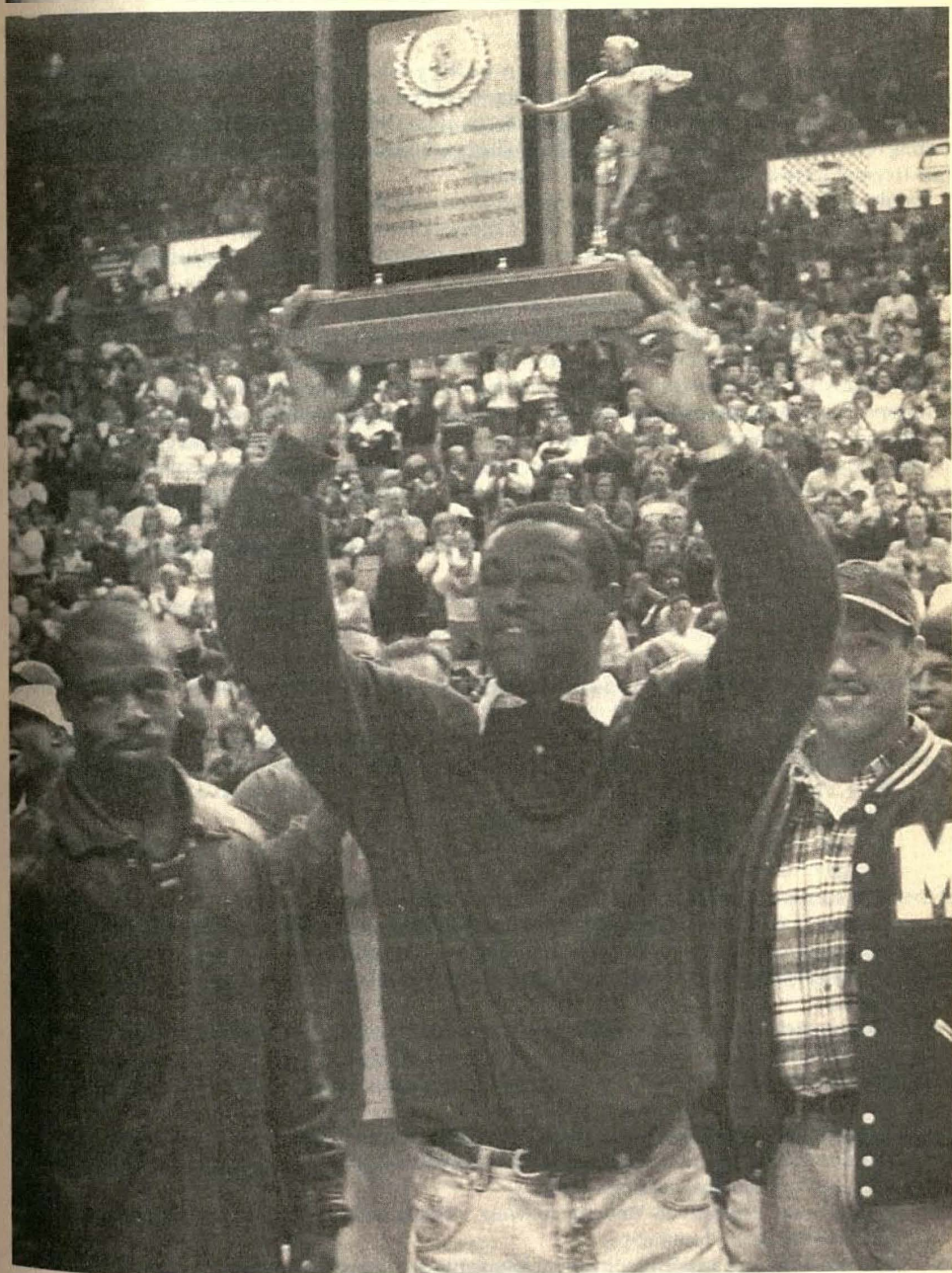
- Biological Sciences (BOT, BSC, ZOO)
- Geology
- Chemistry
- Physics

The core curriculum will total 58-66 credit-hours. Some of the hours in Literature, Social and Natural Sciences may also apply to the student's major.

Advising

The Director of the Society of Yeager Scholars will work closely with a mentor/advisor from each Scholar's major field in developing the program of study for each Scholar. Both the Director and the mentor/advisor must approve each Scholar's schedule and program of study.

College of Business



College of Business

MISSION AND VISION STATEMENT

The mission of the College of business is to be the primary institution for business education in the region, providing a quality education in business-related disciplines principally for undergraduates. The College prepares students for a workplace characterized by increased globalization as well as accelerating technological and social change. The College commits to graduating individuals who are attractive to employers in the region, nation and world.

Faculty are expected to be effective instructors, to provide service and leadership in their professions and to continue their intellectual growth. The College accepts the University's commitment to diversity, academic freedom, shared governance and maintains high standards for student learning and performance.

The relative emphasis on undergraduate education is recognized by ninety-one percent of the enrollment of the College being undergraduates. The faculty has established the relative emphasis of the College to be sixty-five percent teaching, twenty percent intellectual contributions and fifteen percent service. The MBA contributes to economic development by providing advanced training to employees of regional firms. Both internal opportunities through service to the College and University in addition to external opportunities in service to the wider community are recognized and encouraged.

The vision of the College encompasses not only expanded academic programs for traditional students, but initiatives for underserved populations including non-traditional students, employees and individuals not pursuing degrees. The College seeks to become a more active partner in the economic development of Southern West Virginia and the Tri-State area through applied research, workshops and community service.

GOALS

To effectively pursue its mission and to achieve its vision, the following goals have been identified for the College:

1. Strengthen teaching excellence in all courses and programs through continuous improvement.
2. Conduct applied research and programs which are a direct benefit to the economy of Southern West Virginia and the Tri-State area.
3. Establish closer linkages with the business community.
4. Develop global perspectives in teaching programs and encourage increased international exchange of faculty and students.
5. Link rewards to achievement of University and College goals.
6. Achieve ninety percent of faculty who are academically and/or professionally qualified.
7. Market and publicize the College more aggressively to its stakeholders.
8. Provide expanded opportunities for the growing number of non-traditional students and employees.
9. Seek continued stakeholder input regarding the curriculums, programs and policies of the College of Business.
10. Maintain a diverse faculty and student body while promoting a greater understanding of cultural diversity.
11. Expand the geographic range of college courses and programs.
12. Develop a comprehensive system of assessment and evaluation including students, faculty, graduating seniors, alumni and employers.
13. Recruit more aggressively students in West Virginia and other states and improve programs for retention and placement.
14. Secure additional outside funding from foundations, alumni, government and friends to provide increased flexibility, innovation and rewards.

ORGANIZATION

The College of Business is organized into four components:

1. The Division of Accountancy and Legal Environment
2. The Division of Finance and Economics
3. The Division of Management and Marketing
4. The Department of Military Science

DEGREE PROGRAMS

The College of Business offers the following degree programs:

1. Bachelor of Business Administration degree, with majors in:
 - a. Accounting
 - b. Economics
 - c. Finance
 - d. Management
 - e. Marketing
 - f. Management Information SystemsStudents majoring in Management may elect to add an area of concentration in:
 - a. Health Care Management
 - b. Operations ManagementStudents majoring in Marketing may elect to add an area of concentration in:
 - a. Business Logistics
2. Master of Business Administration: a complete description of the MBA program is given in the catalog of the graduate school.

SPECIAL OFFERINGS

1. Evening classes are offered on a regularly scheduled basis.
2. Off-campus courses, workshops, and seminars are offered by special arrangement.
3. Honors classes are offered by each of the divisions and by each major.
4. A cooperative education/internship program is offered by the college and area businesses.
5. Credits earned through the College Level Examination Program (CLEP) are accepted.
6. A minor in Business Administration for students in other colleges.
7. Some courses are available through distance learning at various locations throughout the state via interactive television.

ADMISSION

Regular admission to the university constitutes admission to the College of Business for entering freshmen and students transferring from other institutions of higher education; there is no separate admissions procedure. Students in other colleges within Marshall University must be eligible to attend Marshall University and have no more than 19 quality deficit points at the time of transfer into the College of Business.

For students transferring into Marshall University, the College of Business will permit application of any appropriate transfer credits accepted by the University to meet general education requirements, lower division business requirements, or nonbusiness electives. For application to fulfill upper division business requirements and electives, accepted transfer credits must have been earned at the upper division levels; otherwise, mastery of the corresponding upper division coursework at Marshall must be validated in the College of Business division offering the coursework.

PREBUSINESS

Incoming freshmen are admitted to Marshall University under the Prebusiness curriculum, a two-year curriculum designed to show step by step the courses students need to complete to adequately pre-

pare them for their last two years of advanced business study. Following the successful completion of these requirements (shown below), students must apply for full admission to a major in the College of Business. Students are not allowed to enroll for upper division business courses until they have successfully completed the Prebusiness curriculum and have been officially admitted to a major. Transfer students also are admitted under the Prebusiness curriculum until they have met all Prebusiness requirements. If transfer students have met all these requirements prior to entering the College of Business, they can apply for full admission to a major. Under most circumstances, if they have not met the requirements they must complete them before taking selected upper level business courses. Under special circumstances transfer students may enroll in upper division courses if they have completed most of the Prebusiness requirements. In this situation the transfer student would be required to sign a contract with the dean's office and work toward completion of the remaining requirements as quickly as possible. Prebusiness students should focus on completion of the following requirements while paying particular attention to prerequisites:

MTH 190, ACC 215, ECN 250 (Only one "D" allowed)

ENG 101, ENG 102, CMM 207 (Only one "D" allowed)

ACC 207, 216, ECN 253, MGT 218 (GPA in these courses must be at least a 2.0)

Computer Literacy Exam (Spreadsheets, Word Processing and DOS)

or CT 105, CT 106 and OT 107

or CSD 101, effective Fall 1994

An overall GPA of 2.0 with a minimum of 58 hours completed is required for full admission to a major.

MAINTENANCE OF ACADEMIC PROGRESS

To continue in the College of Business, students are expected to make progress towards graduation. Progress is to be defined as completion of graduation requirements as described below.

Students who have accumulated 1 to 19 quality deficit points in any GPA area (major, College of Business courses, Marshall coursework and overall coursework) are classified "on probation." Quality deficit points are received whenever the GPA falls below 2.0. Probation students must be advised prior to registration. At that time, probation students must sign contracts with the dean's office each semester until all quality deficit points are removed. It is the goal of the dean's office to remove the probation status as quickly as possible through strategies such as D/F repeats when applicable. Once all quality deficit points are removed the student is no longer on probation.

A student who has accumulated 20 or more quality points will be declared ineligible. Ineligible students are not allowed to enroll for at least one semester following the semester in which the student became ineligible excluding the summer semesters. If the ineligible student chooses to return after suspension, he/she will be required to sign a contract with the dean's office stating conditions which the student must meet for further enrollment.

ADVISING

Prebusiness students are assigned to the College of Business dean's office for advising. Each semester, the dean's office holds advising sessions which are required for freshmen. Sophomores who need assistance are encouraged to visit the dean's office. Juniors and seniors should consult their respective divisions for advisement. Only freshmen, probation students and first semester transfer students are required to have an advisor's signature and stamp on their registration form prior to registration. Students have the responsibility of checking prerequisites prior to enrollment. If a student has not met all prerequisites of a course prior to the first day of class the student will be academically withdrawn from that course. This withdrawal may occur after the schedule adjustment period is over. Fully admitted students are allowed to change majors at any time.

TELEPHONE REGISTRATION

College of Business students are allowed to use telephone registration with the following exceptions: newly admitted students, probation students and athletes. Second semester freshmen must be advised by the dean's office before using telephone registration.

INDEPENDENT STUDY

The College of Business offers the option of Independent Study to selected students who wish to pursue topics that are business-related but not covered in depth in formal College of Business courses. Each student can obtain a maximum of eight (8) hours of Independent Study credit within the COB, and can earn no more than four (4) hours of such credit in any one semester.

In order to register for Independent Study in a given semester (provided the above hour limits have not been reached), the following conditions must be met:

1. The student must have Senior standing, or must have Junior standing and a GPA within his/her major of 3.0 or higher.
2. An instructor within the student's major division must agree to be his/her Project Supervisor. The faculty member's agreement to serve in this capacity will be contingent upon his/her assessment of the feasibility and quality of the student's proposed project.
3. Written approval for the project, and written approval for Independent Study registration, must then be obtained from the student's Division Head. The Division Head's approval will be contingent upon his/her assessment of the feasibility and quality of the student's proposed project, in consultation with the student's proposed supervisor.

If a student is able to meet the above conditions, then he/she will be allowed to register for Independent Study, and will subsequently be bound by the official College of Business Independent Study Procedures, on file with the Director of Undergraduate Studies in the Office of the Dean. If a student registers for Independent Study without meeting the above conditions, then the Division Head may drop the student administratively from the course. Independent study may not be substituted for required courses.

GRADUATION REQUIREMENTS

The following general requirements must be met by all students seeking bachelors degrees through the College of Business:

1. Satisfaction of all university requirements for graduation.
2. Completion of all curricular requirements specified for the major and degree.
3. Completion of the following residency requirements:
 - a. Earn at least 36 semester hours at Marshall.
 - b. Earn at least 12 hours of senior level course work in the College of Business at Marshall.
 - c. Earn at least 15 hours in the major field at Marshall.
 - d. Earn at Marshall 16 or more of the last 32 hours credited toward the degree.
 - e. At least 50% of the business courses required for the degree (excluding 9 hrs. of economics and 6 hours of statistics) must be earned at Marshall
 - f. At least 64 hours must be taken outside of the College of Business: 9 hrs. of economics and 6 hrs. of statistics can be counted as outside the College of Business.
4. Earn at least a 2.0 Grade Point Average (GPA) in each of the following four categories:
 - a. All coursework attempted at Marshall and elsewhere.
 - b. All Marshall coursework.
 - c. All College of Business coursework (including courses in Economics and statistics).
 - d. All coursework attempted and included in the major(s) at Marshall.
5. Successful validation of transfer work as required.
6. Removal of all Incompletes and, if required, passing of the English Qualifying Examination.
7. At most, 18 semester hours of coursework (consisting only of general education requirements and/or free electives) taken under the Credit/No Credit option may be applied toward graduation requirements. College of Business and other required courses may not be taken on a Credit/No Credit basis.
8. Assessment tests will be given to all graduating students during their final semester. The assessment test has been designed to measure the preparedness of College of Business graduates to face the world of business in today's ever changing environment. The assessment test is re-

quired prior to graduation, but does not affect the student's GPA.

9. All candidates for graduation should file an Application for Graduation Form in the semester PRIOR to the semester in which all requirements for the degree are to be met. This will enable the student to make all necessary schedule adjustments to correct potential graduation deficiencies in the final semester.

All candidates for graduation must file a written Application for Graduation Form and a Diploma Graduation Fee Receipt with the records clerks in Corbly Hall 107 immediately after the beginning of the semester or summer term in which all requirements for the degree are to be met and by the deadline date printed in the catalog and schedule. A student on probation will not be permitted to apply for graduation.

To ensure graduation at the end of the term of application, all records should be documented with needed transcripts, substitution forms, grade changes, lower division validations, and English qualifying exam results by the posted deadline date.

Students should not plan to graduate at the end of a term in which they are completing required work at another institution.

BUSINESS ADMINISTRATION

Bachelor of Business Administration

A candidate for the degree of Bachelor of Business Administration (BBA) must complete general university and College of Business requirements for graduation.

Candidates for the BBA must earn a minimum of 128 semester hours, distributed among four broad and basic groups or blocks of the degree program: (1) at least 50-53 semester hours selected from a set of General Education Requirements to insure the student's fundamental acquaintance with the Arts, Sciences, Humanities, Mathematics, American Institutions and International Institutions; (2) 36 semester hours of Common Requirements in Business; (3) courses to complete one of the major fields of study: Accounting, Economics, Finance, Management, Management Information Systems or Marketing;

Students entering any degree program in the College of Business, beginning with the fall of 1995, will be responsible for meeting the requirements of the five baccalaureate program initiatives approved by the faculty and the university president for all students. These initiatives include Writing Across the Curriculum, Computer Literacy, International and Multicultural Studies, Integrated Science and Mathematics, and the Capstone Experience. These various policies are explained in general terms under Mission of University. Students in the College of Business are to consult with the College of Business General Education Requirements that follow or the Director of Undergraduate Studies for guidance in determining the specific details of meeting the above-referenced baccalaureate curricular initiatives.

GENERAL EDUCATION REQUIREMENTS

Subject Area	Hours Required
Communication Studies 207 and one of the following6	
CMM 308, 315, 319, 322, 401	
English 101, 1026	

COM 095 is required for students with English ACT scores less than 18. The graduation requirement is increased three hours for students completing this course.

Computer Literacy Requirement:

Prebusiness students are required to show computer literacy proficiency through either taking an exam consisting of three distinct tests; DOS, spreadsheets (Lotus 1-2-3) and word processing (Word Perfect) or enrolling in a course that substitutes for the exam. The computer literacy proficiency requirement can be fulfilled by passing CT 105, CT 106 and OT 107 or by passing CSD 101 (effective Fall '94). Students transferring these courses from another institution must still pass all three tests to meet this requirement. This requirement should be met during the freshman year.

Humanities.....6	
Any courses in the following areas may be selected: Classical Studies, Philosophy, English, Religious Studies.	

Fine Arts 2 or 3

Any courses in the following areas may be selected:

Art (except Art 113, 340, 460); Music, Dance, Theatre; or Fine Arts 101.

Natural Sciences 7 or 8

Students must select at least 4 hours of integrated science (ISC) coursework (lab included) within the College of Business science requirement. Refer to the Schedule of Courses printed each semester to determine which science courses have the ISC designation. All students must successfully complete a mathematics course above MTH 120 prior to enrolling in an ISC course.

To complete the 7-8 College of Business science requirement, any courses in the following areas may be selected or the student may opt for a second ISC science course: Geology, Chemistry, Geography 101, Physics, Biological Science, Physical Science.

Mathematics 123 and 190 5-8

Mathematics 097 is required for students with mathematics ACT score less than 19. The graduation requirement is increased four hours for students who complete this course.

Behavioral Sciences 3

Psychology 201

American Institutions 6

Complete 6 credit hours selected from the following courses:

Anthropology 430, 455

Economics 310, 326, 328, 332, 342, 350, 405, 415, 450

Geography 206, 305, 320, 401, 402, 410, 414, 415, 416, 420

History 125, 310, 312, 316, 317, 323, 330, 331, 333, 342, 350, 404, 405, 431, 432 and 435

Political Science 104, 202, 233, 301, 303, 307, 376, 423, 429, 433, 436, 440, 461, and 484

Sociology 300, 302, 307, 310, 311, 313, 320, 325, 330, 335, 342, 352, 400, 401, 408, 412, 413, 423, 428, 433, 439, 442, and 450

International Institutions 9

To meet these requirements, the student must:

a. Select 3 hours from the following Economics courses: 150, 408, 420, 460

b. Select 6 hours from the following (see NOTE below):

Anthropology 201, 426, 427, 437

Geography 100, 203, 302, 309, 314, 315, 317, 403, 405, 408, 412

History 101, 102, 103, 208, 221, 223, 301, 302, 327, 377, 405, 426, 428, 430, 434, 435

Political Science 309, 405, 406, 407, 408, 409, 410, 411, 415, 420, 422, 423, 424, 428, 429

Social Studies 208

NOTE: The courses that are designated as official "International Institutions" electives under this heading will change semester by semester as determined by the International Studies Committee. Some of the above courses may be deleted; others may be added. To determine the exact list of options available to the student in any given semester, see the current list on file with the Director of Undergraduate Studies, Office of the Dean, College of Business.

In selecting any of the International Institutions courses, students should pay careful attention to prerequisites.

Multicultural Studies

To meet this requirement, the student must select 3 hours from among the courses that the Committee on Multicultural Studies designates as fulfilling this requirement. This list will change, semester by semester, as this committee monitors eligible courses. To determine the exact list of options available to the student in any given semester, see the current list on file with the Director of Undergraduate Studies, Office of the Dean, College of Business.

NOTE: Any course that fulfills this requirement can be double counted by the student as 3 hours of credit towards fulfilling either the College of Business Humanities, American Institutions, or International Institutions requirement, as determined in consultation with the Director of Undergraduate Studies, College of Business.

Writing Across the Curriculum 3

Students must select 3 hours from among the courses that the University Writing Across the Curriculum Committee designates as fulfilling this requirement. If the WAC requirement is increased during

the 1997-98 or 1998-99 academic years, students will be required to select 6 hours; one writing-intensive course in their major and one writing-intensive course outside their major. To determine the exact list of options available to the student in any given semester, see the current list on file with the Director of Undergraduate Studies, Office of the Dean, College of Business.

COMMON REQUIREMENTS IN BUSINESS BBA DEGREE

	Hours
Computer Literacy Proficiency or Course Substitution	
ACC 207, Legal Environment of Business.....	3
ACC 215, 216: Principles of Accounting.....	6
MGT 218: Business Statistics.....	3
ECN 250: Principles of Microeconomics.....	3
ECN 253: Principles of Macroeconomics.....	3
MGT 320: Principles of Management.....	3
FIN 323: Principles of Business Finance	3
MKT 340: Principles of Marketing.....	3
MGT 420: Operations Management.....	3
MGT 460: Business Policy *.....	3
TOTAL	33

*MGT 460 is the BBA capstone experience required of all COB students excluding Health Care Management Majors.

PREBUSINESS CURRICULUM

		First Year			
		Hrs.			Hrs.
First Semester			Second Semester		
English 101.....	3		English 102	3	
Mathematics 123.....	3		Communication Studies 207	3	
Science Elective.....	3-4		Mathematics 190.....	5	
Electives ¹	6		International Institution	3	
			Fine Arts Elective	2-3	
		<u>15-16</u>			<u>16-17</u>
		Second Year			
First Semester		Hrs.	Second Semester		Hrs.
Accounting 215.....	3		Accounting 216.....	3	
Economics 250.....	3		Economics 253.....	3	
ISC Science Elective.....	4		Psychology 201	3	
International Institutions elective.....	3		Management 218	3	
Communication Studies electives	3		Humanities elective.....	3	
			Accounting 207.....	3	
		<u>16</u>			<u>18</u>

SUGGESTED PROGRAMS OF STUDY FOR THE LAST TWO YEARS

ACCOUNTING

		Third Year			
		Hrs.			Hrs.
First Semester			Second Semester		
Marketing 340.....	3		Accounting 308.....	3	
International Institutions elective	3		Accounting 312.....	3	
Accounting 311.....	3		Accounting 348.....	3	
Accounting 318.....	3		Finance 323	3	
American Institutions elective	3		Management 320.....	3	
Free Elective	3				
		<u>18</u>			<u>15</u>

¹Marketing and Finance majors only: MKT 231 must be taken within the first two years.
Management Information Systems only: CSD 101 and CSD 119 must be taken within the first two years.
Health Care Management majors take an American Institutions elective.

		Fourth Year	
		Hrs.	Hrs.
First Semester			
Accounting 3133	Second Semester	
Accounting 4293	Management 460 ¹3
Accounting 4143	Accounting 4413
American Institutions elective3	Accounting elective ³ 451 ²3
Humanities elective3	Accounting elective ³3
		Accounting elective ³3
		Free elective1-3
		15	16-18

ECONOMICS

		Third Year	
		Hrs.	Hrs.
First Semester			
Marketing 3403	Second Semester	
International Institution Economics Elective3	Economics electives6
Economics 3283	Finance 3233
Management 3203	American Institutions Elective3
American Institution Elective3	Economics 3263
		15	15

		Fourth Year	
		Hrs.	Hrs.
First Semester			
Economics elective ⁴3	Second Semester	
Economics 4233	Management 460 ¹3
Free Elective3	Economics Elective ⁴3
Economics 4403	Humanities Electives3
Management 4203	Free Elective3
Economics 466 ⁵2	Economics 467 ⁷3
		17	14

FINANCE

(NOTE: MKT 231 is required in second year)

		Third Year	
		Hrs.	Hrs.
First Semester			
Accounting 3083	Second Semester	
Finance 3213	Finance 3253
Finance 3233	Finance 3303
Management 3203	Finance 3703
Marketing 3403	Accounting elective ⁶3
American Institutions elective3	Institutional Institutions Economics elective3
		18	15

		Fourth Year	
		Hrs.	Hrs.
First Semester			
Management 4203	Second Semester	
Management 4223	Finance 410/415/470 ⁵3
Finance elective ⁷3	Management 4603
Finance elective ⁷3	Management 4613
Humanities elective3	Finance Elective ⁷3
		American Institutions elective3
		15	15

¹This is the capstone course for College of Business students. It must be taken the last semester of the senior year after all prerequisites are met.
²This is the capstone course for Accounting majors. It can only be taken during the last semester of the senior year after all prerequisites are met.
³Accounting electives should be chosen from one of the following three groups with advice from the student's advisor: Public Accounting: ACC 448, 439; Industrial Accounting: ACC 448, 415, 418, 430; Not-for-Profit Accounting: ACC 412, 418, 430.
⁴Economics majors must select four (4) Economics courses at the 300-400 level excluding ECN 326, 328, 423, 440, 466 and 467.
⁵Economics 466 and 467, Senior Thesis I, II, make up the capstone experience for economics majors and must be taken during the senior year. ECN 466 is a prerequisite for ECN 467.
⁶Accounting electives can be ACC 311, 318, 348, 418.
⁷Finance electives can be any Finance course numbered 300 or above or ACC 309.
⁸Senior Finance Case Study (capstone) course depends upon area of interest. It is highly recommended, but not required, to be taken the last semester of the senior year.

MANAGEMENT

		Third Year		
First Semester	Hrs.	Second Semester	Hrs.	
Management 300.....	3	Finance 323.....	3	
Marketing 340.....	3	Management 419.....	3	
Management 320.....	3	Management 422.....	3	
Management elective.....	3	International Institutions Economics elective.....	3	
Management 360.....	3	American Institutional elective.....	3	
	<u>15</u>		<u>15</u>	

		Fourth Year		
First Semester	Hrs.	Second Semester	Hrs.	
Management 420.....	3	Management 423 ²	3	
Management 424.....	3	Management 425.....	3	
American Institutions elective.....	3	Management 460 ³	3	
Management elective.....	3	Humanities electives.....	3	
Free electives.....	6	Free elective.....	1-3	
	<u>18</u>		<u>13-15</u>	

MANAGEMENT (HEALTH CARE OPTION)

		Third Year		
First Semester	Hrs.	Second Semester	Hrs.	
Management 320.....	3	Humanities elective.....	3	
International Institutions Economics electives.....	3	Accounting 351.....	3	
Marketing 340.....	3	Management 354.....	3	
Management 350.....	3	Finance 356.....	3	
Finance 323.....	3	Accounting 358.....	3	
	<u>15</u>		<u>15</u>	

		Fourth Year		
First Semester	Hrs.	Second Semester	Hrs.	
Management 420.....	3	Management 423 ⁴	3	
Management 422.....	3	Management 472 ⁴	4	
Management 471.....	4	Management 300.....	3	
Management 424.....	3	Management 455/460 ⁵	3	
American Institutions elective.....	3	Management elective ⁶	3	
	<u>16</u>	Free elective.....	0-1	
			<u>16-17</u>	

MANAGEMENT (OPERATIONS OPTION)

		Third Year		
First Semester	Hrs.	Second Semester	Hrs.	
Accounting 318.....	3	Management 418.....	3	
Management 320.....	3	Management 300.....	3	
Marketing 340.....	3	Finance 323.....	3	
International Institutions Economics elective.....	3	American Institutions elective.....	3	
Management Elective ⁷	3	Management elective.....	3	
	<u>15</u>		<u>15</u>	

¹Management electives: All 300 and 400 numbered Management courses; ACC 308, 318, 348; ECN 326, 328, 330; MKT 437, 442; MS 301, 302, 402.

²This is the capstone course for Management majors. It must be taken in the senior year.

³This is the capstone course for College of Business students. It must be taken the last semester of the senior year after all prerequisites are met.

⁴Strongly recommended during the summer immediately after junior year.

⁵This is the capstone course for College of Business students. It must be taken the last semester of the senior year after all prerequisites are met. Health Care Management majors have the choice of taking either MGT 455 or MGT 460 as their capstone experience.

⁶Management electives: All 300 and 400 numbered Management courses plus ACC 308, 318, 348; ECN 326, 330; MKT 437, 442; CSD 201 or 203, 474; MS 301, 302, 402.

⁷Management Operations Option Electives - All 300 and 400 numbered Management courses plus ACC 308, 348, 418; ECN 330; MKT 437, 442; CSD 201 or 203.

		Fourth Year	
First Semester	Hrs.	Second Semester	Hrs.
Management 427 or 425	3	Management 426	3
Management 422	3	Management 460	3
Management 420	3	Humanities elective	3
Management elective	3	Management 423	3
Free elective	3	Free elective	1-3
American Institutions elective	3		
	<u>18</u>		<u>13-15</u>

MANAGEMENT INFORMATION SYSTEMS
(NOTE: CSD 101 and CSD 119 are required prior to junior year)

		Third Year	
First Semester	Hrs.	Second Semester	Hrs.
Management 300	3	Finance 323	3
Management 310	3	International Inst. Economics elective	3
Marketing 340	3	Management 320	3
American Institutions elective	3	Management 330	3
CSD 120	4	Management 340	3
	<u>16</u>		<u>15</u>

		Fourth Year	
First Semester	Hrs.	Second Semester	Hrs.
CSD elective (300-400) ⁴	3	Management 418	3
Humanities elective	3	Management 460	3
Management 410	3	Management 440	3
Management 420	3	Management 441 ⁵	3
Management 430	3	American Institutions elective	3
	<u>15</u>		<u>15</u>

MARKETING

Second Year
(NOTE: Marketing 231 is required in second year)

		Third Year	
First Semester	Hrs.	Second Semester	Hrs.
International Institutions Economics elective	3	Marketing 371	3
Marketing 340	3	Marketing elective	3
Management 320	3	Finance 323	3
Free elective	3	American Institutions elective	3
Journalism 330	3	Marketing 350	3
	<u>15</u>		<u>15</u>

		Fourth Year	
First Semester	Hrs.	Second Semester	Hrs.
Management 420	3	Marketing 430 ⁶	3
Management 442	3	Marketing elective ⁵	3
Marketing elective ⁶	3	Management 460 ³	3

¹This is the capstone course for the Operations Management option. It must be taken in the senior year.
²Management Operations Option Electives - All 300 and 400 numbered Management courses plus ACC 308, 348, 418; ECN 330; MKT 437, 442; CSD 201 or 203.
³This is the capstone course for College of Business students. It must be taken the last semester of the senior year after all prerequisites are met.
⁴CSD Elective: Any 300 or 400 level CSD course.
⁵This is the capstone course for Management Information Systems majors. It must be taken the last semester of the senior year after all prerequisites are met.
⁶Marketing electives: select four 300-400 level Marketing courses, two of the four courses must be at the 400 level.
⁷This is the capstone course for all Marketing majors. It must be taken during the senior year after meeting the requirement of 9 additional hours of 300-400 level Marketing courses.

American Institutions elective	3	Free elective.....	1-2
		Humanities Elective.....	3

15

13-14

MARKETING (BUSINESS LOGISTICS OPTION)

(Note: Marketing 231 required in second year)

Third Year		Second Semester	
First Semester	Hrs.		Hrs.
International Institutions elective.....	3	American Institutions elective	3
Marketing 340	3	Finance 323	3
Management 320	3	Marketing elective ¹	3
Free elective.....	3	Marketing 350	3
Journalism 330.....	3	Marketing 371	3

15

15

Fourth Year		Second Semester	
First Semester	Hrs.		Hrs.
Management 420	3	Marketing 430 ²	3
Marketing 442	3	Management 460 ³	3
American Institutions elective	3	Elective.....	1-2
Marketing electives ¹	6	Marketing elective ¹	3
		Humanities elective.....	3

15

13-14

MINOR IN BUSINESS ADMINISTRATION

Students enrolled as non-business majors frequently desire a limited but structured background in the functional areas of business. This program will enable students to pursue this goal through completion of selected courses in business that are taken by all business students along with business electives.

Because the business core encompasses much of the foundation work required, completion of the minor would facilitate entry into the M.B.A program.

Program Features

Students may enter the program on attainment of junior status and prior to the semester or term in which they plan to complete all graduation requirements. Enrolling students must have a declared non-business major and have achieved a 2.0 grade point average on all work attempted at the time of entrance to the program. Approval for enrollment must be obtained from the Dean of the College of Business and the Dean of the college in which the student is majoring. Enrollment in the program carries the stipulation that the minor is then a requirement in the student's degree program.

Prior to admission to the program, the student must also have completed course work consisting of Principles of Economics, Principles of Accounting, Statistics and Computer Science or approved equivalents. The student must have earned at least a 2.0 grade point average in these courses.

Program Requirements

Course work for the minor in Business Administration consists of eighteen hours of designated business courses:

	Credit Hours
MGT 320 Principles of Management.....	3
MKT 340 Principles of Marketing.....	3
FIN 323 Principles of Business Finance.....	3
ACC 207 Legal Environment of Business.....	3
Business Electives.....	6

¹Marketing Business Logistics Option electives: select four courses from MKT 349, 351, 414, 449, 450. Two of the four electives must be at the 400 level.

²This is the capstone course for all Marketing majors. It must be taken during the senior year after meeting the requirement of 9 additional hours of 300-400 level Marketing classes.

³This is the capstone course for College of Business students. It must be taken the last semester of the senior year after all prerequisites are met.

The Business Electives must be 400-level business courses taken with approval of the Dean of the College of Business. All prerequisites must be completed prior to taking a course.

Students must achieve a 2.0 grade point average in the eighteen specified hours of business. The eighteen hours of upper division business course work must be completed at Marshall University during the junior and senior years. Courses required in the program may not be used simultaneously towards any other major or minor degree program at Marshall University or elsewhere other than as electives. The Dean of the College of Business must authorize the recording of the minor on the transcript. The minor must be completed prior to receiving the bachelor's degree.

Enrollment Procedure

The student should complete the program application and obtain approval from his/her college dean. The completed application and a copy of the student's academic records should be submitted to the Dean of the College of Business for approval.

MILITARY SCIENCE

U.S. Army Reserve Officers' Training Corps

The Marshall University Reserve Officers' Training Corps Program, established at Marshall in September, 1951, is open to both men and women. The objective of this program is to produce leaders capable of serving as commissioned officers in the U.S. Army active and reserve forces. It provides a basic military education which, in conjunction with other college disciplines, develops those attributes essential for successful executive performance. Individuals who successfully complete all of the training may be commissioned in the United States Army, the United States Army Reserve or the National Guard upon graduation from the university.

Curriculum

The ROTC program is divided into two parts—the Basic Course and the Advanced Course. The Basic Course (MS I and MS II) consists of 100- and 200-level Military Science classes and is designed primarily for freshman and sophomore students. Students do not incur a military obligation in the Basic Course. The Advanced Course (MS III and MS IV) consists of 300- and 400-level Military Science classes and is reserved for junior, senior and graduate students. In the Advanced Course, the student receives a monthly tax free subsistence allowance of \$150.00 up to \$1500.00 and a military obligation is incurred.

The Military Science curriculum can be taken in conjunction with any of the four-year university degree programs and may be applied toward graduation requirements as electives. Students who attain a high standard of military and academic achievement may be afforded an opportunity to apply for active duty commission with a beginning salary of about \$28,000 per year.

Two-Year Program

Students who have not taken the first two years of Military Science may gain credit by attending Camp Challenge (MS 251) at Fort Knox, Kentucky. Students are awarded three credit hours for this camp and are paid approximately \$850 for the six-week camp. You may attend Camp Challenge with no obligation. If the student decides to enter the Advanced Course the obligation begins the first day of the junior year. Students interested in the two-year program should contact the Military Science Department. Also, qualified veterans and students who have had Junior ROTC in high school may be awarded credit for the first two years of ROTC.

Eligibility

To be eligible for enrollment in ROTC, an applicant must be a regularly enrolled full-time student capable of participating in a normal college physical education program. To progress to the Advanced

Course, students must meet age, physical condition, moral standards, have a 2.0 overall grade point average, and be entering their junior year of college. Members of the Army Reserve and National Guard may enroll in Military Science classes and receive a commission.

Scholarships and Allowances

Scholarships are available for two, three, or four years. Students enrolled in the Advanced Course receive a tax-free subsistence allowance of \$150 a month. They also receive about \$850 for attending a 6-week Advanced Camp (between the junior and senior year. Total remuneration for the final two years is approximately \$3,000. All military textbooks, uniforms, and equipment are furnished at no cost to students.

Graduate Schooling

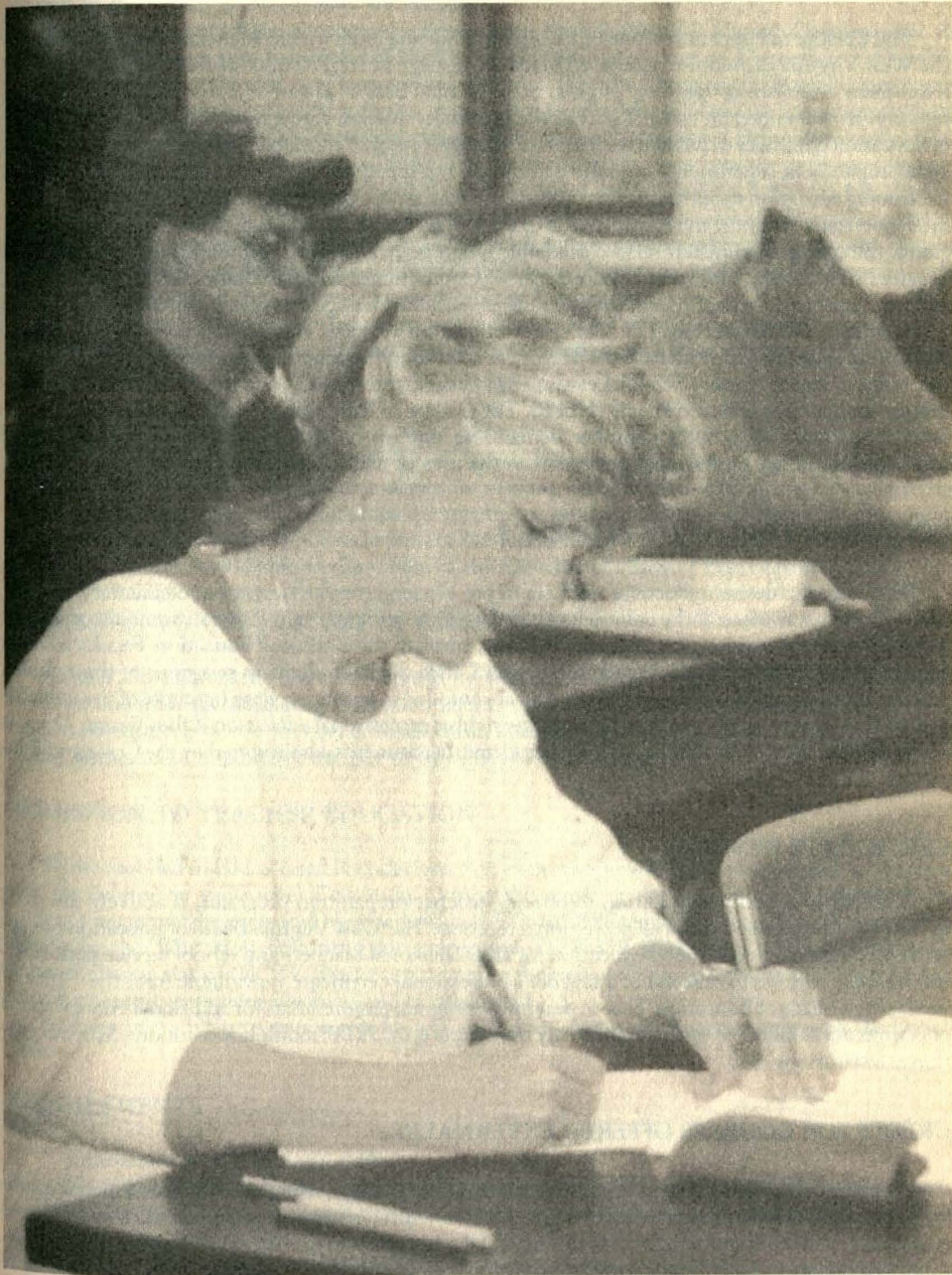
A delay to pursue a Master's Degree in any subject discipline other than religious studies may be granted for a period of up to 24 months. These opportunities are available before entering active duty, or at some later date. Future officers involved in a legal course of study or the medical sciences may delay their active duty for a period necessary to complete their studies, but not more than 36 months. All of these programs are varied and require intense application as a student.

Military Science Extracurricular Activities

In addition to ROTC classes, the Military Science Department offers unique opportunities in various activities. These activities are designed to create new and lasting friendships as well as to develop spiritual and mental leadership. The extracurricular activities are: the Color Guard, Intramural Sports, Ranger Challenge Team (the variety sport of cadet command), Rifle Team, Scabbard and Blade, and Officer's Christian Fellowship.

For further information, contact the Military Science Department, Room 217, Gullickson Hall, or call (304) 696-6450.

College of Education



College of Education

MISSION OF THE COLLEGE

The College of Education is one of the oldest academic units within Marshall University. When the West Virginia Legislature purchased Marshall College in 1867, it also insured the preparation of teachers by establishing the West Virginia State Normal School as part of the college program. This function has remained an integral part of the university mission throughout the years. The College of Education continues to prepare teachers and other professional educators, including counselors, principals, supervisors, superintendents, athletic trainers, and speech/language pathologists. It also provides continuing education opportunities for professional educators. All teacher education programs at Marshall University are under the control of the College of Education. In addition to teacher education programs, the college administers related academic programs in Dietetics, Fashion Merchandising, Food Service Management, Parks and Leisure Services, Counseling and Rehabilitation, Safety Technology, and non-teaching physical education programs in Adult Fitness, Sports Communication, and Sports Management and Marketing. The College of Education provides educational services for students and the community which include the Technical Education Program Improvement Center (TEPIC), the Autism Center, Nursery School, Learning Resources Center (LRC), and the Center for Higher Education for Learning Disabled People (HELP). The College of Education provides education and services for a program that is open, complex, demanding, and evolving. It meets the academic needs of educators and other professional personnel in the area of educational services.

COLLEGE OF EDUCATION STUDENTS

Students who desire to become teachers in pre-kindergarten/kindergarten, elementary, middle, and secondary schools or at the college level, and who are confident that they can attain the standards of academic and professional competency required, enroll in the College of Education. Faculty advisors and the representatives of the Academic Dean's Office direct students in programs of their choice throughout their college careers. Students who are enrolled in another college or school of the university may enroll for ten (10) semester hours in the field of professional education if they desire. There is no credit hour limit on enrollment in other academic departments administered by the College of Education.

CERTIFICATE RENEWAL

Marshall University, in addition to offering teacher preparation programs, is actively involved in the continuing education of all professional teachers. The West Virginia Board of Education has approved a program of continuing education for all professional teachers and school service personnel. Information relative to renewal of a teacher's professional certificate is available from the Office of the Dean, College of Education. Fees to determine program requirements for additional endorsements or permits are as follows: Marshall University transcripts only, \$5.00; multiple institutions, \$20; international institutions, \$30.

CREDIT FOR COURSES OFFERED EXTERNALLY

Credits earned through correspondence, extension, military service, radio, television, and special examinations are accepted up to a maximum of 28 semester hours. Courses are accepted only if such courses are offered by institutions of higher education which are accredited by a regional accreditation association of secondary schools and colleges and the National Council for Accreditation of Teacher Education. Enrollment for any such credit should be approved through the Dean's Office prior to enrollment.

PRE-STUDENT TEACHING LABORATORY EXPERIENCES

All Teacher Education students participate in experiences which permit them to observe children or youth in activities which are examples of the teaching/learning process. These experiences are provided in cooperation with the public schools of the area and non-school agencies. Students who enroll for these activities must meet the standards of dress and conduct which apply to teachers in the school or staff in the agency to which they are assigned.

The first of these activities accompanies Educational Foundations 218, Human Development. As a corequisite students must register for EDF 270, Level I Clinical Experience. The nature of the public school experience, its length, and location are determined by the Director of Clinical Experiences.

The second pre-student teaching clinical experience required for all Teacher Education students is a corequisite of the student's "methods" course. The "methods" course for elementary, early childhood, and special education students is CI 343. The "methods" course for secondary students is associated with their subject specialization: CI 428, CI 467, CI 468, CI 469, CI 473, CI 474, CI 476, CI 477, CI 478, CI 479, MKE 405, HEC 306, CD 468, and EDF 319 (music majors only). The corequisite for all of the above courses is CI 470, 471, or 472 Level II Clinical Experience. Students who plan to enroll in CI 470, 471, or 472 should consult with their advisors prior to registering for classes in order to plan for appropriate time allowances for the clinical experience.

Certain other programs require laboratory experiences that are associated with specific courses. Students should examine the Courses of Instruction section of this catalog for descriptions of courses in their programs.

TUBERCULOSIS TEST

West Virginia state law requires that all persons working with children in public schools have a negative tuberculosis test report. Tuberculosis test reports are valid for two years. Students entering public schools for any clinical experience must present this report to the school principal. Information about testing procedures is available in the Office of the Director of Clinical Experiences.

ADMISSION TO THE COLLEGE OF EDUCATION

Regular admission to the University constitutes admission to the College of Education for entering freshmen and students transferring from other institutions of higher education; there is no separate admission procedure. Students in other colleges within Marshall University must have fewer than 20 deficiency points to be eligible for transfer to the College of Education.

ADMISSION TO TEACHER EDUCATION

While enrolled in Educational Foundations 319, each student will be asked to submit an Application for Admission to Teacher Education. During the semester the application is submitted, the student's record will be evaluated by personnel in the Dean's Office to determine eligibility for admission to Teacher Education. Following the completion of EDF 319, the student will be notified of his or her admission status. (NOTE: Students must retain their eligibility for admission in order to be permitted to enroll in student teaching and to graduate.)

Each transfer student is responsible for initiating the application procedures through the Dean's Office.

REQUIREMENTS

1. Enrollment in the College of Education.
2. Sixty (60) semester hours completed. Transfer students must complete at least one semester (12 hours) of course work at Marshall University before being eligible for admission to teacher education.
3. Grade point requirements: (NOTE: Every requirement must be met.)
 - a. 2.5 GPA OVERALL.

- b. 2.5 GPA OVERALL MARSHALL courses.
 - c. 2.5 GPA in courses required in PROFESSIONAL EDUCATION.
 - d. 2.5 GPA in EACH TEACHING SPECIALIZATION.
4. A grade of "C" or above MUST be earned in each:
- a. GENERAL STUDIES REQUIREMENTS of:
 - (1) MATH
 - (2) SCIENCE
 - (3) ENGLISH COMPOSITION
 - (4) COMMUNICATION STUDIES
 - b. PROFESSIONAL EDUCATION COURSES
 - (1) EDF 218 (and EDF 270 clinical hours must have been completed)
 - (2) EDF 319
 - (3) Satisfactory completion of ALL THREE PARTS of the West Virginia Department of Education's requirement of the Pre-Professional Skills Test (PPST). EFFEC-TIVE FALL, 1992, this test MUST BE COMPLETED WITHIN the FIRST 60 HOURS of course work in order for the student to make continuous progress in the professional education block. The TRANSFER student MUST complete this requirement during the first 60 hours or first academic year at Marshall, whichever occurs first.
 - (4) Completion of the Speech and Hearing Screening. This is part of the EDF 218 course requirements. Transfer students MUST initiate this screening. Information about the screening is available in the Dean's Office.
 - (5) Art majors must have completed and passed a sophomore review by the Art faculty. An official notification from the Art Department must be on file in the Dean's Office.
 - (6) HPER majors must have successfully completed Physical Education 211 and all eight (8) skill competencies. An official notification from the HPER Division must be on file in the Dean's Office.

Any student who is denied admission to Teacher Education and enrollment in the junior methods course(s) should inquire about the APPEALS PROCEDURE in the Dean's Office, 225 Jenkins Hall and submit his or her appeal in writing ten (10) days prior to the first day of each regular term. The Standards Committee will meet to rule on each appeal on the first class day of each term.

DUE PROCESS PLAN FOR THE COLLEGE OF EDUCATION

Rationale for Due Process Policy:

Marshall University and the College of Education recognize the value of diversity. The faculty welcomes the opportunity to teach and assist students from diverse ethnic and cultural backgrounds, and students with physical handicaps and/or learning disabilities. We are committed to a positive, helpful approach to enabling students to succeed in their selected programs.

The Due Process Plan is designed to provide, prior to admission to Teacher Education, a mechanism for identifying and assisting students who exhibit characteristics that may impede success in teaching. The plan will make students aware of such characteristics early in the program and assist them in finding supports or remedial processes. It is unfair to students to allow them to progress to the senior year without making them aware of characteristics that may prevent them from succeeding.

Due Process Policy:

Students who are identified by public school clinical supervisors or by faculty members as having any of the following characteristics or conditions will be evaluated prior to Admission to Teacher Education. Students who have been so identified may be asked to participate in an interview prior to admission, at which time they will be told 1) the nature of the characteristics/conditions identified and reasons these may impede success in teacher education as well as in teaching, 2) the realities of employment in the public schools, and 3) recommendations for remedial procedures and sources of support or assistance that can promote success.

Characteristics/conditions which may result in an interview:

1. Failure to complete the Speech and Hearing Screening
2. Negative evaluation on the EDF 270 experience.
3. Performance, characteristic, or behavior that indicates that the student may not be able to meet West Virginia criteria for successful completion of student teaching and for certification.
4. Lack of ability to use standard grammar in oral and written communication.

Standards for Teacher Candidates:

In addition to the already established criteria for admission to teacher education (see current Marshall University Catalog), students identified for an interview will be assessed in relation to the probability that they can succeed in teaching, given current West Virginia standards for certification. The "Student Teaching Evaluation" and the accompanying "Professional Education Performance Objectives for Teaching Areas" shall serve as job-relevant criteria and shall be a standard for all teacher candidates. Students will be assessed on the basis of the likelihood that they will be able to meet those standards.

Interview Process:

Interviews will be scheduled during the final month of each semester. Students may invite a qualified professional to explain the nature of any identified performance, characteristic or behavior and act as the student's advisor.

Interview Panel Recommendations:

The following recommendations may be made by the panel interviewing students:

- a. The student may be provisionally admitted to teacher education at this time, but must attempt a prescribed remedial program aimed at qualifying for future admission.
- b. The student is eligible for full admission.

University Appeals Process:

Should the student not agree with the decision of the interview panel, the following process of appeal may be followed. Step 1: The student may appeal within 10 days to the chair of the Teacher Education Division Step 2: Should the student not find satisfaction at the level of the Chair, he/she may appeal within 10 days to the Dean of the College of Education. Step 3: Should the student not find satisfaction at the level of the Dean of the College of Education, he/she may appeal to the Provost, whose decision is final.

IMPLEMENTATION PLAN FOR DUE PROCESS POLICY**Process for Identifying Students:**

The Director of Clinical Experiences shall develop 1) clinical evaluation criteria that enable public school supervisors to identify students with any characteristic or conditions stated in the Due Process Policy and 2) a form to be used by all faculty and College of Education officials to identify the same.

Faculty members and/or supervisors will submit forms to the Director of Clinical Experiences. Each completed form constitutes one instance of identification for a student and will be entered into a data base. When a student receives three such identifications, the system will automatically generate a letter to the student indicating that an interview will be required as a part of the process of application for admission to teacher education. All students with one but fewer than three recorded deficiencies will be evaluated at the level of Admission to Teacher Education by the Teacher Education Standards Committee to determine whether interviews are necessary.

When a faculty member identifies a student, he or she will inform the student that a form is being submitted and secure the signature of the student signifying that the student has seen the form.

Selection of Interview Panel:

The Chair of the Teacher Education Standards Committee will select 10-15 faculty in teacher education who will serve as interviewers of candidates for teacher education. A legal advisor for the university will train the interviewers and explain student due process rights and the rights of the College to screen students in a non-discriminatory way.

Three interviewing faculty will be selected at random for each panel. Should any one of the three not be able to serve, another will be selected by the same process. The academic advisor of the student may not serve on the interview committee.

The Associate Dean for Students in the College of Education and the Director of Clinical Experiences will serve as ex officio members of the interview panels.

Remedial Processes: The Associate Deans in the College of Education, the Director of Clinical Experiences and the appropriate program coordinator shall form a panel to develop a list of remedial steps and sources of support and assistance for use by the interviewing panel.

The Associate Dean for Students, in consultation with the Teacher Education Standards Committee, will determine whether remedial steps have been completed and whether admission shall be granted.

STUDENT TEACHING

An applicant for a professional certificate who is to be recommended to a state department of education must complete student teaching at Marshall University.

Any course work in addition to the student teaching block must be approved by the Director of Clinical Experiences prior to registration. Any additional class scheduled during this period must meet after 4:00 p.m. No student may take more than sixteen (16) semester hours during the student teaching semester.

Students are assigned to public schools which have an agreement to provide student teaching experiences in cooperation with Marshall University. Since the supply of supervising teachers is limited and the College of Education has a large supply of teacher candidates, it is sometimes necessary that students be assigned to selected schools away from campus. It is not possible to place students in schools within walking distance. Students must provide transportation to student teaching site(s). Students are advised not to commit themselves to long-term leases since it may be necessary for some to seek housing in areas which are beyond commuting distance. In all cases the responsibility for placements rests with the Director of Clinical Experiences, and with the approval of the public school administration of the school in which the student is to be placed. Students who are assigned a student teaching position but who do not complete the assignment may not be assured of a future assignment.

Admission to student teaching at Marshall University requires the following:

1. Admission to Teacher Education.
2. Application for Student Teaching. Applications must be completed by midterm of the semester previous to enrolling for this experience. The deadline date for making application for student teaching will be posted outside the Dean's Office.
3. A quality point average of 2.5 or better in all courses attempted and in all course work at Marshall University in all courses in the teaching specializations, and in all courses in professional education. Students should review their program sheets to identify professional education courses. It will be the student's responsibility to insure that the above grade averages have been met prior to entering student teaching. Any student who enters student teaching without the above grade averages will be withdrawn by administrative action.
4. The completion of approximately three-fourths (3/4) of the course work in the teaching specialization(s). Applicants must complete a minimum of 100 hours prior to the beginning of student teaching.
5. Completion of the specialization methods courses. Elementary education students must complete CI 343, CI 446, and CI 471. Secondary education students must complete the methods course and CI 470 as identified on their student evaluation forms. Students seeking middle school endorsements must complete CI 401 and CI 403. Music majors must complete CI 472 as a corequisite with EDF 319.

NOTE: Students who are members of varsity teams may not participate in the student teaching program during the active season of their particular sport (e.g., football team members may enroll for student teaching only during the spring semester, basketball team members may enroll for student teaching only during the fall semester and so on).

ACADEMIC PROBATION

Any student who has less than a 2.0 average is on academic probation.

SCHOLASTIC INELIGIBILITY

Students are subject to the academic and behavioral regulations of the university. For failure to comply with such regulations, a student may be suspended as provided by the Board of Trustees.

1. A student on probation must show the improvement stipulated by the College of Education during each succeeding term in which he or she is enrolled. Students failing to meet this standard may be declared ineligible to attend the next regular academic semester or may be dismissed from the university
2. A student who has a deficit of 20 or more quality points and who did not receive the reduction stipulated by the College of Education on all work attempted during the period of last enrollment will be declared ineligible to attend the next regular academic semester. Permission to enroll in summer school must be obtained through the Dean's Office.

GRADUATION REQUIREMENTS

Graduation requirements in the College of Education differ by program area. General requirements for teacher education and human services programs are listed. Individual program requirements are identified with the specific programs.

Teacher Education Programs

1. Admission to teacher education.
2. Satisfactory completion of the culminating clinical experience (student teaching).
3. Completion of all required courses in each specialization, preprofessional skills, general education, and professional education.
4. Grade point averages of:
 - a. 2.5 overall and on all courses attempted at Marshall University. Transfer credit may not be used to increase the grade point average except in the case of "D and F" repeat policy.
 - b. 2.5 in each specialization.
 - c. 2.5 in professional education.
5. Completion of a minimum of 128 semester hours, including at least 56 hours at Marshall University.

Human Services Programs

1. Grade point averages of 2.0 overall and on all courses attempted at Marshall, unless a higher GPA is specified by the program. Transfer credit may not be used to increase the grade point average except in the case of "D and F" repeat policy.
2. Completion of a minimum of 128 semester hours, including at least 56 hours at Marshall University.

CERTIFICATE REQUIREMENTS (WEST VIRGINIA)

In addition to the graduation requirements, the prospective educator must meet the following requirements:

1. Acceptable score on the Pre-Professional Skills Test (PPST).
2. Admission to teacher education.
3. Acceptable score on content specialization examinations for each teaching specialization. All students except Communication Disorders majors should complete the test(s) during their senior year. Students in the graduate program in Communication Disorders are required to pass the content specializations test after admission to candidacy and before

- completion of the master's degree.
- 4. Quality point average of 2.5 or better for all courses attempted.
- 5. Quality point average of 2.5 or better in all comprehensive or subject specializations. All courses within the selected comprehensive or subject specialization(s) are considered in computing the grade point average, whether or not they are listed as requirements for the student's specific comprehensive or subject specialization(s).¹
- 6. Quality point average of 2.5 or better in all professional education courses.²
- 7. Quality point average of 2.5 or better in all courses attempted at Marshall University. Transfer credit may not be used to increase the grade point average except in the case of "D and F" repeat policy.

Students seeking certification in states other than West Virginia should check with the appropriate state department of education.

RESIDENCY REQUIREMENTS

Students who expect to complete degree requirements in the College of Education are required to complete their student teaching, a majority of their professional education courses, and the majority of each teaching specialization requirement at Marshall University, which must include at least one year's work in residence, one semester of which must be in the senior year. A "year in residence" must represent not less than 30 weeks' work in residence with not less than 24 hours credit. Students must complete at least 56 hours at Marshall University.

Candidates for a bachelor's degree who entered Marshall University within ten years prior to their graduation may graduate by meeting the requirements in effect at the time of their entrance into the College of Education provided that:

- A. The West Virginia Department of Education will accept the program under the Approved Program arrangements.
- B. The candidate for the degree and/or certification makes continuous progress toward the degree requirement. Continuous progress will be defined as a minimum of three (3) hours of approved credit within an academic year (including summer school).

When the candidate fails to complete the requirements within ten (10) years or fails to make continuous progress, he/she must meet the graduation/certification requirements in effect at the time of graduation or program completion. Any questions related to this matter should be referred to the Dean of the College of Education.

PROGRAM REQUIREMENTS

The following information refers to programming required in the College of Education.

- 1. Students must complete the curricular requirements as outlined in the undergraduate catalog in effect at the time they enter Marshall University or as outlined in this catalog.
- 2. A minimum of 128 semester hours is required for graduation.
 - a. Credits for English 099, Preparatory English, Math 099, Developmental Mathematics, and other developmental courses are not included in the minimum 128 hour total.
 - b. Students enrolling in the first year of a foreign language must complete six (6) semester hours if it is to be included in the minimum 128 semester hours required for graduation. Students who complete one-half or three (3) semester hours of the requirement must complete an additional three (3) hours of credit for a total of 131 semester hours for graduation.
- 3. A minimum of 45 semester hours must be earned in 300-400 level courses. Courses transferred from two-year colleges may not be used as part of the 300-400 level requirements. Courses transferred from four-year accredited colleges retain their original numbers.

¹Upper division content specialization courses must be taken at the 300-400 level. Lower division classes are not equivalent courses and may not be substituted.

²Upper division professional education courses must be taken at the 300-400 level. Lower division classes are not equivalent courses and may not be substituted.

4. Although students are expected to complete a majority of their work at Marshall University, it is possible to complete some course work at other institutions. Arrangements for such enrollment must be made in advance of enrollment.
5. Specializations may be taken in the following areas:

COLLEGE OF EDUCATION PROGRAMS

MULTI-SUBJECT EDUCATION K-8 (Elementary) (Students majoring in multi-subject K-8 have the option of adding one or more of the following elementary specializations.)

Elementary Programs

- Consumer and Homemaking 5-8
- Early Education PK-K
- English/Language Arts 5-8
- French 5-8
- General Science 5-8
- Math 5-8
- Mentally Impaired K-12
- Oral Communication 5-8 (Speech)
- Physically Handicapped K-12
- Social Studies 5-8
- Spanish 5-8

SECONDARY AND K-12 PROGRAMS

Secondary Programs

(Two specializations are required unless the field is comprehensive. One specialization must be 5-12, 9-12, or K-12.)

- Art Education 5-12
- Athletic Training 5-12
- Biological Science 9-12
- Business Education-Comprehensive 9-12
- Business Principles 9-12
- Chemistry 9-12
- Consumer and Homemaking 5-8
- Consumer and Homemaking-Comprehensive 5-12
- English/Language Arts 5-8
- English/Language Arts 5-12
- French 5-8
- French 5-12
- General Science 5-8
- General Science 5-12
- Health Education 5-12
- Home Economics Occupational 9-12
- Journalism 9-12 (must choose a second 5-12 or K-12 specialization)
- Latin 9-12
- Marketing Education 9-12 -Comprehensive
- Mathematics 5-8
- Mathematics 5-12
- Oral Communication 5-8 (Speech)
- Oral Communication 5-12 (Speech)
- Physical Education 5-12
- Physics 9-12
- Safety 9-12
- Social Studies 5-8

Social Studies 5-12-Comprehensive
 Spanish 5-8
 Spanish 5-12

K-12 Programs

(Two specializations are required unless the field is comprehensive. One specialization must be 5-12, 9-12, or K-12.)

- Art Education K-12 - Comprehensive
- Communication Disorders K-12 - Comprehensive
- Music Education K-12 - Comprehensive
- Physical Education K-12
- School Library Media K-12

HUMAN SERVICE PROGRAMS (COMPREHENSIVE)

(Only one specialization is required.)

- Adult Fitness
- Athletic Training
- Counseling and Rehabilitation
- Dietetics (Plan V)
- Fashion Merchandising
- Food Service Management
- Park Resources and Leisure Services
 - Leisure Services
 - Parks and Conservation
- Safety Technology
- Sports Communication Sports Management and Marketing

Students may obtain program sheets from the College of Education Office. These forms will assist in the planning and in the recording of progress.

GENERAL REQUIREMENTS FOR TEACHER EDUCATION PROGRAMS¹

University Baccalaureate Initiatives

Students entering teacher education programs, beginning with the fall of 1995, will be responsible for meeting the requirements of five new initiatives for general education. These include Writing Across the Curriculum, Computer Literacy, International and Multicultural Studies, Integrated Science and Mathematics, and the Capstone Experience. More detailed information about these requirements appears under Mission of the University. Each student in the College of Education should consult with his or her advisor to develop a plan for meeting these new requirements.

Teacher Preparation Programs

The general requirements for a Bachelor of Arts (B.A.) degree in the College of Education are as follows:

A.	FINE ARTS (Select 4 hours from the following).....	4
	Art 112, Art Appreciation	2
	Music 142, Music Appreciation ²	2
	Theatre 112, Theatre Appreciation	2
B.	ENGLISH COMPOSITION	6
	English: 101 and 102 or 201H ³	6
	ENGLISH LITERATURE (Select 6 hrs. from the following each of which has prerequisites.)	6

¹Courses in this category MAY NOT be completed under the credit/non-credit option.

²Music Majors required to complete 2 hours only (ART 112 or THE 112).

³This is an accelerated course for freshmen selected on the basis of ACT scores.

	At least 3 hours MUST come from English 317, 319, 321, 323, 450 or 451	3	
	Three hours may come from English 304, 305, 306, 307, 308, 310, 311, 313, 315, 320, 325, 329, 331, 340, 360	3	
C.	MATHEMATICS (Select 3 hours from the following).....	3	3
	Mathematics 121 or higher-level course ¹	3	
	Mathematics 122, Plane Trigonometry (General Science 5-12 majors)	3	
D.	CURRICULUM AND INSTRUCTION 102.....	1	
	Computer Applications in the Classroom (ALL majors)	1	
E.	PHYSICAL EDUCATION (Select 2 hours from physical education activities courses).....	2	2
F.	SCIENCE (Select 8 hours from the following) ²	8 ³	
	Biological Science 104 and/or 105	4-8	
	Biological Science 120 and/or 121 (for Science majors)	4-8	
	Biological Science 227 and 228 (for Athletic Training 5-12)	4-8	
	Chemistry 203 or Chemistry 204 or Chemistry 211 or Chemistry 212 and	3-6	
	Chemistry 213 or Chemistry 214 or Chemistry 215 or Chemistry 226	2	
	Geography 101, Physical Geography	4	
	Geology 110 and 210L or Geology 200 and 210L	4-8	
	Physics 201 and 202, or 203 and 204	4-8	
	Physical Science 109, 109L or 110, 110L	4-8	
	Integrated Science	4-8	
G.	SOCIAL STUDIES.....		12
	(Select 6 hours from History 101, 102, or 103)		
	History 101	3	
	History 102	3	
	History 103	3	
	and		
	Social Studies 207	3	
	History 208	3	
H.	COMMUNICATION STUDIES (3 hours required).....		3
	Communication Studies 103, Fundamentals of Speech Communication	3	
	Communication Studies 104H, Honors in Speech Communication ⁴	3	
	Communication Studies 305, Principles of Public Communication ⁵	3	45
	Total General Requirement Hours		

OTHER REQUIREMENTS

- A. 128 Minimum Semester Hours
- B. 45 Upper Division Hours (course with 300-400 numbers)
- C. Pre-Professional Skills Tests (PPST)
- D. Content Specialization Test(s) (Teaching Majors)

TEACHING CERTIFICATION PROGRAMS

The College of Education offers the following programs leading to teaching certification by the West Virginia Department of Education.

¹Elementary education majors need to sign up for special sections of Mathematics 121.
²All Home Economics majors (excluding Occupational Child Care) must complete CHM 203 and 204 and CHM 215 or 216.
³At least 4 hours of the Science requirement must be met through completion of an integrated science course.
⁴This is an accelerated course for freshmen selected on the basis of ACT scores.
⁵This is a beginning course open to juniors and seniors who have not had Speech 103 or by permission of the chairman of the Speech Department

SPECIALIZATION REQUIREMENT SHEETS¹

Specialization sheets which more specifically outline degree requirements are available from the College of Education Dean's office. Students are encouraged to request these sheets from the Dean's Office.

AREAS OF SPECIALIZATION

Listed under the appropriate Elementary, Middle Childhood or Secondary, or Non-Teaching Specializations are minimum requirements for graduation. The specializations are listed in alphabetical order and indicate the appropriate grade level.

ART K-12

A.	Teaching Specialization.....	54
	Art 113, 203, 214, 215, 217, 218, 255, 256, 299, 301, 307, 340, 350, 401, 402, 406, 460	48
	Art: (select three hours) 305, 306, 308	3
	Art: (select three hours) 403, 405, 407, 409, 412, 413	3
B.	Professional Education Core.....	37
	Curriculum and Instruction 403, 405, 409, 421, 445, 450, 468, 470	27
	Educational Foundations 114, 218, 270, 319	9
	ITL 365	1
C.	General Requirements (see page 98).....	45
D.	Pre-Professional Skills Tests (PPST)	
E.	Content Specialty Test(s)	
F.	All students applying for admission to any program in art must submit a portfolio and be approved by the Chairman of the Department.	
G.	At the end of the third semester, art students must submit a portfolio of art work completed in ART 203, 214, 215, 217, and 218 during the freshman and sophomore years for review by the art staff prior to enrollment in advanced courses in art. Students who are not approved for advancement will be required to repeat lower level work until successful. This portfolio is also a requirement for admission to Teacher Education.	
H.	All students must complete six semesters of ART 200 (0 credit hours). I. A successful exhibition of creative work must be presented by the students during the senior year.	

ART 5-12

A.	Teaching Specialization ²	45
	Art 113, 203, 214, 215, 217, 255, 301, 307, 340, 350, 401, 402, 406, 460	42
	Art: (select three hours) 305, 306, 308	3
B.	Professional Education Core.....	37
	Curriculum and Instruction 401, 403, 421; 445, 450, 452, 468, 470	27
	Educational Foundations 114, 218, 270, 319	9
	ITL 365	1
C.	General Requirements (see page 98).....	45
D.	A second 5-8, 5-12, K-12 or 9- 12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	
G.	All students applying for admission to any program in art must submit a portfolio and be approved by the Chairman of the Department.	

¹No courses listed in specialization requirements may be taken on CR/NC basis.

²Courses in this specialization may also be a part of General Requirements.

- H. At the end of the third semester art students must submit a portfolio of art work completed in Art 203, 214, 215 and 217 during the freshman and sophomore years for review by the art staff prior to enrollment in advanced courses in art. Students who are not approved for advancement will be required to repeat lower level work until successful. This portfolio is also a requirement for admission to Teacher Education.
- I. All students must complete six semesters of ART 200 (0 credit hours).
- J. A successful exhibition of creative work must be presented by the students during the senior year.

BIOLOGICAL SCIENCE 9-12

A.	Teaching Specialization ¹	43-44
	Biological Science 120, 121, 212 or 214, 320, 322, 324 and 415 or 416	28
	Chemistry 211, 212 and 216 ²	8
	Physics 201 and 202	4
	Electives: (Select three or four hours from the following courses:	
	Biological Science 302, 430, 460 (or other BSC courses)	3-4
B.	Professional Education Core	31
	Curriculum and Instruction 421, 445, 450, 470, and 474	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98).....	45
D.	A second K-12, 5-8, 5-12, or 9-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

BUSINESS EDUCATION COMPREHENSIVE 9-12

A.	Teaching Specialization ³	51
	Accounting 215, 216 and 348 or any approved 300 or 400 level	
	accounting 3-hour elective	9
	Economics 250	3
	Finance 207	3
	Management 320	3
	Marketing 340	3
	Office Technology ⁴ 112, 114, 261, 236, 237 and 265	18
	Business Education 305, 325, and 421	9
	Vocational and Technical Education 425	3
B.	Professional Education Core	31
	Curriculum and Instruction 421, 445, 450, 469, and 470	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98).....	45
D.	Pre-Professional Skills Test (PPST).	
E.	Content Specialty Test(s)	
F.	To aid in fully understanding the application of theory to business, applicants must complete a minimum of 200 clock hours of verified work experience, simulation, or practicum in a five-year period prior to certification.	

¹Courses in this specialization may also be a part of General Requirements.
²Chemistry 216 is preferred. Chemistry 213, 214 or 215 are acceptable.
³Requirements may be reduced for those who pass proficiency test.
⁴Students with high school typewriting and/or shorthand may request to test out of OT 113 (Typing I), OT 114 (Typing II), OT 111 (Shorthand I), and/or OT 236 (Introduction to Word Processing.) Check with the Division of Office Technology in the Community College for proficiency test dates.

BUSINESS PRINCIPLES (9-12)

A.	Teaching Specialization ¹	42
	Accounting 215, 216, and 348 or any approved 300 or 400 level	
	accounting 3-hour elective	9
	Economics 250	3
	Finance 207	3
	Marketing 340	3
	Office Technology ² 261, 236, 237 and 265	12
	Business Education 305, 325, and 421	9
	Vocational and Technical Education 425	3
B.	Professional Education Core	31
	Curriculum and Instruction 421, 445, 450, 469, and 470	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98)	45
D.	A second K-12, 5-8, 5-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	
G.	To aid in fully understanding the application of theory to business, applicants must complete a minimum of 200 clock hours of verified work experience, simulation, or practicum in a five-year period prior to certification.	

CHEMISTRY 9-12

A.	Teaching Specialization ³	29
	Chemistry 211 and 212	6
	Chemistry: (choose four hours) 213, 214, 215, 216	4
	Chemistry 307, 327, 345, 361, 365, 366	19
B.	Professional Education Core	31
	Curriculum and Instruction 421, 445, 450, 470, 474	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98)	45
D.	A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

COMMUNICATION DISORDERS K-12⁴

A.	Undergraduate Specialization Requirements	45
	Communication Disorders 241, 325, 420, 422, 424, 425, 426, 427, 429, 439, 460, 463, 468, 472 ⁵	
B.	Undergraduate electives approved by advisor	25
C.	Professional Education Core	13
	Curriculum and Instruction 421	3
	Educational Foundations 114 and 319; Psychology 311	9

¹Requirements may be reduced for those who pass proficiency test.

²Students with high school typewriting and/or shorthand may request to test out of OT111 (Shorthand I), and/or OT 236 (Introduction to Word Processing.) Check with the Division of Office Technology in the Community College for proficiency test dates.

³Courses in this specialization may also be a part of General Requirements.

⁴This program has two divisions: When a student completes the undergraduate program (requirements A, B, C, and D) and a minimum of 128 undergraduate hours, a baccalaureate in Communication Disorders will be awarded. This is a preprofessional, non-certificate degree. To be certified as a Speech/Language Pathologist a student must complete a Master's Degree in Communication Disorders. Upon completion of the Master's degree program in Communication Disorders and successful completion of the West Virginia Content Specialization Test, the student is eligible for certification by the State of West Virginia as a Speech/Language Pathologist.

⁵A student may not count more than 6 semester hours of practicum experience in meeting the minimum requirements for certification.

	Instructional Technology and Library Science 365	1
D.	General Requirements (see page 98)	45
E.	Pre-Professional Skills Test (PPST)	
F.	Graduate Record Exam - Required for admission to the Master's program.	
G.	Graduate specialization requirements ¹ , Communication Disorders 601, 620, 621, 622, 623, 624, 625, 628, 629, 660, 670, 671	
H.	Content Specialization Test after admission to candidacy.	
I.	The Speech/Language Pathology specialty area test of the National Teacher's Examination (For Master's Degree only)	

EARLY EDUCATION PK-K

A.	Teaching Specialization--Elementary K-8 ²	70
	Art 113, 340	6
	Curriculum and Instruction 101, 102, 201, 203, 300, 307, 342, 370, 446	23
	Geography 317	3
	Health Education 321	3
	History 330, 331	6
	Music 242, 342	5
	Physical Education 314	3
	Science: (choose 12 hours)	12
	Biological Science 104, 105	
	Physical Science 109, 109L, 110, 110L	
	Social Studies	
	History 440	3
	Select 6 hours from the following: History 101, 102, or 103 ³	6
B.	Teaching Specialization -Early Education, Ages 3-5	9
	Communication Disorders 418	3
	Home Economics 303, 435	6
C.	Professional Education Core	37
	Curriculum and Instruction 343, 367, 405, 409, 410, 421, 445, 471	27
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
D.	General Requirements (see page 98)	45
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

ELEMENTARY K-8 (Multi-Subject)

A.	Teaching Specialization ²	70
	Art 113, 340	6
	Curriculum and Instruction 101, 102, 201, 203, 300, 307, 342, 370, 446	23
	Geography 317	3
	Health Education 321	3
	History 330, 331	6
	Music 242, 342	5
	Physical Education 314	3
	Science (select 12 hours)	12
	Biological Science 104, 105	

¹ A student must have completed the four-year portion of the program and be admitted to graduate school prior to enrolling in these courses.

² Courses in this specialization may also be a part of General Requirements.

³ Six of these hours are included in the General Requirements.

Physical Science 109, 109L, 110, 110L	
Social Studies	
History 440	3
Select 6 hours from the following: ¹	
History 101, 102, or 103	6
B. Professional Education Core	37
Curriculum and Instruction 343, 367, 405, 409, 421, 445, 471	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C. General Requirements (see page 98)	45
D. 128 minimum semester hours	
E. 45 minimum upper division (300-400) hours	
F. Pre-Professional Skills Tests (PPST)	
G. Content Specialty Test(s)	

ENGLISH/LANGUAGE ARTS 5-8²

A. Teaching Specialization	30
Curriculum and Instruction 303	3
English 317, 319, 321, 323	9
English 402	3
English-Electives: 405 or 475	3
English 450 or 451	3
English-Electives: 304 or a 300-400 level course in twentieth century literature	3
Communication Studies 320 and 450	6
B. Professional Education	10-12
Curriculum and Instruction 401, 403, 452	
C. General Requirements (see page 98)	45
D. A second K-8, 5-12, 9-12, or K-12 Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

ENGLISH/LANGUAGE ARTS 5-12

A. Teaching Specialization	36
English 317, 319, 321, 323, 325, 402, 405, 420, 475	27
English: (select three hours) 450, 451	3
English: (select 6 hours in English at the 300-400 level. One course MUST be at the 400 level.)	6
Select 3 hours from English 304, 315, 320 or 329	
Select one 400 level course, preferably a period course; and 3 hours elective	
B. Professional Education Core	37
Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 477	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C. General Requirements (see page 98)	45
D. A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

¹Six of these hours are included in the General Requirements.

²This specialization may not be combined with English/Language Arts 5-12.

FRENCH 5-8¹

A.	Teaching Specialization ²	18
	French 101, 102, 203, 204	12
	French Conversation 310 or 311	3
	French Civilization 405 or 406	3
B.	Professional Education Requirements.....	10-12
	Curriculum and Instruction 401, 403, 452	
C.	General Requirements (see page 98)	45
D.	A second specialization for K-8, 5-12, 9-12, or K-12	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

FRENCH 5-12

A.	Teaching Specialization ²	30
	French 101, 102, 203, 204	12
	French Laboratory Techniques 314	3
	French Conversation 310 or 311	3
	French Grammar and Composition 315 or 316	3
	French Civilization 405 or 406	3
	French Literature (select three hours with consent of advisor)	3
	French Elective (select three hours with consent of advisor)	3
B.	Professional Education Core	37
	Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470 and 478	27
	Educational Foundation 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98)	45
D.	A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

GENERAL SCIENCE 5-8³

A.	Specialization Requirements ⁴	28
	Biological Science 120, 121 and 320 or Physical Science 210	12
	Geology 200 and 210L	4
	Physical Science 109 and 109L	4
	Physical Science 110 and 110L	4
	Physical Science 400 and 400L	4
B.	Professional Education Requirements.....	10-12
	Curriculum and Instruction 401, 403, 452	
C.	General Requirements (see page 98)	45
D.	A second Specialization for K-8, 5-12, 9-12, or K-12	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

GENERAL SCIENCE 5-12

A.	Teaching Specialization ⁴	38
	Biological Science 120, 121, and 320 or Physical Science 210	12
	Chemistry 203, 204 and two labs from Chemistry 213, 214, 215 or 216	10
	Geology 200, 210L	4

¹This specialization may not be combined with French 5-12.

²Minimum hours may be reduced if a student is given advanced standing for required content. If two foreign languages are elected as specializations the minimum requirements for the second language shall be 24 semester hours.

³This specialization may not be combined with General Science 5-12.

⁴Courses in this specialization may also be a part of the General Requirements.

Physical Science 400, 400L	4
Physics 201-202, 203-204	8
Mathematics 130	3
B. Professional Education Core	37
Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 474	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C. General Requirements (see page 98)	45
D. A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

HEALTH EDUCATION 5-12

A. Teaching Specialization	30
Health Education 220, 221, 222, 321, 325, 426	18
Physical Education 201, 345	6
Safety Education 235	3
Home Economics 210	3
B. Professional Education Core	37
Curriculum and Instruction 401, 403, 421, 428, 445, 450, 452, 470	27
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C. General Requirements (see page 98)	45
D. A second K-12, 5-12, 9-12, or 5-8 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

CONSUMER AND HOME MAKING 5-8¹

A. Teaching Specialization	28
Home Economics 110B, 112 or 213, 210, 212B, 303, 306B, 314B, 351B, 354B, 358, 406B, 415, 444B	
B. Professional Education Requirements ²	12
Curriculum and Instruction 401, 403 and Student Teaching	
C. General Requirements (see page 98)	48-49
D. Completion of a second K-8, 5-12, 9-12, or K-12 Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

CONSUMER AND HOME MAKING COMPREHENSIVE 5-12

A. Teaching Specialization	47
Home Economics 110, 203, 210, 212, 213, 303, 314, 351, 354, 358, 415, 416, 420, 427, 444	44
Home Economics Electives: (select three hours from upper division courses)	3
B. Professional Education Core	42
Curriculum and Instruction 401, 403, 421, 445, 470	12
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1

¹This specialization may not be combined with Home Economics 5-12.

²Courses in this category MAY NOT be completed under the CR/NC option.

	Home Economics 201, 305, 306, 406, 450	20
C.	General Requirements (see page 98)	48-49
D.	Pre-Professional Skills Tests (PPST)	
E.	Content Specialty Test(s)	

HOME ECONOMICS OCCUPATIONAL 9-12¹

A.	Teaching Specialization	
	Option A -Childcare Services.....	27
	Home Economics 210, 303, 415, 416, 435	15
	Art 113	3
	Theatre 225	3
	Physical Education 260	3
	Management 360	3
	Option B -Food Services ²	24
	Home Economics 110, 203, 210, 402, 405, 407, 413	21
	Management 360	3
B.	Professional Education Core	38
	Curriculum and Instruction 421, 445, 450 ³	6-10
	Educational Foundations 114, 218, 270, 319	9
	Home Economics 201, 305, 306, 406, 428, 450, ³ 466	15-23
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98)	45
D.	A second 5-8, 5-12, 9-12, or K-12 specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	
G.	1500-2000 hours of related work experience. Consult Home Economics Work Experience Coordinator for specific requirements.	

JOURNALISM 9-12

A.	Teaching Specialization.....	33
	Journalism 150, 201, 202, 241, 302, 360, 402, 404, 428, 440	
	Journalism Elective (select three hours from any other Journalism courses)	
B.	Professional Education Core	31
	Curriculum and Instruction 421, 445, 450, 470 and Methods ⁴	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98)	45
D.	A second 9-12, 5-12, or K-12 Teaching Specialization (Excluding School Library Media and Safety)	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

LATIN 9-12

A.	Teaching Specialization ⁵	33
	Classical Studies 436	3
	Latin 101, 102, 203, 204, 240	15
	Latin Electives (select 15 hours with approval of advisor)	15
B.	Professional Education Core	31

¹Choose one option for completion of this endorsement.

²in the Food Services Option, students must complete Chemistry 203, 204, and 215 or 216.

³HEC 450 will be taken for 6 credits rather than 12 when the specialization is combined with a specialization other than home economics that required CI 450.

⁴A methods course must be completed in the 9-12, 5-12, or K-12 specialization which must accompany Journalism.

⁵Minimum hours may be reduced if a student is given advanced placement for high school courses covering equivalent content. If two foreign languages are selected as specializations, the minimum requirements for the second language shall be 24 hours.

Curriculum and Instruction 421, 445, 450, 470, 478	21
Educational Foundations 114, 218, 270, 319	9
Instructional Technology and Library Science 365	1
C. General Requirements (see page 98).....	45
D. A second 5-8, 5-12 or K-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

MARKETING EDUCATION COMPREHENSIVE 9-12

A. Teaching Specialization.....	45
Accounting 215	3
Marketing Education 205, 301	6
Economics 250, 253	6
Management 320, 360, 424	9
Marketing 231, 340, 341, 344	12
Communication Studies 207	3
Vocational Technical Education 422, 425	6
B. Professional Education Core	31
Curriculum and Instruction 421, 445, 450, ¹ 470	18
Educational Foundations 114, 218, 270, 319	9
Marketing Education 405	3
Instructional Technology and Library Science 365	1
C. General Requirements (see page 98)	45
D. Pre-Professional Skills Tests (PPST)	
E. Content Specialty Test(s)	
F. Program requires 2,000 hours of verified work experience in the marketing or service occupations. Wage-earning experience shall be in businesses that (1) sell goods at retail, (2) services at retail, including financial and transportation services, and (3) wholesale.	

MATHEMATICS 5-8²

A. Teaching Specialization ³	21
Mathematics (MTH) 130, 140, 225, 330, 400, 401	
Mathematics (MAT) 115	
B. Professional Education Requirements.....	10-12
Curriculum and Instruction 401, 403, 452	
C. General Requirements (see page 98).....	45
D. A second K-8, 5-12, 9-12, or K-12 Teaching Specialization	
E. Pre-Professional Skills Tests (PPST)	
F. Content Specialty Test(s)	

MATHEMATICS 5-12⁴

A. Teaching Specialization ³	34-35
Mathematics 131, 230, 231, 330, 443, 445, 448, 449, 450	31
Mathematics Electives: (select three or four hours from Math courses at 300 or 400 level)	3-4
B. Professional Education Core	37
Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 479	27

¹The following Marketing Education courses are prerequisites for student teaching; MKE 205, 301, and 405.

²This specialization may not be combined with Mathematics 5-12.

³Semester hours may be reduced if a student receives advanced standing for required content.

⁴This specialization may not be combined with Mathematics 5-8.

	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see pages 98)	45
D.	A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

**MENTALLY IMPAIRED K-12¹
(MILD/MODERATE)**

A.	Teaching Specialization - Elementary ²	70
	Art 113, 340	6
	Curriculum and Instruction 101, 102, 201, 203, 300, 307, 342, 370, 446	23
	Geography 317	3
	Health Education 321	3
	History 330, 331	6
	Music 242, 342	5
	Physical Education 314	3
	Science: (select 12 hours from the following)	12
	Biological Science 104, 105	
	Physical Science 109, 109L, 110, 110L ³	
	Social Studies	9
	History 440	
	Select 6 hours from the following: ⁴	
	History 101, 102, or 103	
B.	Teaching Specialization -Mentally Impaired K-12	15
	Curriculum and Instruction 320, 433, 435, 439, 453	
C.	Professional Education Core	37
	Curriculum and Instruction 343, 367, 405, 409, 420, 440, 445, 471	27
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
D.	General Requirements (see page 98)	45
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

MUSIC K-12

A.	Teaching Specialization	62
	Applied Music Major	12
	Applied Music Minor ⁵	6
	Music Major Ensemble	7
	Music 115, 116, 121, 215, 216, 301, 315, 415, 422, 423, 425	32
	Music Electives: (select two hours from the following) 320 or 321	2
	Music Electives: (select three hours from the following) 261, 262, 263, 264	3
B.	Professional Education	36
	Curriculum and Instruction 403, 405, 409, 421, 450	17
	Curriculum and Instruction 445, 472	3
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
	Music 358 and 340	6

¹This program is an endorsement to Elementary Education. The graduate will be prepared for teaching Elementary K-8 and the Mentally Retarded K-12.

²Courses in this specialization may also be a part of General Requirements

³Eight hours of Science are included in General Requirements.

⁴These six hours are also included in General Requirements.

⁵Students who complete instrumental major and minor are required to complete Music 312-313 as part of minor requirements. Other specific requirements for applied minor areas must comply with current regulations as published by the Department of Music.

C.	General Requirements (see page 98) ¹	43
D.	Pre-Professional Skills Tests (PPST)	
E.	Content Specialty Test(s)	

ORAL COMMUNICATION 5-8 (COMMUNICATION STUDIES)²

A.	Teaching Specialization	18
	Communication Mass Media 202, 240, 300, 345, 450	15
	Theatre 225	3
B.	Professional Education Requirements.....	10-12
	Curriculum and Instruction 401, 403, 452	
C.	General Requirements (see page 98).....	45
D.	A specialization for Elementary Education K-8, 5-12, 9-12, or K-12	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

ORAL COMMUNICATION 5-12 (COMMUNICATION STUDIES)

A.	Teaching Specialization	33
	Journalism and Mass Communications 230	
	Communication Mass Media 202, 240, 300, 310, 320, 345, 450	24
	Theatre 150, 151, 222, and 437	9
B.	Professional Education Core	37
	Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 476	27
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98).....	45
D.	A second 5-8, 5-12, K-12, or 9-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	
G.	Oral Communication specialists must pass the voice and articulation screening test. Those who must receive therapy at the Speech Clinic will not receive academic credit for clinic participation. Specialists are also required to participate in cocurricular activities before their senior year. Activities and hours of participation will be recorded by the Communication Studies Department.	

PHYSICAL EDUCATION K-12

A.	Teaching Specialization ³	52-55
	Health Education 222	3
	Physical Education 118, 201, 211, 218, 260, 310, 311, 314, 321, 345, 350, 365, 369, 410, 435	41
	Five beginning competencies in skill oriented activities from dance, team sports, dual sports, and individual sports (which includes aquatics and gymnastics.) (See letter "H") Three intermediate competencies from dance, team sports, dual sports, and individual sports. (See letter "H")	
B.	Professional Education Core	37
	Curriculum and Instruction 403, 405, 409, 421, 445, 450, 470, 473	27
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98)	45
D.	A second K-12, 5-12, 9-12, or 5-8 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialization Test(s)	

¹Students in Music K-12 are not required to complete Music 142 (2 hours).

²This specialization may not be combined with Oral Communication 5-12.

³Courses in this specialization may also be a part of General Requirements.

- G. Must complete 4 intramural activities per year.
- H. Motor Skills Requirement. Skill competency may be completed by receiving an A or B in both the cognitive and psychomotor phases of the course. Transfer students need only pass the psychomotor tests with an A or B. This requirement must be completed prior to enrolling in CI 473.
 - 1. A competency test can be completed in one of two ways:
 - a. The student may take the competency test while enrolled in the course. The examination will consist of a cognitive test and a psychomotor test. Passing both phases fulfills the competency.
 - b. The student having completed the course or transferring credit for a similar course may register for the examination without enrolling for the course a second time. If the examination is successfully completed the competency is fulfilled.

NOTE: Once the cognitive test has been passed the student will not repeat that portion of the competency test a second time, even if the student fails the psychomotor test.

- 2. The motor skills which can be used to fulfill these competencies have been divided into three areas:
 - a. Dance: Two beginning skills are required.
 - b. Individual and Dual Sports: Two beginning skills and two intermediate skills are required.
 - c. Team Sports: One beginning skill and one intermediate skill are required.

NOTE: Beginning skill requirements must be met in activities other than those selected for intermediate skill competency.

- 3. If aquatics and gymnastics are not taken to satisfy an intermediate competency they must be taken at the beginning level. All other beginning and intermediate requirements are left for the student to choose as long as he/she fulfills five beginning and three intermediate skills.
- 4. The three areas and their associated motor skills have been listed below. The motor skills have been selected on the basis of an activity survey completed by the faculty.
 - a. Dance: Beginning Folk, Beginning Square, Beginning Modern, Intermediate Folk, Intermediate Square, Beginning Social, Intermediate Modern, and Intermediate Social.
 - b. Individual and Dual Sports: Beginning and Intermediate Tennis, Beginning and Intermediate Badminton, Beginning and Intermediate Aquatics, Beginning and Intermediate Gymnastics, Beginning and Intermediate Golf, Beginning and Intermediate Wrestling, Beginning Track and Field, Beginning and Intermediate Bowling, Beginning and Intermediate Archery, Beginning and Intermediate Handball, and Beginning and Intermediate Racquetball.
 - c. Team Sports: Beginning and Intermediate Soccer, Beginning and Intermediate Volleyball, Beginning and Intermediate Basketball, Beginning Field Hockey, and Beginning and Intermediate Softball.

PHYSICAL EDUCATION 5-12

A.	Teaching Specialization ¹	44-47
	Health Education 222	3
	Physical Education 118, 201, 211, 218, 310, 311, 321, 345, 365, 369, 410, 435	33
	Five beginning competencies in skill oriented activities from dance, team sports, dual sports, and individual sports (which includes aquatics and gymnastics. See section H.)	
	Three intermediate competencies from dance, team sports, dual sports, and individual sports. (See section H.)	
B.	Professional Education Core	37
	Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 473	27
	Educational Foundations 114, 218, 270, 319	9

¹Courses in this specialization may also be a part of General Requirements

- C. General Requirements (see page 98) 45
- D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization
- E. Pre-Professional Skills Tests (PPST)
- F. Content Specialization Test(s)
- G. Must complete 4 intramural activities per year.
- H. Motor Skills Requirement. Skill competency may be completed by receiving an A or B in both the cognitive and psychomotor phases of the course. Transfer students need only pass the psychomotor test. This requirement must be completed prior to enrolling in CI 473.

1. A competency test can be completed in one of two ways:
 - a. The student may take the competency test while enrolled in the course. The examination will consist of a cognitive test and a psychomotor test. Passing both phases fulfills the competency.
 - b. The student having completed the course or transferring credit for a similar course may register for the examination without enrolling for the course a second time. If the examination is successfully completed, the competency is fulfilled.

NOTE: Once the cognitive test has been passed the student will not repeat the portion of the competency test a second time, even if the student fails the psychomotor test.

2. The motor skills which can be used to fulfill these competencies have been divided into three areas:
 - a. Dance: Two beginning skills are required.
 - b. Individual and Dual Sports: Two beginning skills and two intermediate skills are required.
 - c. Team Sports: One beginning skill and one intermediate skill are required.

NOTE: Beginning skill requirements must be met in activities other than those selected for intermediate skill competency.

3. If aquatics and gymnastics are not taken to satisfy an intermediate competency they must be taken at the beginning level. All other beginning and intermediate requirements are left for the student to choose as long as he/she fulfills five beginning and three intermediate skills.
4. The three areas and their associated motor skills have been listed below. The motor skills have been selected on the basis of an activity survey completed by the faculty.
 - a. Dance: Beginning Folk, Beginning Square, Beginning Modern, Intermediate Folk, Intermediate Square, Beginning Social, Intermediate Modern, and Intermediate Social.
 - b. Individual and Dual Sports: Beginning and Intermediate Tennis, Beginning and Intermediate Badminton, Beginning and Intermediate Aquatics, Beginning and Intermediate Gymnastics, Beginning and Intermediate Golf, Beginning and Intermediate Wrestling, Beginning Track and Field, Beginning and Intermediate Bowling, Beginning and Intermediate Archery, Beginning and Intermediate Handball, and Beginning and Intermediate Racquetball.
 - c. Team Sports: Beginning and Intermediate Soccer, Beginning and Intermediate Volleyball, Beginning and Intermediate Basketball, Beginning Field Hockey, and Beginning and Intermediate Softball.

**PHYSICAL EDUCATION - ATHLETIC TRAINING 5-12
(Second Major Only)**

A. Teaching Specialization	53
Health Education 221 or 430, and Health Education 222	6
Physical Education 201, 202, 215, 321, 345, 448, 422, 435	25
Select One of the following: PE 476, PSY 204, PSY 302, PSY 311,	3
PSY 312 Physical Education 375 or 478	3
Psychology 201	3
Physical Education 479, 490, and 449	10

	Home Economics 210	3
	Clinicals (PE 255, 360, 361, and 460)	0
B.	Professional Education Core	37
	Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, and a methods course (in second field) EDF 114, 218, 270, 319, ITL 365	
C.	General Requirements (see page 98).....	4
D.	A second 5-12, 9-12, K-8, or K-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	
G.	950 hours of practical experience under the supervision of a certified athletic trainer.	
H.	Admission to Athletic Training (GPA 2.5)	

PHYSICALLY HANDICAPPED K-12¹

A.	Teaching Specialization -Elementary K-8 ²	70
	Art 113, 340	6
	Curriculum and Instruction 101, 102, 201, 203, 300, 307, 342, 445, 446	23
	Geography 317	3
	Health Education 321	3
	History 330, 331	6
	Music 242, 342	5
	Physical Education 314	3
	Science: (select 12 hours from the following) ³	
	Biological Science 104, 105 or	
	Physical Science 109, 109L, 110, 110L	12
	Social Studies	9
	History 440	
	Select 6 hours from the following: History 101, 102, or 103	
B.	Teaching Specialization -Physically Handicapped K-12	18
	Curriculum and Instruction 320, 429, 431, 432, 435, 439	
C.	Professional Education Core	37
	Curriculum and Instruction 343, 367, 405, 409, 420, 434, 445, 471	27
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
D.	General Requirements (see page 98).....	45
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

PHYSICS 9-12

A.	Teaching Specialization ⁴	38
	Physics 201, 202, 203, 204, 320, 421, 447	16
	Physics Electives: (Select 13 hours from the following)	
	304, 308, 314, 405, 415, 450	13
	Physical Science 400, 400L	4
	Chemistry 211, 213	5
B.	Professional Education Core	31
	Curriculum and Instruction 421, 445, 450, 470, 474	21

¹This program is an endorsement to Elementary Education. The graduate will be prepared to teach Elementary K-8 and the Physically Handicapped K-12.

²Courses in this specialization may also be a part of General Requirements.

³Eight Hours of Science are included in General Requirements.

⁴Courses in this specialization may also be a part of General Requirements.

	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98)	45
D.	A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

SAFETY 9-12¹

A.	Teaching Specialization	18
	Safety Education 235, 385, 450, 400, 410	15
	Health Education 222	3
B.	Professional Education Core	31
	Curriculum and Instruction 421, 445, 450, 470, and Methods	21
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98)	45
D.	A second 5-12 or K-12 Teaching Specialization (excluding Journalism and School Library-Media)	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

SCHOOL LIBRARY-MEDIA K-12²

A.	Teaching Specialization	24
	Curriculum and Instruction 203, 303	
	Instructional Technology and Library Science 415, 420, 425, 465, 466, 468	
B.	Professional Education Core	35-37
	Curriculum and Instruction 403, 409, 421, 445, and Methods	15
	Curriculum and Instruction 405 or 450	6
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365, 450	5-7
C.	General Requirements (see page 98)	45
D.	A second K-8, 5-12, 9-12, or K-12 Teaching Specialization (excluding Journalism and Safety)	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

SOCIAL STUDIES 5-8³

A.	Teaching Specialization ⁴	30-31
	Geography (select 6-7 hours from the following)	
	100, 101, 206, 317, 418	6-7
	Non-Western World History (select 3 hours from the following)	
	208, 301, 302, 377, 378, 423, 429, 430, 435	3
	History 330, 331, 440	9
	Political Science 104	3
	Social Studies: (select six hours from the following)	
	History 101, 102, 103	6
	Social Studies 404	3
B.	Professional Education Requirements	10-12
	Curriculum and Instruction 401, 403, 452	
C.	General Requirements (see page 98)	45

¹A methods course must be completed in the 5-12 or K-12 specialization which must accompany Safety.

²A methods course must be completed in the 9-12, 5-12, or K-12 specialization which must accompany School Library Media.

³This specialization may not be combined with Social Studies 5-12.

⁴Courses in this specialization may also be a part of General Requirements.

- D. Completion of a second specialization for Elementary Education, K-8, K-12, 5-12, or 9-12
- E. Pre-Professional Skills Tests (PPST)
- F. Content Specialty Test(s)

SOCIAL STUDIES COMPREHENSIVE 5-12

A.	Teaching Specialization ¹	60
	Anthropology 201	3
	Economics 250, 253, 342, 408	12
	Geography (Select six hours from the following) 100, 203, 317	6
	Non-Western World History (Select six hours from the following)	
	History 208, 301, 377, 378, 423, 429, 430, 435	6
	Social Studies 404	3
	Political Science 104, 233, 440	9
	History 101, 102, 103, 330, 331, 440	18
	American History: (select three hours from the following)	
	250, 312, 333, 402, 403, 404, 405, 409, 414, 416, 431, 432, 433	3
B.	Professional Education Core	37
	Curriculum and Instruction 401, 403, 421, 445, 450, 452, 467, 470	27
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1
C.	General Requirements (see page 98).....	45
D.	Pre-Professional Skills Tests (PPST)	
E.	Content Specialty Test(s)	

SPANISH 5-8²

A.	Teaching Specialization	18
	Spanish 101, 102, 203, 204	12
	Spanish Conversation 310 or 311	3
	Latin American Civilization 405 or Hispanic Civilization 406	3
B.	Professional Education Requirements	10-12
	Curriculum and Instruction 401, 403, 452	
C.	General Requirements (see page 98).....	45
D.	A specialization for Elementary Education K-8, 5-12, 9-12, or K-12	
E.	Pre-Professional Skills Tests (PPST)	
F.	Content Specialty Test(s)	

SPANISH 5-12

A.	Teaching Specialization ³	30
	Spanish 101, 102, 203, 204	12
	Spanish Conversation 310 or 311	3
	Spanish Laboratory Techniques 314	3
	Spanish Grammar and Composition 315 or 316	3
	Latin American Civilization 405 or Hispanic Civilization 406	3
	Spanish Literature (select three hours with consent of advisor)	3
	Spanish Elective (select three hours with consent of advisor)	3
B.	Professional Education Core	37
	Curriculum and Instruction 401, 403, 421, 445, 450, 452, 470, 478	27
	Educational Foundations 114, 218, 270, 319	9
	Instructional Technology and Library Science 365	1

¹Courses in this specialization may also be a part of General Requirements

²This specialization may not be combined with Spanish 5-12.

³Minimum hours may be reduced if a student is given advanced standing for required content. If two foreign languages are elected as specializations, the minimum requirements for the second language shall be 24 hours.

- C. General Requirements (see page 98)..... 45
- D. A second 5-8, 5-12, 9-12, or K-12 Teaching Specialization
- E. Pre-Professional Skills Tests (PPST)
- F. Content Specialty Test(s)

HUMAN SERVICES PROGRAMS

The College of Education offers the following programs for preparation in the human services professions.

- Adult Fitness
- Athletic Training
- Counseling and Rehabilitation
- Dietetics Plan V
- Fashion Merchandising
- Food Service Management
- Park Resources and Leisure Services
- Safety Technology
- Sports Communication
- Sports Management and Marketing

GENERAL REQUIREMENTS¹

Students entering human services programs, beginning with the fall of 1995, will be responsible for meeting the requirements of five new initiatives for general education. These include Writing Across the Curriculum, Computer Literacy, International and Multicultural Studies, Integrated Science and Mathematics, and the Capstone Experience. More detailed information about these requirements appears under Mission of University. Each student in the College of Education should consult with his or her advisor to develop a plan for meeting these new requirements.

A.	Fine Arts.....	3-4
	Fashion Merchandising: ART 112 and THE 112 or MUS 142	4
	Fine Arts 101 (other majors)	3
B.	English Composition.....	12
	ENG 101 and 102, or 201H ² or 302	6
	English Literature (Select 6 hours from the following)	
	At least 3 hours MUST come from ENG 317, 319, 321, 323, 450 or 451	3
	3 hours may come from ENG 304, 305, 306, 307, 308, 310, 311, 313, 315, 320, 325, 329, 331, 340, 360	3
	Safety majors must take ENG 354 for 3 hours and select 3 additional hours from ENG 317, 391, 321, 323, 450, 451	
C.	Mathematics.....	3
	MTH 121 or higher-level course ³	3
D.	Computer Science.....	1-3
	CI 102 or CIS 101	1-3
	Dietetics and Food Service Management majors must take CIS 101	
E.	Physical Education (Select 2 hours from any physical education activities courses).....	2
F.	Science.....	8-10 ⁴
	Dietetic majors must take CHM 211, 212, 213 and 214	10
	Fashion Merchandising majors must take CHM 203, 204, and CHM 215 or 216	8

¹Courses in this category MAY NOT be completed under the CR/NC option.

²This is an accelerated course for freshmen selected on the basis of ACT scores.

³Dietetics majors need to check with advisors to determine which specific mathematics courses meet this requirement.

⁴At least 4 hours of the Science requirement must be met through completion of an integrated science course.

Food Service Management majors must take CHM 203 and 204 or 211 and 212 and 4 hours from the following: CHM 213, 214, 215	10
BSC 104 and/or 105; 120 and/or 121 (for Science majors)	4-8
CHM 203 or 204 or 211 or 212 and	3-6
CHM 213 or 214 or 215 or 216	2
GEO 101	4
GLY 110 and 210L or 200 and 210L	4-8
PHY 201 and 202 or PHY 203 and 204	4-8
PS 109 and 109L or PS 110 and 110L	4-8
Integrated Science ¹	4-8
G. Social Sciences	12
Dietetic majors take PSY 201 and PSC 104	6
Food Service Management majors take PSY 201 and ECN 241	6
Safety majors take SOC 200	3
SOS 207, HST 208	3
Park and Resources and Leisure Services majors take PSY 201 and PSC 104	
Select 6 hours from HST 101, 102, or 103 (all students)	6
H. Communication Studies (3 hours required)	
CMM 103 or 104H ² or CMM 305 ³	3
Total General Requirements	44-48
Other Requirements	
A. 128 Minimum Semester Hours	
B. 45 Upper Division Hours	
C. See catalog for specific program requirements.	
D. Athletic trainers planning to teach in public schools must take the Pre-Professional Skills Tests (PPST) and Content Specialization or NATA certification tests.	

ATHLETIC TRAINING INTERDISCIPLINARY

The Physical Education area of the division of Health, Physical Education and Recreation, located in the College of Education, offers a comprehensive interdisciplinary non-teaching option in physical education which affords students the possibility for emphasis in athletic training, leading to the Bachelor of Arts degree and the issuance of a Professional Service Certificate to serve as a Certified Athletic Trainer in the public schools. This program is accredited by the National Athletic Trainers Association.

A. General Requirements (see page 116).....	45
B. Professional Core	76
1. Applied Core (9 hours)	
Physical Education 118, 218, 410 9	
2. Cognate Core (27 hours)	
Select two of the following: Health Education 220, 221, and 430	6
Health Education 220	3
Physical Education 201, 202, 321, 345, 435	15
Select one of the following: PE 476, PSY 204, PSY 302, PSY 311, PSY 312	3
3. Activity Courses (2 hours general studies)	
Physical Education 115 and 127	2
4. Athletic Training (29 hours)	
Home Economics 210	3

¹Dietetics majors are exempted from this requirement.

²This is an accelerated course for freshmen selected on the basis of ACT scores.

³This is a beginning course open to juniors and seniors who have not had Speech 103 or by permission of the chairman of the Speech Department.

	Physical Education 215, 375, 385, 422, 448, 449, 478, 479	26
	Clinicals (PE 255, 360, 361, and 460)	0
5.	Professional Education (9 hours)	
	Educational Foundations 114, 218, and 319	9
C.	Electives -Restricted electives approved by advisor	12
D.	Pre-Professional Skills Tests (PPST) prior to admission	
E.	Content Specialization Test(s) or NATA Certification Test	
F.	800 hours of practical experience under the supervision of a certified athletic trainer.	
G.	Admission to Athletic Training (GPA 2.5)	
	1. Enrollment in the College of Education.	
	2. Sophomore standing. Transfer students must be enrolled as full-time students.	
	3. Grade Point Requirements.	
	a. 2.5 GPA overall and on all course work completed at Marshall.	
	b. 2.5 GPA in professional education.	
	c. 2.5 GPA in athletic training courses.	
	4. A grade of C or better in English 101, 102, and Speech 103 or 305.	
	5. A grade of C or better in EDF 218, HE 222, PE 201, and PE 215.	
	6. Three letters of recommendation including one from a member of the Marshall University faculty.	
	7. Submission of an application and resume by November 1.	
	8. Interview by, and recommendation from, the Athletic Training Admissions Committee.	
	9. Take and pass the PPST.	
H.	Graduation Requirements for Athletic Training	
	1. A 2.5 GPA overall and on all course work at Marshall.	
	2. A 2.5 GPA overall in professional education with all course grades of "C" or better.	
	3. A 2.5 GPA in athletic training courses with grades of "C" or better.	
	4. Completion of PE 490 with a grade of "B" or better.	
	5. Completion of a minimum of 950 clinical hours under the supervision of an approved certified athletic trainer. The clinic hours must include four semesters of at least 200 hours each and one semester of public school experience.	

ADULT FITNESS INTERDISCIPLINARY

A.	General Requirements (see page 116).....	45
B.	Professional Core	85
	1. Applied Core (15 hours)	9
	Physical Education 118, 218, 410	9
	Psychology 201 and 440	6
	2. Cognate Core (24 hours)	
	Physical Education 201, 202, 215, 321, 345, 365	18
	Health Education 222	3
	Home Economics 210	3
	3. Activity Courses	8
	Physical Education 115, 127, 211, and 4 hours with approval of advisor	
	Adult Fitness (17 hours)	
	Physical Education 375, 385, and 478	9
	Physical Education 490	8
C.	Restricted Electives	21
	1. Business Option	
	Accounting 215, 216	
	Finance 307, 323	
	Management 320	
	Marketing 340	
	Elective (3 hours)	
	2. Science Option	

Chemistry 211, 212, 213 or 215, 214 or 216

Computer Science and Software Development 101 or CI 102 Physics 201, 202, 203, 204

PHYSICAL EDUCATION

The Physical Education Program of the Division of Health, Physical Education, and Recreation, located in the College of Education offers comprehensive interdisciplinary human services options in physical education which affords students the possibility for emphasis in sports communication, sports management and marketing, leading to a Bachelor of Arts degree.

A.	General Requirements (see page 116).....	45
B.	Professional Core	47-48
1.	Applied Core (15 hours)	
	Physical Education 118, 218, 410	9
	Journalism 330	3
	Management 320	3
	Psychology 201, 204	6
2.	Cognate Core (20-21 hours from the following)	
	Finance 307	3
	Health Education 222 ¹	3
	Physical Education 201, 202, 215, 321, 345, 416 ¹	15
	Physical Education 369, 426, 427, 428, 429, 432, 433, 436, 437, 476 ¹	2
3.	Physical Education Activity Courses (8 hours)	
	Physical Education 115, 125, 132, 140, 141, 142, 403	
	Physical Education 124, 155, 156, 160, 170, 260, 404	8
C.	Sports Communication Option.....	37
	Journalism 201, 202, 240, 241, 335, 402, 439, 440, and 430 or 436	28
	Physical Education 490	
	Electives to be taken from the following courses:	9
	Speech 230, 231, 233, 272, 331, 433	
	Journalism 437, 350, 351	
	Counseling and Rehabilitation ² 306, 406, 445	
D.	Sports Management and Marketing Option	36
	Accounting 215, 216	
	Economics 250, 253	
	Finance 307, 323	6
	Marketing 340, 341, 344	9
	Management 424, 460	6
	Physical Education 490	3

COUNSELING AND REHABILITATION

The Counseling and Rehabilitation program leads to a Bachelor of Arts Degree and prepares the student for (1) preprofessional work in community agencies, residential counseling, and other human service areas or (2) for additional study and advanced professional degrees in Counseling and Rehabilitation or related fields. This program does not qualify an individual for public school specialization or teaching.

A.	General Requirements (see page 116).....	45
B.	Academic Core (All C&R majors are required to take these courses)	33
	Counseling and Rehabilitation 306, 320, 406, 415, 425, 430, 440, 446, 448	
	Psychology 201, 311	
C.	Applied Core (All C&R majors are required to take these courses).....	24
	Counseling and Rehabilitation 370, 433, 435, 449, 470, 490	

¹Required for Sports Communication Option.

²Students interested in Manual Communication should elect to take these courses as electives under the Sports Communication Option.

D.	Additional Requirements (choose any five)	15
	Counseling and Rehabilitation 428, 455, 456, 457, 458, 473, 474 475, 476, 477, 498	
E.	General Electives	12
	(Advisor approval from these recommended below to meet 128 hour minimum graduation requirements)	
	Anthropology 405, 427, 437, 453, 455	
	Communication Studies 300, 315, 322, 345, 406	
	Counseling and Rehabilitation 445, 454, 473, 474, 498	
	Criminal Justice 231, 331, 425, 431, 432	
	Curriculum and Instruction 320, 421, 422, 424, 429, 433	
	Educational Foundations 435	
	Instructional Technology and Library Science 365	
	Home Economics 210, 358, 427	
	Psychology 204, 223, 302, 312, 360, 406, 408, 440	
	Speech 202, 307, 406	
	Sociology 200, 302, 310, 311, 320, 325, 330, 335, 342, 400, 408, 412, 413, 423, 428, 433	
	Social Work 205, 316, 429	
F.	Procedures for admission to the major	
	1. Students who wish to become Counseling and Rehabilitation majors should enroll in Counseling and Rehabilitation 306 and 370. (Admission as a major requires a grade of "B" or higher in these two courses.)	
	2. While enrolled in the above two courses, individuals interested in being considered as majors should submit to the department all of the following:	
	a. Application for admission to Counseling and Rehabilitation.	
	b. A transcript (official or unofficial) of college grades.	
	3. Applications must be submitted to the department prior to the established deadline for consideration.	
	4. Recommendations from the instructors in CR 306 and 370 will be considered in granting admission.	
	5. Recommendations from the Admissions Committee will be a major factor in granting admission.	
	6. Students who have not completed all of the requirements for admission to the major cannot enroll in CR 449 or CR 490.	
	7. Student must demonstrate emotional and behavioral stability.	
	8. Student must demonstrate ethical behavior consistent with discipline.	
	9. The student must have a 2.5 GPA both overall and in the major for graduation.	
G.	A minor may be earned by the completion of 12 semester hours in a given field of study. Courses must be in addition to those which meet the general studies requirement. Six of the twelve hours must be in upper division courses.	

DIETETICS

The Home Economics Program offers an option to students who are interested in dietetics. The Dietetics Program leads to a Bachelor of Science degree and prepares students for work in clinical nutrition, food service, and community health. To qualify for registration the student must complete the following approved Plan V Program. In addition, clinical experience must be obtained through an accredited internship or an approved preprofessional practice program (AP4).

A.	General Requirements (see page 116)	48
B.	Supporting Courses	
	Science	
	Chemistry 327, 365	6
	Biological Science 227, 228	8
	Biological Science 302 or Biological Science 250	4

Social Science		
	Sociology 200, Economics 250	6
	Management 320, 424	6
C.	Professional Courses	
	Home Economics 110, 203, 210, 306, 403, 404, 405, 407, 409, 413, 470	33
D.	Recommended Electives - Select 17 hours	17
	Physical Education 345, Sociology 452 or Counseling 456, Sociology 412, Counseling 261, Educational Media 466, Home Economics 259, Political Science 202	
E.	Admission to major	
	1. Complete at least 45 hours of course work with an overall grade point average of 2.5 or higher.	
	2. Earn at least a "B" in HEC 110, 210 and 203.	
	3. Complete CHM 211, 212, 213, and 214.	
	4. Submit one copy of the Application Form for Admissions to the Dietetics Program to the advisor and one copy to the College of Education by February 15 or July 15 (the date closest to the completion of the requirements). Admission forms are available from the advisor.	
F.	American Dietetics Association Plan V Verification Statement: If a student wishes to apply for dietetic internships or an AP4, an overall grade point average of 2.8 or higher and a grade of "B" or higher in all Home Economics courses attempted is required.	

FASHION MERCHANDISING

The Home Economics Program offers an option to students who are interested in fashion retailing. This option leads to a BA degree with a support area in Marketing which prepares the students for positions in entry and mid-level management in fashion retail stores.

A.	General Requirements (see page 116).....	44-48
B.	Home Economics Core Requirements.....	15
	Home Economics 210, 212A, 354A, 415, 444	
C.	Home Economics Professional Core.....	32
	Home Economics 112, 160, 259, 270, 306A, 314A, 359, 414, 417, 459, 490	
D.	Cognate Core.....	27
	Art 214	
	Accounting 215	
	Economics 250, 253	
	Marketing 231, 340, 344, 410	
	Select 3 hours from Management 360, Marketing 414 or 437	

FOOD SERVICE MANAGEMENT

A specialized option available to Home Economics majors is Food Service Management. This option leads to a B.A. degree with a minor in Business. Graduates of this program would be highly employable in the evergrowing job market of food service, including entry level food and beverage management in hotels, restaurants and resorts, consultant with food company, institutional food service management, entrepreneurship, etc.

A.	General Requirements (see page 116).....	48-49
B.	Food Service Management Requirements.....	61
	Home Economics 110, 201, 203, 210, 259, 402, 405, 407, 413, 471	
	Biological Science 302	
	Management 318, 320, 424, 425	
	Mathematics 190	

Accounting 215, 216	
Finance 323	
C. Electives	18-19

PARK RESOURCES AND LEISURE SERVICES

This is a non-teaching interdisciplinary program in Park Resources and Leisure Services leading to the Bachelor of Science degree. The program is accredited by the National Recreation and Park Association in conjunction with the American Alliance of Leisure and Recreation. The Park Resources and Leisure Services curriculum is a generalist program; however, students who wish to follow a more specialized program may select a recommended series of courses which are designed to prepare graduates for entry level employment in one or more of the following emphasis areas:

(1) Parks and Conservation - Prepares graduates for employment in federal, state, local and commercial organizations whose responsibilities include the planning and management of natural resources for recreational use by the American people. Employment opportunities include national, state, and regional parks; national forests; Corps of Engineers' projects; outdoor education and environmental centers; commercial parks, zoological and botanical parks, and others.

(2) Leisure Services (Public Recreation) - This emphasis area prepares graduates for employment with organizations whose principal mission is the delivery of recreation programs and services. These organizations include public recreation departments, youth-serving organizations, commercial and industrial agencies, and social-serving agencies.

(3) Therapeutic Recreation - Graduates having an emphasis in this area may seek employment with organizations whose responsibility includes the delivery of recreation programs and services to the ill, handicapped, elderly, and disadvantaged. These organizations include institutions for the mentally, physically, visually, and hearing impaired as well as social service agencies and institutions for the elderly.

A. General Requirements (see page 116).....	43-45
B. Professional Preparation Requirements	57
(All Park Resources and Leisure Services Majors are required to take these courses.)	
1. Park and Recreation Courses Park Resources and Leisure Services 101, 120, 210, 230, 270, 301, 310, 401, 402, 410, 490	
2. Interdisciplinary Courses	
Health Education 222	3
Management 320	3
Management 424 (PR 320, perm.)	3
Communication Studies 207	3
Computer and Information Sciences 101	3
C. Specialized Courses	20
Select a minimum of 20 hours from the following list of courses. Students wishing to concentrate on courses in the Parks and Conservation, Leisure Services (Public Recreation), or Therapeutic Recreation areas will be counseled accordingly by their faculty advisor.	
Park Resources and Leisure Services 201, 220 (CR: 270), 231, 271, 320, 330, 421, 422, 430, 431, 480-483, 485-488	
Counseling and Rehabilitation 306 (CR 370), 261, 320, 418	3
Criminal Justice 211	3
Counseling and Rehabilitation 370 (CR 306)	2
Biological Sciences 405, 416 and 460	10
Geography 320, 414, 416, 429, and 430	15
Journalism 330	3
Mathematics 225	3
Physical Education 295	2
Physical Education 345, 365, and 435	9
Sociology 200, 311, 321, 335, 452	3
D. Restricted Electives (must be approved by faculty advisor).....	6-8

Total Program 128

SAFETY TECHNOLOGY

The Bachelor of Science degree in Safety Technology offers students the option of preparing for entry level positions in Industry, Governmental agencies, and related Service Industries. The need for Safety Professionals has expanded due to Federal and State Legislation governing Safety and Health in the workplace and an increase in public awareness of Safety and Health factors. The program follows the recommendations of the American Society of Safety Engineers for preparation of Safety Professionals. The non-teaching program allows students to prepare for professional safety positions in either of the two optional emphases: (1) Mining, (2) Occupational Safety.

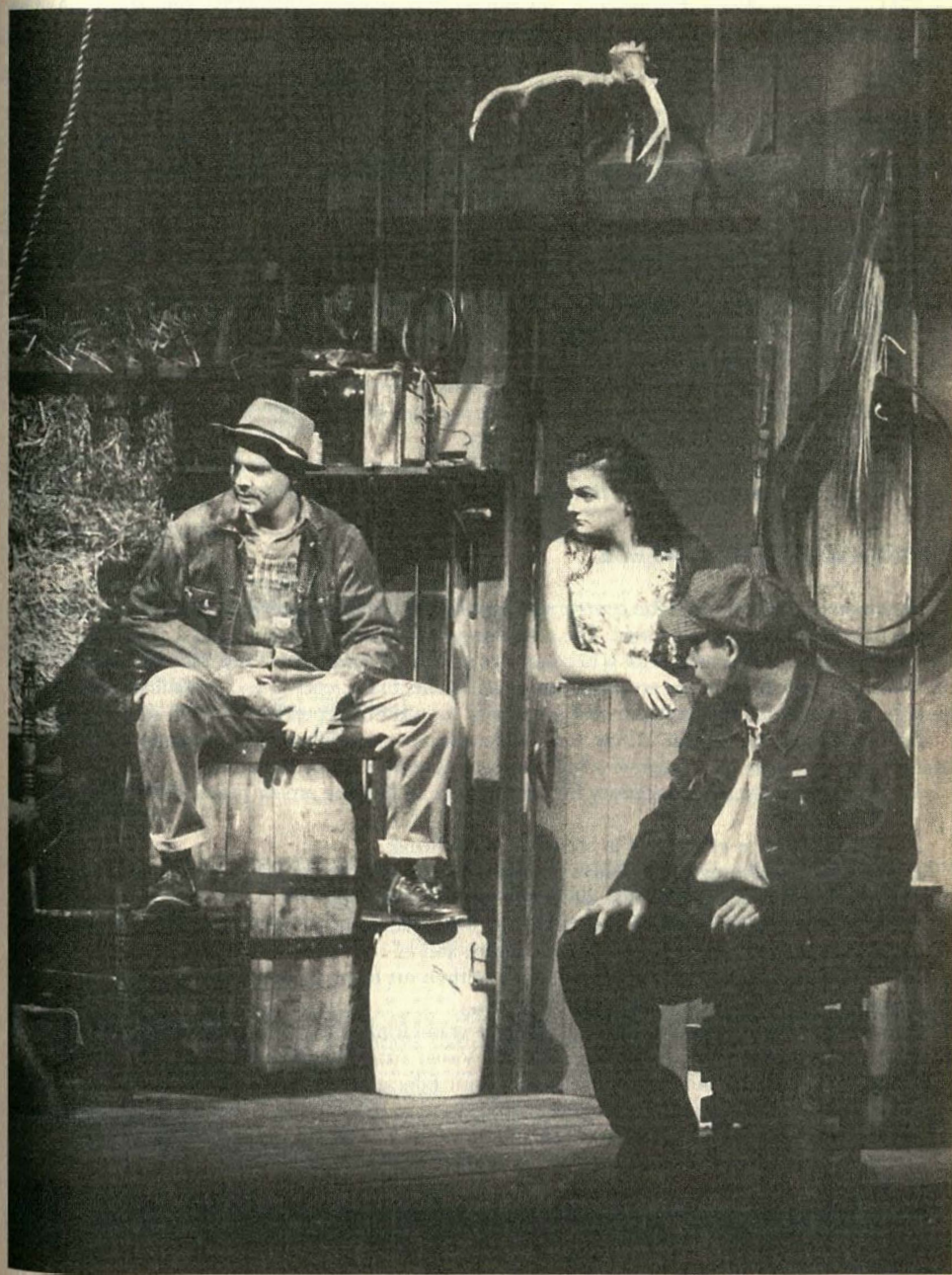
Students will be admitted to the program at the end of their sophomore year (60 hours of acceptable credit). The GPA and graduation requirements will conform to the standards set by the College of Education. Each student in the program will be expected to maintain a 2.5 GPA after full admission into the program. An internship offered in cooperation with local industry and governmental agencies will be required as part of the regular course of study.

A.	General Requirements (see page 116).....	44-48
B.	Basic Studies	43
	Computer and Information Sciences 101 ¹	3
	Mathematics 130	3
	Mathematics 140	3
	Physics 200/200L ¹	4
	General Engineering 107	2
	General Engineering 221	3
	Chemistry 211/214 and Chemistry 212/215 ¹	10
	Health Education 222	3
	Educational Foundations 417	3
	Psychology 418	3
	Management 100	3
	Finance 207	3
C.	Professional Safety Core.....	24
	Safety Education 235	3
	Safety Education 354	3
	Safety Education 372	3
	Safety Education 378	3
	Safety Education 465	3
	Safety Education 475	3
	Safety Education 490	3
	Safety Education 499	3
D.	Occupational Safety or Mining Safety Option	12
	Occupational Safety Option (select 12 hours)	
	Safety Education 373	3
	Safety Education 375	3
	Safety Education 376	3
	Safety Education 451	3
	Safety Education 480-483	3
	Safety Education 485-488	3
	Safety Education 489	3
	Safety Education 491-494	1-4
	Safety Education 495-495H	1-4
	Safety Education 498	3
	Mining Safety Option (select 9 hours)	
	Mine Safety 410	3
	Mine Safety 411	3
	Mine Safety 412	3

¹Included as part of General Studies.

	Mine Safety 413	3
	Mine Safety 414	3
	Mine Safety 480-483	1-4
	Mine Safety 485-488	1-4
	Mine Safety 490	1-6
	Mine Safety 491-494	1-4
	Mine Safety 495-496H	1-4
E.	Electives	4-8

College of Fine Arts



College of Fine Arts

In April 1984, the West Virginia Board of Regents formally approved the establishment of the College of Fine Arts at Marshall University, effective with the beginning of the fall semester 1984. The College includes the academic departments of Art, Music, and Theatre/Dance, and the Marshall Artists Series.

MISSION OF THE COLLEGE

The fine arts are aesthetic responses to human nature and experience. They celebrate the best of human endeavor. They contribute to the individual and to society by reflecting and projecting values which shape every culture. They proceed from creation to experience and provide both the artist and audience with deeper understanding of traditions of human existence and thought. Thus, the fine arts are essential to education.

Consistent with the goals and purposes of education at Marshall University, the College of Fine Arts is dedicated to the transmission, application, and advancement of knowledge in the arts. The specific goals of the College of Fine Arts are:

1. To educate and train those seeking professions in the fine arts;
2. To support the University's general academic curricula by providing courses which stimulate understanding of and response to the fine arts;
3. To present regular, varied programs for the enrichment of students and the community; and
4. To provide leadership in the fine arts, and to promote them through service and programs.

PROGRAMS OF THE COLLEGE

Education in the fine arts is the central responsibility of the College of Fine Arts and provides the source of other collegiate activities. The combination of liberal education and a rigorous program for the development of artistic skills is necessary for students in each area of the fine arts. The educated professional in any facet of the arts must rely upon intellectual, creative, and critical abilities. These must be accompanied by discipline and sensitivity to insure independent growth and learning.

The curricula of the College of Fine Arts are designed to certify that, upon graduation, students of fine arts have completed a program which leads to development of the ability:

1. To master techniques necessary for performance in the fine arts or practice of an artistic discipline;
2. To express ideas effectively in speaking and writing;
3. To perceive, investigate, and solve problems through critical thinking, analysis, active imagination, and the application of appropriate research methods;
4. To acquire and interpret information and to form standards for the evaluation and appreciation of their cultural heritage and that of others; and
5. To understand the continuing evolution of their art form, its relationship to the other arts, and the place of arts in society and culture.

The College of Fine Arts offers undergraduate programs leading to the Bachelor of Fine Arts Degree (B.F.A.) with majors in Music, Theatre, and the Visual Arts. Programs leading to the Bachelor of Arts degree in Education with majors in Art and Music Education certifying teachers for West Virginia public schools are listed under the College of Education in this catalog. Graduate programs leading to the Master of Arts (M.A.) degree in art and music may be found in the graduate catalog.

All university students are encouraged to participate in courses and activities of the College of Fine Arts. Students wishing to develop or advance their artistic skills are welcome to enroll in studio or applied courses at no extra tuition charge and to join the various arts organizations. The departments of the College will assist students who desire minors in the arts and will develop sequences of courses to fit individual needs.

Through the College of Fine Arts, Marshall University enriches the campus and regional community

with many performances, exhibitions, lectures, and special presentations. The programs of the Marshall Artists Series, including the Baxter Series, Mount Series, the Hindsley Series, Belanger Series and Foreign Film Series and special events throughout the year, present world-class artists and organizations. Exhibitions in the Birke Art Gallery are open to all students. The Music Department presents many recitals and concerts by its faculty, students, and ensembles in addition to programs featuring guest artists. Throughout the academic year and during the summer sessions, the Marshall University Theatre provides many major dramatic productions. Students are cordially welcomed to all events and are urged to explore the excitement, enrichment, and entertainment offered by the College of Fine Arts.

THE BACHELOR OF FINE ARTS DEGREE

The degree offered by the College of Fine Arts is the Bachelor of Fine Arts (B.F.A.). This is a professional degree designed to prepare students for two future objectives: (1) career entry as professionals in their chosen artistic discipline; and/or (2) further professional study on the graduate level in their chosen field.

Students enrolled in the B.F.A. degree program will select one of three majors: Music, Theatre, or Visual Arts. Within each major, students are further required to select a major area of emphasis, allowing specialization in a specific artistic medium. The approved majors and areas of emphasis are as follows:

MUSIC MAJOR

Areas of Emphasis

- Music Theory and Composition
- Music History and Literature
- Music Performance

THEATRE MAJOR

Areas of Emphasis

- Acting/Directing
- Design/Theatre Technology
- General Theatre Studies

VISUAL ARTS MAJOR

Areas of Emphasis

- Crafts (Ceramics, Jewelry, Weaving)
- Graphic Design
- Painting
- Photography
- Printmaking
- Sculpture

Students should contact the department chairperson for information pertaining to each of the majors and areas of emphasis and to determine special admission requirements for each potential sequence. In unusual circumstances, students may enter the B.F.A. program as undecided majors upon the recommendation of the dean or department chairperson.

Curricular Structure

The Bachelor of Fine Arts degree program, designed to parallel professional degree programs in the arts in United States higher education, has three distinct components:

General Distributional Requirements	47 credit hours ¹
Majors and Area of Emphasis Requirements	82 credit hours
Free Electives	9 credit hours ¹
Total Required for Graduation	138 credit hours¹

¹Students who successfully complete the speech waiver program will have their number of credits required for graduation reduced by 3. Students who receive advance placement in foreign language may have their graduation requirement reduced by 3 credits for each of the 3 semester courses up to a maximum of 9. The 4th semester course in any case must be taken. Students who are eligible for such reductions in graduation requirements will need to conform to the university policy of a minimum of 128 hours required for baccalaureate graduation. In the case of a student exempted from 12 of the 138 hours (a student receiving both the speech and foreign language reductions), that student will need to take an additional 2 hours in either free elective or his or her major in order to satisfy the 128 credit hour requirement.

Distributional Requirements for the BFA degree

English Composition, ENG 101, 102, or 201H	6 credits
Communication Studies (CMM 103, 104H or 305).....	3 credits ¹
Students who have had a high school speech course and who pass a proficiency exam administered by the Speech Department may have this requirement waived at the discretion of the Speech Department.	
Foreign Language	12 credits ¹
Successful completion of 12-hour sequence ending with French 204 or French 264R, German 204R or 234, Greek 302, Latin 204, Spanish 204, or 264R. Students must begin and complete their requirement in either the reading track (courses marked R) or in the normal language skills track as indicated by 3-digit course number. Students who have had course work in foreign languages may receive advance standing depending upon their proficiency and may have the total number of foreign language credits required reduced.	
Humanities.....	6 credits
Selected from	
Classics	
English (300 or 400 level literature courses)	
Modern Languages (Literary or cultural courses beyond the language requirements listed above)	
Philosophy (except 304 or 453)	
Religious Studies	
Social Sciences	9 credits
Courses from at least two of the following categories:	
A. Economics or Political Science	
B. Psychology or Anthropology/Sociology	
C. Geography or History	
Natural Sciences and Mathematics.....	11 credits
Must include Math 121 (3 hours), at least one Integrated Sciences course (IS: 4 hours). Additional courses to make up the requirement can be selected from the following areas:	
Biological Science	
Chemistry	
Computer Science	
Geography 101	
Geology	
Mathematics (excepting Math 099)	
Philosophy 304 or 453	
Physical Science 109, 109L, 110, 110L	
Physics	

UNIVERSITY BACCALAUREATE INITIATIVES

Students entering the BFA Degree program in any of its majors and area of emphasis, beginning with the fall of 1995, will be responsible for meeting the requirements of the five baccalaureate program initiatives approved by the faculty and the university president for all students. These initiatives include Writing Across the Curriculum, Computer Literacy, International and Multicultural Studies, Integrated Science and Mathematics, and the Capstone Experience. Please refer to Mission of the University. Students in the College of Fine Arts are to consult with their program advisor or the chairperson of their major department for guidance in determining the specific details of meeting the above-referenced baccalaureate curricular initiatives.

¹ Students who successfully complete the speech waiver program will have their number of credits required for graduation reduced by 3. Students who receive advance placement in foreign language may have their graduation requirement reduced by 3 credits for each of the 3 semester courses up to a maximum of 9. The 4th semester course in any case must be taken. Students who are eligible for such reductions in graduation requirements will need to conform to the university policy of a minimum of 128 hours required for baccalaureate graduation. In the case of a student exempted from 12 of the 138 hours (a student receiving both the speech and foreign language reductions), that student will need to take an additional 2 hours in either free elective or his or her major in order to satisfy the 128 credit hour requirement.

MUSIC MAJOR

Students desiring to enter the Bachelor of Fine Arts degree program with the Music Major must be formally admitted to the Music Department. This admittance is based upon an audition in the student's major performance area (instrument or voice) and an interview with the area faculty and the department chairman. Students should contact the Department of Music office to arrange for an audition and interview.

In addition to the general distributional requirements and electives, candidates for the Bachelor of Fine Arts degree as Music Majors must complete eighty-two (82) credit hours of study in music. This is divided into the core curriculum of forty-nine (49) credit hours and one of three areas of emphasis of an additional thirty-three (33) credit hours of course work.

Upon completion of fourth semester (100-D level) major applied music study, students must pass a "sophomore hearing" for promotion to upper division (300-A level) major applied music study. Detailed information regarding policies and procedures for applied music and ensembles will be found in the **APPLIED MUSIC HANDBOOK** issued by the Music Department. All music majors in the B.F.A. program will be required to pass a piano proficiency examination as a requirement for graduation.

Music Core Curriculum: Fine Arts 101, Music 100, 115, 116, 121, 215, 216, 301, 315, 422, 423, 425; eight (8) credit hours of major applied music study (100 level); four (4) credit hours of minor applied music study (100 level); and four (4) credit hours of major ensemble relating directly to the major applied music area. Eight (8) semesters of non-credit applied music workshop (MUS 100) are required for the music option.

Total 49 credit hours

Performance Area of Emphasis: Music 302, 304, 401; eight (8) additional hours of applied major music study (300 level); four (4) additional hours of ensemble electives (full-time music students are required to participate in ensembles in each semester of residence); fourteen (14) credit hours of directed music electives relating to the student's major performance area. Within these electives, students are expected to study specialized repertoire, techniques and performance problems in their major applied area. Voice majors will be required to study diction for singers (MUS 222, 224) as part of these electives. Electives shall be chosen in consultation with the student's departmental advisor. In addition to the formal course work in this area of emphasis, a junior recital (half-hour shared program) and a full senior recital (hour-long program) are required for graduation.

Total 33 credit hours

Music Theory and Composition Area of Emphasis: Music 302, 304, 401, 430, 431, 432, 433; two (2) additional hours of major applied music study (300 level); four (4) additional hours in ensemble, and ten (10) hours of directed music electives relating to the theory and composition area in consultation with the departmental advisor.

Total 33 credit hours

Music History and Literature Area of Emphasis: Music 302, 304, 401; two (2) additional hours of major applied music study (300 level); four (4) additional hours of ensemble; three (3) hours in independent study (Music 485-488) as a senior research paper, and sixteen (16) hours of directed music electives relating to the music history and literature area in consultation with the departmental advisor.

Total 33 credit hours

The Marshall University Department of Music is an accredited institutional member of the National Association of Schools of Music.

THEATRE MAJOR

Students desiring to enroll as majors in Theatre of the Bachelor of Fine Arts degree program should contact the Theatre/Dance Department prior to registration for requirements and sequences. At this

initial meeting, the areas of emphasis will be explored, and students may plan the scheduling of their classes to insure completion of all departmental and collegiate requirements.

Candidates for the Bachelor of Fine Arts degree, Theatre Major, must successfully complete eighty-two (82) credit hours of course work in theatre and related disciplines in addition to the general distributional requirements and free electives. The theatre courses are divided into the core curriculum of forty-four (44) credit hours and the student's choice of areas of emphasis with thirty-eight (38) credit hours.

In addition to formal course work, the Theatre/Dance Department provides laboratory experience in Marshall University Theatre, Marshall University Summer Theatre, reader's theatre, children's theatre, and the Marshall Dance Company. Students wishing to participate in any of these activities should contact the Theatre/Dance Department office.

Theatre Core Curriculum: Fine Arts 101, Theatre 101, 150, 151, 152, 220, 221, 222, 255, 310, 437, 440, 441, 485, and eight (8) credit hours of theatre practicum (THE 270 and 370).

Total 44 credit hours

General Theatre Studies Area of Emphasis: Theatre 250, 320, 350, 360, 438, 420, 421, 225 or 325 or 436, and fourteen (14) credit hours of approved electives. Approved electives may be selected from Art, Dance, Humanities, Music, Theatre, or other appropriate discipline, but they must be approved by the student's advisor and/or the departmental chairperson.

Total 38 credit hours

Acting/Directing Areas of Emphasis: Theatre 320, 322, 325, 438, 250 or 350, 420 or 421, 225 or 436, 360 or 410, Dance 205, and eleven (11) credit hours of approved electives. Approved electives may be selected from Art, Dance, Humanities, Music, Theatre, or other appropriate discipline, but they must be approved by the student's advisor and/or the departmental chairperson.

Total 38 credit hours

Design/Theatre Technology Areas of Emphasis: Art 217 or Art 214, Theatre 250, 260, 261, 350, 360, 450, 460, and three (3) hours of 491, 492, 493, or 494, and eleven (11) credit hours of approved electives. Approved electives may be selected from Art, Dance, Humanities, Music, Theatre, or other appropriate discipline, but they must be approved by the student's advisor and/or the departmental chairperson.

Total 38 credit hours

VISUAL ARTS MAJOR

Students desiring to enter the Bachelor of Fine Arts degree program with the Visual Arts major are urged to contact the Art Department prior to enrollment. A formal review of prior work in a portfolio is not required, but students are advised to bring examples of their work to the initial conference.

Candidates for the Bachelor of Fine Arts degree (B.F.A.) with the major in Visual Arts are required to complete eighty-two (82) hours of credit in art courses, including the core curriculum (58 hours), and a major area of emphasis (24 hours). Majors must also satisfy the following departmental requirements:

1. All Art majors must successfully complete six (6) semesters of Art 200.
2. In the second semester students must exhibit a portfolio of work done in the freshman courses for review by the faculty of Art. Students must register for Art 299. Included will be work done in Art 203, 214, 215, 217, and 218. Students not approved in the freshman review are required to repeat lower level work and will be given one more opportunity during their sophomore year to successfully pass the review. Should a student fail the second review the student will be asked to find a major outside the Art Department. Transfers from within Marshall University will have two semesters to complete the same courses listed above and participate in the same

review. Transfers from art departments outside Marshall University will be required to complete the review in the first semester the student participates in our department. This student also has only one additional attempt to successfully complete the review. Successful completion of the freshman review is required prior to enrollment in advanced courses in art. Art majors must take the classes listed above before any other advanced art classes.

3. A successful exhibition of creative work must be presented by all students during the senior year as a requirement for graduation.

Art Core Curriculum: Fine Arts 101, Art 203, 214, 215, 217, 218, 219, 255, 256, 301, 305¹ or 306¹ or 308¹, 307, 315, 390, 401, 402, 403 or 405 or 407 or 408 or 409 or 414, 412 or 413, 406, 418.

Total 58 credit hours

Areas of Emphasis in Visual Arts: The Art Department offers six areas of emphasis in the Visual Arts option: Painting, Sculpture, Printmaking, Graphic Design, Photography, and Crafts. Students are required to select one of these areas of emphasis and to complete 24 credit hours of additional work in the selected areas of emphasis. Specific courses to be included in each area of emphasis are as follows:

Crafts: Students may specialize in one of three areas as follows:

Ceramics: Art 305, 343, 344, 345, 446, 447, 448, 449, 451

Jewelry: Art 304, 306, 311, 326

Weaving: Art 308, 419, 420, 421, 422, 450

Graphic Design: Art 312, 314, 316, 317, 440, 490 and six additional hours selected from 441, 445, 452, 453

Painting: Art 350, 351, 355, 360, 455, 456, 458

Printmaking: Art 302, 320, 444, 463, 465

Photography: Art 323, 324, 325, 423, 440 or Jrn 400, Sph 432, or Art 453, 426, 427

Sculpture: Art 309, 331, 332, 333, 369, 417, 442, 443

To complete the total of 24 hours in each area of emphasis, students use credits from Advanced Studio Sequence courses, Art 475-476-477-478-479, which are applicable to any studio and which may be repeated for additional credit with the approval of the chairperson.

Total 24 credit hours

FREE ELECTIVES

Depending upon the specific courses taken to fulfill the distributional requirements of the College, students will need to complete nine to twelve (9-12) credit hours of free electives as a requirement for graduation. In choosing these electives, students are encouraged to explore courses which may provide information and experience helpful to their artistic development and professional future. Any university courses may be used to satisfy this requirement.

GENERAL ACADEMIC REQUIREMENTS

Students must earn a minimum of 128 credit hours to qualify for the Bachelor of Fine Arts degree and must successfully complete all general and specific requirements of the College and of the department in which the elected major and areas of emphasis are offered.

Candidates for graduation must have a quality point average of 2.0 or higher in all work attempted at Marshall University. The average in the major area of emphasis must also be 2.0 or higher on all work credited.

Forty-eight (48) credit hours must be earned in courses numbered 300-499 in all majors and areas of emphasis of the program.

¹ Students intending to specialize in Ceramics or Jewelry or Weaving should select the introductory course in one of the other two crafts as meeting their requirement in the core curriculum.

Candidates for the B.F.A. degree must earn a minimum of 82 credit hours in the major and areas of emphasis.

No courses in the specific distributional and major requirements for graduation in the College of Fine Arts may be taken Credit/Non-Credit.

Minors in Fine Arts

The Bachelor of Fine Arts degree program does not require a minor. However, students wishing to earn a minor may do so by completion of a twelve (12) credit hour sequence within a department or discipline, of which no less than nine (9) credit hours must be in courses numbered 200-499. The minor may be taken in any department or discipline of the university.

Students not majoring in programs of the College of Fine Arts may complete a minor in a Fine Arts discipline in accordance with the policies and procedures of their major college.

Art Education

In addition to the B.F.A. degree in Visual Arts, the Art Department offers the Bachelor of Arts with teaching specializations for grades K-12 and 5-12. This program is described under the College of Education and is designed to prepare the student for West Virginia public school certification in Art.

Music Education

In addition to the B.F.A. degree in Music, the Music Department offers the Bachelor of Arts with a teaching specialization for grades K-12. This program is described under the College of Education and is designed to prepare the student for West Virginia public school comprehensive music certification.

BFA Degree Program Combined with Master of Arts in Teaching (MAT Degree Program)

As an alternate to the above referenced programs leading to Teacher Certification in Art 5-12 and K-12 and Music K-12 for the State of West Virginia, students may elect to pursue a program of study leading to completion and award of the BFA Degree followed by completion and award of the Master of Arts Degree in Teaching. Upon successful completion of the Master of Arts in Teaching Degree, including all requirements for the West Virginia Department of Education Teacher Certification, students would then be recommended by the College of Education to be certified as art or music teachers.

Since it is highly desirable that students who intend a career in teaching have appropriate content-based pedagogy experience, during the time that the student is pursuing the BFA Degree, they should work closely with their advisor and specifically should seek to include (as allowed by the BFA program's electives or by judicious course substitution) the following undergraduate courses as preparation for entrance into the MAT. Specific courses for potential art or music teachers to be added to the BFA would be:

Art Education: Art 113, 340, 460, 350

Music Education: Music 261/262/263/264 (choose 3); 320 or 321, 415, 312 and 313 or additional piano study.

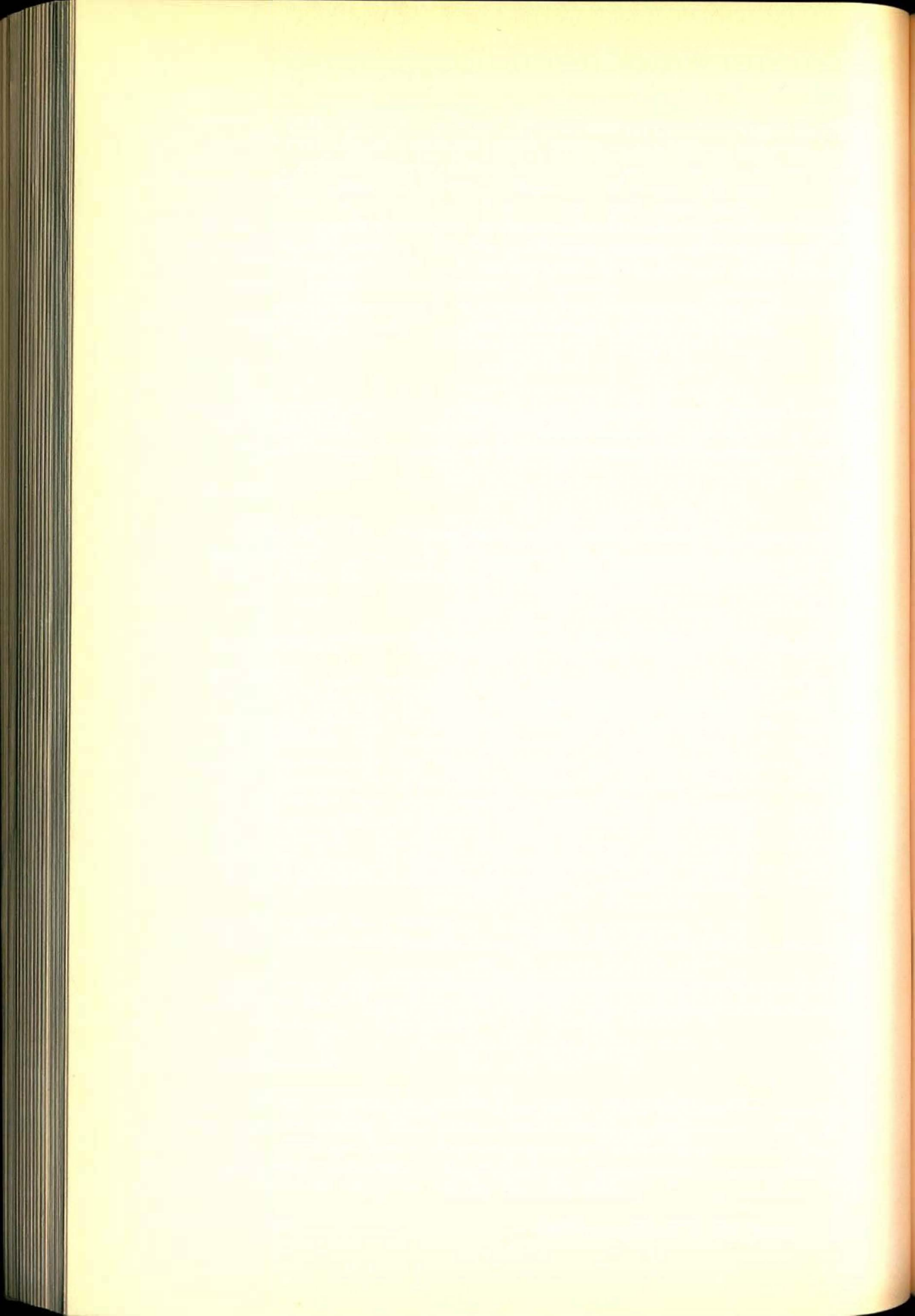
For further information on the alternative combination of the BFA/MAT Program, please contact the chairman of either the Art Department or the Music Department or the coordinators of Art or Music Education in the respective departments.

Double Area of Emphasis

In unusual circumstances, outstanding students may wish to pursue two areas of emphasis within a departmental major in the B.F.A. degree program. This is not to be considered as a second baccalaureate degree. The student must complete all specific requirements for both desired areas of emphasis, must be recommended for double areas of emphasis by the faculty of the specific areas, and must be approved by the department chairperson and the dean of the College.

MANDATORY ADVISING POLICY FOR FINE ARTS STUDENTS

Successful progress in professional curricula offered by the College of Fine Arts requires careful attention to course sequence and course prerequisites. Therefore, the College of Fine Arts has adopted a mandatory student advising program. Each student will be assigned a faculty advisor in the student's area of interest, who will provide academic advice and guidance in the student registration process. Prior to enrolling for classes, each student in the College of Fine Arts will consult with his or her advisor and secure the advisor's approval of his or her schedule as evidenced by the advisor's stamp and signature. A student who has not been assigned an advisor or who has questions about the assignment of advisor should contact the Dean of the College of Fine Arts or the department chairman of the appropriate department.



College of Liberal Arts



College of Liberal Arts

MISSION OF THE COLLEGE

The mission of the College of Liberal Arts, in keeping with the mission of the university, is threefold: transmitting knowledge, advancing knowledge, and applying knowledge. Instruction, scholarship, and service, although constituting distinct activities, nevertheless should be viewed as parts of a whole. The bond uniting these functions is the dimension common to them all: a liberal education is the backbone of all university functions.

The primary goal of a liberal education should be to develop the individual's intellectual and moral faculties. By developing knowledge, confidence, and discipline, the individual should continue to learn both formally and independently and become a more autonomous, sensitive, and productive member of society. Upon graduation, therefore, the properly educated college student should have mastered the following necessary skills and be able (1) to think logically, critically, and creatively and to recognize this ability in others; (2) to communicate ideas clearly and effectively both in speaking and writing; (3) to form standards for evaluating the influences that help to shape individuals, institutions, and societies; (4) to appreciate the values, achievements, and aesthetic contributions of past and present cultures; and (5) to perceive, investigate, and solve problems by enlisting the most appropriate historical, comparative, quantitative, and qualitative research methods available.

The liberal arts curriculum aids in the development of these skills by requiring evidence that the student has (a) the ability to use oral and written English well; (b) knowledge of at least one other language; (c) a knowledge of mathematics, including statistics; (d) an understanding of the content and methods of study of the natural sciences, the social sciences, and the humanities; (e) proficiency in one discipline as a basis for the development of a profession or career.

The College of Liberal Arts offers the following four-year degrees: Bachelor of Arts and Bachelor of Science.

Organization

The various academic units of the College of Liberal Arts are grouped as follows:

Division of Communications

- Communication Disorders
- Communication Studies
- Journalism and Mass Communications

Division of Humanities

- Classical Studies
- English
- Modern Languages
- Philosophy
- Religious Studies

Division of Social Sciences

- Criminal Justice
- Geography
- History
- Political Science
- Psychology
- Sociology/Anthropology

Academic Advising Center

Marshall University maintains an Academic Advising Center located in Old Main, Room 2-B. The Advising Center primarily serves the student who has not declared a major or who, with the idea of transferring to another institution, is pursuing a major that is not offered at Marshall University. The educational philosophy of the College of Liberal Arts is that a student does not have to know what he or she wants to study upon entering college. To declare a major just for the sake of having a major is unwise and unnecessary. Therefore, students may opt to be classified as "undecided" for up to 58 hours of college credit. These students are assigned to the Academic Advising Center for mandatory advising.

Mandatory Advising

Students enrolled in the College of Liberal Arts are assigned to a faculty adviser in their major department when they complete the "Declaration of Major" form in the COLA office. College policy requires all freshmen and sophomores to see their advisers prior to registration each semester. Some departments have extended this requirement to all of their majors, so students should check with their advisers or department chairs. As noted above, "undecided" freshmen and sophomores must be advised in the Academic Advising Center.

REQUIREMENTS FOR DEGREES

The Baccalaureate Degree

Students completing requirements in the College of Liberal Arts receive the Bachelor of Arts (B.A.) degree or Bachelor of Science (B.S.) degree for certain majors. Each degree requires that 128 hours of credit be earned and that the general and specific requirements for the degree be met. Furthermore, the student must meet the requirements of the department in which he/she is majoring.

Baccalaureate Initiatives

Students entering any degree program in the College of Liberal Arts, beginning with the Fall of 1995, will be responsible for meeting the requirements of the five baccalaureate program initiatives approved by the faculty and the university president for all students. These initiatives include Writing Across the Curriculum, Computer Literacy, International and Multicultural Studies, Integrated Science and Mathematics, and the Capstone Experience. Please refer to Mission of the University.

Students in the College of Liberal Arts are to consult with their academic program advisers or the chairpersons of their major department for guidance in determining the specific details of meeting the above-referenced baccalaureate curricular initiatives.

Admission and Enrollment Requirements

All students in the College of Liberal Arts must be enrolled in classes which lead toward a degree granting program within the College of Liberal Arts.

Students enrolled in or entering the College with no more than 57 hours of college work may identify a major area of study or may list themselves as undecided students. Students classified as undecided will only be authorized to enroll in classes which lead toward a major within the College of Liberal Arts.

When an undecided student completes 58 or more hours of college credits then he/she must declare a major within the College of Liberal Arts or transfer to the appropriate college.

Students wishing to transfer into the College with 58 or more hours of transferable credit must choose a specific degree granting program within the College before admission is granted.

All Liberal Arts students enrolled under previous catalogs within ten years prior to their graduation may be graduated by meeting the requirements in effect at the time they declared their major provided the student makes continuous progress toward the degree requirement. Continuous progress will be de-

finished as a minimum of three (3) hours of approved credit within an academic year with a grade point average of 2.0 (C) or better.

When the student fails to complete the requirements within ten (10) years, or fails to make continuous progress, he/she must meet the curriculum requirements of the catalog in effect at the time of the change.

Change in Major or College

Students who decide to change their major or their college will be governed by the catalog in effect at the time of change. All curriculum requirements must be met. Changes in the student's major or college may be made only in the academic dean's office.

B.A. and B.S. DEGREES

GENERAL REQUIREMENTS

1. Candidates for graduation must have a quality point average of 2.0 or higher on all work attempted at Marshall University, overall collegiate work, and in the major. Candidates must apply for graduation through the office of the Dean.
2. Forty-eight hours must be earned in courses numbered 300-499 for all degrees. Courses transferred from two-year or community colleges cannot be used to satisfy the upper division requirement. Courses transferred from four-year accredited colleges retain their original numbers. Students transferring credit to Marshall are advised to consult the Dean's office to determine if the credit will apply to their degree program.
3. Candidates for degrees must earn at least 26 hours in a major subject (see specific departmental requirements) no more than six of which may be selected from courses in the 100 series with the exception of History and Geography. The quality point average in the major subject must be 2.0 or higher. Candidates must also earn at least 12 hours in a minor subject, no more than three of which may be from the 100 series. The minor subject may be chosen from any department in the university. (Please refer to English Department requirements for its minor.)
4. No course in the specific or major/minor requirements for graduation (with the exception of the internship in Criminal Justice, CJ 490, and the practicum in Psychology, PSY 370) in the College of Liberal Arts may be taken Credit/Non Credit.
5. Candidates for degrees must satisfactorily complete an upper-division writing requirement in their major subject(s) consisting of a minimum of 2000 words in English. The student's major department administers this requirement, preferably in the junior year, but no later than the first semester of the senior year.
6. Candidates for degrees must have completed at least one course, specified by the departmental major, which will provide computer literacy.
7. Please refer to Minimum Residence Requirements.
8. During the junior year, and no later than the semester in which they have completed 90 semester hours, students should request an evaluation by the Dean's office to determine if they are making satisfactory progress towards graduation.
9. A student in the College of Liberal Arts may substitute an honors seminar for a specific college requirement. Students wishing to make such a request must have the dean's approval before the course begins.

SPECIFIC REQUIREMENTS

HUMANITIES

- I. English 101 and 102 or 302; or 201H6 hrs.
- II. Foreign Languages3-12 hrs.
Successful completion of 12-hour sequence ending with German 234, Greek 302, Japanese 204, Latin 204, French 204 or 264R, Spanish 204 or 264R. Students with previous language experience should consult the prerequisites listed in the "Courses of Instruction" section

of this catalog to determine the appropriate sequence of courses. International students may satisfy this requirement by consultation with the Department of Modern Languages.

- III. Communication Studies0-3 hrs.
Communication Studies 103, 104H or 305. Communication Studies 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Communication Studies Department. Communication Studies 305 is open to juniors and seniors who have not had Communication Studies 103.
- IV. Literature6 hrs.
Courses to be selected from the following:
Classics 230, 231, 232, 233
English — any 300 or 400 level course in literature
French 317, 318, 401, 402, 403, 404
German 301, 302, 417, 418
Latin —any 300 or 400 level course
Religious Studies 202, 304, 310, 320, 325, 351
Spanish 318, 319, 321, 322, 401, 402, 403, 460
- V. Classics, Philosophy, or Religious Studies3 hrs.
One course to be selected from the following:
Classics —any course except 230, 231, 232, 233
Philosophy —any course
Religious Studies —any course except 202, 304, 310, 320, 325, 351
- VI. Fine Arts 1013 hrs.

SOCIAL SCIENCES

- I. Courses to be distributed in at least three fields from economics, geography, history, political science, psychology, and sociology and anthropology15 hrs.
Courses to be selected from the following:
Economics —any course
Geography —100, 203, 206, 302, 305, 309, 315, 317, 320, 401, 402, 403, 405, 408, 410, 412, 420.
History —any course
Political Science —any course
Psychology 201, and any course for which the student has the necessary prerequisite
Sociology-Anthropology
Anthropology —any course
Sociology —any course except 108

SCIENCE AND MATHEMATICS

- I. Natural and Physical Sciences
Students must take one 4 hour course in integrated science and choose 8 hours from the following: biology, chemistry, geography 101, geology, physics and physical science..... 12 hrs.
 - II. Mathematics: Math 121 or higher must be taken to fulfill the Math requirement. ACT scores of 0-14 must first take MAT 096; 15-18 must first take MAT 097. (If MAT 096 or MAT 097 must be taken, neither will fulfill the Math requirement or count toward the 128 hour requirement for graduation)3 hrs.
Total 51-65 hrs.
- Students may take courses in physical education and Military Science, but these courses are not required for graduation.

FOUR-YEAR CURRICULUMS

BASIC HUMANITIES

The Basic Humanities Degree Program is offered cooperatively by three separate departments:

CLASSICAL STUDIES, PHILOSOPHY, and RELIGIOUS STUDIES. The faculties of these three departments have created a program of humanistic studies distinctly interdisciplinary yet informed and directed by the specific humanities disciplines involved.

The goal of the program is to encourage students to develop an understanding of themselves and their culture through an exploration of the ways in which mankind orders experience. The means of exploration is the study of texts in its broadest sense — the basic philosophical, religious, and artistic works which continue to shape human cultural experience.

The program consists of three parts:

1. Three required interdisciplinary Core Courses: CL/PHL/RST 150 Orientation in Humanities, CL/PHL/RST 350 Basic Humanities, and CL/PHL/RST 499 Humanities Seminar. These courses follow the shared humanistic approaches and methodologies of the separate disciplines, but being team-taught, they encourage students to ask questions and find solutions through a comparative and multidisciplinary approach.

2. Three Period Studies Courses to be selected from one of two tracks:

Ancient World Track

CL 230 Ancient Greek and Roman Epic, CL 231 Women in Greek and Roman Literature,

CL 232 Ancient Greek and Roman Drama, or CL 233 Greek and Roman Historians

PHL 200 Introduction to Philosophy: Ancient Period

RST 202 Approaching Biblical Literature

Modern World Track

CL 319 Classical Mythology

PHL 201 Introduction to Philosophy: Modern Period

RST 205 Introduction to Religion in the Modern World

The period studies requirement provides an introduction to the methodologies of the separate disciplines and gives students a sense of the interrelationship among the diverse offerings of the separate departments. Unlike the interdisciplinary core courses which integrate course content, students are encouraged to discover these interrelations for themselves. Special emphasis is placed on critical thinking, logical expression of thought, and writing skills.

3. Five Courses by Contract to be chosen by the student with the advice of a committee of faculty members. These courses may be selected from the offerings of the three departments or from other humanities or university offerings. After an initial grounding in the content and methods of study of the Basic Humanities program, students have the opportunity to construct an advanced program of study with the advice of a committee of at least two faculty members, each from a different discipline involved in the program. A contracted program may be structured on the basis of chronological period, comparative cultures, traditional academic discipline, theme, or topic. Further information may be obtained from any faculty member in Classical Studies, Philosophy, or Religious Studies.

CLASSICAL STUDIES

The curriculum in the Department of Classical Studies has three objectives: to provide concentrated study in Latin; to give basic instruction in Greek; and to offer general humanistic courses in Classics, classical subjects taught in English. A concentration in Latin consists of thirty semester hours in Latin plus Classics 436. (Eighteen hours must be in courses numbered above 204.) This concentration in Latin leads to a degree in Foreign Language with a major in Classical Language (Latin). A concentration in Classics leads to a degree in Basic Humanities.

COMMUNICATION DISORDERS

The Department of Communication Disorders offers academic coursework and clinical practicum leading to a B.A. preprofessional degree. CD majors enrolled in the College of Liberal Arts are required to take the following courses: CD 101, 241, 325, 420, 422, 424, 425, 426, 427, 429, 439, 460, 463, 468, as well as PSY 201, 311.

Students who request and accept clinical practicum assignments are expected to fulfill the responsibilities of these assignments for the full semester. Students who fail to do so may not be assured of

future assignments.

The graduate program in the Department of Communication Disorders is accredited by the Ethical Standards Board of the American Speech-Language-Hearing Association.

The curriculum is currently under revision. Students should contact the department chair or their academic advisor regarding all current academic and clinical requirements and standards specific to the CD program.

COMMUNICATION STUDIES

The Department of Communication Studies offers a variety of courses and major concentrations which are designed to provide current knowledge, cognitive abilities, and competencies in communication. The concentrations prepare graduates for various communication roles and functions in personal life, organizations, and society. The department's offerings are augmented by the forensics program.

Communication Studies majors must fulfill the general and specific requirements for the B.A. degree, complete CSD 101, and complete 36 hours in Communication Studies. Communication Studies 303 and 411 are required, plus one of the following concentrations:

Interpersonal Communication

The Interpersonal Communication concentration is intended for students seeking personal enrichment and/or futures in service industries and institutions, the professions, or graduate work in the field of Communication Studies. The following departmental courses are required for this concentration: 213, 311, 315, 345, and 413. Nine more hours must be selected from the following list of departmental courses: 308, 319, 322, 406, 408, 409, 420. An additional 6 hours of electives must be selected from the previous list, CMM 490, and/or other courses in Communication Studies. The department recommends the formulation of a minor, in consultation with an advisor, in one of the following departments: Counseling and Rehabilitation, Psychology, Sociology.

Organizational Communication

The Organizational Communication concentration is intended for students seeking communication roles in organizations, industries, corporations, and/or government institutions, as well as graduate work in the field of Communication Studies. The following departmental courses are required for this concentration: 319, 401, 406, 408, and 420. Nine more hours must be selected from the following list of departmental courses: 207, 213, 308, 311, 315, 322, 345, 409. An additional 6 hours of electives must be selected from the previous list, CMM 490, and/or other courses in Communication Studies. The department recommends the formulation of a minor, in consultation with an advisor, in one of the following departments: Journalism (Public Relations), Management, Political Science, Psychology, Sociology.

Public Communication

The Public Communication concentration is intended for students seeking public roles in the legal, political, and/or other communication settings of democratic society, as well as graduate work in the field of Communication Studies. The following departmental courses are required for the concentration: 202, 308, 310, 402, and 409. Nine more hours must be selected from the following list of departmental courses: 307, 311, 316, 322, 345, 401, 406, 420. An additional 6 hours of electives must be selected from the previous list, CMM 490, and/or other courses in Communication Studies. The department recommends the formulation of a minor, in consultation with an advisor, in one of the following departments: Criminal Justice, English, History, Journalism, Marketing, Political Science.

Communication Education

In cooperation with the College of Education, Communication Studies offers the following concentration.

The Communication Education concentration is intended for students seeking teaching specialization in Oral Communication for the Middle School (grades 5-8) or Middle and Secondary School (grades 5-12). See College of Education for college and specialization requirements.

CRIMINAL JUSTICE

The Criminal Justice Department is committed to those items enumerated in the mission statements of Marshall University and its College of Liberal Arts. First and foremost, the Criminal Justice Department strives to prepare future leaders by providing undergraduate and graduate students with a quality liberal arts criminal justice education. This education includes critical thinking skills, problem solving skills, research skills, language/communication skills, and development of students' intellectual capabilities. The Criminal Justice Department is also committed to: (1) applied and basic research; (2) leadership and public service to the community; and (3) developing insight into multicultural and global issues.

The curriculum is designed to assist students planning to enter graduate school, law school, research, government service, or social service, including law enforcement, corrections, probation/parole and juvenile justice.

To become a candidate for a B.A. degree in Criminal Justice, a student must be formally admitted to candidacy in the Criminal Justice department. To be eligible for admission to undergraduate candidacy, a student must have:

1. successfully completed at least 32 semester hours with a cumulative grade point average of at least 2.25;
2. successfully completed ENG 101 and ENG 102, or 201H each with a grade of C or better; and
3. successfully completed CJ 321 with a grade of C or better.

It is the responsibility of the applying student to verify that these conditions have been met. Applications for candidacy are available through the Criminal Justice Department.

A candidate for a B.A. degree in Criminal Justice must fulfill the general and specific requirements of the College of Liberal Arts. In addition, a concentration area must be selected and completed from one of the following areas:

Concentration A (Law Enforcement and Corrections): This provides a general concentration of coursework intended for students interested in pursuing professional careers within the criminal justice system. The required course sequence includes: CJ 211, 231, 321, 322, 404, and 425 as well as Statistics (MTH 225, PSY 223, or SOC 345), plus eighteen additional hours of Criminal Justice electives. Recommended courses are ECN 100, PHL 303 and 304, and HST 342. Students contemplating graduate work and/or professional career positions within the federal government are encouraged to take ECN 250 and 253, instead of ECN 100; MTH 120; and SOC 443.

Concentration B (Legal Studies): This is intended for students interested in pursuing professional careers within the legal system and/or entering law school. The required course sequence includes: LAS 101, 102, 211, and 240, and CJ 301, 321, 322, 323, 421, and 422. Also, CJ 404, Statistics, ECN 100, PHL 303 and 304, and HST 342 are recommended. Students contemplating graduate work and/or professional career positions within the federal government are encouraged to take ECN 250 and 253, instead of ECN 100; MTH 120; and SOC 443.

The Two-Plus-Two program in Legal Studies allows students possessing an associate degree in Legal Assisting from the Community and Technical College to apply designated credits toward a Baccalaureate degree in Criminal Justice/Legal Studies. Students in the Two-Plus-Two are not exempt from the undergraduate candidacy requirement described above. Students interested in pursuing the Two-Plus-Two degree should contact the chair of the Criminal Justice Department for information concerning the requirements of the College of Liberal Arts to assure timely completion of the Two-Plus-Two degree.

ECONOMICS

The Department of Economics offers an undergraduate curriculum in the College of Liberal Arts and in the College of Business. The curriculum offers opportunity for preparation in one or more of three career objectives. It is designed:

1. To help prepare students for effective participation in the decision-making processes of society by offering them an opportunity to develop their ability to analyze economic problems and issues and to deepen their understanding of the operation of the economies of the U.S. and other countries. Economics deals with such subjects as economic theory, business fluctuations, distribution of resources and income, international trade, economic development, managerial decision-making, industrial relations, and the growth of national income and welfare.

2. To prepare majors for administration or research positions in business firms, government agencies, labor organizations or private foundations.

3. To provide suitable courses and instruction for majors who plan to enter law or graduate school.

Majors must fulfill the general and specific requirements for the B.A. degree and must complete the following course work: Economics 250, 253, 326, 328, 423, 440, 465 and 12 additional hours in economics to be chosen with the advice and approval of the academic advisor; Mathematics 190; and Management 318. A minor may be earned by completing 12 hours in economics.

For the B.B.A. degree with a major in Economics, see the College of Business.

ENGLISH

The Department of English offers a wide range of courses in literature, language, and writing. These courses are designed to meet the needs and interests of English majors in the various colleges, of English minors, and of students majoring in other fields.

Four areas of emphasis are available to the English major: a Literature English Major, a Writing English Major, a Pre-professional English Major, and an English Education English Major.

Although the emphases of each area differ, the goals are essentially the same: an acquaintance with English and American literature necessary for the liberally educated person; a knowledge of the language necessary for perceptive reading and writing; an ability to write English with competence and grace; and a sense of English studies as a discipline.

I. Literature English Major: 317, 319 (6 hrs.); 321, 323 (6 hrs.); 306, 313, 315, or 331 (3 hrs.); 325 (3 hrs.); 405 or 475 (3 hrs.); 450 or 451 (3 hrs.); 409 or 411 (3 hrs.); 420 (3 hrs.); electives (6 hrs.). Total: 36 hrs. Six hours of the electives must be at the 400 level and one course in American Literature should be selected and included in the group. Students and advisors should carefully work out appropriate courses and minors for this concentration. Especially recommended are courses and minors from other humanities departments.

II. Writing English Major: 317, 319 (6 hrs.); 321, 323 (6 hrs.); 325, 409, or 411 (3 hrs.); 306, 313, 315 or 331 (3 hrs.); 354, 360, 377, 378, 408, 491, or 492 (12 hrs.); electives (6 hrs.). Total: 36 hrs. Six hours of the electives must be at the 400 level. Students aided by their advisors will work out carefully the proportion of literature courses to writing courses in relation to the desired emphases in writing essays, poetry, or prose.

III. Pre-professional English Major: 317, 319 (6 hrs.); 321, 323 (6 hrs.); 405 or 475 (3 hrs.); 450 or 451 (3 hrs.); 325, 409, or 411 (3 hrs.); 354 or 408 (3 hrs.); electives (6 hrs.). Total: 30 hrs. Six hours of the electives must be at the 400 level. This concentration is designed to be pursued with another major in order to enhance the liberal arts and communication skills valued in many professional specializations. Permission of the chairperson is required.

IV. English Education English Major: Teaching specialization in Language Arts. See College of Education.

A minor in English may be earned by presenting 15 hours in English beyond 102 or 302 or 201H, with no more than six hours on the 300 level.

FOREIGN LANGUAGES

French, German, Latin, Spanish

A major in one of the foreign languages (French, German, or Spanish) consists of thirty semester hours in the same language. Eighteen hours must be in courses numbered above 204 in French or Spanish or 234 in German and must include nine hours of courses at the 400 level. A minor in German consists of eleven hours of study beyond German 230. A student may not major or minor in Japanese. For a major in Latin, see Classical Studies.

GEOGRAPHY

Students in the College of Liberal Arts may major in geography and earn the B.A. or B.S. degree by meeting the general and specific requirements and by taking the following courses in geography:

Required in this group.....	25 hrs.
Geography 100, 101, 203, 305, 317, 320, 405, 429	
Required in this group.....	3 hrs.
Geography 309, 408	
Required in this group.....	6 hrs.
Geography 302, 315, 401, 403, 412, 414, 415	
Total required	34 hrs.

HISTORY

The study of history provides an essential component of liberal arts education and offers valuable preparation for careers in law, journalism, teaching, government, the ministry, library and museum work, and in those areas of the business world where a knowledge of foreign affairs and culture is desirable. History also serves as an indispensable adjunct to careers in the humanities and social sciences. More broadly, by exposure to a variety of cultures and human experiences, the discipline of history seeks to prepare students for the responsibilities of citizenship and for dealing with the ambiguities of human existence. The Department of History at Marshall also makes every effort to help students think critically, to view events with perspective and objectivity, and to appreciate the complexity of human experience and the difficulty of interpreting it.

Majors must fulfill the general and specific requirements for the B.A. degree in the College of Liberal Arts. When students declare a History major, they must obtain an MUnet computer account by presenting their student ID card to the Computer Center on the 2nd floor of Prichard Hall or to the computer lab in Corbly 331. They must demonstrate a proficiency in computer literacy: (1) through examination or (2) through successful completion of a 3 credit course, CSD 101: Computers and Data Processing, which is highly recommended, or (3) through successful completion of a sequence of three, 1 credit courses: CT 105: Fundamentals of Computer Technology-DOS; CT 106: Fundamentals of Computer Technology-Spreadsheets; OT 107: Fundamentals of Computer Technology-Word Processing.

Within the 128 semester hours students must earn for the B.A. degree, the major in History requires 36 semester hours of History, including HST 101, 102, 103, 330, 331, 400. Students must also take at least one course from each group of courses listed below. Twelve hours in History must be in courses above the 200 level.

United States - HST 125, 203, 250, 310, 312, 323, 333, 342, 350, 402, 403, 404, 405, 409, 410, 413, 414, 415, 416, 420, 424, 431, 432, 433, 434, 440.

European - HST 205, 206, 219, 221, 223, 304, 345, 406, 421, 422, 425, 426, 428, 429, 430.

World - HST 208, 301, 302, 376, 377, 378, 423, 435.

TEACHER CERTIFICATION IN SOCIAL STUDIES

Students interested in pursuing teaching certification, Social Studies Comprehensive, 5-12, or Social Studies, 5-8, should see the Dean of the College of Education.

MASTER OF ARTS IN TEACHING

History majors should explore as early as possible in their undergraduate program the graduate option of the Master of Arts in Teaching. The MAT combines the academic content of a History undergraduate degree with graduate professional education and clinical experiences. The MAT provides an alternative and accelerated means for teaching certification in grades 5-12. Interested students should discuss the MAT with their History advisor so that they can plan their undergraduate program accordingly.

INTERNATIONAL AFFAIRS

A major in international affairs combines studies in economics, geography, history, and political science and emphasizes the study of a foreign language.

A major in international affairs must meet the specific and general requirements for the B.A. degree except as altered by the following requirements:

- a. The student will concentrate on a single foreign language. A minimum of nine hours is required beyond the 12-hour sequence. All available conversational courses should be taken. Reading track courses may not be credited to the International Affairs major.
- b. The following courses are required:
 - Economics 250, 253, 408, 420
 - Geography 405
 - History 103, 331, 404, 405, and any non-American history course
 - Political Science 104, 309, 405, 406.
- c. The student shall develop a sequence of courses consisting of a minimum of 12 hours from among the following:
 - Anthropology 201, 437
 - History 301, 302, 314, 376, 377, 425, 426, 429, 430
 - Political Science 333, 407, 408, 409, 410, 411, 415, 422, 423
- d. A regional geography course in the area of the student's interest is highly recommended.
- e. With the approval of the advisor other courses may be substituted or added such as special topics offerings, area studies courses, summer workshops or internships.

JOURNALISM AND MASS COMMUNICATIONS

The W. Page Pitt School of Journalism and Mass Communications offers a Bachelor of Arts Degree in five sequences in the College of Liberal Arts. Students may choose from advertising, broadcast journalism, print journalism, public relations, and radio-television. Professionally oriented courses and laboratory experiences are combined with extensive liberal arts preparation to provide students with the background necessary for employment in mass communications.

Of the 128 credit hours required for the bachelor's degree, students may take a maximum of 38 in journalism/mass communications courses. Additional credit hours in journalism and mass communications may be elected but cannot be counted toward the 128 required for graduation. Of the remaining 90 hours required for graduation, at least 65 must be in the liberal arts and sciences.

In addition to the College of Liberal Arts program, a journalism education major is offered through the College of Education. It prepares students for a two-fold career. Graduates qualify for certification to teach grades 9-12 and are prepared for employment in the news-editorial departments of newspapers.

Special Requirements

Students enrolled in the W. Page Pitt School of Journalism and Mass Communications must pass the language skills test with at least a score of 77 percent or complete JMC 100 with at least a "C" before enrolling in JMC 201. A grade point average of 2.25 in journalism and mass communications and overall is required for graduation. Students must demonstrate keyboard skills of at least 30 wpm during the first week in JMC 201 to remain in the course. JMC majors must pass English 101 and 102 or 201H with a minimum grade of "C." A student who receives a "D" or "F" in a journalism and mass communications course counted toward graduation must repeat it and earn at least a "C" before graduation or before using that course as a prerequisite for another required course.

SEQUENCE REQUIREMENTS

Advertising

Journalism and Mass Communications 101, 102, 201, 241, 382, 383, 385, 402 or 435, 408, 425,

440, and five hours to be selected from any other journalism and mass communications courses at the 300-400 level (total 38 JMC hours). The following non-journalism and mass communications courses also are required: Economics 100, Psychology 201, History 331, one other U.S. history course, Political Science 307, and Marketing 340 and 341.

Broadcast Journalism

Journalism and Mass Communications 101, 102, 201, 202, 231 or 241 or 360, 240, 350, 351, 402 or 435, 440, 450, 460 and two hours to be selected from any other journalism courses at the 300-400 level (total 38 JMC hours). The following non-journalism and mass communications courses also are required: Economics 100, History 330 and 331, Political Science 104 and 202, and one other Political Science course to be selected from 105, 207, 301, 303, 307, 381, or 436.

Print Journalism

Journalism and Mass Communications 101, 102, 201, 202, 241, 302, 360, 402, 414 or 304 or 430, 440, two to three hours in 470 or in 490 and five to six hours to be selected from any other journalism and mass communications courses at the 300-400 level (total 38 JMC hours). The following non-journalism and mass communications courses also are required: Economics 100, History 330 and 331, Political Science 104 and 202, Criminal Justice 321, and Geography 317.

Public Relations

Journalism and Mass Communications 101, 102, 201, 202, 241, 330, 402 or 435, 437, 438, 439, 440, 302 or 360 or 432; and two hours to be selected from any other journalism and mass communications courses at the 300-400 level (total 38 JMC hours). The following non-journalism and mass communications courses also are required: Economics 100, Political Science 307, one other Political Science course, Psychology 201, Psychology/Sociology 302 or Sociology 200 or Anthropology 201; one of the following: Communication Studies 308, 311, 315, 319, 401, 408, 409; Geography 100 or 317; Accounting 410.

Radio-Television

Journalism and Mass Communications 101, 201, 231, 272-3 (1 hr.), 332, 331, 334 or 434, 412, 432 or 433, 435, 440, 460 and four hours to be selected from any other journalism/mass communications courses at the 300-400 level (total 38 JMC hours). The following non-journalism/mass communications courses also are required: Psychology 201 or Sociology 200 or Anthropology 201; Economics 100; Geography 100 or 317; Political Science 104 or 105 or 202.

MODERN LANGUAGES

See Foreign Languages.

PHILOSOPHY

A concentration in Philosophy leads to a degree in **Basic Humanities**.

POLITICAL SCIENCE

The political science curriculum has two objectives: first, to provide a basic understanding of the functioning of government in preparation for democratic citizenship and second, to give a specialized foundation to those planning to enter law school, government service (foreign service, public administration), teaching, research or politics.

A major in political science must fulfill the general and specific requirements for the B.A. degree and must complete 36 hours in political science, including Political Science 104, 105 and 211. In addition, each major must take at least three courses in any one of the six fields into which political science

offerings are divided and at least one course in any three of the remaining five fields.

The fields of the political science curriculum with courses in each are as follows:

American State, Local and Urban Politics: 202, 301, 376, 381, 383, 436, 440, 461.

American National Politics: 303, 307, 376, 381, 383, 423, 436, 440, 460 and 484.

Comparative Politics: 207, 407, 408, 409, 410, 411, 422, 424, 428, 429.

International Politics: 309, 405, 406, 415, 420, 423, 424, 429.

Political Theory: 200, 325, 326, 428, 429, 431.

Public Administration and Public Policy: 233, 311, 333, 431, 433, 450, 452, 453, 454.

Courses which appear in more than one field may not be counted twice.

Recommended electives include Economics (especially 250 and 253); History 205 and 206 (for pre-law students), 330, 331; Accounting 215 and 216 (for pre-law students); Philosophy; Psychology; Sociology; Communication Studies 310; and English 408.

PSYCHOLOGY

Psychology majors will choose one of five concentrations in accordance with their career plans.

1. Concentration 1 prepares students for graduate work in clinical or counseling psychology. This concentration requires 36 hours in psychology which must include Psychology 201, 223, 302, 323, 360, 406, 408, 416, 440, 460, 311 or 312 and one course from 324, 350, or 417.
2. Concentration 2 prepares students for graduate work in experimental or industrial/organizational psychology. This concentration requires 36 hours in Psychology which must include Psychology 201, 223, 302, 323, 416, 460, 311 or 312, 360 or 408, 406 or 417, and 2 courses from 324, 350, 402, 403, 420, or 440.
3. Concentration 3 is a program for pre-medical students wishing to major in Psychology. This concentration requires 36 hours in Psychology which must include Psychology 201, 223, 302, 311, 312, 323, 324, 330, 406, 408, and 440. Students in this concentration should consult with their advisor for information pertaining to additional coursework, the medical aptitude test, and application for admission to medical school.
4. Concentration 4 prepares students for bachelors degree level careers in business or industry. Requirements are 30 hours of Psychology including Psychology 201, 223, 302, 323, 406, 416, 418, and 420. Further requirements are Economics 100, Accounting 215, CSD 101, and an additional 3 credits of computer applications course work. Students in this concentration are encouraged to minor in Marketing or Management.
5. Concentration 5 is a general Psychology degree which focuses on human welfare and requires 36 hours in Psychology which must include Psychology 201, 223, 302, 360, 408, and 311 or 312.

RELIGIOUS STUDIES

A concentration in Religious Studies leads to a degree in **Basic Humanities**.

SOCIOLOGY AND ANTHROPOLOGY

The Department of Sociology/Anthropology focuses on applied sociology and anthropology, especially the analysis of social and cultural issues, policies and trends in Appalachia. We also offer courses in social theory, with an emphasis on inequality. Anthropology majors may participate in a summer field school that provides hands-on experience in archaeological excavation at significant local sites. Sociology majors may be placed in a local community organization or public agency through SOC 470, Sociological Field Experience.

Sociology

Sociology majors must complete 36 hours of course work in sociology, including SOC 200 and 344,

345, 360, 375, 401, 475, at least one course in social diversity (SOC 423, 425, 440, 455, or any anthropology course), and at least one course in social institutions (SOC 342, 408, 428, or 450).

In addition, majors must select either the applied or general course of study. The applied option is designed for those who intend to work in settings such as government agencies or community organizations; additional course requirements include SOC 432, 443, 464, and 470. The general option is designed for those who intend to pursue a graduate degree in Sociology; students may elect to concentrate in a specific subfield such as social theory or social institutions, or may take courses across the range of the discipline.

Anthropology

Anthropology majors must take 36 hours in anthropology plus SOC 345. All courses in the Core (ANT 201, 304, 322, 333, 343, 443, 451 and 461) must be taken. Two courses each must be selected from the Ethnographic (ANT 426, 430, 437, 441, 455, 470 or 471) and Topical Areas (ANT 323, 324, 340, 360, 370, 405, 427 or 453).

PRELAW EDUCATION

Students who plan to prepare for law school may select a major in any discipline that fulfills the general and specific requirements for a baccalaureate degree at Marshall. In developing a prelaw program, the student should be aware of the recommendation of the Association of American Law Schools, which describes the basic skills and insights it believes fundamental to the later attainment of legal competence. These are (a) comprehension and expression in words; (b) critical understanding of human institutions and values with which the law deals; and (c) creative power in thinking. In order to develop these capacities, the Association recommends a prelegal education of "the broadest scope." To accomplish these goals the College of Liberal Arts offers a wide range of prelaw courses. Political science, business, English, economics, history, criminal justice (legal studies), sociology, and others are acceptable majors. Regardless of the area of concentration, the prelaw student should be zealous in the selection of electives that will facilitate critical understanding of economic, political and social institutions. Since a lawyer must be able to communicate effectively, the prelaw student is well-advised to lay special emphasis on communicative skills. Also a knowledge of elementary accounting is desirable and highly recommended.

Finally, the prelaw student should remember that the quality of undergraduate instruction is more important than the subject matter area. The Association of American Law Schools recommends the selection of courses which require the greatest preparation and intellectual discipline. "The best trained for law school" states the Association, "is the student who has studied under teachers who have inspired, challenged, and pressed him."

All prospective law school applicants should consult early in their undergraduate programs with Dr. Robert W. Behrman, Principal University Prelaw Advisor and Professor of Political Science (Smith Hall 780), for further information and advice. They should register for the October (preferably) or the December administration of the Law School Admission Test and apply for law school admission during the fall of their senior year in college. Full LSAT information and registration materials are contained in the Law School Admission Bulletin, which is available at the Marshall Department of Political Science. The Principal University Prelaw Advisor and other designated prelaw advisors will gladly provide additional information and helpful advice.

College of Science



College of Science

The College of Science was established in 1976 and is comprised of eight academic departments: Biological Sciences, Chemistry, Clinical Laboratory Sciences, Computer Science and Software Development, Engineering, Geology, Mathematics, and Physics and Physical Sciences. Five of the departments are housed in the Science Building, a new building with modern classroom and laboratory facilities. Course offerings by all departments within the College are available to science majors and to students in other disciplines who are interested in broadening their skills and knowledge in basic science, mathematics, computers and engineering.

MISSION OF THE COLLEGE

The College of Science provides an undergraduate curriculum designed to educate students aspiring to be among the finest scientists and engineers in the 21st Century. Scientific and technologically trained people are essential to our nation's health and prosperity in a rapidly expanding global economy. Students majoring in baccalaureate degree programs in the College of Science receive a broad education conducive to pursuing a wide range of career options. Course requirements include solid grounding in the student's chosen area of scientific interest along with studies in humanities and the social sciences. Students receive instruction in a learning environment that encourages competency in written and oral communication skills along with the ability to work in groups. Special emphasis is placed on experiential learning through participation in activities such as undergraduate research, internships or clinical practicum. For non-science majors, departments in the College of Science offer a series of courses which focus on enhancing science literacy through instruction in integrated science and practical applications of mathematics.

Programs

The following programs are available through the departments in the College of Science:

- Biological Science (B.S.)
- Chemistry (B.S., B.S. in Chemistry)
- Computer Science and Software Development (B.S.)
- Cytotechnology (B.S.)
- Engineering (two-year curriculum)
- Environmental Management (in cooperation with Duke University)
- Forestry (in cooperation with Duke University)
- Geology (B.S. and B.A.)
- Mathematics (B.S.)
- Medical Technology (B.S.M.T.)
- Medical Laboratory Technician (A.A.S.)
- Physics (B.S.)

In addition to satisfying the requirements for a specific major, students must meet the College requirements outlined below and the University requirements as described in this catalog under Mission of the University.

Students entering any baccalaureate degree program in the College of Science beginning in the Fall of 1995 will be responsible for meeting the requirements of four Baccalaureate program initiatives approved by the faculty and the university president for all students. These initiatives include Writing Across the Curriculum, Computer Literacy, International and Multicultural Studies, and the Capstone Experience. Students in the College of Science are not required to satisfy the 4-hour Integrated Science and Mathematics initiative. Students are to consult with their academic/program advisor or the chairperson of their major departments for guidance in determining the specific details of meeting the above referenced baccalaureate curricular initiatives.

General College Requirements

1. Candidates for graduation must apply for graduation through the office of the Dean.
2. Candidates for graduation must have a quality point average of 2.0 or higher on all work attempted at Marshall University, and must have an average of 2.0 or higher in their major. Quality point deficiencies in the major cannot be reduced by taking lower division (100/200 level) courses within the major department, except as provided for by the D and F Repeat Rule; exceptions may be allowed by the Department Chairman.
3. A minimum of 128 semester hours of credit is required for graduation. Forty-eight hours must be earned in courses numbered 300-499. Courses transferred from two- year or community colleges can not be used to satisfy the upper division requirement.
4. The CR/NC option cannot be used: (1) for any course taken to meet the specific requirements for a B.A. or B.S. degree (see below); (2) for any course taken to fulfill the requirements for a departmental major; or (3) for any course taken to fulfill the requirements for a minor (item 5).
5. Candidates must earn at least 12 hours in a minor subject no more than three of which may be chosen from courses in the 100 series. The minor field may be chosen from any department within the university outside of the major department.
6. During the junior year, and no later than the semester in which they have completed 90 semester hours, students should request an evaluation by the Dean's office to determine if they are making satisfactory progress towards graduation.

Specific Requirements for the B.A. and B.S. Degrees

(Do not apply to Medical Technology, Cytotechnology and Computer Science and Software Development degrees.)

HUMANITIES

- I. English 101 and 102, or 201H.....6 hrs.
Students who take either 102 or 201H on a CR/NC basis are required to pass the English Qualifying Examination.
- II. Foreign Language3-12 hrs.
Successful completion of 12-hour sequence ending with German 234, Greek 302, Latin 204, French 204 or 264R or Spanish 204 or 264R. Students with previous language experience should consult the prerequisites listed in the "Courses of Instruction" section of this catalog to determine the appropriate sequence of courses. International students may satisfy this requirement by consultation with the Department of Modern Languages.
- III. Communication Studies0-3 hrs.
Communication Studies 103, 104H or 305. Communication Studies 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Communication Studies Department. Communication Studies 305 is open to juniors and seniors who have not had Communication Studies 103.
- IV. Literature6 hrs.
Courses to be selected from the following:
Classics 230, 231, 232, 233
English-any 300 or 400 level literature course (ENG 354 does not fulfill this requirement).
French 317, 318, 401, 402, 403, 404
German 301, 302, 417, 418
Latin-any 300 or 400 level course
Religious Studies 202, 304, 310, 320, 325, 351
Spanish 318, 319, 321, 402, 403
- V. Classics, Philosophy or Religious Studies2-3 hrs.
One course to be selected from the following:
Classics any course except 230, 231, 232, 233
Philosophy-any course
Religious Studies-any course except Honors

SOCIAL SCIENCES

- I. Courses to be distributed in at least three fields from Economics, Geography, History, Political Science, Psychology, and Sociology and Anthropology..... 15 hrs.
 - Economics-any course
 - Geography 100, 203
 - History-any course
 - Political Science-any course
 - Psychology-any course for which the student has the necessary prerequisite, except 223 and 417.
 - Sociology-Anthropology-any course for which the student has the necessary prerequisite except Soc. 344, 345 and 445.

SCIENCE AND MATHEMATICS

- I. Natural and Physical Sciences..... 12 hrs.

Courses to be distributed in at least two fields from biological sciences, chemistry, geology and physics.
- II. Mathematics, minimum requirement: Completion of one of the following: Mathematics 122, 131, 140, or 225. See individual program descriptions for specific requirements. All students whose Math ACT score is less than 17 are required to take MAT 097. Credit received in MAT 097 cannot be applied toward the 128 hours required for graduation.

DEGREE PROGRAMS

ACADEMIC POLICIES

1. Admission - Regular admission to the university constitutes admission to the College of Science for entering freshmen and students transferring from other institutions of higher education. In order to transfer into the College of Science from another college within the university, a student must have a GPA of at least 2.0. Students who do not have a 2.0 GPA but have a quality point deficit of fewer than 19 may transfer to the College of Science on a probationary status.

For students transferring from another institution into Marshall, the College of Science will permit the application of any appropriate transfer credits accepted by the university to meet general education requirements. For course work to be accepted as fulfilling upper division requirements, that work must have been earned at institutions accredited to offer junior/senior level courses.

Students transferring into the College of Science from another institution must have a minimum GPA of 2.0. Students who do not have the requisite GPA but still wish to pursue degree work at Marshall must appeal this regulation to the Dean in writing prior to full admission to the College of Science.

2. Probation - If a student's GPA falls below 2.0 (a quality point deficit of -1 or greater), the student is immediately placed on probation and notified of such by mail. A student has a grace period of one academic year during which the GPA must be raised to 2.0 or greater. If the probation cannot be removed within the stated time, the student will be dismissed from the College of Science.

3. Academic Suspension - College of Science students who accumulate a quality point deficit of 20 or greater are automatically placed on academic suspension and are disallowed from registering for classes at Marshall University for a period of one year. Notification of suspension will be by certified letter. If there are legitimate reasons for the poor performance (poor health, accident, etc.) the suspension may be immediately appealed in writing to the Dean. The appeal should include a clear proposal and plan for removing the deficit. With permission of the Dean, classes may be attended during summer sessions.

BIOLOGICAL SCIENCES

Courses offered by the Department of Biological Sciences are intended to meet the needs of students preparing themselves for careers in the biological and related sciences, or who want a knowledge

of the life sciences as part of their general education and/or to satisfy science requirements in other departments or programs.

Majors in the life sciences provide preparation which can lead directly to a variety of careers in industry, government agencies, and the basic and applied health fields. They also provide excellent preparation for pursuing graduate studies leading to professions in the biological and health sciences. All majors require a minimum of 40 hours of course work in the Department of Biological Sciences. These include 20 hours of core courses and 20 hours of electives chosen under the guidance of the faculty advisor to satisfy one of the following majors: Biology; Botany; Environmental Biology; Microbiology; Physiology/Molecular Biology; Zoology. Additional requirements include the Specific Requirements of the College of Science in humanities and social sciences, and support courses in chemistry, physics and mathematics listed below.

CORE COURSES: Biological Science 120, 121*, 320, 322, 324	20 hrs.
Chemistry 211, 212, 217, 218, 255, 356, 361	19 hrs.
Physics 201, 202, 203, 204	8 hrs.
Mathematics 130 and one of the following: 122, 131, 140 or 225	6-8 hrs.

OR

Mathematics 131 or 140 and 225 or 230	6-9 hrs.
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*Students who earn a grade of A or B in BSC 104 and/or 105 prior to declaring a Biology Major may substitute these courses for BSC 120 and/or 121.

MAJORS

Biology

The biology major is intended for students wanting a broadly based, flexible background in the life sciences. Any BSC course 200 level or above (except 227, 228, 250 or 485-488) can be used to satisfy the minimum of 20 hours of electives.

Botany

A major in botany prepares students who wish to enter graduate programs that emphasize plant biology and it is an appropriate major for those who seek positions in government agencies where a special knowledge of plant science is required. Botany majors must complete a minimum of 20 hours selected from the courses listed below:

- BSC 405 - Economic Botany
- BSC 415 - Plant Morphology
- BSC 416 - Plant Taxonomy
- BSC 418 - Mycology
- BSC 419 - Plant Anatomy
- BSC 420 - Plant Physiology
- BSC 421 - Phycology
- BSC 430 - Plant Ecology

Environmental Biology

The major in environmental biology offers opportunities for careers in areas such as environmental health, resource management, and basic and applied ecological research. Twenty hours of electives must be selected from the following courses:

- BSC 302 - General Bacteriology
- BSC 401 - Ichthyology
- BSC 406 - Herpetology
- BSC 408 - Ornithology
- BSC 409 - Mammalogy
- BSC 413 - Principles of Organic Evolution
- BSC 415 - Plant Morphology
- BSC 416 - Plant Taxonomy

- BSC 420 - Plant Physiology
- BSC 421 - Phycology
- BSC 422 - Animal Physiology
- BSC 424 - Animal Parasitology
- BSC 430 - Plant Ecology
- BSC 431 - Limnology
- BSC 460 - Conservation of Forests, Soil, & Wildlife

Microbiology

Students completing the major in Microbiology will be prepared for career opportunities in environmental, pharmaceutical and industrial microbiology. Students will also be prepared to continue specialization at the graduate level in clinical, food and dairy, soil and sanitary bacteriology as well as industrial microbiology. Twenty hours of electives must be selected from the following courses:

- BSC 302 - General Bacteriology
- BSC 303 - Readings in Immunology
- BSC 418 - Mycology
- BSC 421 - Phycology
- BSC 424 - Parasitology
- BSC 442 - Advanced Microbiology
- BSC 450 - Molecular Biology
- BSC 452 - Molecular Biology Lab Techniques

Physiology/Molecular Biology

The major in Physiology/Molecular Biology provides preparation for careers in animal physiology, plant physiology, cell biology, medicine and/or medical research. In addition to the biology courses in this major, Introductory Bio-chemistry (CHM 365) and Introductory Biochemistry Lab (CHM 366), are strongly recommended as supplements. Twenty hours are required from the following courses:

- BSC 301 - Vertebrate Embryology
- BSC 302 - General Bacteriology
- BSC 420 - Plant Physiology
- BSC 422 - Animal Physiology
- BSC 450 - Molecular Biology
- BSC 452 - Molecular Biology Lab Techniques

Zoology

The major in Zoology prepares students who have career or graduate school interests that emphasize animal biology. It is appropriate for those who plan to enter medicine, wildlife biology or related fields. Students may select either Invertebrate Zoology (BSC 212) or Vertebrate Zoology (BSC 214) and at least 8 hours from each of the following blocks:

Block 1: Taxonomy/Ecology

- BSC 401 - Ichthyology
- BSC 406 - Herpetology
- BSC 408 - Ornithology
- BSC 409 - Mammalogy
- BSC 414 - Entomology
- BSC 431 - Limnology

Block 2: Structure/Function

- BSC 300 - Histology
- BSC 301 - Vertebrate Embryology
- BSC 310 - Comparative Vertebrate Anatomy
- BSC 422 - Animal Physiology
- BSC 424 - Animal Parasitology
- BSC 426 - Medical Entomology

CHEMISTRY

Courses offered by the Department of Chemistry provide a program of studies which allows the individual to:

1. Obtain high quality instruction in chemistry as a scientific discipline.
2. Obtain a sound background in preparation for advanced studies.
3. Meet the qualifications of professional chemists and accrediting agencies.
4. Prepare for a professional career in medicine, dentistry, pharmacy, medical technology, engineering, nursing and other fields.

High school students planning to major in chemistry are advised to take one year of high school chemistry, one year of high school physics, and at least three years of high school mathematics (including geometry, algebra, and trigonometry).

The curriculum and facilities of the department have been approved by the Committee on Professional Training of the American Chemical Society.

Curriculums in Chemistry

B.S. Degree, Major in Chemistry: This major in chemistry is intended for students needing a broadly based, flexible science background. The requirements are:

A.	Science.....	64 hours
	Chemistry 211, 212, 217, 218, 355, 356, 361, 307 or 358, 345, 448	31-35
	Upper division Chemistry electives	3
	Mathematics through 131 or 140	3-8
	Physics 201-204	8
	Science and Mathematics electives	10-19
B.	General College Humanities and Social Science Requirements.....	42-54 hours
C.	General Electives from any college.....	10-22 hours
	Total	128 hours

Students interested in careers in technical sales, management, and marketing in chemical industry are encouraged to take the following courses as electives: Economics 250, 253; Marketing 340, 440 or 442; Management 320.

B.S. in Chemistry Degree: This curriculum meets the standards of the American Chemical Society and is recommended for students intending to enter the chemical profession or intending to pursue graduate work in chemistry. Students who successfully complete the requirements for the B.S. in Chemistry degree will receive a certificate from the American Chemical Society indicating that their degree meets the standards of the Committee on Professional Training. If the student takes Chemistry 423 (Environmental Analytical Chemistry) and Geology 425 (Geochemistry) as electives in the B.S. in Chemistry program, the American Chemical Society certification will reflect this as a certification of a B.S. in Environmental Chemistry.

The requirements for this degree are:

A.	Chemistry.....	51-52 hours.
	Principles of Chemistry 211, 212, 217, 218	10
	Organic Chemistry 355, 356, 361, 362	12
	Physical Chemistry 357, 358	8
	Analytical Chemistry 345 and either 422, 423, or 426	7-8
	Chemical Information Retrieval 305	1
	Inorganic Chemistry 448	4
	Research 401, 402	6
	Seminars 331, 332, 431, 432	CR
	Advanced electives	3
B.	Physics 211-214 (preferred) or 201-204.....	10-8 hours.
C.	Mathematics through 231.....	13-16 hours
D.	General College Humanities and Social Science Requirements.....	42-54 hours

E. General Electives.....	0-14 hours
Total	128 hours.

Grade Point Average: A grade point average of 2.0 in all required Chemistry courses as well as an overall 2.0 in all Chemistry courses will be required for either degree program

Computer Skills: Students in either degree program are required to demonstrate their proficiency in the use of computers in chemical applications. This requirement may be met by either passing an exemption exam (given by the department each semester) or by taking CHM 223 or by taking a programming course for a scientifically useful computer language. Any student who fails to pass the exemption exam on the second attempt will be required to fulfill the requirement by completing CHM 223 or an appropriate programming course.

Honors, Research, and Special Programs in Chemistry: The department offers a number of unique enrichment programs outside the above curriculums that are open to students in either degree program. All entering students in chemistry should contact either the department office or their advisor for full details.

CLINICAL LABORATORY SCIENCES

Associate in Applied Science Degree in Medical Laboratory Technology (MLT)

Bachelor of Science Degree in Medical Technology (MT)

Integrated 2+2 Program:

The CLS integrated curriculum has two degree options: the Associate Degree in Medical Laboratory Technology (MLT) and the Baccalaureate Degree in Medical Technology (MT). Students may choose to earn the associate degree only or to earn both the associate and baccalaureate degrees.

Credit for previous clinical laboratory training or experience may be granted based upon documentation and/or proficiency examination administered by the CLS Department. Should space for students in the hospital setting be limited in these programs, admission to clinical practicum would be competitive based upon grade point average. Names of students qualified but not selected for any practicum rotation will be placed on a waiting list and receive priority in the next rotation.

College of Science general requirements do not apply to these curricula.

Transportation and housing for hospital portions of these programs are the responsibility of the student. Medical insurance coverage is required for hospital rotations. Costs of physical examinations and immunizations are borne by the student. Students will be required to either receive the hepatitis B vaccine series or sign a waiver form refusing the vaccine prior to all CLS laboratory courses and clinicals. Arrangements for instruction and vaccinations are made through the CLS Department.

Availability of hospital training sites varies and is not guaranteed.

Prerequisites for CLS courses are strictly applied.

Associate Degree, Medical Laboratory Technician (MLT)

Medical laboratory technicians earn the Associate in Applied Science Degree. The curriculum is designed so that a student may complete the program and become eligible for national board certification. A person who has earned the associate degree may later complete the bachelors degree in medical technology.

Technicians are trained to perform approximately 90% of the routine diagnostic work load done in a hospital clinical laboratory. They generally work under the supervision of a technologist. They collect blood samples by venipuncture and do a wide variety of blood and urine tests using microscopes, spectrophotometers, electronic counters, and other laboratory instruments; they also perform crossmatches, culture pathogenic bacteria, and perform blood clotting tests. Besides working in hospital laboratories, medical laboratory technicians work in doctors offices, clinics, and in industry.

Admission

Entry to the MLT program involves formal application by candidates and competitive selection by an admissions committee. The number of class spaces will be determined annually by the MLT

program director, based upon available instructional resources both on campus and in affiliated hospital laboratories. The class limit is approximately 18 per year. Admission of qualified applicants is not guaranteed. Students seeking admission to the MLT program should develop an alternative academic plan in the event that they are not admitted.

Minimum qualifications for admission include an overall grade point average (GPA) of 2.0, completion of at least 18 credit hours of courses in the MLT-MT program curriculum with a minimum 2.5 GPA, including "C" or better grades in BSC 227, CHM 211, CHM 213, and MTH 130 (or higher), or equivalent courses. Applicants who have completed 24 credit hours or more in the MLT-MT curriculum including CLS 100, will receive preference.

Students apply for admission by completing and submitting a transcript review form, two letters references, and a letter of application to the MLT Program Director between March 1 and May 31 for admission to the fall semester of the current year. Transcript review forms are available at the Clinical Laboratory Sciences Department.

The MLT program admissions committee will review letters of application, college level course work, and letters of reference. The committee will select students to fill available class spaces and develop a ranked waiting list. Letters will be mailed to all qualified applicants by July 15, notifying them of admission status or position on the waiting list.

Students accepted into the MLT program obtain permission to register for the courses CLS 110 and CLS 200 from the MLT program director. Accepted students who are not properly registered or who are absent during the first week of regular classes without prior approval will lose their space to a wait-listed applicant.

Admitted students will be required to attend an instructional program on blood borne pathogens and either begin the Hepatitis B vaccine series or sign a waiver form refusing it prior to admission to CLS courses. Arrangements for instruction and vaccination should be made through the Clinical Laboratory Sciences Department.

Progress through the MLT program is contingent upon satisfactory academic performance. Once admitted, MLT students are required to remain continuously enrolled in such a way as to complete the CLS course sequence (CLS 110, 210, 220, 255, 270-273) with their class. If a student should not successfully progress with his or her class, that student will be dropped from the MLT program. Decisions regarding readmitting students to pre-clinical CLS courses will be made by the admissions committee subject to space availability. No student is guaranteed readmission. Students seeking readmission apply by letter to the MLT program director during the regular semester before their desired date of readmission. Readmitted students may be required to repeat one or more CLS courses or undertake directed independent study.

Hospital clinical practicum

In order to be eligible for hospital training, a student must earn grades of C or better in each CLS course, attain an overall GPA of 2.5 or better in the CLS sequence, and have earned an overall minimum GPA of 2.0. Students should be degree eligible upon completion of the hospital based training.

Two 15-week MLT hospital rotation periods are available, one each in summer and fall terms. The affiliated hospital laboratories include St. Mary's Hospital (Huntington, WV), Cabell Huntington Hospital (Huntington, WV), and Lawrence County Medical Center (Ironton, OH). Hospital assignments are made by the education coordinator during the course CLS 255. Available hospital clinical rotations will be assigned at the discretion of MLT program officials; student preference and academic achievement will be considered. Housing and transportation are the responsibility of each student.

If there are more qualified students than clinical spaces during any class year, students will be selected for available spaces by grade point average in the MLT-MT curriculum. Those not assigned to clinical rotations will receive first priority in the next available rotation schedule.

Associate Degree (MLT) Curriculum

Freshman Year:	Hrs.	Second Semester, Spring	Hrs.
First Semester, Fall			
English 101.....	3	English 102.....	3
Chemistry 211.....	3	Chemistry 212.....	3

Chemistry 213.....	2	Chemistry 214.....	2
Mathematics 130.....	3	Biological Science 228.....	4
Biological Science 227.....	4	Biological Science 250 (or elective).....	3-4
Clinical Lab. Sci. 100.....	1		
	<hr/>		<hr/>
	16		15-16
Sophomore Year: (following program admission)			
First Semester, Fall	Hrs.	Second Semester, Spring	Hrs.
Clinical Lab. Sci. 110.....	4	Clinical Lab. Sci. 210.....	4
Clinical Lab. Sci. 200.....	4	Clinical Lab. Sci. 220.....	4
Psychology 201.....	3	Clinical Lab. Sci. 255.....	3
Communication Studies 103.....	3	Elective.....	3-4
	<hr/>		<hr/>
	14		14-15
Summer: 15-week Clinical Practicum			
Clinical Lab. Sci. 270.....	3		
Clinical Lab. Sci. 271.....	3		
Clinical Lab. Sci. 272.....	3		
Clinical Lab. Sci. 273.....	3		
Total: 71-73 Semester hours	<hr/>		
	12		

Medical Technology (MT) Bachelors Degree

Medical technologists are trained to perform a variety of specialized tests in the clinical laboratory which provide information used by the physician to determine the extent and cause of disease. The tests performed or supervised by the medical technologist are completed in such areas as hematology, blood banking, serology, immunology, clinical chemistry, bacteriology, and parasitology. The graduate medical technologist is prepared with the knowledge and abilities needed for certification by nationally recognized professional agencies. Certified medical technologists are accorded the status of professionals in the medical team. They often have responsibilities for laboratory sections, exercise independent judgment, and evaluate the work of others.

Career Opportunities

Professional opportunities for certified medical technologists are good nationwide. About two-thirds of all medical technologists are employed in hospital laboratories while others find employment in physicians' offices, the armed forces, and state and federal health agencies. Pharmaceutical and industrial laboratories as well as research foundations also employ personnel with training in this field. Many medical technologists proceed to become physicians or earn graduate degrees.

The 2+2 "ladder" curriculum allows students who have earned an associate degree in medical laboratory technology to complete the baccalaureate degree within two years. The CLS course sequence for this program is two semesters in length. It involves clinical practice at several hospital affiliates, including St. Mary's Hospital and Cabell Huntington Hospital.

The first two years of the medical technology program consist of the associate degree program in MLT plus PHY 201-204 or equivalent (see MLT curriculum). The remaining coursework is on campus, except for the final semester of the senior year which is daily full time clinical practice at one or more hospital affiliate laboratories for a total of 18 weeks.

A student who has completed required general studies and prerequisite courses may complete the MLT and MT technical course sequence consecutively.

Admission

Entry to the MT program involves formal application by the student and competitive selection by an admissions committee. The number of class spaces will be determined annually by the MT program

direct or based upon available resources both on campus and in hospital clinical laboratories. The class limit is currently 12 per year.

Students apply for admission by completing and submitting a transcript review form, two letters of reference, and a letter of application to the MT Program Director. Application materials are available from the MT Program Director. Applications will be accepted until July 30 each calendar year for enrollment in senior CLS courses beginning in the fall semester. Applicants may be required to schedule personal interviews with the selection committee.

Admission is not guaranteed. First priority for available spaces goes to MU students who have completed the MLT program. Transfer students who have earned the associate degree in MLT at another college or university qualify for program admissions provided that they completed a MLT-A.D. program at a NAACLS-accredited program. CLS 255 or other pre-clinical orientation may be required of transfer students who have not worked as a laboratory technician for more than 5 years. Technical medical laboratory training and experience earned through programs not accredited by NAACLS are evaluated on a case-by-case basis. Advanced standing and credit by examination in CLS pre-clinical courses are available to those with previous medical laboratory training and experience.

To be eligible for entry into clinical practicum at affiliated hospitals, students must have a minimum overall 2.0 grade point average, have completed all required CLS technical courses with a minimum grade of "C", have a minimum 2.5 GPA in CLS technical courses, and be otherwise eligible for the degree. Any student who must repeat more than one CLS course in which a grade of W, WP, WF, D, or F was earned may become ineligible for hospital training and readmission to CLS courses.

Admitted students will be required to attend an instructional program on blood borne pathogens and either begin the Hepatitis B vaccine series or sign a waiver form refusing it prior to admission to CLS courses. Arrangements for instruction and vaccination should be made through the Clinical Laboratory Sciences Department.

Curriculum Bachelor of Science Degree in Medical Technology

		Junior Year			
		Hrs.	Summer II	Hrs.	
Summer I			Summer II		
Physics 201.....	3	Physics 203.....	3		
Physics 202.....	1	Physics 204.....	1		
Semester	Hrs.	Semester	Hrs.		
Chemistry 327 ¹	5	Biological Science elective ²	4		
Biological Science 303.....	2	Economics 200..... ³	3		
Chemistry 365 or 345.....	5	Mathematics 225 ³	3		
Biological Science 302.....	4	Elective.....	3-4		
		16		13-14	
		Senior Year			
		Hrs.	Semester	Hrs.	
Elective.....	3	Clinical Lab. Sci. 468.....	2		
Clinical Lab. Sci. 450.....	4	Clinical Lab. Sci. 471.....	9		
Clinical Lab. Sci. 460.....	3	Clinical Lab. Sci. 491.....	3		
Clinical Lab. Sci. 464.....	3				
Clinical Lab. Sci. 466.....	3				
		16		14	

Total: 130-133 Semester hours including MLT Curriculum

¹Chemistry 355-356-361 sequence may be substituted.

²Biological Science 300, 322, 324, 418, 424, or 442

³Psychology 223, Management 218, Sociology 345, or Educational Foundations 417 may be substituted.

Accreditation

The MLT and MT programs are accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Students who complete CLS programs through Marshall University will be eligible for national board examinations.

COMPUTER SCIENCE AND SOFTWARE DEVELOPMENT

The Department of Computer Science and Software Development (CSD), previously the Department of Computer and Information Sciences, was transferred from the College of Business to the College of Science in 1991. The curriculum was extensively revised and updated, and now has a strong emphasis on software engineering. The new B.S. degree program emphasizes the team approach to software development and maintenance. Graduates with this orientation are very much in demand by industry and government. The program provides a solid grounding in modern computer science, including computer architecture, operating systems, algorithms, and programming languages.

The first offering of courses in the new curriculum began in Spring 1992. As new courses are offered for the first time each semester, some old courses are gradually being discontinued. All majors are strongly advised to stay in close contact with the CSD department during this transition period. Majors who began their degree programs prior to the beginning of the new curriculum should obtain handouts from the CSD department office showing which new courses to take as replacements for discontinued courses.

B.S. DEGREE PROGRAM

		Freshman Year		
First Semester	Hr.	Second Semester	Hrs.	
English 101	3	English 102	3	
Computer Science 119	4	Computer Science 120	4	
Mathematics 120	5	Mathematics 230	4	
Social Science Elective	3	Chemistry and lab	4-5	
		or Biology and lab		
		or Geology and Lab		
				<u>15</u>

*Students taking 4 hours of science will take 1 credit of Independent Study in CSD

		Sophomore Year		
First Semester	Hrs.	Second Semester	Hrs.	
Literature	3	Computer Science 222	3	
Computer Science 212	3	Computer Science 240	3	
Mathematics 340	3	Mathematics 330	3	
Physics 211 and Lab	5	Physics 213 and Lab	5	
Economics 250	3	Accounting 215	3	
				<u>17</u>

		Junior Year		
First Semester	Hrs.	Second Semester	Hrs.	
Communications 305	3	English 354	3	
Computer Science 313	3	Computer Science 333	3	
Computer Science Elective	3	Computer Science 338	3	
Computer Science 325	3	Computer Science 322	3	
Mathematics 445	3	Mathematics 443	3	
Management 320	3			
				<u>18</u>

		Senior Year		
First Semester	Hrs.	Second Semester	Hrs.	
Computer Science 493	3	Computer Science 494	3	
				<u>15</u>

Computer Science Elective.....	3
Social Science.....	6
Classics/Philosophy/Religion	3

15

Computer Science Elective.....	3
Social Science.....	3
Free Elective	6

15

CYTOTECHNOLOGY

Cytotechnologists work in hospitals, clinics, and private physicians' laboratories. Cytotechnologists stain and analyze body cells under the microscope for visible changes which indicate cancer or infection. Cytotechnologists also learn how to examine chromosomes from human cells to discover inherited disorders.

There is a local and nationwide demand for this specialty, with beginning annual salaries ranging from \$23,000-35,000.

Bachelor of Science in Cytotechnology

Students wishing the degree in cytotechnology complete the first three years of the academic curriculum shown and then apply for one year (12 months) of hospital-based cytotechnology training. The College of Science General Requirements do not apply to this curriculum.

The work of the fourth year is at either the Cabell Huntington Hospital (CHH) School of Cytotechnology, or the Charleston Area Medical Center School of Cytotechnology, both accredited by the Council on Accreditation of Allied Health Educational Programs in collaboration with the American Society of Cytology. Upon successful completion of the entire curriculum, the student is granted the degree Bachelor of Science in Cytotechnology, and is eligible for certification examinations given by agencies such as the American Society of Clinical Pathologists (ASCP).

Admission to Hospital Training

A minimum of 2.5 GPA on all college work attempted and completion of the pre-clinical academic program is required for students to be considered for cytotechnology training at an affiliating hospital. Applicants for the final year of cytotechnology training must apply for transcript review by the Clinical Laboratory Sciences Department between January 1 and March 1 the same year.

Names and transcript evaluations of qualified applicants are supplied to the respective hospital schools by the CLS Department, and students are then selected to fill available positions by the admissions committee on the basis of grade point average, personal interview, and student academic status at Marshall. First preference is given to Marshall University students who have met residence requirements for graduation and who will be degree eligible in cytotechnology upon completion of hospital training; second preference is MU graduates who meet ASC requirements; third preference is undergraduates who meet ASC requirements. ASC requires that cytotechnology students have completed 60 college semester hours which include 20 credit hours of biological science, 8 of chemistry, and 3 of mathematics. Last preference is given to qualified applicants or graduates from other colleges and universities. A waiting list is established using these criteria in case an opening becomes available.

Admitted students will be required to attend an instructional program on blood borne pathogens and either begin the Hepatitis B vaccine series or sign a waiver form refusing it prior to admission to CLS courses. Arrangements for instruction and vaccination should be made through the Clinical Laboratory Sciences Department.

Successful completion of the academic program does not automatically assure admission to clinical studies, since enrollment at the associated hospitals is limited. CHH can take a maximum of 4 students per year; CAMC can take a maximum of 6 per year.

CHH charges tuition of \$1500 for the year of training; CAMC charges \$2500 per year. These charges may change. Students with at least 24 credit hours earned at Marshall University may apply for waiver of Marshall tuition for the clinical year.

Individuals seeking certificate training but not a degree should contact CHH or CAMC schools directly.

Cytotechnology Curriculum¹

First Year			
First Semester	Hrs.	Second Semester	Hrs.
English 101	3	English 102	3
Biological Science 120	4	Mathematics 130	3
Biological Science 227	4	Biological Science 228	4
Chemistry 211	3	Chemistry 212	3
Chemistry 213-217	2	Chemistry 218	2
Clinical Lab Science 100	1		
	—		—
	17		15
Second Year			
First Semester	Hrs.	Second Semester	Hrs.
Communication Studies 103	3	Psychology 201	3
Physics 201-202	4	Physics 203-204	4
Biological Science 301 or 310	4	Biological Science 300	4
Biological Science 424 or 426	4	Biological Science 121 (or other BSC elective)	4
Elective	1	Electives	1
	—		—
	16		16
Third Year			
First Semester	Hrs.	Second Semester	Hrs.
Chemistry 327 (or CM 355-356-361 sequence)	5	Biological Science 322 or CHM 365	4
Biological Science 324	4	Biological Science 302	4
Mathematics 122 or higher	3	Psychology 440	3
Elective	3	Elective	3
	—		—
	15		14

The CYT clinical curriculum involves 32 credit hours including the following courses:

Course:	Hrs.	Course:	Hrs.
Cytotechnology 438	4	Cytotechnology 444	3
Cytotechnology 439	3	Cytotechnology 445	3
Cytotechnology 440	6	Cytotechnology 446	1
Cytotechnology 441	3	Cytotechnology 447	3
Cytotechnology 442	3		
Cytotechnology 443	3		—
	—		10
	22		

ENGINEERING — PRE-PROFESSIONAL (Two-Year Curriculum)

Marshall University offers a pre-engineering program which consists of the first two years of a professional engineering curriculum. To qualify for admission a minimum math ACT score of 20 is required.

A structured sequence of engineering courses is offered in conjunction with selected supportive courses from other departments of the university. The engineering courses are general in nature, common to many specialized engineering curricula offered in schools throughout the country.

With the possible exception of chemical engineering, where specialized course work is sometimes offered in the second year, students transferring to professional engineering programs after two years should be able to complete their B.S. requirements in the normal amount of time. Since requirements may vary slightly for different professional schools, students should meet with the pre-engineering advisor early in their program to plan their course of study.

First Year			
First Semester	Hrs.	Second Semester	Hrs.
CHM 211 Principles of Chemistry I	3	CHM 212 Principles of Chemistry II	3
CHM 217 Chem. Lab. I	2	CHM 218 Chem. Lab. II	2
ENG 101 English Composition	3	ENG 102 English Composition	3
EG 101 Engr. Graphics	3	EG 108 Engr. Design	2

EG 107 Engr. Computations.....	2	MTH 230 Calculus II.....	4
MTH 131 ¹ Calculus I.....	5	CSD 203/205 Fortran/C. Prog.....	3
Elective ²	0-2		
	<u>18</u>		17- <u>19</u>

Second Year
(All except Chemical or Electrical Engineering majors)

First Semester	Hrs.	Second Semester	Hrs.
EM 213 Statics.....	3	EM 214 Dynamics.....	3
EM 215 Engr. Materials.....	3	EM 216 Mech. of Deform Bodies.....	4
EG 221 Engr. Economy.....	3	EM 218 Fluid Mechanics.....	4
MTH 231 Calculus III.....	4	MTH 335 Ord. Differential Eq.....	3
PHY 211 Princ. of Physics.....	4	PHY 213 Princ. of Physics.....	4
PHY 202 or 212 Physics Lab.....	1	PHY 204 or 214 Physics Lab.....	1
	<u>18</u>		<u>19</u>

Second Year
(Electrical Engineering Majors)

First Semester	Hrs.	Second Semester	Hrs.
EM 213 Statics.....	3	EM 214 Dynamics.....	3
EM 215 Engr. Materials.....	3	EE 204 Digital Logic Design.....	3
EE 201 Circuits I.....	4	EE 202 Circuits II.....	4
MTH 231 Calculus III.....	4	MTH 335 Ord. Differential Eq.....	3
PHY 211 Princ. of Physics.....	4	PHY 213 Princ. of Physics.....	4
PHY 202 or 212 Physics Lab.....	1	PHY 204 or 214 Physics Lab.....	1
	<u>19</u>		<u>18</u>

Second Year
(Chemical Engineering Majors)

First Semester	Hrs.	Second Semester	Hrs.
EM 213 Statics.....	3	EM 214 Dynamics.....	3
EM 215 Engr. Materials.....	3	EM 218 Fluid Mechanics.....	4
CHM 355 Organic Chemistry I.....	3	CHM 356 Organic Chemistry II.....	3
MTH 231 Calculus III.....	4	MTH 335 Ord. Differential Eq.....	3
PHY 211 Princ. of Physics.....	4	PHY 213 Princ. of Physics.....	4
PHY 202 or 212 Physics Lab.....	1	PHY 204 or 214 Physics Lab.....	1
	<u>18</u>		<u>18</u>

TRANSFER TO BACCALAUREATE PROGRAMS IN ENGINEERING

Administrative Bulletin No. 23 of the Board of Trustees establishes policies for transfer of students from pre-engineering programs to baccalaureate programs at West Virginia University and West Virginia Institute of Technology.

POLICIES AND PRACTICES FOR THE TRANSFER PROCESS

- A. Any student (1) who is a resident of West Virginia, (2) who meets the admission standards for a receiving institution at the time they are admitted by the sending institution, (3) who maintains a GPA of 2.0 or higher during the equivalent of four terms (64 credit hours) at a sending institution will be assured admission into a baccalaureate program in engineering at the receiving institution, provided the student has satisfactorily completed all prerequisite courses. Qualified students who have completed fewer than 64 credit hours at a sending institution will be considered for admission to a baccalaureate engineering program at a receiving institution

¹See program advisor for choice of Fortran or C

²Electives may be technical or nontechnical, according to the particular requirements of the chosen program.

in the same manner as the receiving institution's regular returning students. Students should consult the college handbook of the desired receiving institution for admission requirements.

Students who have completed a pre-engineering program should have completed the following core of courses:

Calculus	12 hrs.
Chemistry	8 hrs.
Physics	8 hrs.
English	6 hrs.
Statics	3 hrs.
Computer Programming	2 hrs.
Graphics	2 hrs.

- B. Any student (1) who is **not a resident** of West Virginia, (2) who meets the non-resident admission standards for a receiving institution at the time they are admitted by the sending institution, and (3) who maintains a GPA of 2.0 or higher during the institution will be assured admission into a baccalaureate program in engineering at a receiving institution, provided the student has satisfactorily completed all prerequisite courses. Qualified students who have completed fewer than 64 credit hours at a sending institution will be considered for admission to a baccalaureate engineering program at a receiving institution on a case-by-case basis.
- C. Any student who does not qualify under A or B above, but who nonetheless is admitted to a pre-engineering transfer program at a sending institution, must be informed that there is no assurance that he or she will be admitted to a baccalaureate program in engineering at a receiving institution. These students will be admitted to the College of Engineering and to a curriculum if they have completed at least 8 hours of calculus, 8 hours of applicable physics or chemistry, and 4 hours of graphics and computer programming and one semester of freshman composition with an overall 2.5 GPA and a 2.5 GPA in math and science courses. Students who do not meet the minimum transfer requirements, but who demonstrate special aptitude for engineering studies, may request admission to a baccalaureate program in engineering at a receiving institution by written petition to the appropriate administrator at the receiving institution.

Although these guidelines are designed to accommodate students who wish to transfer into a baccalaureate engineering program from an approved two-year pre-engineering program, differences in the range and scope of offerings at each institution cannot assure that a student will be able to complete the baccalaureate degree in all fields of engineering within a four-year period.

Any student who is admitted by transfer from a pre-engineering program at a sending institution will be treated by the receiving institution like the receiving institution's regular returning students. Access to student housing and other privileges at the receiving institution will be controlled by the usual offices, in accordance with the institution's standard practices.

All pre-engineering students at a sending institution will have an opportunity annually to consult with academic advisors from the receiving institutions to ensure adequate articulation of engineering program requirements.

The number of slots available in certain high demand programs at West Virginia University may be limited. In these cases, West Virginia University may invite qualified applicants to select another field.

FORESTRY AND ENVIRONMENTAL STUDIES

Cooperative Plan of Study

Marshall University and the Duke University School of the Environment have entered into an agreement whereby a student may spend three years at Marshall followed by two years at Duke. Students who are accepted by Duke for this program pursue one of two degrees: Master of Forestry (M.F.) or Master of Environmental Management (M.E.M.). At the end of the fourth year (minimum of 24 Duke credits) the student may be eligible for the B.S. degree with a major in Biological Sciences from Marshall University. Following the fifth year (minimum total of 48 Duke credits) students may qualify for one of the two professional Master's degrees.

Students are normally admitted only at the beginning of the fall term. Applications to Duke University should be submitted by February 15 preceding the fall in which admission is desired. Duke requires the Graduate Record Examination (GRE) for admission. Students should arrange to take the GRE in the first semester of the junior year.

The curriculum outlined below shows the courses required of students who seek admission to Duke as biology majors at Marshall. Marshall requires a quality point average (QPA) of 2.5 or higher for the three years of on-campus work. Students are strongly encouraged, however, to maintain a QPA of 3.0 or higher to qualify for acceptance into Duke. Students accepted into the program over recent years have had a mean QPA of approximately 3.3. In the fourth year a sufficient number of hours must be successfully completed at Duke to total 128 when added to those already completed at Marshall.

Forestry and Environmental Studies majors are required to meet the Marshall University College of Science requirements for the B.S. degree and to take the following courses:

Biological Sciences 120 and 121	8 hrs.
Biological Sciences 320, 322, and 324	12 hrs.
Chemistry 211, 212, 355-356, and 361	15 hrs.
Chemistry 217 and 218.....	4 hrs.
Physics 201, 202, 203, and 204.....	8 hrs.
Mathematics 131 and 225.....	8 hrs.
Economics 250.....	3 hrs.

GEOLOGY

Programs of study offered by the Department of Geology are designed for individuals seeking a career as an earth scientist. The greatest numbers of geologists are employed by natural resource industries. These include metallic and non-metallic mining companies as well as petroleum, natural gas, and coal companies. New and challenging careers have recently developed in environmental and engineering geology. The majority of graduates in the past few years have found employment with environmental and geotechnical companies. Other employers include geological surveys, and local, state, and federal regulatory agencies. Career opportunities in the teaching profession at the high school and university level may also be available to those with advanced degrees.

The Department of Geology offers 2 degree programs (B.A. and B.S.) which have been recognized and approved by the American Institute of Professional Geologists, a national organization that certifies professional geologists.

The bachelor of arts degree in Geology is designed for those who prefer greater curriculum flexibility, are less certain of their career objectives, or who may wish to enter the teaching profession at the junior high or high school level.

The Bachelor of Science degree in Geology is intended for those who wish to directly enter the Geology/Earth Science profession upon completion of the degree or wish to further their education at the graduate level.

The department also offers a Bachelor of Science in Geology with emphasis in engineering geology. This area of specialization is one of several that can be pursued and has recently developed as a formal program with its own specific curriculum. It has been added in order to meet the increasing demand for geoscientists who are trained in the acquisition, interpretation, and use of earth materials (rock, soil, ground water) for the solution of engineering problems. The program provides geologists with specific training that will enable them to effectively interact and support engineers. Its curriculum involves a heavy emphasis of course work in math, physics, and engineering, and completion of a senior thesis. By completing this curriculum, candidates would automatically complete the requirements for a minor in engineering.

The Department offers local and distant field trips to provide experience in a variety of natural geological settings. A wide range of course work is available which can be tailored to meet specific career tracks. Students also have ample opportunity to participate in independent or cooperative research projects with faculty. The Geology Department currently has a working arrangement with the U.S. Army Corps of Engineers which allows students to work part time at the Corps while pursuing their degree. Geology majors may also participate in Marshall University's cooperative program with the U.S.

Army Corps of Engineers. A co-op student's schedule is crafted by the Department of Geology and the Division of the Corps that employs the student. Following the first year, the student alternates semesters of course work with semesters of work experience. Completion of the cooperative program normally takes five years.

High school students interested in geology as a career option are advised to take one year of chemistry, one year of physics or biology, and mathematics through at least geometry, algebra and trigonometry. Courses in physical or earth science are also highly recommended.

Requirements:

All Majors

Chemistry 211, 212; labs. 217, 218

Biology or Physics —4 hrs. —Biological Science 120 or PHY 201-202

Geology 110 (minimum B grade required) or 200, 210L, 201, 211L, 212, 313, 314, 325, 430, 451, 451L

Additional requirements for the B.A. Degree Program:

7-8 additional hours of 300-400 level Geology courses and Math 122, 130. Total Geology hours: 37-38

Additional requirements for the B.S. Degree Program:

Math 131; recommended: Mathematics 230, 231 - especially for those planning graduate work.

Biology or Physics —4 hrs. (Total: 8 hrs.) —Biological Science 120 and/or 121 and/or Physics 201-202 and/or 203-204

Geology 421 or 423; plus an additional 11-12 hours selected from GLY 418, 421, 422, 423, 425, 426, 427, 455, and 455L, 456 and 456L, 457.

Total Geology hours: 45-46, depending on course selection

Elective Courses: Geology 280, 281, 282, 283, 410, 485, 486, 487, 488. GLY 485-488 may be substituted for required choices with approval from the Chairman of the Department of Geology. CSD 101 and CSD 119 (or other comparable computer courses) may be substituted for GLY 430 with approval of Department of Geology Chair.

Credit Hours

Requirements for Engineering Geology area of emphasis

Mathematics 131, 230, 231	13
Chemistry 211, 212, 217, 218	10
Physics 211, 212, 213, 214	10
Geology 200, 210L, 201, 211L, 212, 313, 314, 325, 430, 451, 451L, 455, 455L, 456, 456L, 457; 421 or 423; 6 hours from 485-488	51
Engineering Mechanics 213, 215, 216, 280	14
General Engineering 107	2
English 354	3

A total of 16 hours of engineering course work is required. Other engineering courses may be substituted (maximum of 7 hours) for the required ones where deemed appropriate by the Geology and Engineering Department Chairs.

The engineering geology area of emphasis will require 6 hours of independent study (GLY 485, 486, 487, 488) which will be devoted to a senior thesis. The thesis will involve a research project that will involve the acquisition, analysis, and interpretation of data related to any topic within the scope of engineering geology. A written thesis and oral defense will be required which will need the approval by a majority of geology faculty, including the student's thesis director.

MATHEMATICS

The Department of Mathematics offers the B.S. degree in the College of Science. All mathematics majors must take the following CORE courses: MTH 131, 230, 231, 330 and 427. In addition to these, at least 3 hours in computer science. The major also selects one of the following concentrations which include requirements in addition to the CORE:

1. Mathematics Major — Traditional Concentration — MTH 337, 428, 445, 450 plus 6 credit hours

of mathematics electives at the 300-400 level.

2. Mathematics Major — Statistics Concentration — MTH 445, 446 and either MTH 337 or 450.

Also either Group A or Group B must be chosen:

Group A — MTH 325, 412, 413

Group B — any two from Group A plus one selected from MTH 411, 428, 443.

3. Mathematics Major — Applied Mathematics Concentration — MTH 335, 411, 443, 445, 337 or 450, plus any one of: MTH 325, 340, 410, 415, 428, 446, 452, 460.

4. Mathematics Major — General Concentration — 18 hours of Mathematics at the 300-400 level, including at least MTH 337 or 450.

Transfer students who wish to major in mathematics must complete at least nine hours of 300-400 level course work at Marshall University.

The American College Test score in mathematics is utilized for the placement of students. Relevant information regarding such placement is included under prerequisites in "Courses of Instruction".

A student enrolled in Marshall may receive credit for certain courses in mathematics provided he successfully completes the appropriate examination of the College Level Examination Program.

Advance placement in mathematics is granted on the basis of Educational Testing Service Advanced Placement Test scores. Students who score 4 or 5 on the Calculus AB examination are given credit for Mathematics 130 and Mathematics 131 and those who score 4 or 5 on the Calculus BC examination are given credit for Mathematics 131 and Mathematics 230. Students who score 3 on BC are referred to the Chairman of the Department of Mathematics for a decision on credit; those who score 3 on AB are given credit for Mathematics 130.

PHYSICS

The Department of Physics and Physical Science offers coursework leading toward the B.S. degree in physics. The physics major must complete all College of Science general requirements for the B.S. degree. The physics major must complete the calculus sequence through differential equations and 35 hours of required course work in the major. The completion of the B.S. in physics prepares the graduate to enter graduate school in physics or engineering, medical school or other professional programs, direct employment in government or industrial laboratories, and other technically related fields.

Among the coursework options open to physics and other science majors are applied physics courses which emphasize applications of optics (PHY 440), electronics (PHY 430), and radiation (PHY 450) to the medically related fields. The applied radiation course includes laboratory experience at the University of Michigan's nuclear reactor.

Additional related programs within the department lead to an A.B. degree with a specialization in physics and/or general science, and an M.S. degree in physical science.

The physics major working to complete a B.S. degree is required to complete:

1. Physics 211, 202, 213, 204, or equivalent.
2. Physics 300, 302, 320, 330, 331.
3. Ten additional semester hours of 300-400 physics courses selected from the catalog including at least 4 semester hours of advanced laboratory courses (Physics 405, 415, 421, 463).
4. Mathematics 131, 230, 231, 335.

Majors in physics must demonstrate to the department faculty fundamental skills in utilizing computers, including the ability to interact with a computer, to interface with scientific instruments for data collection, and to apply computer programs to the solution of appropriate physical problems. Students lacking these skills can fulfill this requirement by taking appropriate courses which have the approval of the Department of Physics and Physical Science.

PREPARATION FOR PROFESSIONAL CAREERS IN HEALTH SCIENCES

With the emergence of medicine as a science, and the demand by a modern society for better access to all levels of health care, the challenges presented by a career in the health professions today are both formidable and exciting. The student who is contemplating a career in health sciences is required to have a solid foundation in the natural sciences. As a result, students who plan to study in any of

the health professions should include in their high-school subjects one and one-half units of algebra, one unit of geometry, one unit of chemistry, and one unit of physics.

There is no bachelor's degree, as such, granted in pre-medicine or any of the other related health sciences. While most pre-professional students major (i.e. work towards the bachelor's degree) in either chemistry or biological sciences, students may major in virtually any field and still apply to a professional school (dentistry, medicine, etc.). However, it should be recognized that a thorough knowledge of the sciences is needed if one expects to perform satisfactorily on aptitude examinations that must be taken prior to applying for admission to a professional school. Thus the following pre-professional health programs, along with basic course requirements, are outlined for the prospective student. The courses listed under each program are considered minimum requirements, and are usually completed during the first two years of undergraduate work.

COMBINED COLLEGE AND PROFESSIONAL DEGREES

The tendency among medical or dental colleges is to require four years of preprofessional preparation, and preference is given to applicants having such preparation.

A student wishing to study medicine or dentistry at a professional school may be granted a leave of absence during the senior year at Marshall University. To secure this leave of absence the student must file a written report in the office of the dean immediately after gaining admission to the professional school and before the termination of course work at Marshall University. Failure to discharge this responsibility voids candidacy for the degree under this program. At the end of the first year in the professional school the student then is eligible for the baccalaureate degree from Marshall University, provided that all requirements for graduation are met except the completion of a major, and that the student can present certification from the professional school that he/she has successfully completed the first year at the professional school, and that a sufficient number of semester hours of good quality work has been completed to total 128 when added to those earned at Marshall.

At least 96 hours of study must have been completed and a quality point average of 2.0 must have been earned by the student at Marshall University. Candidates for the degree must attend the regular Marshall University commencement, or have permission to graduate "in absentia."

As one can see from examining the various pre-professional programs, undergraduate requirements, aptitude testing examinations, application for admission to a professional school, etc. may vary considerably. Therefore, it is strongly recommended that pre-professional students discuss their programs at least once each semester with one of the following members of the Pre-Professional Advisory Committee: Dr. Daniel P. Babb, (Chemistry) Co-Chairman, Dr. James E. Joy (Biology) Co-Chairman, Dr. Mary Erta Hight (Biology), Dr. David Mallory (Biology), Dr. E. Bowie Kahle (Biology), Dr. William Westbrook (Sociology), Dr. Ralph Taylor (Biology).

PRE-PHYSICAL THERAPY

(2-years, followed by 2 additional years at a physical therapy school)

Courses:

Biological Science (BSC) 120, 121 and 227
Chemistry (CHM) 211, 212, 217 and 218
English (ENG) 101 and 102
Mathematics (MTH) 130, 122 and 225 or 131 and 225
Physics (PHY) 201, 202, 203, 204
Psychology (PSY) 201, 311
Home Economics 210

Exams: — AHPAT - sophomore year

Other Courses:

12 hours from Art, English Literature, Languages, Music, Philosophy, Religious Studies or Speech (must be distributed in at least three fields); 6 hours from Economics, Geography, History, Political Science, Sociology (Anthropology)

The ability to swim, or courses in swimming, volunteer or work experience in physical therapy

Recommended Electives:

FIN 307 (Business Law), BSC 301, PE 321, PSY 204

PRE-VETERINARY MEDICINE (4 years)¹

Courses:

Biological Science (BSC) 120 and 121
Chemistry (CHM) 211, 212, 217, 218, 355, 356, 361, 365, 366
English (ENG) 101, 102,
Genetics (BSC) 324
Mathematics (MTH) 130 and one of the following: 122, 131, 140 or 225
General Bacteriology (BSC) 302
Physics (PHY) 201, 202, 203, 204
Animal Nutrition, By arrangement

Exams: MCAT, VAT or GRE and GRE Advanced Biology Section

Other Courses:

Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:

BSC 322, CL 200, SOC 200, BSC 301

PRE-OPTOMETRY (3-years)

Courses:

Biological Science (BSC) 120 and 121
Chemistry (CHM) 211, 212, 217, 218, also 355, 356, 361
Social Sciences —Any courses (12 hrs.)
English (ENG) 101 and 102
Mathematics (MTH) 130 and 122 (and 140 recommended) or 131; 225
Physics (PHY) 201, 202, 203, 204
Psychology (PSY) 201

Exams:

OCAT October or March of sophomore year

Other Courses:

Check carefully catalog of Optometry College. Requirements vary.

Recommended Electives:

CHM 356, 307; MTH 230, 231; PHY 350, 440; PSY 311 or 440; BSC 302, 310, 315

PRE-PHARMACY (2 years)

Courses:

Biological Science (BSC) 120 and 121
Chemistry (CHM) 211, 212, 217, 218 and 355, 356 and 361
Economics (ECN) 250
English (ENG) 101 and 102
Mathematics (MTH) 130, 122 and 140
Physics (PHY) 201, 202, 203, 204

Exams:

PCAT November or February of sophomore year

Other Courses:

12 hours from Art, English, Literature, Languages, Music, Philosophy, Religious Studies (must be distributed in at least three fields)

6 hours from Geography, History, Political Science, Psychology, Sociology/Anthropology

PRE-DENTAL (3 or 4 years)

Courses:

Biological Science (BSC) 120 and 121

Chemistry (CHM) 211, 212, 217, 218 and 355, 356 and 361
Economics (ECN) 250, 253
English (ENG) 101 and 102
Mathematics (MTH) 130 and 122 or 131
Physics (PHY) 201, 202, 203, 204

Exams:

DAT Spring of sophomore year for 3-year students or during junior year for 4-year students

Other Courses:

Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:

ART 101 or EG (General Engineering) 101; BSC 300, 301, 310, 322, 324; CHM 307, 345, 362, 365, 366; CL 200; MTH 230, 231; PHY 350, 450; PSY 311, 408, 440

PRE-MEDICINE (3 or 4 years)¹

Courses:

Biological Science (BSC) 120 and 121
Chemistry (CHM) 211, 212, and 217, 218 and 355, 356 and 361
English (ENG) 101 and 102
Mathematics (MTH) 130 and 122 or 131
Physics (PHY) 201, 202, 203, 204

Exams:

MCAT Generally during the junior year; however, in some cases the student, after counseling with his/her advisor, may choose to take the MCAT during the spring semester of the sophomore year.

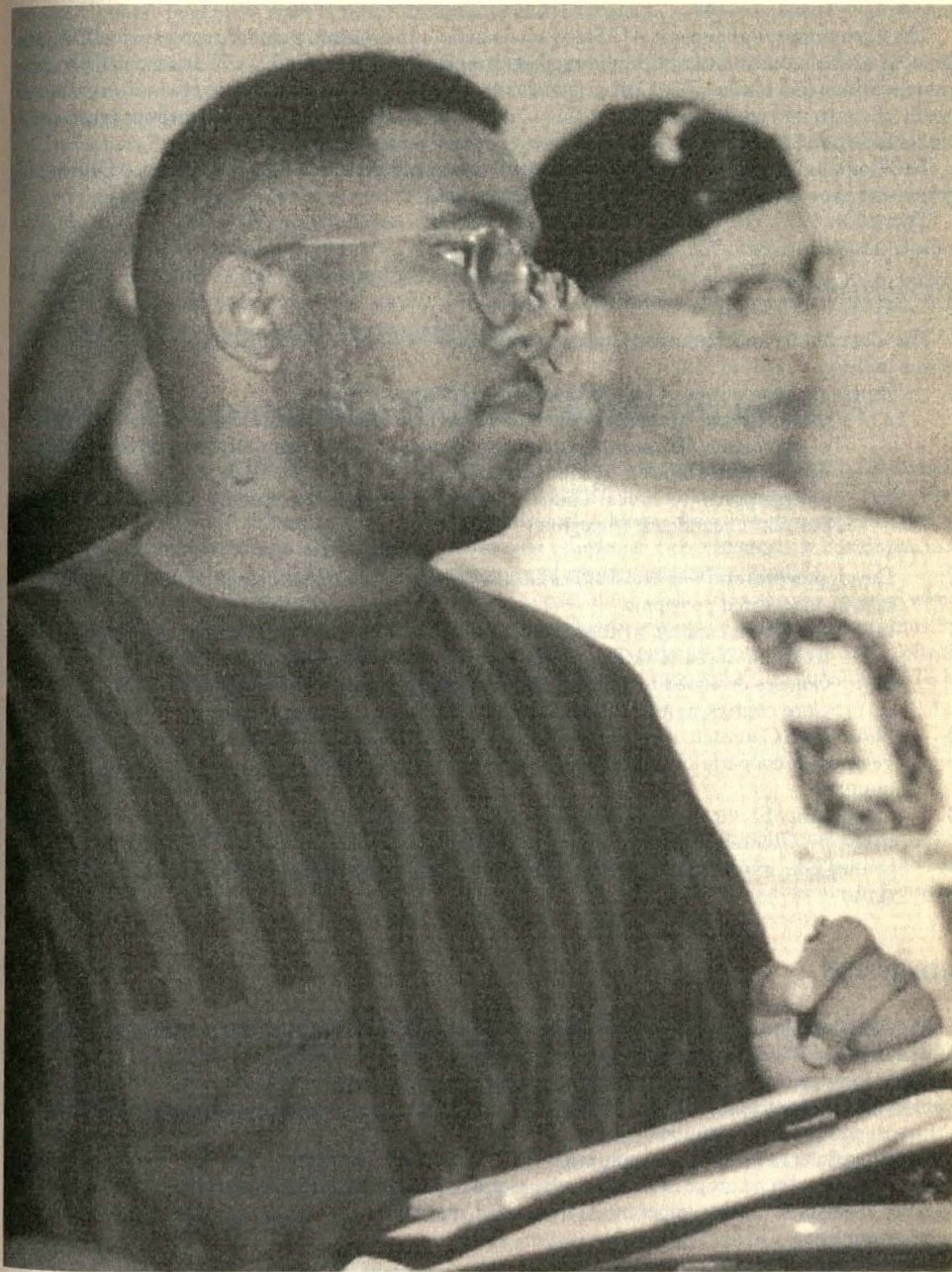
Other Courses:

Follow catalog for degree requirements B.S. or A.B.

Recommended Electives:

BSC 300, 301, 302, 310, 322, 324; CHM 307, 345, 362, 365, 366; MTH 230, 231; PHY 350, 430, 440, 450; PSY 408, 440

Community and Technical College



Community and Technical College

MISSION OF THE COLLEGE

The Community and Technical College, an open door institution, primarily serves Cabell, Wayne, Lincoln, and Mason counties by providing postsecondary programs of study which are chiefly occupational-technical in nature. The College's curricula reflect the occupational, educational, and cultural needs of youth and adults in the area. The College offers educational opportunities to any student who can benefit from instruction, regardless of age or academic preparation.

The Community and Technical College offers two-year Associate in Applied Science Degree programs and shorter Certificate of Proficiency programs.

Opened in 1975, the College enrolls 1,850 students.

PROGRAMS

The Community and Technical College offers programs to meet identified student needs. The programs include:

1. Programs and courses of an Occupational-Technical nature.
 - a. Occupational-Technical Programs which culminate in an associate degree or certificate of proficiency. These programs are not designed as first part of traditional baccalaureate degrees (see Transfer, in this section).
 - b. Occupational-Technical Courses for students interested in specific skills and knowledge, but not a certificate or degree.
2. Developmental and General Studies Courses to improve academic skills for entry into and success in specialized programs:
 - a. Courses in reading, writing, mathematics, and science to assist students in reaching mastery level in basic skills or meet baccalaureate admission requirements.
 - b. Courses designed to supplement Occupational-Technical Programs.
 - c. Core courses to acquire specific skills for immediate employment.
3. Short-Term Courses to acquire specific skills for immediate employment. Courses are usually developed in cooperation with business, industrial, and public service employers in the community.
4. Community Service/ Continuing Education Courses which may be vocational or vocational in nature. Community Service Courses deal with crafts, hobbies, and cultural activities. Continuing Education Courses offer opportunity to maintain and/or upgrade particular work-related skills.

ADMISSION

Regular admission to the Community and Technical College is open to any person who has a high school diploma or who meets General Education Development (GED) requirements.

Other persons may be admitted on a conditional basis but will be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies.

Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

Because of the broad range of students who seek admission, developmental courses will be provided to assist students to reach competencies in reading, mathematics, writing, and study skills when the need is identified.

Several types of admissions are offered.

Admission to Associate Degree Programs. To enroll in a degree program a student must have a

high school diploma or its equivalent and must follow regular Marshall University admission procedures. Advanced placement in some programs is possible if the student successfully passes a challenge examination in the specific course area.

Admission as a Non-Degree Student. Non-degree students do not require a high school diploma or its equivalent. They must follow Marshall University admission procedures and are eligible to take any Community and Technical College offering. However, if they decide to pursue a degree program in the College, they must meet regular Community and Technical College admission requirements and follow the program curriculum.

Early Admission. The Community and Technical College follows Marshall University policy. Application for admission to the Community and Technical College is made through the Marshall University Office of Admissions.

Transition Program. Baccalaureate applicants who do not meet one or more of the new admission requirements will first be admitted to the Transition Program in the Community and Technical College. This Transition Program offers courses which parallel the high school units that comprise the Fall 1990 baccalaureate admission requirements.

The transition courses are: COM 095, Developmental Writing; MAT 097, Developmental Algebra; MAT 098, Developmental Geometry; SCI 090, Developmental Physical Science.

These developmental courses will satisfy baccalaureate admission requirements but do not meet any baccalaureate or associate degree requirements.

COMMUNITY AND TECHNICAL COLLEGE ACADEMIC TESTING POLICY

Students enrolling in the Community and Technical College are required to take the Assessment and Placement Services for Community Colleges Test (ASSET) or, if out of high school fewer than five years, provide ACT scores prior to registration. Advisors, prior to scheduling new students, will review test scores to determine which students should be scheduled into advanced or developmental courses. Students must enroll for needed developmental courses as soon as possible.

Off-campus testing is announced and accomplished as part of the registration process. In areas where Community and Technical College developmental courses are not available, arrangements must be made for alternative instruction which has the approval of the Community and Technical College.

Certain groups may be exempt from testing as determined by the Dean of the Community and Technical College.

ADVISING/COUNSELING

Community and Technical College faculty provide academic advising to students majoring in occupational technical programs. Each student's initial registration must be approved by a faculty advisor.

The Office of Guidance Services offers educational, vocational and personal counseling to Community and Technical College students. The free services are available upon request.

TRANSFER

West Virginia Board of Trustees policies require state system institutions to accept up to 72 semester hours of credit by transfer from the Community and Technical College of Marshall University. If the Community and Technical College courses are reasonably comparable to Baccalaureate program courses, the credits transfer as Baccalaureate course requirements. If the courses are not comparable, the credits transfer as electives. Transfer credit is determined by the receiving school or college.

Several other transfer mechanisms are available to Community and Technical College students, as noted below, but not all colleges offer these options.

1. **Testing Out.** Community and Technical College students take an exam(s) to demonstrate their knowledge and skills. The exam(s) is given by the four-year college, and credit is awarded based on the results of the exam(s). See Advanced Placement and CLEP.

2. **Success in Advanced Courses.** Community and Technical College transfer students are allowed

by the four-year college to take advanced courses, even though the students do not meet specific prerequisites. The students have, rather, taken related courses at the Community and Technical College. If the students pass the advanced course, the four-year college accepts the Community and Technical College courses in lieu of the specific prerequisites.

3. **Two-Plus-Two Programs.** The upperclass courses of a four-year college are especially designed to accept the Community and Technical College transfer student. (See Legal Studies in College of Liberal Arts and Finance--Banking Option in College of Business).

4. **Board of Regents Bachelor of Arts Program.** This program is a mix of course-based and experiential-based learning. Community and Technical College courses transfer without difficulty.

Students contemplating transfer are advised to contact the appropriate dean or institution for a review of their transcripts, to discuss available transfer mechanisms, and to determine the specific number of hours which may be credited directly toward a baccalaureate program.

POLICY ON MANDATORY ATTENDANCE

The Community and Technical College faculty considers regularity of attendance and punctuality as two major elements in the maintenance of a satisfactory scholastic record. Each faculty member will at the beginning of class announce, provide in writing, and have each student sign his/her attendance policy. When a student exceeds the established limits, the faculty will notify the Dean.

In all courses, the attendance policy will conform to the following standards:

1. Definition of Absence

An absence is assessed each time a student is not in attendance during a regularly scheduled class period or laboratory session. In each semester, the assessment of absences begins with the first scheduled day of class.

Courses provided by the Community and Technical College have varied lengths for their class sessions. Absences will be assessed in proportion to the time spent in each session. In courses that have 50-minute sessions, missing one class session will constitute one (1) class absence. In courses meeting for 75 minutes, missing one class session will equal one and one-half (1 1/2) absences. In courses meeting for 150 minutes, missing one class meeting will constitute three (3) absences.

Absences resulting from illness and death in the immediate family may be excused at the discretion of the instructor. Absences for institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) are to be excused. To be considered for an excused absence, the student must report and verify the reason for the absence to the instructor in a timely manner. For such excused absences or other pre-arranged excused absences, the student should not be penalized.

Absence from a class, lecture, or laboratory session, excused or unexcused, does not relieve a student from the full responsibility for class work and assignments or accountability for the absence incurred.

2. Penalties for Class and Laboratory Absences

Faculty may impose an academic penalty for one (1) to six (6) unexcused absences or any part thereof.

A student who has more than six (6) unexcused absences will be required to meet with the Dean. Unless there are extenuating circumstances, the Dean will withdraw the student from the course. If withdrawn, the student will receive the grade of W, WP or WF, depending on his/her date of withdrawal and class standing. The student's next registration will require the Dean's approval.

3. Student Appeals of Administrative Withdrawal

The student has the right to appeal the administrative withdrawal. See Academic Rights and Responsibilities of Students. The student is expected to attend class during the appeal period.

4. Penalties for Exam Absences

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts

the examination as zero and reports the final grade of "F." If the absence is the result of illness or some other valid reason beyond the control of the student, as determined by the instructor, the grade of "I" is reported, and the student may, upon application, take the examination at a later date (See Catalog for additional information on Incomplete Grades and Grade Appeals).

ACADEMIC PROBATION

1. The student whose cumulative scholastic record shows a deficit of one (1) quality point but no more than nineteen (19) quality points will be placed on probationary status.
2. A transfer student whose total record shows a deficit of one (1) to nineteen (19) quality points at time of admission will be assigned a probationary status as though the deficit had been accumulated in residence.

RESTRICTIONS ASSOCIATED WITH PROBATIONARY STATUS

Any student on probation will have restrictions regarding scheduling and registration for classes. An accrued deficiency of one (1) to nineteen (19) quality points carries the following restrictions:

1. Students will be placed on academic obligation.
2. Students will be allowed to register for a maximum of 13 semester hours.
3. Student's schedule must be approved by assigned advisor.
4. Student must receive registration approval from Dean's office.

TERMINATION OF PROBATION

The student on probation as the result of a grade-point deficiency will remain on probation until his/her quality-point deficiency is reduced to 0 and he/she achieves a 2.0 (C) overall grade-point average.

ACADEMIC SUSPENSION

1. The student with a cumulative deficit of 20 quality points or more at the end of a term will be suspended for a period of one semester.
2. The application of a transfer student suspended from any college at Marshall University shall not be considered for transfer until his/her period of suspension has expired. The Community and Technical College honors the suspension of a student from any other college, and such a decision is treated as a prior suspension from the Community and Technical College.
3. A student may petition immediately upon notice of academic suspension if illness, accident, or other valid circumstances can be verified as the cause of poor academic performance. This written petition should be addressed to the Academic Appeals Committee, Community and Technical College.
4. A student who has been academically suspended may attend summer sessions without a written petition; however, a student who is on academic hold will require permission from the Dean's office to complete the registration process.
5. The student suspended for poor scholarship and subsequently readmitted will be required to:
 - a. Register for no more than 13 hours.
 - b. Maintain no less than a 2.0 (C) average each semester following his/her readmission.
 - c. Reduce the deficit by no less than six (6) quality points each two semesters.
6. Gains made as a result of repeating a class to replace grades (D & F repeat rule) are included in achieving a 2.0 (C) grade average.

ACADEMIC DISMISSAL

1. Failure to make academic progress in relation to the criteria in #5 above will result in dismissal from the Community and Technical College.

2. Dismissal will be regarded as permanent. However, a student may request consideration for readmission after one calendar year. The student will be required to provide the Academic Appeals Committee with reasons why he/she should be readmitted to the Community and Technical College. The student must make the request in writing, and he/she will have the option of a personal appearance before the Committee at the time of the hearing.
3. Action of this committee may be appealed to the Office of The Dean.

CREDIT FOR NON-COLLEGIATE LEARNING

The faculty at the Community and Technical College think that WHAT a person knows is more important than how it was learned. If a student can demonstrate or document knowledge and skills reasonably comparable to Community and Technical College courses, equal credit may be awarded. These credits are normally added to the student's transcript after they have earned 15 program credit hours from Marshall with a 2.00 GPA.

The student who has already been accepted by the Community and Technical College has several options, as listed below. The student should meet with his/her advisor regarding these options.

1. Credit by Examination

Credit by examination is available for certain courses. The awarding of credit is based upon the evaluation of specific criteria established by appropriate faculty. Proficiency examinations for credit will be given at a stated time before the end of the schedule adjustment period each semester or at a time designated by appropriate faculty.

To be eligible to take an exam, the student must be fully admitted and have advisor's permission. Part-time students must pay a non-refundable fee of \$30 per proficiency exam attempted; no extra fees will be charged to full-time students.

Exams may only be taken once and they are not available if student is currently enrolled in course or has been previously enrolled in course. Credit only (not a grade) will be recorded on transcript for successful completion; no transcript record will be recorded for failure.

Students may obtain additional information from their advisor or chair. See the College Level Examination Program and Advanced Placement Examination.

2. Credit Via Accepted Standards

Courses taught by the United States Armed Forces and certain other government agencies, companies, and organizations are sometimes reasonably comparable to Community and Technical College courses. To be considered, the courses must be listed in the latest edition of one of the approved credit-equivalency references. See also Credit for Military Experience and Training.

3. Credit for Knowledge or Skills

Credit for knowledge or skills is available only to students who have graduated from high school at least four years ago. For those passing a high school equivalency test, credit for knowledge or skills is not available until at least four years after their class graduation from high school.

The student must provide evidence of possessing college equivalent knowledge or skills. The knowledge or skills must be reasonably comparable to the knowledge or skills demonstrated by Community and Technical College students. Credits earned via this option are called college equivalent credits.

There will be a \$100 fee for the faculty evaluation of the student's evidence of knowledge or skills, regardless of the number of credit hours awarded.

See also Regents Bachelor of Arts Degree.

AUTOMOTIVE TECHNOLOGY

The Associate of Applied Science Degree Program in Automotive Technology is conducted in cooperation with the Cabell County Vocational Technical Center, Mingo County Vocational Technical Center, and other regional Vocational Technical Centers. Students take their automotive technology instruction at a Vocational Technical Center and their general education courses at Marshall.

The regular Marshall University Community and Technical College admissions and performance

standards apply to the program. Students earn 34-40 credit hours in general education from Marshall.

Students must be accepted by the Vocational Technical Center for the technical portion of the program. Students completing the technical program, which is approved by the National Automotive Technician Education Foundation, via the Automotive Service Excellence program (ASE), take the ASE certification exams. Successful students receive 25-31 credit hour equivalents for this portion of the program.

Upon completion of at least 65 credit hours, students receive an Associate of Applied Science Degree in Automotive Technology from Marshall University.

AUTOMOTIVE TECHNOLOGY

Component I - General Education

Communication Skills:	Credit Hours.
COM 111 - Communications I	3
COM 112 - Communications II	3
COM 221 - Business Corr. & Rp. Writing	3
Interpersonal Skills	
BUS 201 - Human Relations in Business	3
Quantitative Skills/Laboratory Science	
MAT 145 - Technical Mathematics I	3
MAT 146 - Technical Mathematics II	3
CT 105 - Fundamentals of Computer Technology: DOS	1
CT 106 - Fundamentals of Computer Technology: Spreadsheets	1
OT 107 - Fundamentals of Computer Technology: Word Processing	1
PHY 200 - Introductory Physics	3
PHY 200L - Physical Laboratory	1
Social Science	
BUS 102 - Basic Economics	3
Other:	
EME 105 - First Responder	3
General Education Electives	3-9
	34-40

Component II - Technical Education

The following courses are taught at the Cabell County Vocational Technical Center (VTE)

Automotive Tests (ASE) ¹	Credit Hours
Engine Repair	3
Automatic Transmission/Transaxle	2
Manual Drive Train & Axle	2
Suspension and Steering	3
Brakes	2
Electrical Systems	2
Heating and Air Conditioning	2
Engine Performance	3
Automotive/Technical Electives	3-9
Internship	3-6
	25-31

AVIATION TECHNOLOGY

The Aviation Technology Program provides specialized training for the student having an interest in or wishing to pursue a career in the aviation industry.

¹Other ASE certifications, such as Auto Body Repair, Painting and Refinishing, and Heavy-Duty Truck, may also become available.

General education and support courses will be taught at the Community and Technical College, while the flight operations portion of the program will be taught by Federal Aviation Administration 141 approved flight schools. Students will earn a total of 68 credit hours, of which 45 hours will be Marshall courses and 23 hours will be credit for the flight training phase. An Associate of Applied Science Degree is awarded at the end of the program.

The program contains three components of instruction and evaluation: classroom, flight training, and FAA evaluation.

The Aviation program recognizes FAA licenses as course credit from arrangements with any FAA 141 approved aircraft and flight training centers, while the Community and Technical College of Marshall University provides the classroom facilities and course instruction in the support areas.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 111 Communications I.....	3	COM 112 Communications II.....	3
MAT 145 Technical Mathematics I.....	3	MAT 146 Technical Mathematics II.....	3
AVT 100 Introduction to Aviation Technology.....	3	BUS 102 Basic Economics.....	3
AVT 125 Aviation Meteorology.....	3	CT 105 Funda. of Comp. Tech.: DOS.....	1
AVT 150 Private Pilot Ground & Flight Tr.	5	CT 106 Funda. of Comp. Tech.: Spreadsheets	1
		OT 107 Funda. of Comp. Tech.: Word Process.....	1
		AVT 200 Instrument & Ground Flight Tr.	4
	<u>17</u>		<u>16</u>

Second Year

First Semester	Hrs.	Second Semester	Hrs.
COM 221 Business Correspondence and Report Writing.....	3	AVT 210 Airport Management & Oper.....	3
BUS 201 Human Relations in Business.....	3	AVT 225 Multi-Engine Ground & Flight Tr.	2
BUS 202 Business Organization & Mgt.....	3	Approved Elective (Liberal or Fine Arts).....	3
AVT 175 Com. Pilot Ground & Flight Tr.	6	Approved Elective (Business Technology)	3
Approved Elective (Liberal or Fine Arts).....	3	AVT 250 Flight Instructor -Airplane ¹	3
		AVT 275 Flight Instructor-Instrument ¹	3
	<u>18</u>		<u>17</u>

BANKING AND FINANCE

The Banking program is intended to provide bank employees and those individuals interested in a career in banking with professional banking curriculum that responds to the new needs of the banking industry.

The diversified curriculum that is offered will provide students with a better understanding of the banking industry, help improve job performance and prepare them for career advancement opportunities.

The Banking and Finance program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP is a national accreditation organization recognized by the United States Department of Education for business academic programs.

The Associate Degree in Banking and Finance is operated in conjunction with the American Institute of Banking (AIB), the Huntington Chapter (AIB), and in cooperation with the Marshall University Community and Technical College. Students will receive an Associate Degree in Banking and Finance after completion of 66 to 68 credit hours, which can be accomplished in two years. The Program then offers the Associate Degree graduates the opportunity to pursue a Baccalaureate Degree in Finance (Banking Option) through Marshall University's College of Business.

¹Off-Campus Flight Training via any FAA 141 approved program.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 111 Communications I.....	3	COM 112 Communications II.....	3
BUS 151 Princ. Bank Operations.....	3	BUS 201 Human Rela. in Bus.....	3
ACC 215 Principles of Accounting.....	3	BUS 102 Basic Economics.....	3
MAT 115 Business Math.....	3	ACC 216 Principles of Accounting.....	3
BUS 101 Introduction to Business.....	2	ISM 133 Princ. Supervis. & Mgmt.....	3
CT 105 Funda. of Comp. Tech.: DOS.....	1		
CT 106 Funda. of Comp. Tech.: Spreadsheets.....	1		
OT 107 Funda. of Comp. Tech.: Word Process.....	1		
	<hr/>		<hr/>
	17		15

Second Year

First Semester	Hrs.	Second Semester	Hrs.
COM 221 Bus. Corres. & Rpt. Writ.....	3	Banking/Finance Electives ²	14-15
FIN 207 Legal Environ. of Bus.....	3	Elective.....	2-3
BUS 250 Micro. App. to Banking.....	3	BUS 250 Micro. App. to Banking.....	3
BUS 252 Law and Banking.....	3		
Banking Elective ¹	3		
MAT 145 Technical Mathematics I or			
MTH 120 Algebra ²	3		
	<hr/>		<hr/>
	18		16-18

TOTAL HOURS -- 66-68

Banking Electives for Associate Degree

- BUS 144 Real Estate Finance
- BUS 152 Money and Finance
- BUS 163 Trust Funct. & Services
- BUS 226 Commer. Papers & Trans.
- BUS 231 Business Finance
- BUS 234 Taxation
- BUS 241 Real Proper. Val. I
- BUS 242 Real Proper. Val. II
- BUS 243 Property Management
- BUS 251 Installment Credit
- BUS 253 Bank Management

- BUS 254 Bank Investments
- BUS 255 Bank Public Rel. & Marketing
- BUS 258 Home Mortgage Lending
- BUS 264 Analyzing Fin. Statements
- FIN 308 Commercial Law
- FIN 325 Commercial Banking
- MTH 190 Introductory Calculus.
- ECN 250 Principles of Microeconomics or
Banking Special Topics Course

COMPUTER TECHNOLOGY

Students who receive the Associate in Applied Science Degree in Computer Technology will possess a broad-based level of computer skills and knowledge. The curriculum is designed to provide maximum flexibility so graduates can best compete in the dynamic work force of today and tomorrow. The skills received provide the student with a wide range of current career options and the foundation necessary to adapt to future technological changes.

Students will complete a core curriculum and then select an area of specialization, either Applied Systems or Information Systems. The core courses include understanding and skill development in communications, mathematics, human relations, economics, and basic computer technology courses.

CORE COURSES

	Hours
BUS 102 Basic Economics.....	3
BUS 201 Human Relations in Business.....	3
COM 111 Communications I.....	3
COM 112 Communications II.....	3

¹Students who desire to complete the 2+2 baccalaureate degree in Finance with a Banking option must take ECN 250 and 253.

²Students who desire to complete the 2+2 baccalaureate degree in Finance with a Banking option must take specific courses that are approved by their adviser.

COM 231 Technical Report Writing	3
CT 115 Introduction to BASIC Programming	3
CT 120 Operating Systems Administration I	3
CT 221 Operating Systems Administration II	3
CT 230 Networking/Communications Concepts	3
CT 299 Internship	3
MAT 145 Technical Mathematics I	3
MAT 146 Technical Mathematics II	3
MAT 205 Technical Mathematics III	3
OT 236 Introduction to Word Processing	3
Computer Elective	3
Approved Elective	3

Students who do not have a high school unit of typing must take OT 113 or demonstrate proficiency in typing. Students must demonstrate specific computer competencies by the end of their first semester in a Computer Technology program. They may demonstrate competency by electing to take and pass three proficiency tests given by the Community and Technical College before entering the program or by electing to take 1-credit courses; CT 105, CT 106, and OT 107.

SPECIFICATIONS

Applied Systems Technology

The Applied Systems Technology track is an instructional program that prepares individuals to support engineers and scientists in the design, development, and testing of computers and peripheral devices.

ELT 110 Basic Electronics	3
ELT 211 Combinational Logic Circuits	3
CT 270 PC Computer Installation and Maint.	3
CT 276 PC Computer Upgrade Maint. and Repair	3
EGT 220 CAD for Technicians.....	3
EGT 230 Advanced CAD	3

Information Systems Technology

The Information Systems Technology track is an instructional program that prepares individuals to develop microcomputer systems and application packages for particular uses.

CT 150 Applications to Spreadsheets	3
CT 250 Applications to Databases	3
CT 260 Systems Analysis for Technicians	3
CT 265 Software Application Practicum	3
OT 255 Desktop Publishing	3
Approved CSD Programming Language	3

Through lecture, hands-on experience, and on-the-job internships, the curriculum will provide students with an understanding of terminology, software applications, hardware, and an overall orientation to this high-technology field.

ELECTRONICS TECHNOLOGY

The Electronics Technology Program is conducted in cooperation with the Cabell County Board of Education. Approximately one-third of the instruction takes place at the Cabell County Vocational-Technical Center, and two-thirds takes place at the Community and Technical College. Students must be accepted by both institutions.

Students learn the full range of Electronics Technology theory and skills plus appropriate support courses. Students are eligible for all collegiate benefits and activities. They learn skills that make them employable in a wide range of electronics related jobs.

The Associate in Applied Science degree is granted upon successful completion of the curriculum.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 111 Communications I.....	3	COM 112 Communications II.....	3
MAT 145 Technical Math I.....	3	MTH 146 Technical Math II.....	3
BUS 102 Basic Economics.....	3	ELT 121 Alternating Current *.....	3
ELT 111 Direct Current Theory*.....	3	CT 220 CAD for Technicians.....	3
CT115 Basic Programming.....	3	ELT 131 Analog Circuits I.....	3
	15		15

Summer Session

ELT 141 Analog Circuits II*.....	3
ELT 211 Combination Logic Circuits*.....	3
ELT 149 Electricity Capstone I.....	1
	7

Second Year

First Semester	Hrs.	Second Semester	Hrs.
ELT 179 Analog Circuits Capl.....	1	ELT 249 Logic Circuit Capstone III.....	1
ELT 231 Elect Comm. Circuits I*.....	3	ELT 241 Elect. Comm. Circuits II*.....	3
COM 231 Tech. Report Writing.....	3	PHY 200 General Physics.....	3
ELT 221 Sequential Logic Cir.*.....	3	PHY 200L General Physics Lab.....	2
MAT 205 Tech. Math III.....	3	ELT 279 Communication Capstone IV.....	1
BUS 201 Human Rel. in Business.....	3	Technical Elective.....	3
		General Elective.....	3
	16		15

*Course taught at the Cabell County Vocational Center (VTC)
Total Hours required for Graduation - 68

EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technical (EMT) and the Paramedic are specialists in providing basic or advanced life support pre-hospital care. The emergency medical attendant bridges the gap between the physician and the emergency patient. The EMT or Paramedic is the skilled individual who may be in charge of a mobile unit that travels to the site of an emergency. He assesses the problem and communicates with the emergency department, gives the treatment as directed by the physician and proceeds with safe transport of the patient to the emergency department.

The Emergency Medical Technology program offers a Certificate of Proficiency and is designed primarily for part-time students who work or volunteer in the EMS field. The program provides three distinct courses to prepare the individual to function as an EMT, EMT-Paramedic and Rescue Technician. Each of the courses has three components of instruction: classroom, clinical and field internship.

Certificate of Proficiency

	Hours
EME 109, Emergency Medical Technician.....	5
EME 120, EMT - Paramedic I.....	8
EME 121, EMT - Paramedic, Clinical I.....	2
EME 240, EMT - Paramedic II.....	8
EME 241, EMT - Paramedic, Clinical II.....	2
EME 242, EMT - Paramedic V. or EME Elective.....	5
EME 244, Vehicle Rescue Operations or EME Electives.....	3

Total Credit Hours 33

ENGINEERING TECHNOLOGY

Students who receive the Associate in Applied Science Degree in Engineering Technology will possess a broad-based level of computer and engineering skills and knowledge. The curriculum is designed to provide maximum flexibility so graduates can best compete in the dynamic work force of today and tomorrow. The skills received provide the student with a wide range of current career options and the foundation necessary to adapt to future technological changes.

Students will complete a core curriculum and then select an area of specialization, either CAD/CAM (Computer Aided Design/Computer Aided Manufacturing) or P&IM (Production and Inventory Management). The core courses include understanding and skill development in communications, mathematics, human relations, and basic computer technology courses.

Students may also meet their pre-program entry requirements via the tech-prep associate degree program or by placement exams.

Program Prerequisite

COURSE

EG 101	Engineering Graphics, 3 hrs.
MAT 145	Technical Mathematics I, 3 hrs.
CT 105	Intro. to Comp. Tech: DOS, 1 hr.
CT 106	Intro to Comp. Tech: Spreadsheets, 1 hr.
OT 107	Intro. to Comp. Tech: Word Processing, 1 hr.
OT 113	Typewriting (or demonstrate proficiency of 35 WPM), 3 hr.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 111 Communications I.....	3	PHY 200 General Physics	3
CT 115 Intro to Basic	3	PHY 200L Intro to Physics Lab.....	1
EGT 220 CAD for Technicians.....	3	COM 112 Communications II	3
MAT 146 Technical Mathematics II.....	3	ELT 110 Basic Electronics.....	3
CHM 203 General Chemistry.....	3	MAT 205 Technical Mathematics III	3
CHM 215 Environmental Chemistry.....	2	EGT Technical Elective.....	3
	<hr/> 17		<hr/> 16

Second Year

First Semester	Hrs.	Second Semester	Hrs.
COM 231 Technical Report Writing.....	3	BUS 201 Human Relations in Business.....	3
EGT 230 Advanced CAD for Technicians.....	3	EGT 245 Mechanics of Mat. for Tech.	3
EGT 240 Statics for Technicians.....	3	EGT Specialization	9
EGT 250 Engineering Mat. for Tech.....	3		
EGT Specialization	6		
	<hr/> 18		<hr/> 15

SPECIALIZATIONS

Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)

COURSE

EGT 116	Manufacturing Processes, 3 hrs.
EGT 210	Introduction to Robotics, 3 hrs.
EGT 225	CNC Programming, 3 hrs.
EGT 235	CAD/CAM, 3 hrs.
EGT 277	Flexible Manufacturing, 3 hrs.

Total hours - 15

Production and Inventory Management (P&IM)

COURSE

- EGT 119 Production Activity Control, 3 hrs.
- EGT 117 System and Technologies, 3 hrs..
- EGT 231 Inventory Management, 3 hrs.
- EGT 234 Material and Capacity Requirements Planning, 3 hrs.
- EGT 237 JIT Manufacturing Strategies, 3 hrs.

Total hours - 15

Engineering Technology Electives

COURSE

- EGT 117 Systems and Technologies, 3 hrs./
- EGT 134 Master Planning, 3 hrs.
- EGT 210 Introduction to Robotics, 3 hrs.
- EGT 230 Advanced CAD for Technicians, 3 hrs.
- EGT 235 CAD/CAM, 3 hrs.
- EGT 299 Internship, 3 hrs.

HEALTH INFORMATION TECHNOLOGY

The Health Information Technology Program prepares the student for employment as a health information technician in hospitals, clinics, public health departments, nursing homes, mental health facilities, and insurance companies. Clinical experience will be provided in healthcare facilities locally and across state. This program is fully accredited by the American Health Information Management Association.

Acceptance to the Community and Technical College is granted to most students and does not constitute or guarantee admission to the Health Information Technology Program. The Health Information Technology program is a competitive admissions program with limited enrollment. Final approval to enroll in the program must be given by the Program Coordinator and is based on the following minimum admission requirements will be given preference.

Minimum Admission Requirements

1. Completion of the first year of coursework (31 credit hours) with a grade point average of 2.5 or above.
2. Typing proficiently of 50 WPM as certified by the Division of Office Technology.
3. Computer competency in relation to requirements of CT 105, CT 106, and OT 107.

Academic Policy

Each Health Information Technology (HIT) course must be completed with a grade of "C" or better before progression to the next HIT course. Students earning a grade of less than "C" in a HIT course may repeat the course only once.

Evidence of a current satisfactory health record must be submitted prior to participation in Directed Practice Experience.

Students are responsible for transportation to and from the Directed Practice Sites.

Application Process

1. File a Marshall University application provided by the Office of Admissions.
2. File a Health Information Technology program application provided by the HIT Program Coordinator.

Applications will be accepted from January 1 of each year for the upcoming fall semester. Admission to the program will be granted starting in May.

First Year

First Semester	Hrs.	Second Semester	Hrs.
COM 111 Communications I.....	3	COM 112 Communications II.....	3
MAT 145 Technical Math I.....	3	OT 152 Medical Terminology II.....	3
OT 151 Medical Terminology I.....	3	OT 236 Intro. to Word Process.....	3
BUS 201 Human Rel. in Business.....	3	ISM 133 Prin. of Superv & Mgmt.....	3
Approved Elective.....	3	BSC 227 Human Anatomy.....	4
	15		16

Second Year

First Semester	Hrs.	Second Semester	Hrs.
HIT 201 Intro. to Health Info Tech.....	4	HIT 202 Health Info Tech.II.....	4
HIT 203 Basic ICD-9-CM Coding.....	4	HIT 204 Advanced Coding Concepts.....	2
HIT 205 Principles of Disease.....	4	HIT 206 Hospital Rates/Percentages.....	2
OT 253 Medical Transcription.....	3	HIT 208 QI/RM in Healthcare.....	2
LAS 248 Medical Law.....	3	HIT 210 Comp. Health Info. Syst.....	3
	18	HIT 212 Seminar.....	2
		HIT 214 Directed Practice I.....	2
			17

Summer	
HIT 215 Directed Practice II.....	3

Total Hours - 69

LEGAL ASSISTANT

(An American Bar Association Approved Program)

A legal assistant is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients and include such tasks as client interviewing, case investigation, the preparation of pleadings and conduct of legal research.

The Legal Assistant program was planned in accordance with American Bar Association Guidelines with assistance from the West Virginia State Bar and a program advisory committee consisting of attorneys and legal assistants. The program has formal approval from the American Bar Association.

The complexity of legal concepts and procedures offers a demanding curriculum. Upon successful completion of the program, graduates receive an Associate in Applied Science degree.

Goals and objectives of the program are:

1. To prepare students for entry level employment as legal assistants in business, industry, governmental and private law practices.
2. To provide opportunities for individuals who are already employed as legal paraprofessionals to increase their knowledge and improve their skills through completion of a formal course of study.
3. To provide courses which will serve the continuing education needs of individuals who are employed as legal assistants.
4. To provide students with an opportunity to prepare for continued education in the legal field.
5. To instill in students a respect for the legal profession.
6. To contribute to the overall advancement of the legal profession, its foundations and its institutions.
7. To support the general principles of ethical legal practice, professional responsibility and the prohibitions against the unauthorized practice of law by non-lawyers.

Legal Assistant Program Admission Requirements

Admission to the Community and Technical College is granted to most applicants and does not constitute or guarantee admission to the Legal Assistant Program.

Final admission to the program must be given by the program coordinator and is based on applicants meeting the following program admission criteria.

Regular Admission Requirements: (Applicants who have completed less than 12 hours of College Credit.)

1. Meet the general admission requirements for associate degree programs in the Community and Technical College.
2. Have a high school grade point average of 2.5 or above or Have a GED test score of 50 or above.
3. Have a composite American College Test (ACT) score of 20 or above or Scholastic Aptitude Test (SAT) score of 780 or above with consideration given to individual scores or scores on the ASSET Test of a minimum of 54 in reading, 71 in writing, 45 in mathematical computation.
4. Have completed 1/2 unit of high school typewriting, OT 113 or pass a typewriting proficiency examination administered by the Division of Office Technology with typing proficiency of 35 wpm.

Applicants not meeting one or more of the above admission requirements may be admitted as a pre-legal assistant major. Upon completion of 12 semester hours of recommended coursework with a grade of at least C or better in each class taken, applicants will be admitted to the Legal Assistant program.

Transfer Student Admission Requirements: (Students desiring transfer from another collegiate institution, from another college within the University or from another program within the Community and Technical College.)

To be considered for acceptance into the program the applicant must:

1. Have an overall quality grade point average of 2.0 or better.
2. Have completed English 101 or its equivalent with a grade of "C" or better.
3. Have completed OT 113 - Typewriting I or its equivalent with a grade of "C" or better or pass a typewriting proficiency examination administered by the Division of Office Technology with a typing proficiency of 35 wpm.

Application Process:

1. Follow the admission process as outlined in the admissions section of the current Marshall University Undergraduate Catalog.
2. File, concurrently, a Legal Assistant Program Admission application on forms provided by the Community and Technical College.
3. Submit results of the American College Test (ACT) or Scholastic Aptitude Test (SAT), if applicable, to the Legal Assistant Program, Community and Technical College.
4. Submit copies of official transcripts of all high school and College courses taken, including transcripts for work completed at Marshall University, to the Legal Assistant Program, Community and Technical College.

Prospective students will be notified as to the disposition of their application as soon as it is acted upon.

First Year

First Semester	Hrs.	Second Semester	Hrs.
ENG 101 English Composition	3	ENG 102 English Composition	3
CT 105 Funda. of Comp. Tech.: DOS	1	BUS 102 Basic Economics	3
CT 106 Funda. of Comp. Tech.: Spreadsheets	1	BUS 206 Basic Accounting	4
OT 107 Funda. of Comp. Tech.: Word Process	1	LAS 102 General Law II	3
MAT 115 Business Mathematics	3	PSC 104 American Nat.'l Gov. & Politics	
LAS 101 General Law I	3	or SOC 200 Introd. Sociology	3
LAS 103 Legal Assisting	3		

Second Year

Third Semester	Hrs.	Fourth Semester	Hrs.
HST 342 American Legal History.....	3	LAS 212 Legal Research & Writing II	3
LAS 211 Legal Research & Writing.....	3	BUS 248 Real Estate Law.....	3
LAS 235 Civil Litigation.....	3	LAS 209 Administrative Agency Advocacy	3
COM 221 Bus. Correspondence & Rept. Writing.....	3	LAS Elective.....	3
LAS Elective.....	3	BUS 234 Taxation..... ¹	3
CMM 103 Fundamentals of Speech Comm. or ¹	3	LAS 290 Internship or ¹	3
CJ 321 Criminal Justice Admin.	3	CJ 323 Criminal Procedure ²	3

18

18

- LAS Electives
 LAS 110 Business Organization and Governmental Regulations - 3 semester hours
 LAS 231 Estate Planning and Probate Administration - 3 semester hours
 LAS 240 Criminal Litigation - 3 semester hours¹
 LAS 244 Laws of Domestic Relations - 3 semester hours
 LAS 290 Internship - 3 semester hours

Total - 67 hours

MANAGEMENT TECHNOLOGY

Students who receive the Associate in Applied Science Degree in Management Technology can expect to be qualified for a wide variety of management positions.

Students complete a core curriculum in business technology courses and select an area of interest for a specialization. Specializations are presently offered in the areas of Real Estate Management Technology, Retail Management Technology, Business Management Technology, and Industrial Management Technology and Accounting.

The Management Technology program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP is a national accreditation organization recognized by the United States Department of Education for business academic programs.

Microcomputer applications are an integral part of the courses in the Management Technology Program. The core courses include preparation in business communications, basic accounting, mathematics, advertising, human relations, and basic business management technology courses. Cooperative work experience is available for those interested in on-the-job training. Courses in each area of specialization are designed to qualify the graduate for entry level management positions in his/her area of special interest.

Whether you are preparing to enter the job market for the first time or are presently employed, courses in the management Technology Program will enhance your chances of success, promotion and personal growth.

CORE COURSES

	hours
MAT 115 Business Math I.....	3
MAT 116 Business Math II	3
COM 111 Communications I.....	3
COM 112 Communications II.....	3
COM 221 Business Correspondence & Report Writing	3
CT 105 Fundamentals of Spreadsheet.....	1
CT 106 Fundamentals of DOS.....	1
OT 107 Fundamentals of Word Processing.....	1
BUS 101 Introduction to Business	2
BUS 102 Basic Economics	3

¹These courses must be taken by students who do not plan to transfer to the 2 + 2 Legal Studies Program.

²These courses must be taken by students who plan to transfer to the 2 + 2 Legal Studies Program.

BUS 104 Records Management	3
BUS 130 Fundamentals of Marketing	3
BUS 201 Human Relations in Business	3
BUS 204 Principles of Public Relations.....	3
BUS 206 Basic Accounting	4
BUS 231 Business Finance.....	3
BUS 233 Personnel Management.....	3
BUS 234 Taxation.....	3
Approved Elective.....	3
Total	51

NOTE: Students who do not have a typing or keyboarding high school unit must take OT 101, OT 113, or test out of OT 113.

SPECIALIZATIONS

Accounting

BUS 221 Concepts of Computerized Accounting.....	3
ACC 215 Principles of Accounting.....	3
ACC 216 Principles of Accounting.....	3
BUS 226 Commercial Papers & Trans.....	3
BUS 264 Analyzing Fin Statements.....	3
CT 150 APP to Spreadsheets	3
	18

Business Management Technology

BUS 181 Retailing	3
BUS 202 Business Organization & Management.....	3
BUS 279 Advertising, Merchandising, & Sales Promotion.....	3
FIN 207 Legal Environment of Business.....	3
Approved Electives.....	6
	18

Real Estate Management Technology

BUS 141 Real Estate Principles and Practices.....	3
BUS 144 Real Estate Finance.....	3
BUS 241 Real Property Valuation.....	3
BUS 243 Property Management	3
BUS 248 Real Estate Law	3
Approved Elective.....	3
	18

Industrial Management Technology

ISM 133 Principles of Supervision & Management.....	3
ISM 232 Manufacturing Cost Control.....	3
ISM 236 Supervisory Decision Making.....	3
ISM 239 Labor Law and Labor Relations	3
EGT 237 JIT Manufacturing Strategies	3
Approved Elective.....	3
	18

Retail Management Technology

BUS 181 Retailing	3
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BUS 202 Business Organization & Management	3
BUS 270 Principles of Wholesaling	3
BUS 279 Advertising, Merchandising & Sales Promotion	3
MKT 231 Principles of Selling	3
Approved Elective	3

Total Hours - 69

18

OCCUPATIONAL DEVELOPMENT

The Associate of Applied Science Degree Program in Occupational Development is designed to meet two major needs: (1) To provide for cooperatively sponsored educational opportunities, leading to associate degrees, for students in approved apprenticeship training programs or other quality education and training programs sponsored by business, industry or labor; and (2) To provide a mechanism for the delivery of educational programs in a variety of occupational fields to business and industry that have immediate need for such programs. This program provides a timely and efficient method to address such education and training needs. Programs will carry a minimum of 21 credit hours in general education, 30 credit hours of instruction in the occupation area and as many as 13 credit hours for on-the-job training. For details on the Occupational Development coursework and the program, contact the Community and Technical College at 696-3646.

OFFICE TECHNOLOGY

Secretaries are the center of activity within any organization, and technology has made a great impact upon secretarial work. Computers, word processors, and telecommunications have changed the way in which secretaries perform their duties.

The Office Technology Program in the Community and Technical College reflects these advances in technology. It permits the student to specialize in one of the following: Administrative Secretarial, Legal Secretarial, Medical Secretarial, or Information Processing. An Associate Degree in Applied Science is awarded at the completion of the program.

The Office Technology Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). ACBSP is a national accreditation organization recognized by the United States Department of Education for business academic programs.

During the final semester students will receive an orientation to the world of business through an internship in a business office.

Office technology positions are expected to increase faster than the average for all occupations through the 1990's.

CORE COURSES

	Hours
BUS 101 Introduction to Business	2
BUS 108 Accounting for Business	3
BUS 201 Human Relations in Business ¹	3
COM 111 Communications I	3
COM 112 Communications II	3
COM 221 Business Correspondence and Report Writing	3
CT 105 Fundamentals of Computer Technology: DOS	1
CT 106 Fundamentals of Computer Technology: Spreadsheets	1
OT 107 Fundamentals of Computer Technology: Word Processing	1
CT 150 Applications to Spreadsheets	3
MAT 115 Business Math	3
OT 114 Typewriting II ²	3

¹It is recommended that students in the medical secretarial specialization take Psychology 201.

²If a student has not had one year of typewriting in high school, he/she must take OT 113 before enrolling in OT 114.

OT 236 Introduction to Word Processing.....	3
OT 237 Advanced Word Processing.....	3
OT 261 Typewriting III.....	3
OT 265 Office Procedures and Practices.....	3
OT 290 Internship.....	3
Approved Elective ¹	3
	<hr/>
	47

Specializations:

Administrative Secretarial	Hours
BUS 202 Business Organization and Management.....	3
BUS 102 Basic Economics.....	3
OT 111 Shorthand I.....	4
OT 112 Shorthand II.....	3
OT 115 Machine Transcription I.....	3
Approved Elective.....	3
	<hr/>
	19

Medical Secretarial	Hours
EME 105 First Responder Course.....	3
LAS 248 Medical Law.....	3
OT 151 Medical Terminology I.....	3
OT 152 Medical Terminology II.....	3
OT 253 Medical Transcription.....	3
OT 257 Introductory Anatomy/Physiology.....	3
	<hr/>
	18

Legal Secretarial	Hours
LAS 101 General Law I.....	3
LAS 102 General Law II.....	3
OT 111 Shorthand I.....	4
OT 112 Shorthand II.....	3
OT 242 Legal Terminology and Transcription.....	3
Approved Elective.....	3
	<hr/>
	19

Information Processing	Hours
BUS 202 Business Organization and Management.....	3
BUS 102 Basic Economics.....	3
OT 115 Machine Transcription I.....	3
OT 233 Machine Transcription II.....	3
Approved elective.....	6
	<hr/>
	18

Total Hours 65-66

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant (PTA) is a licensed health care provider who works within a physical therapy setting under the supervision of a Physical Therapist. The PTA assists in the practice of

¹Approved electives for Information Processing specialization: CT 250, CT 221, BUS 104, or another course approved by advisor. Approved electives for Administrative, Legal or Medical specializations: OT 239, CT 255, BUS 104 or another course approved by advisor.

physical therapy by performing patient-related activities delegated by the Physical Therapist. These activities may include performing selected treatment procedures, observing, recording and reporting of patient responses, and other activities as directed. Job opportunities for PTAs exist in hospitals, rehabilitation centers, mental and developmental retardation centers and offices of Physical Therapists engaged in private practice.

This program is scheduled for the Spring semester of 1996. General education course requirements, admission criteria, and additional information may be obtained by calling the Community and Technical College at 696-3646.

POLICE SCIENCE

The Police Science Program is offered in cooperation with the West Virginia Department of Public Safety and is located at the State Police Academy in Institute, West Virginia.

Admission to this program is restricted to state and local (city/county) law enforcement personnel who have been selected to attend the Academy. The State Police Academy currently serves the State of West Virginia as the only law enforcement training facility which has been approved by the Governor's Committee on Crime, Delinquency and Correction to provide mandatory entry level police training.

Local law enforcement officers spend thirteen weeks in residence at the Academy and may receive up to twenty hours of academic credit toward Associate Degree requirements. Remaining degree requirements may be met either on the Marshall University campus or at another institution of higher education offering appropriate coursework in proximity of their place of residence.

Department of Public Safety personnel complete a thirty week residential program in which all degree coursework, with the exception of the internship, is completed. The Associate in Applied Science Degree in Police Science is awarded upon successful completion of a field internship during the employee's probationary employment period. **This program is not designed for regular full-time students.**

Basic Officer Program

City/County Law Enforcement Personnel	Hours
PST 111 Law Enforcement Orientation	3
PST 120 Patrol Operation and Procedures	2
PST 122 Police Arsenal and Weapons	3
PST 231 Fundamentals of Criminal Law	2
PST 233 Fundamentals of Criminal Investigation	3
PST 239 Criminal Evidence and Procedure	3
PST 244 Introduction to Criminalistic	2
PST 248 Traffic Administration and Enforcement	2
	20

State Police Cadet Program

Department of Public Safety Personnel A.A.S.

General Education Requirements	Hours
COM 111 Communications I	3
COM 112 Communications	3
CT 105 Fundamentals of Computer Technology: DOS	1
CT 106 Fundamentals of Computer Technology: Spreadsheets	1
OT 107 Fundamentals of Computer Technology: Word Processing	1
MAT 145 Technical Mathematics I	3
SOC 200 Introductory Sociology	3
SOC 311 Deviant Behavior	3
PSY 201 General Psychology	3
PSC 202 American State Government and Politics	3

EME 105 First Responder Course	3
PST 111 Law Enforcement Orientation	3
PST 113 Police Defense Tactics	2
PST 115 Psychology for Law Enforcement Officers	3
PST 120 Patrol Operations and Procedures	3
PST 122 Police Arsenal and Weapons	3
PST 231 Fundamentals of Criminal Law	3
PST 233 Fundamentals of Criminal Investigation	3
PST 235 Police Organization and Administration	3
PST 237 Police Role in Crime and Delinquency	3
PST 239 Criminal Evidence and Procedure	3
PST 242 Police-Community Relations	3
PST 244 Introduction to Criminalistics	4
PST 246 Police Records and Reports	3
PST 248 Traffic Administration and Enforcement	3
PST 290 Law Enforcement Internship	3

RADIOLOGIC TECHNOLOGY

The Radiologic Technology program is a cooperative effort between the Community and Technical College of Marshall University and St. Mary's Hospital. Students take their radiologic instruction at St. Mary's Hospital; they take the support courses from Marshall. The students will complete their radiologic coursework at St. Mary's Hospital, successfully complete the ARRT exam and the support courses before the degree is awarded.

While the students attend Marshall University, they abide by all Marshall University Community and Technical College rules and regulations, and pay tuition and fees to Marshall University. While students attend St. Mary's Hospital, they will abide by all St. Mary's Hospital rules and regulations and pay any fees to St. Mary's Hospital. The Radiologic Technology Program requires 73 credit hours (18 credit hours from Marshall University, 55 credit hours equivalents via the ARRT program and exam).

For details on the Radiologic coursework and program admission, contact St. Mary's Hospital.

MARSHALL SUPPORT COURSES

COM 111 Communications I.....	3	MAT 145 Technical Mathematics I.....	3
COM 112 Communications II.....	3	BUS 201 Human Relations in Bus.....	3
CT 105 Fund. of Computer Tech.: DOS.....	1	Humanities or Social Sciences Elective.....	3
CT 106 Fund. of Comp. Tech.: Spreadsheets	1		
OT 107 Fund. of Comp. Tech.: Word Processing.....	1		

TOTAL HOURS --18

NOTE: For other two year programs not in the Community and Technical College, please see the following:

- ENGINEERING, Two Year Curriculum (See College of Science)
- MEDICAL LABORATORY TECHNICIAN (See College of Science)
- PRE-PHARMACY, Two Year Curriculum (See College of Science)
- PRE-PHYSICAL THERAPY, Two Year Curriculum (See College of Science)

Note: The following Developmental Courses are listed in the "Courses of Instruction" section:

- COM 094. Developmental Communications. 3 hours.
- COM 095. Developmental Writing. 3 hours.
- COM 096. Conversational Grammar. 3 hrs.
- MAT 096. Developmental Mathematics. 3 hours.

MAT 097. Developmental Algebra. 3 hours.
MAT 098. Developmental Geometry. 3 hours.
REA 098. Reading Improvement. 3 hours.
REA 099. Independent Study. 1-3 hours.
SCI 090. Developmental Physical Science. 3 hours.

These courses cannot be used to satisfy graduation requirements. Although credit is granted as indicated above, the graduation requirement is increased by the same number of hours as the course credit.

The Graduate School



The Graduate School

In October, 1938, the West Virginia Board of Education authorized Marshall University to conduct graduate instruction leading to the Master of Arts and the Master of Science degrees. Since then, the Graduate School has steadily expanded the scope and depth of its offerings and currently lists 33 programs in which the master's degree may be earned: adult and technical education, adult fitness/cardiac rehabilitation, art, biological sciences, biomedical sciences, business and commerce, chemistry, communication disorders, communication studies, counseling, criminal justice, early childhood education, elementary education, secondary education, educational administration, English, forensic science, geography, health and physical education, history, home economics, journalism, mathematics, music, nursing, physical science, political science, psychology, reading education, safety, sociology, special education and master of arts in teaching. Post-master's Education Specialist degrees (Ed.S.) are available in adult and technical education, educational administration, and teacher education. Cooperative programs include a master's in humanistic studies with West Virginia Graduate College, and an Ed.D. in educational administration, with West Virginia University. Marshall also offers the Ph.D. in Biomedical Sciences.

In cooperation with West Virginia Graduate College, Marshall University has established a Center for Environmental, Geotechnical and Applied Sciences which offers master's level work in environmental science and in engineering. The graduate degree is conferred by West Virginia Graduate College but the coursework is available on the Marshall University campus.

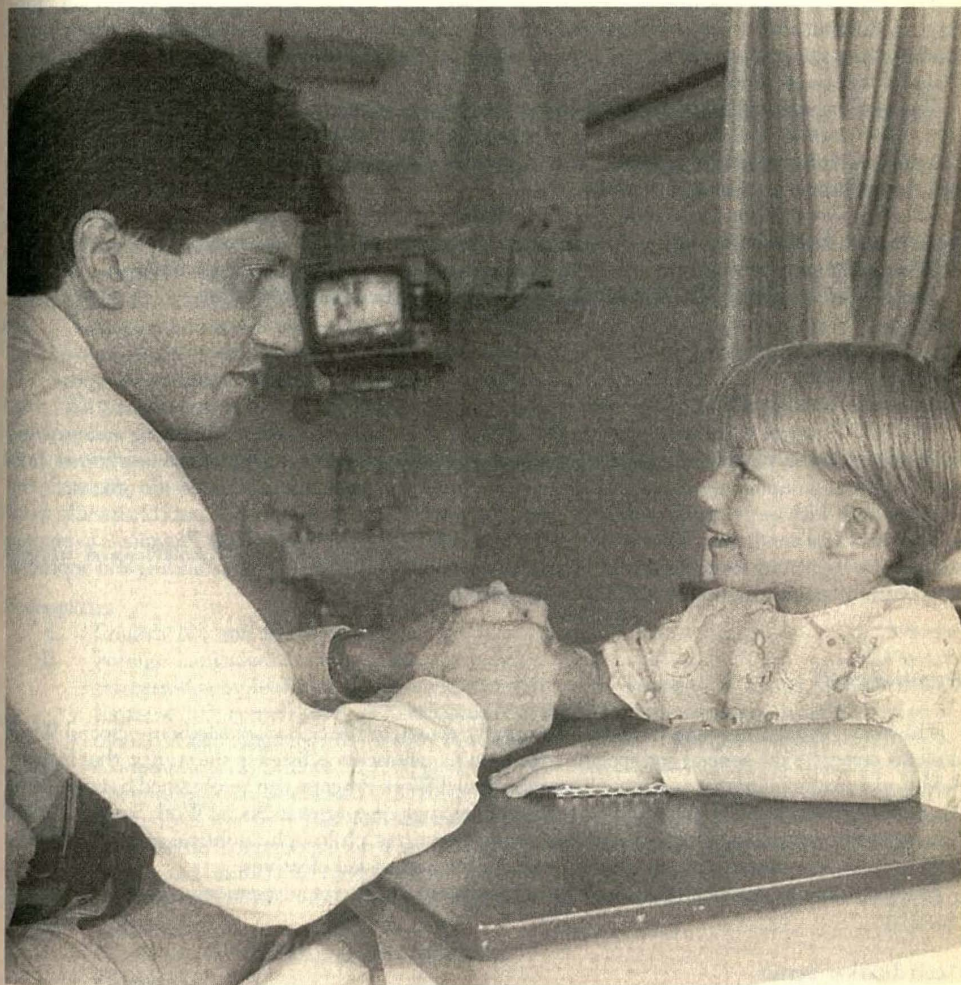
As the variety of these programs would indicate, the Graduate School offers the graduate student opportunity to acquire research techniques in many fields of knowledge; to participate under the guidance of the graduate faculty in basic research and in the application of the insights gained in such research to the solution of the pressing problems of our times; and to become skilled professionals.

Admission to the Graduate School is based on a baccalaureate degree from an approved accredited college or university and on the information provided on the "Application for Admission" form. The GRE or GMAT is an additional requirement. The GRE and GMAT scores must be sent directly from Educational Testing Service to Admissions, Marshall University. On recommendation by the department chairperson and with the approval of the undergraduate dean and the dean of the Graduate School, Marshall University seniors with superior academic undergraduate records may be permitted to enroll in graduate courses.¹ When combined with the College Level Examination Program (CLEP), in which thirty undergraduate semester credit hours or more can be earned by examination, this provision enables the superior student to earn both a baccalaureate and a master's degree in four years or less.

Students who want more information about any of the graduate programs should consult the Graduate Catalog or address their inquiries to: Graduate School Office, Marshall University, 400 Hal Greer Boulevard, Huntington, West Virginia 25755-2100. Telephone 696-6606.

¹Grades received in graduate courses taken by undergraduate students for undergraduate credit will be included in the computation of the student's undergraduate grade point average.

School of Medicine



School of Medicine

The School of Medicine offers the degree of Doctor of Medicine.

Established in the mid-1970s, the School of Medicine quickly became a force in improving both health care and educational opportunities for West Virginians. The School's curriculum prepares students for all medical specialties. However, because of the state's continuing shortage of physicians in primary-care specialties (such as general internal medicine and family practice), Marshall particularly emphasizes the special personal and medical skills needed for such fields.

The School is affiliated with the Veterans Affairs Medical Center, St. Mary's Hospital, Cabell Huntington Hospital and University Physicians and Surgeons, the faculty practice group. Through a network of other agreements, the school also provides health care at sites as varied as Huntington State Hospital and small rural clinics.

The result is a dynamic educational setting which exposes students to the full spectrum of medical care. They work in rural outpatient clinics as well as on busy hospital medical and surgical services. They choose from a variety of primary-care and specialty electives at Marshall, at other medical centers, and in numerous overseas locations.

The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges.

Information concerning admission may be found in the School of Medicine Bulletin.

The Bachelor of Social Work program is housed in the School of Medicine.

SOCIAL WORK

The B.S.W. degree is a professional degree allowing the student to enter an exciting and growing field. Social workers practice in a variety of settings such as human service agencies, nursing homes, hospitals, schools, group homes, mental health centers, foster care agencies, and probation offices. Social workers work with individuals, families, groups, institutions, and communities and continually work to improve social conditions. The mission of the Marshall University Social Work Program is to prepare students for beginning level of practice as social work generalists with an understanding and appreciation of the population and institutions of Appalachia.

Requirements

The Social Work Department is administratively housed in the School of Medicine. Social Work students complete the general and specific education requirements as listed in the section that follows. Additional requirements for acceptance into the Social Work Program can be obtained by contacting the Social Work office. Electives highly recommended include courses in Social Work Special Topics, history, anthropology, sociology, psychology, communications, philosophy, political science, and economics. Students should consult their advisor for recommended electives.

Students should contact the Social Work Department faculty for advisement as early as possible.

Accreditation Status

The Social Work Program is accredited at the BSW level by the Council on Social Work Education.

General Requirements

1. Candidates for graduation must have a quality point average of 2.0 or higher on all work attempt-

ed at Marshall University, a 2.0 average in prerequisite courses (ENG 101, 102, BSC 105, PSC 202, ECN 250, SOC 200, PSY 201, Math) and the average in Social Work must be 2.5 or higher, and must apply for graduation through the Social Work Department office.

2. Forty-eight hours must be earned in courses numbered 300-499 for all degrees.
3. Candidates for degrees at Marshall University must earn at least 26 hours in the major subject (the B.S.W. degree requires 44 hours of Social Work courses) no more than six of which may be selected from courses in the 100 series. The quality point average in Social Work must be 2.5 or higher.
4. No course in the specific or major requirements for graduation except for practicum courses (SWK 370 and SWK 473) may be taken credit/non credit.
5. Candidates for the B.S.W. degree must satisfactorily complete the university writing requirement consisting of a minimum of one 3 hour writing intensive (WAC) course beyond the ENG 101, 102 requirement.
6. All students must meet the university computer literacy and competency requirement. SWK 340 and 475 meet this requirement for Social Work.
7. All students must meet the university requirement for International Studies which consists of 6 hours of courses which have an "IR" designation.
8. All students must meet the university requirements for multicultural studies which consists of 3 hours of a course designated as "MG". This course is taken within the existing program requirements.
9. All students must meet the university science literacy requirement which consists of 4 hours of integrated science (ISC) coursework and a mathematics course above MTH 120 (excluding MTH 400 and 401). The math requirement must be met before enrolling in ISC course.
10. During the junior year, and no later than the semester in which they have completed 90 semester hours, students should request an evaluation by the Social Work Department to determine if they are making satisfactory progress towards graduation.
11. All students enrolled in Social Work must have their schedules approved by their faculty advisor before they register for classes.
12. Additional requirements for acceptance into the Social Work Program can be obtained by contacting the Social Work office.

Specific Requirements - B.S.W. Degree

Humanities

- I. English 101 and 102 or 201H.....6 hours
- II. Foreign Languages.....3-9 hours
Successful completion of 9 hour sequence ending with German 234, Greek 301, Latin 203, Japanese 203, French 263R or 203, Spanish 263R or 203. Three hours or demonstrated proficiency in sign language may be substituted for 3 hours of the foreign language requirement.
- III. Communication Studies0-3 hours
Communication Studies 103, 104H or 305. Communication Studies 103 is not required for students who have had high school speech and who can pass a proficiency exam administered by the Communication Studies Department. Communication Studies 305 is open to juniors and seniors who have not had Communication Studies 103. (Communication Studies 300, 315, 319, 345, 401, 406, and 408 are recommended options for electives.)
- IV. Literature6 hours
Courses to be selected from the following:
Classics 230, 231
English - any 300 or 400 level course in literature
French 317, 318, 401, 402, 403, 404
German 301, 302, 417, 418
Latin - any 300 or 400 level course
Religious Studies 202, 304, 310, 320, 325, 351
Spanish 318, 319, 321, 322, 401, 402, 403, 460
(Students should pay close attention to pre-requisites for these courses.)

V.	Classics, Philosophy, Religious Studies, Fine Arts.....	3
	One course to be selected from the following:	
	Classics - any course except 230, 231	
	Philosophy - any course except 304	
	Religious Studies - any course except 202, 304, 310, 320, 325, 351	
	Fine Arts 101	
VI.	Social Sciences	
	A. Sociology 200	3
	B. Psychology 201	3
	C. Political Science 202	3
	D. Economics 250	3
	E. Any other course from Economics, History, Political Science, Psychology, Sociology, (except 108), Anthropology, or Geography 100, 203, 206, 302, 305, 309, 315, 317, 320, 401, 402, 403, 405, 408, 410, 412, or 420.	3
VII.	Science and Mathematics	
	A. BSC 105	4
	B. One other course designated as "ISC"	
	C. A math course above MTH 120, 121 (excluding 400 and 401) will satisfy this requirement. Students with a Math ACT of less than 19 should take MTH 120 or 097 before MTH 121.	3-6
VIII.	Social Work	44
	Candidates for the B.S.W. degree are required to satisfactorily complete SWK 203, 310, 312, 320, 322, 330, 332, 340, 370, 473 and 475. Students should pay close attention to pre- requisites and co-requisites. For instance, BSC 105, PSY 201, SOC 200, PSC 202 and ECN 250, ENG 101, 102 are prerequisites to all 300 and 400 level required Social Work courses. SWK 310, 320, 330 and 340 are taken as a block in fall semester, junior year and; 312, 322, 332 and 370 as a block spring semester, junior year. SWK 473 is taken fall semester, senior year and SWK 475 spring semester, senior year. SWK 307 is a recommended elective.	

SOCIAL WORK

First Year			
First Semester	Hrs.	Second Semester	Hrs.
English 101.....	3	English 102.....	3
Foreign Language.....	3	Foreign Language.....	3
Communication Studies 103.....	3	ISC.....	4
Mathematics 121.....	3	Sociology 200.....	3
Biological Science 105.....	4	Social Work 203.....	3
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16		16	
Second Year			
Semester	Hrs.	Semester	Hrs.
Literature (MCS).....	3	Literature WAC).....	3
Psychology 201.....	3	Social Work 307 (elective).....	3
Recommended elective (IR).....	3-4	Economics 250.....	3
Political Science 202.....	3	Classics, Philosophy, Religious Studies or FA.....	3
Foreign Language.....	3	Social Science Requirement (IR).....	3
		Recommended Elective.....	3
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15-16		18	
Third Year			
Semester	Hrs.	Semester	Hrs.
Social Work 310.....	3	Social Work 312.....	3

Social Work 320.....	4	Social Work 322.....	4
Social Work 330.....	3	Social Work 332.....	3
Social Work 340.....	3	Social Work 370.....	3
Recommended elective.....	3	Recommended elective.....	3

16

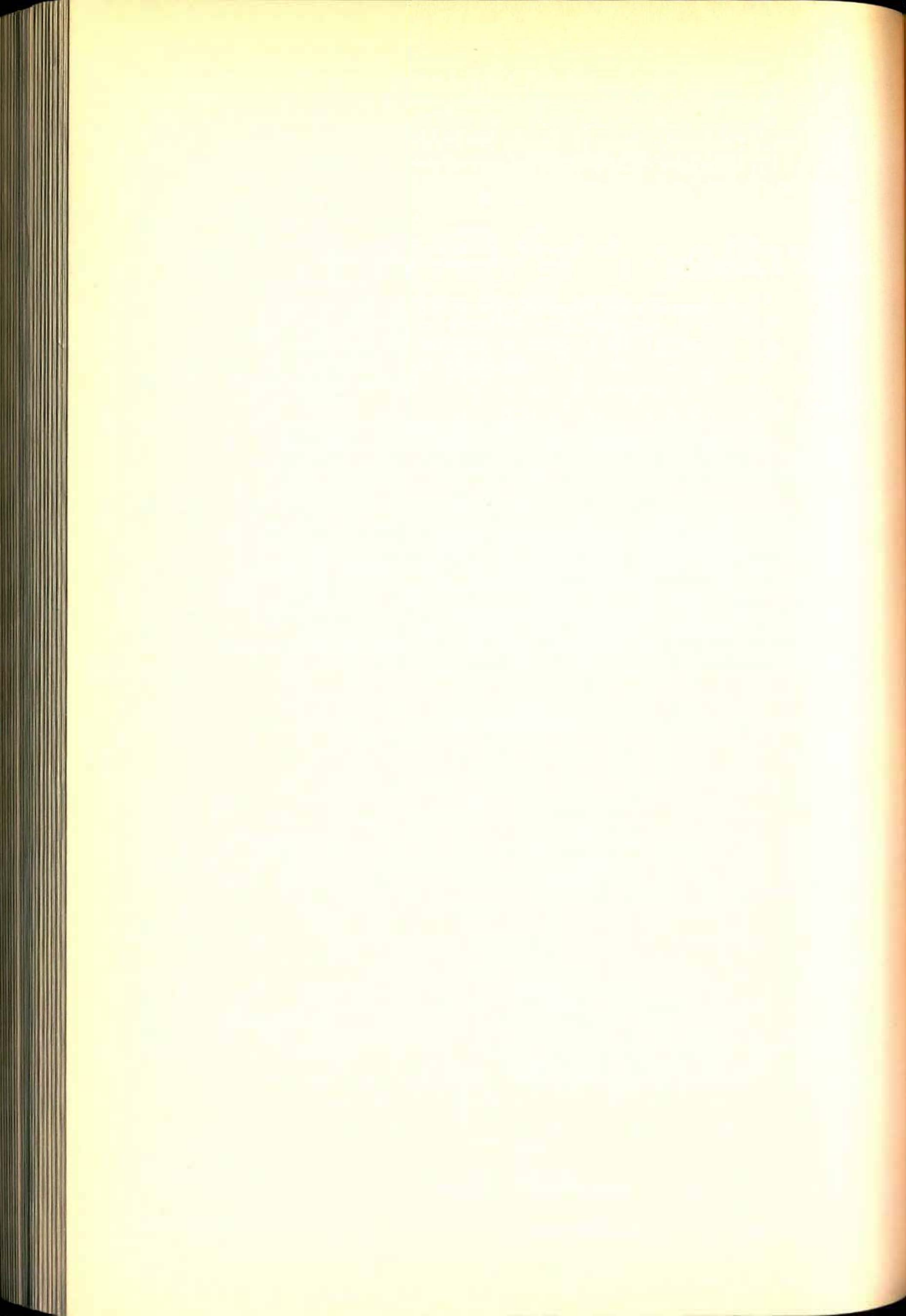
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Fourth Year

Semester	Hrs.	Semester	Hrs.
Social Work 473.....	12	Social Work 475.....	3
Recommended elective.....	3	Recommended elective.....	9-15

15

12-18



School of Nursing



School of Nursing

Nursing education has been offered at Marshall University since the inception of an associate degree program in 1960. On July 1, 1978, a School of Nursing was formally established and it is an integral part of the academic health sciences at Marshall University. The primary objective of the School of Nursing is to respond to the nursing educational needs in the region. The School offers a Bachelor of Science in Nursing Program and a Master of Science in Nursing Program for Family Nurse Practitioners. Both programs are accredited by the National League for Nursing.

BACHELOR OF SCIENCE IN NURSING PROGRAM

The purpose of the four year baccalaureate program in nursing is to prepare professional nurse generalists to work with individuals, families, groups and communities in a variety of health care settings. The program is available to qualified high school graduates, college students, college graduates and registered nurses. Graduates of the program are eligible to take the registered nurse licensing examination. The program is accredited by the National League for Nursing.

Baccalaureate nursing education provides a foundation in the humanities and the biological, social and behavioral sciences. Students are able to apply this foundation as well as a strong base in nursing science to the professional practice of nursing. In addition to achieving the professional goals of the nursing program, students should also become responsible members of society, and they are therefore, required to register for courses in general education.

The program includes a clinical practice component which gives students opportunity to apply their nursing theory and skills in caring for individuals, families, groups and communities in clinical health care settings. The program uses Cabell Huntington Hospital, Huntington State Hospital, HCA River Park Hospital, St. Mary's Hospital, Veterans Administration Medical Center and the American Hospital for Rehabilitation for clinical experiences. In addition over 30 other health care agencies such as clinics, doctors' offices, health departments and schools are used for student clinical experiences. All nursing students have clinical experiences with rural and/or underserved populations as part of the state's initiatives for primary health care.

The Bachelor of Science in Nursing program may be completed through one of two options, the Basic Program or the RN Option. Registered nurses are eligible for admission to the RN Option program. The School of Nursing offers a concentration to persons desiring school nurse certification.

UNIVERSITY BACCALAUREATE INITIATIVES

Students entering the baccalaureate nursing program in either the basic or RN Option tracks, beginning the fall of 1995, will be responsible for meeting the requirements of five baccalaureate program initiatives. These initiatives include Writing Intensive Courses, Computer Literacy, International and Multicultural Studies, Mathematics, and the Capstone Experience. These various policies are explained in general terms under the Mission of the University. Students in the School of Nursing are to consult with their advisor for guidance in determining the specific details of meeting these baccalaureate curricular initiatives.

ELECTIVES

Students must complete 9 hours in International Studies and 3 hours in Multicultural Studies prior to graduation. The University will identify courses which fulfill these requirements. If they are not taken as part of the required courses, then this requirement may be met within the 18 hours of electives of basic students and 16 hours of electives for RN Option students. Students are encouraged to take courses which will enhance their professional practice and personal well-being. Faculty advisors can assist in the selection of beneficial courses.

Honors courses may be used to meet the elective requirements. Students should check with the Director of the Honors Program about specific substitutions.

I. BASIC PROGRAM

ADMISSION REQUIREMENTS

Admission is determined on a competitive basis at each entry level. The total number of students admitted to the program is based upon available facilities and faculty.

Students are admitted to the School of Nursing once per year for the fall semester. Students are selected for fall admission after the January 15 deadline and continuing until all spaces in the class are filled.

Admission Requirements for Freshman Level

This level is for all first time college students and for college students who have completed 12 or more hours of college level work.

1. First time college students must meet the general admission requirements of Marshall University.
2. First time college students or those with less than 12 hours of college credit must have a composite score of 21 or better on the enhanced ACT, and a grade point average on high school coursework at the completion of their junior year of at least 2.5 or better, with consideration given to college preparatory course of study. If the ACT was taken prior to May, 1989 a composite score of 19 is acceptable.
3. College students must have a grade point average of at least 2.5 or better on 12 or more hours of college work with consideration given to individual courses.
4. All School of Nursing freshman students must complete the required courses for the freshman year with a "C" or better by July 20 and maintain a 2.3 overall grade point average. Students who do not complete these minimum requirements by July 20 (end of first academic year in the nursing program) will be dropped from the School of Nursing and must reapply for admission to the School of Nursing.

Admission Requirements for Sophomore Level

This level is for college students who have completed at least 32 hours of college credit hours including the prescribed freshman level courses. Admission at this level is very limited and is based on available space. Applicants at this level must:

1. Meet the general admission requirements of Marshall University.
2. A minimum grade point average of 2.5 or better.
3. Applicants must also document completion of, or current enrollment in the required courses for the freshman year.

Admission Requirements for Junior and Senior Level

This level is for students who are transferring from a four-year baccalaureate nursing program and who want to receive credit for their previous nursing education.

Applicants requesting advance placement to this level must:

1. Meet the general admission requirements of Marshall University.
2. Document completion of two or more years of college credit in a baccalaureate nursing program with a 2.5 or higher grade point average on all college level work.
3. Provide proof of completion of courses required prior to transfer level.
4. Submit a reference from Dean/Director of nursing program.

Admission to this level is based on available space.

APPLICATION PROCESS

Freshman Level Standing

1. Apply for admission to Marshall University.
2. Also Apply for admission to the School of Nursing.
3. Submit official transcripts from all schools attended.
 - a. High school students should obtain two (2) copies of their high school transcript and ACT scores. One copy of the ACT scores and transcript should be sent to the School of Nursing and one to the Admissions Office of Marshall University.
 - b. College students must submit copies of official transcripts from all colleges attended, if not currently attending Marshall. Send one copy to the School of Nursing and one to the Marshall University Admissions Office. Current Marshall students must send one official transcript from all colleges attended to the School of Nursing. College transcripts must include the last semester attended, which for currently enrolled students is the fall semester prior to the application deadline.

Sophomore Level

1. Apply for admission to Marshall University if not currently admitted.
2. Apply for admission to the School of Nursing.
3. Submit two (2) copies of transcripts from all colleges attended. Send one copy to the School of Nursing and one to the Marshall University Office of Admissions (does not apply if you are currently admitted to Marshall).
4. Provide verification of current enrollment in required freshman level courses if these have not been completed. Official transcripts must be sent on completion of these courses.

Junior-Senior Level

1. Apply for admission to Marshall University.
2. Apply for admission to the School of Nursing.
3. Submit two (2) copies of all college transcripts, one to the School of Nursing and one to the Marshall University Office of Admissions.
4. Submit course syllabi and other materials which describe the nursing courses for which advanced placement is requested.
5. Submit a letter of reference from the Dean/Director of nursing program.

PROGRAM REQUIREMENTS

Completion of the BSN program requires the completion of 128 semester hours of credits as specified in the following program of study.

First Year			
	Hrs.		Hrs.
First Semester		Second Semester	
English 101.....	3	English 102.....	3
Mathematics 121.....	3	Sociology 200.....	3
Psychology 201.....	3	Psychology 311.....	3
Chemistry 203.....	3	Chemistry 204.....	3
Biological Science 227.....	4	Biological Science 228.....	4
	16		16

Second Year			
	Hrs.		Hrs.
First Semester		Second Semester	
Nursing 219.....	3	Nursing 319.....	4
Nursing 221.....	5	Nursing 222.....	6
Home Economics 210.....	3	Electives.....	6
Biological Science 250.....	4		
Elective.....	3		
	18		16

Third Year

First Semester	Hrs.	Second Semester	Hrs.
Nursing 318.....	3	Nursing 322 or 321.....	5
Nursing 321 or 322.....	5	Nursing 324.....	5
Nursing 323.....	5	Nursing 423 or 409 or elective.....	3
Statistics.....	3	Home Economics 404.....	3
	16		16

Fourth Year

First Semester	Hrs.	Second Semester	Hrs.
Nursing 325.....	5	Nursing 403 or 421.....	3 or 5
Nursing 409 or 423 or elective.....	3	Nursing 422.....	5
Nursing 403 or 421.....	3 or 5	Nursing 423 or 409 or elective.....	3
Elective.....	3	Elective.....	3
	14 or 16		14 or 16

LICENSURE AS A REGISTERED NURSE

To practice registered professional nursing in West Virginia an individual must be licensed by the West Virginia Board of Examiners for Registered Professional Nurses. Students who successfully complete the basic Bachelor of Science in Nursing program meet the education requirements to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). "The Board may refuse to admit persons to its examinations or may refuse to issue a license upon proof that an applicant: (a) is or was guilty of fraud or deceit in procuring or attempting to procure a license to practice registered professional nursing; or (b) has been convicted of a felony; or (c) is unfit or incompetent by reason of negligence, habits or other causes; or (d) is habitually intemperate or is addicted to the use of habit-forming drugs; or (e) is mentally incompetent; or (f) is guilty of conduct derogatory to the morals or standing of the profession of registered nursing; or (g) is practicing or attempting to practice registered professional nursing without a license or registration; or (h) has willfully or repeatedly violated any of the provisions of the licensing law."

A student who wants to take the NCLEX-RN in another state must obtain information regarding requirements and procedures from the agency responsible for professional nurse registration in that state. Licensure as an RN is transferrable to other states.

II. RN OPTION

The Marshall University School of Nursing offers an RN option for registered nurses who have a diploma or associate degree in nursing and wish to earn a baccalaureate degree in nursing.

The curriculum may be completed in two academic years of full-time study or extended up to five years. Part-time study is recommended for nurses who are working full-time.

Registered nurses who are completing admission requirements are encouraged to seek special student admission as soon as possible to receive appropriate registration and academic advisement, even if completing non-nursing courses. Applications are reviewed as admission requirements are completed. Acceptance and placement in the program are dependent upon the number of spaces available.

ADMISSION REQUIREMENTS

To be eligible for admission the applicant must:

1. Meet the general admission requirements of Marshall University.
2. Be licensed to practice as a registered nurse in West Virginia.
3. Have completed the following required general education courses or their equivalents with a grade of "C" or higher:

BSC 227-228, Human Anatomy and Physiology.....	8 hours
BSC 250, Microbiology and Human Disease.....	4 hours

HEC 210, Nutrition.....	3 hours
SOC 200, Introductory Sociology.....	3 hours
ENG 101 and 102, English Composition.....	6 hours
PSY 201, General Psychology.....	3 hours
PSY 311, Developmental Psychology.....	3 hours
CHM 203, General Chemistry I.....	3 hours
MTH 121, Concepts and Applications of Mathematics.....	3 hours

Total semester hours 36

Transfer courses will be judged in relation to Marshall University courses for acceptability. Evaluation of transfer courses is completed in the Admissions Office. Please contact that office for questions concerning transfer courses.

4. Have an overall grade point average of 2.5 or higher on all college work.
5. Provide documented evidence of acceptable clinical nursing performance on form provided by the School of Nursing. Nurses not employed within the past three years will be evaluated individually.
6. Diploma graduates must successfully complete validation tests given at the School of Nursing in order to receive 32 hours of lower division nursing credits. (Contact School of Nursing for information.) No testing is required for associate degree graduates.

APPLICATION PROCESS

1. Apply to Marshall University on forms provided by the Office of Admissions.
2. File, concurrently, a supplemental application to the Bachelor of Science in Nursing Program on form supplied by the School of Nursing.
3. Copies of official transcripts from all colleges or schools attended must be submitted. If these are not already on file at Marshall University, one copy must be submitted to the School of Nursing and one copy must be submitted to the Office of Admissions.

PROGRAM REQUIREMENTS

In addition to the admission course requirements, the following courses must be completed.

- 35 hours upper division nursing courses
- 9 hours required non-nursing courses
- 16 hours electives

Additional elective credits to meet the 128 hours minimum will vary depending on individual circumstances.

A typical full-time program of study is as follows:

Junior Year			
First Semester	Hrs.	Second Semester	Hrs.
Nursing 305.....	4	Nursing 317.....	2
Nursing 219.....	3	Nursing 318.....	3
Nursing 319.....	4	Nursing 409 or 423 or elective.....	3
Elective.....	3	Home Economics 404.....	3
Statistics.....	3	Chemistry 204.....	3
		Elective.....	1
	17		15

Senior Year			
First Semester	Hrs.	Second Semester	Hrs.
Nursing 421.....	5	Nursing 422.....	5

Nursing 403.....	3	Electives.....	6
Nursing 409 or 423 or elective.....	3	Nursing 409 or 423 or elective.....	3
Electives.....	3		
	14		14

A minimum of 128 semester hours of credit must be completed to receive any bachelors degree at Marshall University. The hours needed to complete the RN Option are distributed as follows:

Admission requirements:

- 36 hours non-nursing courses¹
- 32 hours lower division nursing credit^{2,3}

ADMISSION OF SPECIAL STUDENTS

Registered nurses and individuals who have completed an associate degree or diploma program and are awaiting licensure may be admitted as special students while they are completing the admission requirements for degree-seeking student admission.

Special students must meet the general admission criteria for Marshall University and provide evidence of licensure to practice as a registered nurse in West Virginia or graduate certification from the West Virginia Board of Examiners for Registered Professional Nurses.

Special students must meet the stated prerequisites for each course and may take only the following nursing courses:

- NUR 219 Nursing Assessment of Individuals I
- NUR 305 Concepts of Professional Nursing
- NUR 319 Nursing Assessment of Individuals II
- NUR 403 Nursing Management
- NUR 409 Nursing Research

Application Process for Special Student

1. Apply to Marshall University on forms provided by the Admissions Office.
2. File concurrently a School of Nursing application on the form provided by the School of Nursing.

ACADEMIC POLICIES

1. The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance or behavior in nursing is judged unsatisfactory.
2. All students are required to maintain a cumulative GPA of at least 2.3. In the event that a student's cumulative GPA falls below 2.3, that student will be placed on probation and will be notified in writing of this action. Students have one semester to raise their cumulative GPA to 2.3. During this period, classes taken during the summer would count toward the GPA, but the term would not be counted as the semester. If the GPA remains less than 2.3 at the end of one semester, the student will be dismissed from the nursing program.
3. All nursing and required non-nursing courses must be completed with a grade of "C" or higher. Students who earn a grade of less than "C" in a nursing or required non-nursing course must repeat that course. Basic and RN Option students may repeat only one nursing course in which a grade of less than "C" is earned.
4. All students who receive a grade of less than "C" in a nursing or required non-nursing course may not progress in nursing courses for which that course is prerequisite.
5. A passing grade earned by CLEP or departmental challenge exam will be accepted.
6. Students who find it necessary for any reason to withdraw from a nursing course must abide

¹Students who use some of the course waivers for admission may need additional elective credits to meet the graduation requirement.
²Since associate degree programs vary in the number of lower division nursing credits awarded, additional elective hours may be needed to meet the graduation requirement.
³32 hours of nursing credit will be added to the official transcripts of diploma graduates who have completed the testing requirement of the School of Nursing.

by the School of Nursing withdrawal policy as stated in the School of Nursing Undergraduate Handbook.

7. No more than 9 hours of electives may be taken on a credit/non-credit (pass/fail) basis.
8. All required nursing courses in the basic and RN Option programs must be completed within five (5) years prior to graduation from the program. The five (5) year period begins at the time the first nursing course is taken.
9. Grading scales are determined by the course instructor and may vary from course to course.

OTHER POLICIES

1. Evidence of a current satisfactory health certification must be submitted prior to participation in nursing courses having a clinical component.
2. Evidence of current certification in cardio-pulmonary resuscitation must be submitted prior to participation in nursing courses having a clinical component. The student must be certified by either The American Heart Association or The American Red Cross in adult, infant and child CPR.
3. Due to restricted enrollment in the School of Nursing, students unable to maintain continuous progression must follow the Leave of Absence Policy.
 - a. A student must request permission in writing for a leave of absence from the School of Nursing. Notification must be at earliest possible time.
 - b. The Student Petition for Leave of Absence Form must be submitted to the Chairman of the Admissions, Progression and Graduation Committee **no later than three (3) weeks** after the start of the semester in which the student is not enrolled in nursing courses.
 - c. If a Leave of Absence is approved, the student must consult with his or her advisor to revise the program plan.
 - d. Any student who fails to notify the School of Nursing of a leave of absence will forfeit his or her space in the nursing program and must reapply for admission.
 - e. Permission for a leave of absence may be granted for up to one year.

III. SCHOOL NURSE CERTIFICATION

The School of Nursing offers a concentration to persons desiring school nurse certification. The concentration is available to students in both the basic and the RN option programs. The concentration is designed to help students meet the WV Board of Education standards for practicing school nurses. Persons seeking School Nurse Certification must be in good standing in a school of nursing or have a BSN and be licensed as a registered nurse in West Virginia. Individuals selecting this concentration must notify the School of Nursing of their intent as early as possible to receive proper academic advising. It is not necessary to have provisional admittance to the College of Education for the School Nurse Certification.

This concentration is designed to provide the nurse generalist with basic knowledge of school nurse practices. Students who select this concentration will complete several courses from the College of Education as well as a community nursing experience in the public school system.

ENTRANCE REQUIREMENTS

1. Evidence of good standing in the School of Nursing or a BSN degree and West Virginia RN license.
2. Completion of PSY 311 - Developmental Psychology or its equivalent with a "C" or better.
3. A 2.5 grade point average on at least 60 college credit hours.

CERTIFICATION REQUIREMENTS

Prior to taking the PPST (Pre-Professional Skills Test), the applicant should complete the following courses. The PPST is waived for master's prepared students.

Communication Studies 103, 104H or 305 (Fundamental Speech - Communications)	3 hours
Curriculum and Instruction 102 (Introduction to Computers in the Classroom)	1 hour
Educational Foundation 270 Observation (Level 1 Clinical Experience)	0 hours*
English 101 and 102 (English Composition)	6 hours
Health Education 321 (The School Health Program)	3 hours
Nursing 485 (Independent Study in School Nursing)	1 hour*

*May be waived

A Community Nursing project in a school health setting must be completed in NUR 485. The student will be expected to show familiarity with all aspects of the role of the school nurse. A School Nurse Performance Assessment will be completed by the student, the school nurse preceptor, and the SON school nurse certification coordinator to verify that the student has met this clinical requirement.

After completing the certification requirements the student must submit an application for a Provisional Professional Temporary Teacher or Service Certificate. This application is available from County Board of Education offices or the College of Education.

Certification will be awarded after the following criteria are satisfied.

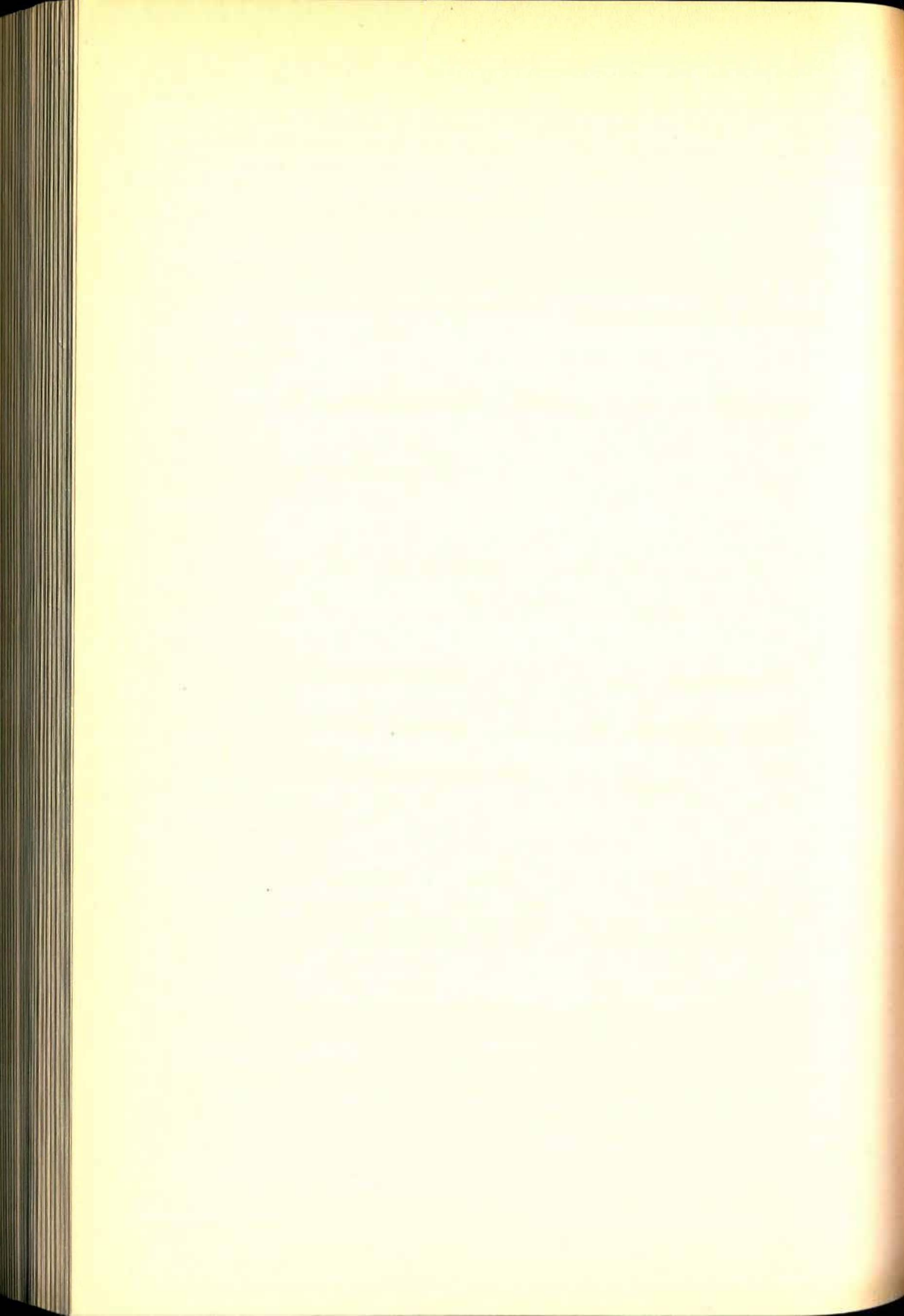
1. The PPST is successfully completed. (NOTE: This exam is offered at Marshall.) Please contact the College of Education (304) 696-2857 for information on this exam.
2. Verification by the School of Nursing of completion of the School Nurse Performance Assessment.
3. Verification by the College of Education that the academic requirements have been satisfied.
4. The completed application for professional certification (IPT 20) is submitted to the College of Education Certification Office.

For NUR 485 information contact the School of Nursing at (304) 696-2623.

For certification information contact the College of Education at (304) 696-2857.

To obtain more information and an application write to:

Bachelor of Science in Nursing Program
School of Nursing
Marshall University
400 Hal Greer Boulevard
Huntington, WV 25755-9500



Courses of Instruction



Courses of Instruction

College of Business
College of Education
College of Fine Arts

College of Liberal Arts
College of Science
School of Nursing
Community and Technical College

Courses listed in this catalog are subject to change through normal academic channels. New courses and changes in existing course work are initiated by the particular departments or programs, approved by the appropriate academic dean and/or curriculum committee, by the Academic Planning and Standards Committee, and the President.

Before the opening of each semester and prior to the opening of summer terms, a "Schedule of Courses" is printed announcing the courses that will be offered by the colleges and schools. Copies may be obtained in the Registrar's Office.

CATALOG TERMS DEFINED

For definitions of terms used in the academic sections of this catalog ("ACADEMIC INFORMATION," "COLLEGE AND SCHOOLS," and "COURSES OF INSTRUCTION"), please turn to "CATALOG TERMS."

STANDARDIZED COURSE LISTINGS

All departments include among their offerings the following undergraduate course numbers and titles:

- 280-283 Special Topics. 1-4 hrs.
- 297-298 Instructional TV Courses. 1-4 hrs.
- 480-483 Special Topics. 1-4 hrs.
- 485-488 Independent Study. 1-4 hrs.
- 497-498 Instructional TV Courses. 1-4 hrs.

Departments that offer Practicums and Internships use the following undergraduate course numbers:

- Practicum. 270-272, 370-372, 470-472.
- Internship. 290, 490.

ABBREVIATIONS

PR: Prerequisite

CR: Corequisite

CR/NC: Credit/Non-Credit grading

Lec-lab. Lecture and laboratory hours per week (e.g. 2 lec-4 lab.-two hours lecture and four hours laboratory per week).

Rec: Recommended

I,II,S: Offered first semester, second semester, summer.

ACCOUNTANCY AND LEGAL ENVIRONMENT ACCOUNTANCY (ACC)

- 215 **Principles of Accounting. 3 hrs. I, II, S.**
Introduction to principles and procedures of double entry accounting records and reports.
- 216 **Principles of Accounting. 3 hrs. I, II, S.**
Introduction to principles and procedures of double entry accounting records and reports. (PR: ACC 215, College of Business Computer Literacy)
- 280-281 **Special Topics. 1-4; 1-4; hrs.**
- 311 **Intermediate Accounting. 3 hrs. I, II, S.**
Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: ACC 216)
- 312 **Intermediate Accounting. 3 hrs. I, II, S.**
Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: ACC 311)
- 313 **Intermediate Accounting. 3 hrs. I, II.**
Principles and problems of valuation, analysis, and formal presentation of accounting data. (PR: ACC 312)
- 318 **Cost Accounting I. 3 hrs. I, II, S.**
A study of fundamental cost accounting concepts and objectives including product cost accumulation, cost-volume-profit analysis, direct costing, budget techniques, standard costing, and differential cost analysis. (PR: ACC 216)
- 348 **Federal Taxation. 3 hrs. I, II, S.**

- Problems and procedures of income tax accounting (PR: ACC 216)
- 358 **Managerial Accounting for Health Care Management. 3 hrs. II.**
A study of financial planning and control and discharge of financial management accountabilities in the Health Care Administration sector through problem solving and related functions of Accounting. (PR: ACC 216)
- 360 **Total Quality Concepts for accountants. 3 hrs.**
A consideration of the accounting principles underlying Total quality. Philosophies, tools and accounting techniques for achieving Total Quality will be covered. (PR: Junior Standing).
- 365 **Concepts for Registration and Auditing of ISO-9000. 3 hrs.**
Learn to implement document and audit a quality system for ISO-9000 standards and obtain certification recognized in nearly 90 countries. (PR: ACC 360).
- 410 **Financial Accounting. 3 hrs.**
Principles, concepts, and problems underlying the evaluation, recording, analysis and interpretation of accounting data. Required of all MBA candidates who have had little or no undergraduate background in accounting. NOT OPEN TO STUDENTS IN THE COLLEGE OF BUSINESS.
- 412 **Governmental Accounting. 3 hrs.**
A study of the use of accounting information in the financial management of governmental and non-profit entities. (PR: ACC 216)
- 414 **Advanced Accounting Problems. 3 hrs. I, II, S.**
Selected problems in advanced accounting principles and procedures. (PR: ACC 312)
- 415 **Controllorship. 3 hrs.**
A comprehensive study of the controller's objectives, responsibilities, functions, organizational roles, etc. (PR: ACC 318)
- 418 **Managerial Accounting. 3 hrs.**
The managerial approach to budgetary control. (PR: ACC 318)
- 429 **Auditing I. 3 hrs. I, II, S.**
A study of the theory and procedures of auditing and the legal and social responsibilities of the auditor. (PR: ACC 312)
- 430 **Auditing Theory and Research. 3 hrs. I, II.**
A critical examination of contemporary professional attestation theory and practice including a comprehensive review of AICPA statements on audit procedures. (PR: ACC 429)
- 441 **Accounting Information Systems. 3 hrs. I, II.**
Introduction to accounting systems. Emphasis on concepts of analysis, design, and implementation of accounting systems with attention on internal and audit trail. (PR: ACC 313 and 318)
- 448 **Federal Income Tax II. 3 hrs.**
Advanced course in taxation with emphasis on corporations, partnerships, estates, trusts, gifts, valuation and liquidity problems, and tax administration and practice. (PR: ACC 348)
- 451 **Accounting Theory. 3 hrs. I, II.**
An examination of accounting concepts, standards, rates, conventions, principles and practices with primary emphasis on study of authoritative pronouncements comprising generally accepted accounting principles. (PR: ACC 312, ACC 414)
- 480-482 **Special Topics. 1-4; 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Accounting majors only, with permission of Division.
- 485-486 **Independent Study. 1-4; 1-4 hrs. (PR: Permission of Department)**
- 490 **Internship. 3-12 hrs. (CR/NC)**
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated. (PR: Permission of Dean)

LEGAL ENVIRONMENT (ACC)

- 207 **Legal Environment of Business. 3 hrs.**
Law and the judicial system. The relationship of law, government, ethics and the consumer of business enterprise. The study of contracts, torts, government regulation of business, environmental and consumer protection.
- 308 **Commercial Law. 3 hrs.**
A continuation of Accounting 207. Emphasizes in-depth case study of the law of commercial paper, business organizations, security, and real and personal property. (PR: ACC 207)
- 309 **Consumer Protection. 3 hrs.**
An in-depth study of current consumer protection problems facing the consumer and businessman. Emphasis will be placed on current Federal and State statutes including the U.C.C., F.T.C.A., C.C.P.A. and W.V.C.C.P.A. (PR: ACC 207)
- 351 **Legal Aspects of Health Care Organizations. 3 hrs.**
A survey of basic legal problems facing a hospital administrator. The study also includes constitutional and administrative law issues dealing with medicaid and medicare and regional planning. (PR: ACC 207 and MGT 350)
- 409 **Corporate Process. 3 hrs.**
Review of taxation of business enterprises, private methods of corporate controls regulation of securities,

business acquisitions, pricing, compensation plans, relations with employees, administrative agency procedures and business in financial difficulty. (PR: ACC 207; FIN 323).

ADULT EDUCATION (AE)

- 280-283 **Special Topics.** 1-4 hrs.
400 **Introduction to Adult and Continuing Education.** 3 hrs.
Designed to acquaint the student with the field of adult and continuing education, its foundations and development in this country.
- 410 **Characteristics of Adult Learner.** 3 hrs.
The course is designed to help the student gain a better understanding of the characteristics of adult learners and the implications for such characteristics in relation to instruction, curriculum design, and program planning.
- 430 **Adult Instruction: Environmental and Personal Aspects.** 3 hrs.
The course examines both environmental and personal factors which may impact on the adult learning process and is designed to foster awareness, which will be translated into appropriate intervention strategies.
- 450 **Adult Instruction: Design and Evaluation.** 3 hrs.
An examination of the design and evaluation processes used in adult learning areas with emphasis on the T&D field as well as the general field.
- 460-463 **Professional Development.** 1-4 hrs. S.
Courses and activities designed to meet specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. CR/NC grading.
- 480-483 **Special Topics.** 1-4 hrs.
485-488 **Independent Study.** 1-4 hrs.
Focused study of a topic in adult education, to be selected cooperatively by student and faculty advisor; hours credit to be determined by magnitude of the project and number of hours commitment the student makes to its completion.

ANTHROPOLOGY (ANT)

- 201 **Cultural Anthropology.** 3 hrs.
Introduction to the scientific study of culture with emphasis on the cultures of small-scale societies.
- 280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
(PR: ANT 201)
- 297-298 **Instructional Television Course.** 1-4 hrs.
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.
- 304 **Physical Anthropology.** 3 hrs.
Introduction to physical anthropology (PR: ANT 201)
- 322 **Archaeology.** 3 hrs.
Introduction to the methods and theory of archaeology.
- 323 **Archaeological Field Training.** 3-6 hrs.
Supervised instruction in on-site archaeological data collection, survey and excavation techniques
- 324 **Archaeological Analysis.** 3 hrs.
Supervised instruction in processing and analyzing archaeological materials recovered by fieldwork
- 333 **Linguistic Anthropology.** 3 hrs.
Introduction to non-classical linguistics focused on learning ethnographic interviewing techniques.
- 340 **Folklore.** 3 hrs.
Study and analysis of material culture and oral tradition in both literate and non-literate societies. (PR: ANT 201)
- 343 **Anthropological Research.** 3 hrs.
Introduction to anthropological research methods. (PR: ANT 201)
- 360 **World Prehistory.** 3 hrs.
An introduction to the archaeology of pre-literate cultures, from the emergence of Homo sapiens to the present.
- 370 **Classical Archaeology.** 3 hrs.
Archaeology of ancient Greece and Rome, and their colonies and imperial domains.
- 405 **Applied Anthropology.** 3 hrs.
Principles of applied anthropology in community development. (PR: Six hours of anthropology and sociology or departmental permission)
- 426 **African Cultures.** 3 hrs.
Comparative analysis of the tribal cultures of Africa. (PR: Six hours of anthropology or departmental permission)

- 427 **Ethnic Relations. 3 hrs.**
Analysis of cultural contact situations with emphasis on the role of Western European cultures. (PR: Six hours of anthropology or departmental permission)
- 430 **The American Indian. 3 hrs.**
Comparative analysis of Indian tribal cultures of the Americas. (PR: Six hours of anthropology or departmental permission)
- 437 **World Cultures: An Anthropological View. 3 hrs.**
Anthropological analysis of the major culture areas of the world. (PR: Six hours of anthropology or departmental permission)
- 441 **Oceania. 3 hrs.**
Comparative analysis of the original cultures of the Pacific Island area. (PR: Six hours of anthropology or departmental permission)
- 443 **Anthrophological Theory. 3 hrs.**
Introduction to ethnological theory and to the development of grounded theory. (PR: 6 credit hours of anthropology or departmental permission)
- 451 **Anthropological Analysis. 3 hrs.**
Examination of the analytical procedures utilized in ethnographic and comparative approaches to anthropological data, and an introduction to computer processing of cross-cultural data using the Human Relation Area Files. (PR: ANT 201)
- 453 **Cognitive Anthropology. 3 hrs.**
Analysis of the relations between cultural, social, and personality systems. (PR: Six hours of Anthropology or departmental permission)
- 455 **Appalachian Cultures. 3 hrs.**
Analysis of the cultures of Appalachia. (PR: Six hours of anthropology or departmental permission)
- 461 **Theory and Analysis in Archaeology. 3 hrs.**
An introduction to archaeological theory and its application to the material record of cultures, past and present (PR: 6 credit hours of anthropology or department permission).
- 470 **Appalachian Field Experience I. 3 hrs.**
Supervised field work in an Appalachian community studying the social and cultural characteristics of the area. (PR: ANT 455 or equivalent)
- 471 **Appalachian Field Experience II. 3 hrs.**
Supervised field work in an Appalachian community studying the social and cultural characteristics of the area. (PR: ANT 455 and 470)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of topics of interest not covered in regularly scheduled courses. (PR: Senior status and permission)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Individual study of topics not offered in regularly scheduled courses. Advance permission required.
- 495H-496H **Readings for Honors in Anthropology. 2-4; 2-4 hrs.**
Open only to Anthropology majors of outstanding ability. (See Honors Courses).
- 497-498 **Instructional Television Course. 1-4 hrs.**
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

ART (ART)

- 112 **Introduction to Visual Art. 2 hrs. I, II, S.**
Significance of art in everyday living. Required of all students in the College of Education.
- 113 **Art Education: Methods and Media. 3 hrs. I, II, S.**
Philosophy and methods of art education for the elementary level; includes laboratory experiences. For education students.
- 200 **Co-Curricular Experiences in the Visual Arts. 0 hrs.**
Students attend distinguished lectures, exhibitions, workshops, field trips, and other co-curricular visual arts events as part of their requirements for graduation. (PR: Art major or Art Ed. Major)
- 203 **Composition, Color and Design In Drawing and Painting. 3 hrs. I or II.**
Design elements studied as to their use in conveying positional ideas and practical use of these ideas and elements in original compositions in a variety of traditional media.
- 214 **Introduction to Design. 3 hrs. I or II.**
Basic and related problems in design dealing with the plastic elements —line, color, form, space, and texture.
- 215 **Three-Dimensional Design. 3 hrs. I or II.**
Design with emphasis on three-dimensional form. (PR: ART 214)
- 217 **Drawing. 3 hrs. I or II.**
Freehand drawing with emphasis on drawing from nature and the posed model, using a variety of media. (PR: Open to art majors and minors only. Others must have the permission of the Chairman of the Department of Art.)

- 218 **Drawing. 3 hrs. I or II.**
- 219 **Typography and Calligraphy. 3 hrs. I or II.**
Basic design principles of rhythm, proportion, modularity and spontaneity are explored through the use of letter forms. Students develop skills in calligraphy with pen and brush, lettering and typesetting. (PR: for art majors, ART 214)
- 255 **Beginning Painting I. 3 hrs. I or II.**
Basic techniques using color creatively based on an understanding of visual structural elements; various media including water, acrylic and oil based paints. (PR: 203)
- 256 **Beginning Painting II. 3 hrs. I or II.**
Continuing development of basic techniques using color creatively based on an understanding of visual structural elements; various media including water, acrylic and oil based paints. (PR: ART 255)
- 270-272 **Practicum. 3; 3; 3 hrs.**
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
To be used for experimental courses. By permission only.
- 299 **Freshman Portfolio Review. 0 hrs.**
Students exhibit work from freshman courses (Art 203, 214, 215, 217 and 218) for review by Art faculty. Review date announced at beginning of semester (see departmental requirements. PR: Art 203, 214, 217).
- 301 **Printmaking Processes. 3 hrs.**
Experiments in the media of intaglio, lithography, serigraphy, relief collagraphs and new techniques in printmaking. (PR: 217)
- 302 **Relief Printmaking. 3 hrs. I or II or S.**
Traditional and experimental approaches to relief printmaking, including woodcut, linocut, wood engraving, relief etching, Japanese techniques, monoprints, and other press and handprinting relief processes. (PR: 301)
- 305 **Ceramics. 3 hrs. I or II, S.**
Search for form and personal expression through clay. Emphasis on handbuilding techniques, decorative processes and glaze application.
- 306 **Design in Metal. 3 hrs. I or II or S.**
Advanced design in metal. Emphasis on copper, silver, pewter, brass. Problems involve soldering, enameling, and shaping metal by hand.
- 307 **Sculpture. 3 hrs. I or II or S.**
Emphasis on modeling in clay and exploring the potential of plaster, wood and other materials relevant to the area of sculpture. (PR: ART 215)
- 308 **Weaving. 3 hrs. I, II, S.**
The student will demonstrate the ability to carry through the entire process for planning, through warping, threading, and weaving. Each will create unique art works while developing traditional technical skills.
- 309 **Advanced Sculpture. 3 hrs. I or II.**
Sculptural exploration will be extended toward openness, transparency and interpenetration of forms. Emphasis will be on the fashioning and joining of contemporary materials (alloys, plastics, etc.) through the mastery of industrial techniques. (PR: ART 307)
- 312 **Graphic Design: Studio Skills. 3 hrs. I or II.**
Practical studio skills: specifying type, photographic and airbrush techniques and preparation of mechanicals. Also, designer's relationship to agencies, clients, printers, and other professionals. (PR: 219)
- 314 **Graphic Design I. 3 hrs. I or II.**
Sign combinations and visual structure, in relation to meaning of visual messages. Assignments include posters, advertising, information design, and corporate identity. Introduction to materials and procedures in the design process. (PR: For art majors -Sophomore standing, ART 214 and 312. For JRN majors -JRN 241, MKT 341)
- 315 **Photography. 3 hrs. I, II or S.**
Introduction to techniques and aesthetics of photography as a fine art.
- 316 **Graphic Design II. 3 hrs. I or II.**
Applies the use of type and images to design for advertising, editorial, or instructional purposes. Involvement with extended design and layout problems. (PR: ART 219, 314)
- 317 **Illustration. 3 hrs. I or II.**
Conceptual and technical development of illustrations for editorial and advertising purposes. (PR: ART 218, 256)
- 320 **Silk Screen Printmaking. 3 hrs. I or II or S.**
Experience with screen-printing stencil processes. The advanced student may also explore photographic stencil-making and printing and a variety of surfaces. (PR: 301 or permission of chair)
- 322 **Collagraphs. 3 hrs. I or II or S.**
Printmaking using the collagraph plate or matrix, an additive method that employs both intaglio and relief techniques. (PR: 301 or permission of chair)
- 323 **35mm Slide Photography. 3 hrs.**
Photographic composition, color, and creative pictorial vision along with camera controls are explored through making 35mm slides. (PR: ART 315 or Journalism 360 or 230)
- 324 **Advanced Black and White Photography. 3 hrs.**
Further exploration of aesthetics and techniques of black and white photography including the Zone

- System, with emphasis on personal vision, technical mastery and historical perspective. (PR: ART 315 or Permission of Instructor)
- 325 **Color Photography. 3 hrs.**
Color imaging explored through the medium of the color print. (PR: ART 323 and 324)
- 331 **Cast Metal Sculpture. 3 hrs. I or II**
Several major art casting procedures will be studied and employed in the production of original sculptures. Emphasis will be placed on the lost wax process using ceramic shell molds. (PR: ART 215, 307)
- 332 **Carved Sculpture. 3 hrs. I or II.**
Emphasis will be on the tools, materials and processes of subtractive sculpture. Both traditional and modern techniques will be explored in carving from a variety of woods, stones and other materials. (PR: ART 215, 307)
- 333 **Welded Sculpture. 3 hrs. I or II.**
A variety of techniques including oxygen/acetylene, arc and TIG welding will be studied and practiced in the process of direct metal sculpting. (PR: ART 215, 307)
- 340 **Art Education: Crafts. 3 hrs. I, II or S.**
Philosophy and methods of art education supplemented by laboratory experiences featuring crafts for students in early childhood and elementary education. I lec-3 lab. (PR: ART 113)
- 343 **Introduction to the Potter's Wheel. 3 hrs. I or II.**
Basic throwing skills, surface enrichment and glaze application emphasized. Design analysis and production of functional form stressed. (PR: ART 305)
- 344 **Primitive Ceramic Techniques. 3 hrs. I or II.**
The study of local clay preparation and primitive firing and decorating techniques. (PR: ART 305)
- 345 **Problems in Porcelain. 3 hrs. I or II.**
The formulation and use of procelain in the production of utilitarian and sculptural form. (PR: ART 305, 343, 344, 446 and 448)
- 350 **Watercolor Painting. 3 hrs. I or II or S.**
Watercolor medium in expressing still life, landscape, and the human figure. (PR: ART 203 and 218)
- 351 **Advanced Watercolor. 3 hrs. I or II.**
Advanced exploration of watercolor, inks and other fluid media. Emphasis will be on experimental methods and personal originality. (PR: ART 350)
- 355 **Painting III. 3 hrs. I or II or S.**
Continued development for the intermediate level painter with emphasis on techniques and form, including varied supports, grounds, mediums such as encaustics, synthetic resins, egg tempera, acrylics and oils. (PR: ART 256)
- 369 **Mold Making and Casting. 3 hrs. I or II.**
Advanced processes of piece and flexible mold making will be studied and practiced for the purpose of casting complex forms and limited edition sculpture. (PR: ART 307)
- 370-372 **Practicum. 3; 3; 3 hrs.**
- 390 **Professional Practice for Visual Artists. 1 hr. I.**
Skills for professional artists. Topics: proper presentation of work, self-promotion, pricing, grants, museum and gallery practices, and legal concerns related to fine and commercial art. Required for Art BFA majors. (PR: Junior standing or permission of Chairman)
- 401-402 **History of Art. 3; 3 hrs. I, II.**
A survey of the development of architecture, sculpture, painting, and the minor arts to ca. 1400 A.D. to the present. (PR: ART 401 - ART 112 or F.A. 101 or permission of department. PR: ART 402 - ART 401 or permission of department)
- 405 **Art in America. 3 hrs. I or II or S.**
A survey of the development of architecture, painting, and sculpture from colonial times to the present. (PR: ART 112 or FA 101 or permission)
- 406 **Figure Drawing. 3 hrs. I or II or S.**
Practice in drawing from the posed human figure. (PR: ART 217 and 218)
- 407 **Prehistoric and Primitive Art. 3 hrs. I or II or S.**
An introduction to the unique arts of so-called pre-civilized peoples with a two-fold emphasis: First, the European pre-historic; second, the non-European primitive. (PR: ART 112 or FA 101 or permission of department)
- 408 **Art of the Ancient World. 3 hrs.**
History of the visual arts and architecture in ancient Mesopotamia, Egypt, Greece and Rome.
- 409 **19th Century Art. 3 hrs. I or II or S.**
A survey of the development of architecture, painting, and sculpture in the Western World during the last century. (PR: ART 402 or permission of department)
- 412 **20th Century Art to World War II. 3 hrs. I or II or S.**
A survey of the development of architecture, painting and sculpture in the Western World from 1900 to World War II. (PR: ART 402 or permission of department)
- 413 **20th Century Art After World War II. 3 hrs. I or II or S.**
A survey of the development of architecture, painting and sculpture in the Western World from World War II to the present. (PR: ART 402 or permission of department)
- 414 **The Art of the Renaissance in Italy and Northern Europe. 3 hrs., I, II, or S**
The course discusses the art of the Renaissance in Italy and Northern Europe within the context of

- social, political, theological and philosophical developments. (PR: ART 402 or permission of department)
- 417 **Figure Sculpture. 3 hrs. I or II.**
Interpretive sculpture based on the gesture and structure of the human figure. A variety of stylistic persuasions and media will be explored according to individual interests. (PR: ART 307)
- 418 **Advanced Drawing. 3 hrs. I or II.**
Drawing problems designed and executed by the individual student, in a variety of media, to develop unique imagery and increased technical skill. (PR: ART 218)
- 419 **Spinning, Dyeing and Tapestry. 3 hrs. I or II or S.**
Basic procedures in hand spinning, dyeing and tapestry weaving. (PR: ART 308)
- 420 **Woven Textile Design. 3 hrs. I or II.**
Woven textile design for possible commercial production, emphasizing creation of numerous fabric samples and limited amounts of yardage. (PR: ART 308)
- 421 **Functional Weaving Design. 3 hrs. I or II.**
Production of finished woven domestic items and apparel which have immediate function. Involves the study of historical models of woven goods and their possible contemporary use. (PR: ART 308)
- 422 **Textiles Fiber Art. 3 hrs. I or II.**
Fibers as a medium for self expression and the exploration of structure, space, color and form for meaning. (PR: ART 308)
- 423 **Studio Photography. 3 hrs.**
Advanced course for students who have completely mastered the basics of photography. Covers basic studio setup, creative use of the studio situation in portraits, still life and photo illustration. (PR: ART 323 and 324)
- 426 **Advanced Problems in Photography. 3 hrs.**
Directed study in which student pursues creative work in a direction consistent with current activities in the field of photography. Emphasis on creative development. (PR: ART 323 and 324; ART 325 or permission)
- 427 **Photographic Portfolio/Exhibit. 3 hrs.**
Continued development of creative work with emphasis on preparation of portfolio and exhibition. (PR: ART 426)
- 440 **Advanced Graphic Design. 3 hrs.**
Directed study in which student may select subject from any area of commercial design with the goal of developing specific area of expertise. Emphasis on original design and research. (PR: ART 316)
- 441 **Advanced Problems in Illustration. 3 hrs. I or II.**
Continued development of illustration with emphasis on personal style. (PR: ART 317)
- 442 **Monumental Sculpture. 3 hrs. I or II.**
Emphasis will be on the planning and production of fountains, architectural reliefs and other large environmental sculptures. (PR: ART 215, 307)
- 443 **Mixed Media and Assemblage Sculpture. 3 hrs. I or II.**
Combinations of found, fabricated and mixed materials will be assembled into original sculpture compositions. (PR: ART 215, 307)
- 444 **Papermaking/Bookbinding. 3 hrs. I or II, S.**
The preparation and processing of fibers for papermaking including experiences in sheet forming, casting, laminating; also, traditional and experimental bookbinding methods as well as producing creative art forms.
- 445 **Graphic Design for Corporate Identity. 3 hrs. I or II.**
Application of graphic design, including typography, photography and illustrations in developing and implementing identity systems. (PR: ART 316)
- 446 **Intermediate Potter's Wheel. 3 hrs.**
Continuation of Art 343. the student will master basic wheel and decorative processes developing a personal style in their work. (PR: ART 343)
- 447 **Combined Ceramic Processes. 3 hrs. I or II.**
Exploration of a variety of ceramic building and firing processes such as hand building, wheel and slip casting. (PR: ART 305, 343)
- 448 **Ceramic Materials and Processes. 3 hrs. I or II.**
Practical and empirical investigation of ceramic materials, techniques and approaches to their use in clay and glazes. (PR: ART 305)
- 449 **Ceramic Sculpture. 3 hrs. I or II.**
Contemporary ideas and techniques of ceramic fired and unfired sculpture. (PR: ART 305, 344)
- 450 **Two and Three Dimensional Design for Fabrics. 3 hrs. I or II.**
Exploring the potentialities of fabric as an art experience in two and three dimensional art form.
- 451 **Advanced Ceramics. 3 hrs. I or II.**
The advanced student will explore individual problems and interests in clay. (PR: all preceding ceramic numbers)
- 452 **Three Dimensional Graphic Design. 3 hrs. I or II.**
Graphics for display design and packaging. (PR: ART 215, 316)
- 453 **Electronic Media in the Visual Arts. 3 hrs. I or II.**
Hands-on experience with electronically generated images. Survey of recent developments in imaging technology. Topics may include computer graphics, video, and projected media. (PR: permission of

- instructor)
- 455-456 **Painting: Acrylic and Oil.** 3; 3 hrs. I or II or S.
Study and practice of painting in expressing still life, landscape, and the human figure. (PR: ART 256)
- 458 **Advanced Problems in Painting.** 3 hrs. I or II or S.
Refinement and development of individual concerns with content, form and techniques in painting. (PR: ART 456)
- 460 **Art Education: History and Philosophy of Art Education.** 3 hrs. I.
A survey of the evolution of art education and philosophy, and a study of problems related to art education on the elementary and high school level. (PR: ART 340)
- 463 **Advanced Intaglio Printmaking.** 3 hrs. I or II, S.
Development of individualized form using intaglio techniques and incorporating multiple colors, plates, assemblages, collagraphs, photo-etching, and mixed media. (PR: ART 301)
- 465 **Lithography.** 3 hrs. I or II, S.
Basic techniques of hand lithography, both stone and metal plate. (PR: ART 301)
- 466 **Curriculum Development for Public School Art K-12.** 3 hrs.
(Same as CI 466) Exploring considerations for curriculum development in art education; developing individualized curriculum for specific situations on grade levels K-6 or 7-12.
- 470-473 **Practicum.** 3; 3; 3 hrs. I, II, S.
To be used for learning activities that involve the application of previously learned processes, theories, systems or techniques.
- 475-479 **Advanced Studio Sequence.** 3; 3; 3; 3 hrs. I, II, S.
To be used to complete studio specialization and may be repeated. By permission only.
- 480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.
To be used for experimental courses. By permission only
- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.
To be reserved for tutorials, directed and independent readings, directed and independent research, problem reports, and other activities designed to fit the needs of individual students within the major.
- 490 **Apprenticeship/Field Training.** 1-3 hrs. I, II.
Student is placed in a supervised work situation offering the opportunity to perform professional design work. At this time a proper portfolio and resume are produced and presented for graduation. (PR: permission of department)
- 492 **Teaching in the Art Opportunity Program.** 1 hr. II.
Approaches to teaching art at the elementary level; practical experience teaching in the Art Opportunity Program. (PR: ART 113)

ART EDUCATION (Listed under Art)

BIOLOGICAL SCIENCES (BSC)

- 104 **Introduction to Biology.** 4 hrs. I, II, S.
Fundamentals of biology with emphasis on the unity of life, energetics, genetics and the world of living things. Intended for non-science majors. 3 lec-2 lab.
- 105 **Introduction to Biology.** 4 hrs. I, II, S.
Biological principles of structure and function in plants and animals with emphasis on human physiology, evolution and ecology. Intended for non-science majors. 3 lec-2 lab. (PR: BSC 104, non-major)
- 120 **Principles of Biology.** 4 hrs. I, II, S.
Study of basic biological principles common to all organisms through lecture and laboratory activities. Intended for science majors and pre-professional students. 3 lec-2 lab.
- 121 **Principles of Biology.** 4 hrs. I, II, S.
A continuation of the study of basic biological principles common to all organisms. Intended for science majors and pre-professional students. 3 lec-2 lab. (PR: BSC 120)
- 212 **Invertebrate Zoology.** 4 hrs. I, II, S.
Classification, structure and relationships of the unimportant animal phyla. 2 lec-4 lab. (PR: BSC 120, 121, or equivalent)
- 214 **Vertebrate Zoology.** 4 hrs. I, II, S.
A survey of the seven living classes of vertebrates emphasizing aspects of ecology, physiology, natural history and taxonomy (PR: ACT composite 19 or higher or 12 hrs. college credit, 100 level or above with minimum GPA of 2.3)
- 227 **Human Anatomy.** 4 hrs. I, II, S.
Principles of gross and microscopic anatomy of human body systems and their development. Open to candidates in BSN program. 3 lec.-2 R: ACT composite 19 or higher or 12 hrs. college credit, 100 level or above with minimum GPA of 2.3)
- 228 **Human Physiology.** 4 hrs. II, S.
Basic concepts of human physiology, including an introduction to physiological control mechanisms operating at cellular, tissue, organ, and systems levels. Provides the scientific background for understanding pathophysiology. Open to candidates in BSN program. 3 lec.-3 lab. (PR: BSC 227, CHM 203-204 or equivalent)
- 250 **Microbiology and Human Disease.** 4 hrs. I, II, S.

- Introduction to microbiology with emphasis on the role of microorganisms in the disease process. (PR: BSC 227 or equivalent)
- 300 **Histology. 4 hrs. II.**
Microscopic study of vertebrate tissues. 2 lec-4 lab. (PR: BSC 120, 121 or equivalent)
- 301 **Vertebrate Embryology. 4 hrs. I.**
Vertebrate development based chiefly on frog, chick and pig embryos. 2 lec-4 lab (PR: BSC 120, 121 or equivalent)
- 302 **General Bacteriology. 4 hrs. I, II, S.**
Basic microbiological techniques, fundamental principles of microbial action, physiological processes, immunology, serology, disease process. 2 lec-4 lab. (PR: BSC 120-121 or equivalent, or one year chemistry)
- 303 **Readings in Immunology. 2 hrs. I, II.**
An introduction to the science of immunology based on selected readings in this discipline. Coverage includes humoral and cell mediated immunity, immune tolerance, transplantation, autoimmunity, and immunity and disease. 2 lec-discussion. (PR: BSC 302)
- 310 **Comparative Vertebrate Anatomy. 4 hrs. I, II.**
Structure, function and relationships of systems of selected vertebrates with an emphasis on embryology and evolution. 2 lec-4 lab. (PR: BSC 120, 121 or equivalent)
- 320 **Principles of Ecology. 4 hrs. I, II, S.**
A fundamental approach to the basic principles underlying the interrelationships of organisms with their biotic and abiotic environments. A variety of aquatic and terrestrial ecosystems will be studied in the field and in the laboratory. 3 lec-3 lab. (PR: BSC 120 and 121 with grade of C or better; or equivalent)
- 322 **Principles of Cell Biology. 4 hrs. I, II, S.**
A fundamental approach to the principles of cell biology covering general cellular structure and function, organelles, intercellular interactions, molecular interactions, and modern cellular and molecular methods. 3 lec-3 lab. (PR: BSC 120 and 121 with grade of C or better, or equivalent. CHM 355 recommended.)
- 324 **Principles of Genetics. 4 hrs. I, II.**
The fundamental principles and mechanisms of inheritance. 3 lec-3 lab. (PR: BSC 120 and 121 with grade of C or better, or equivalent. CHM 355 recommended.)
- 401 **Ichthyology. 4 hrs. II, S.**
Anatomy, physiology, ecology, zoogeography, economic importance and classification of major groups and representative local species of fishes. 2 lec-2 lab and field. (PR: BSC 120, 121; BSC 214 or 310)
- 405 **Economic Botany. 3 hrs. I.**
Plants used by man for food, ornamental purposes, building materials, textiles and other industrial purposes; economic importance of conservation. No laboratory. (PR: BSC 120-121 or equivalent)
- 406 **Herpetology. 4 hrs. II (Alternate years) and S.**
Taxonomy, morphology, distribution, life history, and ecology of reptiles and amphibians with a special emphasis on representatives native to West Virginia. 2 lec-2 lab. (PR: BSC 120, 121 or equivalent. REC: BSC 214)
- 408 **Ornithology. 4 hrs. II (alternate years) and S.**
An introduction to avian biology: identification, distribution, migration, and breeding activities of birds. 2 lec-4 lab. (PR: BSC 120, 121 or equivalent)
- 409 **Mammalogy. 4 hrs. I (Alternate years) and S.**
A study of the structural features, evolution and classification of mammals; other topics will include ecology, zoogeography, behavior, reproductive strategies, physiological adaptation to extreme environments and economic aspects. 2 lec-2 lab. and field. (PR: BSC 120, 121; BSC 214 or 310)
- 413 **Principles of Organic Evolution. 3 hrs. II, S.**
Facts and possible mechanisms underlying the unity and diversity of life with emphasis on Neo-Darwinian concepts of the role of species in evolutionary phenomena. (PR: 16 hours Biological Science)
- 414 **Entomology. 4 hrs. I, S.**
Anatomy, classification, life histories and economic importance of representative insects. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 415 **Plant Morphology. 4 hrs. I, II, S.**
Characteristics of the major plant groups. Discussion of important steps in the development of plants. 2 lec-4 lab. (PR: BSC 120-211 or equivalent)
- 416 **Plant Taxonomy. 4 hrs. I, II, S.**
Recognition of our native seed plants and ferns. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 418 **Mycology 4 hrs. I. (alternate years)**
Nature, cause and control of plant disease. 2 lec-4 lab. (PR: BSC 120-121)
- 420 **Plant Physiology. 4 hrs. II. (alternate years)**
Experimental study of plant life processes to include applicable biophysical and biochemical principles. 3 lec-3 lab. (PR: BSC 120, 121)
- 421 **Phycology. 4 hrs. II. (alternate years)**
Morphology, taxonomy, and techniques used in the study of fresh-water algae with emphasis upon applications of ecological principles to current water quality problems. 2 lec-4 lab. (PR: BSC 120-121 or equivalent)
- 422 **Animal Physiology. 4 hrs., I.**

- Physiological principles operating in the organ systems of vertebrate animals. 3 lec.-3 lab. (PR: BSC 105 or 121)
- 424 **Animal Parasitology. 4 hrs. I, II, or S.**
Morphology, life histories, classification, and host relationships of common parasites. 2 lec-4 lab. (PR: BSC 212)
- 426 **Medical Entomology. 4 hrs. I, II, or S.**
Role of certain insects and other arthropods in the transmission of disease organisms and methods of control. 2 lec.-4 lab. (PR: BSC 212)
- 430 **Plant Ecology. 4 hrs. II, S.**
The study of plants and their interactions with their environment at different levels of ecological organization: individuals, populations, communities, and ecosystems. Emphasis on quantitative analysis of ecological data.
- 431 **Limnology. 4 hrs. I, S.**
Study of inland waters; ecological factors affecting lake and stream productivity and various aquatic communities. (PR: BSC 120-121 or equivalent; REC: BSC 212)
- 442 **Advanced Microbiology. 4 hrs. I, S.**
An advanced treatment of microbiology with emphasis on the molecular aspects of anatomy, taxonomy, and physiology of microorganisms. 2 lec.-4 lab. (PR: BSC 302)
- 450 **Molecular Biology. 3 hrs.**
Advanced principles in molecular function emphasizing current research using recombinant DNA methodology. (PR: BSC 322 or equivalent)
- 452 **Molecular Biology Lab Techniques. 2 hrs.**
Current techniques in molecular biology with focus on recombinant DNA methodology. (PR: BSC 322 or equivalent; CR: BSC 450 or BMS 600)
- 460 **Conservation of Forests, Soil, and Wildlife. 3 hrs. I, S.**
Primarily for students in the biological, general and applied sciences. Includes field work, seminars, and demonstrations on phases of conservation of forest, soil, and wildlife. 2 lec.-4 lab. (PR: BSC 105 or 121)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs., CR/NC**
(PR: Permission)

BUSINESS EDUCATION (BE)

- 305 **Office Machines/Quantitative Applications. 3 hrs. I.**
Designed to develop proficiency of business math applications on calculators, and to provide experience with duplicating and machine transcription machines. (PR: OT 113 or equivalent)
- 325 **Communications for Business and Industry. 3 hrs. I, II.**
Emphasis is placed on the composition of effective business correspondence, writing business reports, making oral presentations, and developing proper procedures and skills necessary for conducting meetings. (PR: OT 113 or equivalent)
- 421 **Office Management. 3 hrs. I, II.**
Principles and practices, approached from the viewpoint of the office manager, through oral and written problems.
- 480-483 **Special Topics. 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Office Administration majors only, with permission of professor.
- 485-488 **Independent Study. 1-4 hrs.**
- 495H-496H **Readings for Honors in Business Education. 2-4; 2-4 hrs.**
Open only to students of outstanding ability. See Honors Courses.

CHEMISTRY (CHM)¹

- 190H-191H **Honors in Chemistry. 1; 1 hr.**
Independent study programs for outstanding students. (PR: Permission of the department chairman)
- 203 **General Chemistry I. 3 hrs. I, S.**
An introduction to chemical science, its development, basic concepts and interrelationships with other sciences. Intended primarily for non-science majors and B.A. degree candidates. 3 lec.
- 204 **General Chemistry II. 3 hrs. II, S.**
A continuation of Chemistry 203 with emphasis on introductory organic and biochemistry. 3 lec. (PR: CHM 203)
- 211 **Principles of Chemistry I. 3 hrs. I, II, S.**
A study of the properties of materials and their interactions with each other. Development of theories and applications of the principles of energetics, dynamics and structure. Intended primarily for science majors and pre-professional students. 3 lec. (CR: CHM 217; PR: MTH ACT of 18 or better or MTH 120 or equivalent)

¹The Department of Chemistry is approved by the Committee on Professional Training of the American Chemical Society.

- 212 **Principles of Chemistry II. 3 hrs. I, II, S.**
A continuation of Chemistry 211 with emphasis on the inorganic chemistry of the representative elements and transition metals. 3 lec. (PR: C or better in CHM 211; CR: CHM 218)
- 215 **Environmental Chemistry. 2 hrs. I, S.**
A study of experimental problems in the detection and measurement of common chemicals. Emphasis is on problems of air and water pollution, with some attention to problems in consumer chemistry. One of the three courses 215, 217, 218 which may be selected to meet the two-course laboratory requirement for introductory Chemistry. 2 lab-1 lec.
- 217 **Principles of Chemistry Laboratory I. 2 hrs.**
A laboratory course that demonstrates the application of concepts introduced in Chemistry 211. (CR or PR: CHM 211).
- 218 **Principles of Chemistry Laboratory II. 2 hrs.**
A laboratory course that demonstrates the application of concepts introduced in Chemistry 212. (CR or PR: CHM 212)
- 223 **Computer Applications in Chemistry. 2 hrs.**
Introduction to the use of computers in chemistry. Includes the use of computers for chemical calculations and the interfacing of computers to laboratory equipment. 1 lec. 2 lab. (CR or PR: CHM 212)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 290H-291H **Honors in Chemistry I, II. 1; 1 hr.**
Independent study programs for outstanding students. (PR: Permission of the department chairman)
- 305 **Chemical Information Retrieval. 1 hr., I.**
A survey course concerning the use of the chemical literature with emphasis on on-line computer searching. (PR or CR: CHM 365)
- 307 **Introductory Physical Chemistry. 4 hrs. II.**
A brief survey of physical chemistry including the topics of thermodynamics, molecular structure, and kinetics. Intended for students needing a broadly based science background. 3 lec., 2 lab. (PR: CHM 212, MTH 131 or 140)
- 327 **Introductory Organic Chemistry. 5 hrs. I.**
A short study of organic chemistry with emphasis on structure, nomenclature, and reactivity. Designed for students who do not require the full-year course in organic chemistry. 3 lec., 3 lab. (PR: CHM 212)
- 331-332 **Chemistry Seminar. Credit. 1, II.**
A graduation requirement for all juniors seeking the B.S. in Chemistry degree. 1 lec.
- 345 **Introduction to Analytical Chemistry. 4 hrs. I, S.**
Introduction to the basic principles of Analytical Chemistry including traditional wet methods and contemporary instrumental methods of chemical analysis. (PR: CHM 212 and 218)
- 355 **Organic Chemistry I. 3 hrs. I, II, S.**
A systematic study of organic chemistry including modern structural theory, spectroscopy, and stereochemistry; application of these topics to the study of reactions and their mechanisms and applications to synthesis. 3 lec. (PR: C or better in CHM 212)
- 356 **Organic Chemistry II. 3 hrs. I, II, S.**
Continuation of Chemistry 355. 3 lec. (PR: C or better in CHM 355)
- 357 **Physical Chemistry I. 4 hrs. I**
A systematic study of physical chemistry. 3 lec.-2 lab. (PR: CHM 212, eight hours of Physics, MTH 230)
- 358 **Physical Chemistry II. 4 hrs. II.**
A systematic study of physical chemistry, 3 lec.-2 lab. (PR: CHM 357)
- 361 **Introductory Organic Chemistry Lab. 3 hrs. I, II, S.**
An introduction to experimental organic chemistry with emphasis on fundamental techniques and their application to the preparation and identification of organic compounds. 6 lab. (PR or CR: CHM 356)
- 362 **Intermediate Organic Chemistry Lab. 3 hrs. I.**
Applications of modern experimental methods to the synthesis and analysis of organic compounds with emphasis on instrumental techniques. 6 lab. (PR: CHM 356 and 361; CR or PR: 305)
- 365 **Introductory Biochemistry. 3 hrs. II, S.**
A survey course including introduction to basic biochemical concepts, metabolic pathways, and bioenergetics. 3 lec. (PR: CHM 327 or 356)
- 366 **Introductory Biochemistry Laboratory. 2 hrs. II.**
Introduction to basic biochemical laboratory techniques including chromatography, electrophoresis, and enzyme kinetics; methods for identification and characterization of biochemical systems. 4 lab. (PR or CR: CHM 365)
- 390H-391H **Honors in Chemistry. 1; 1 hr. I, II, S.**
Independent study programs for outstanding students. (PR: Permission of department chairman)
- 401 **Research for Undergraduates. 2 hrs. I, II, S.**
(PR: Permission of instructor and department chair; CHM 345 or 358 or 362 depending on area of interest)
- 402 **Research for Undergraduates. 4 hrs. I, II, S.**
Both a formal oral and written report of the results of the research must be presented to the faculty of the Department of Chemistry. (PR: CHM 401)
- 410 **Advanced Synthesis and Analysis. 4 hrs.**

- Advanced problems in synthesis, separation and analysis with emphasis on modern instrumental methods. 1 lec-6 lab. (PR: CHM 361)
- 422 **Spectrophotometric Methods of Analysis. 3 hrs.**
Modern theories and methods of spectrophotometric analysis, including atomic absorption, infrared, UV-visible and colorimetric methods. 1 1/2 lec.-3 lab. (PR: CHM 345 and either 307 or 358)
- 423 **Environmental Analytical Chemistry. 4 hrs.**
Sampling and modern instrumental analysis of water, air and sediments according to EPA methodology. May be used to fulfill the American Chemical Society Environmental Chemistry certification. (PR: C or better in CHM 345)
- 426 **Chromatographic Methods of Analysis. 3 hrs**
Modern theories and methods of chemical separations with emphasis on gas and liquid chromatography. (PR: CHM 345 and 356 and either 307 or 358) 2 hr. lec., 2 hr. lab.
- 430 **Introduction to Polymer Chemistry. 3 hrs.**
Properties of macromolecules. Methods of preparation and characterization. Industrial applications and processes. 3 lec. (PR: Permission of instructor of CHM 356 and either 307 or 357)
- 431-432 **Chemistry Seminar. Credit 1, II.**
A graduation requirement for all seniors enrolled in the B.S. in Chemistry program. 1 lec
- 440 **Thermodynamics. 3 hrs.**
An introduction to chemical thermodynamics and statistical mechanics. 3 lec. (PR: CHM 358)
- 442 **Quantum Mechanics. 3 hrs.**
An introductory course in quantum mechanics. 3 lec. (PR: MTH 231)
- 448 **Advanced Inorganic Chemistry I. 4 hrs.**
Study of physical properties and periodic relationships of inorganic materials. 3 lec.-2 lab. (PR: CHM 356 and either 307 or 357)
- 449 **Advanced Inorganic Chemistry II. 3 hrs.**
A detailed consideration of bonding, structure, reaction rates and equilibrium involving inorganic materials, 3 lec. (PR: CHM 448)
- 450 **Industrial Chemistry. 3 hrs.**
Modern industrial processes for making chemicals, with emphasis on petrochemicals. An introduction to the engineering, economic, and environmental aspects of these processes. (PR: Permission of instructor of CHM 356 and either 307 or 357)
- 453 **Magnetic Resonance in Chemistry. 3 hrs.**
Applications of analysis by magnetic resonance. Emphasis will be placed on proton and heteronuclear magnetic resonance theory and applications. (2 hrs. lec.-2 hrs. lab.) (PR: CHM 356)
- 460 **Molecular Spectroscopy. 3 hrs.**
A study of the emission and absorption of radiant energy and its relation to molecular structure. 3 lec. (PR: CHM 358)
- 462 **Nuclear Chemistry and Physics. 3 hrs. II.**
An introduction to the phenomena of nuclear physics and chemistry. 3 lec. (PR: MTH 231)
- 463 **Nuclear Chemistry and Physics Laboratory. 2 hrs., II, 4 lab.**
(CR: CHM 462)
- 465 **Advanced Organic Chemistry I. 3 hrs. I.**
Studies of the dynamics of organic reactions with emphasis on mechanisms and stereochemistry. 3 lec. (PR: CHM C or better in CHM 356)
- 466 **Advanced Organic Chemistry II. 3 hrs. II.**
A continuation of Chemistry 465 with emphasis on synthetic methods. 3 lec. (PR: CHM 465)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Chemistry Internship. 1-6 hrs. I, II.**
Supervised chemistry laboratory work. Arrangements must be made in advance with Department Chairman. May be an elective in B.S., Chemistry program but not B.S. in Chemistry program. (PR: 2 from CHM 307, 345, 361, or 356)
- 495H-496H **Honors in Chemistry. 3-4; 3-4 hrs. I, II, S.**
Open only to chemistry majors of outstanding ability. See Honors Courses

CLASSICS (CL)

- General humanities courses, taught in English, open to all students at the academic level listed.
- 150 **Orientation in Humanities. 3 hrs. I, II.**
An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Philosophy 150 and Religious Studies 150; PR or CR: ENG 101)
- 200 **Building English Vocabulary Through Latin and Greek. 3 hrs. I, II.**
Study of Latin and Greek word elements to build skill in English vocabulary, both general and technical (or scientific-medical).
- 230 **Ancient Greek and Roman Epic (taught in English). 3 hrs., I or II.**
Introduction to the genre of ancient epic through reading Homer's Iliad and Odyssey and Vergil's Aeneid (or other ancient epics).
- 231 **Women in Greek and Roman Literature (taught in English) 3 hrs. I or II.**

- Thematic study of women in ancient Greek and Roman literature, including writers like Sappho as well as women in literary roles in male writers from Homer to Apuleius.
- 232 **Ancient Greek and Roman Drama. 3 hrs. I or II.**
Taught in English, this is an introduction to Greek and Roman dramatic genres of tragedy and comedy using selected plays of Aeschylus, Sophocles, Euripides, Aristophanes, Seneca, Plautus, and Terence.
- 233 **Greek and Roman Historians, 3 hrs. I, or II.**
Taught in English, this is a thematic study of Greek and Roman historiography by topic as much as by historian, including ancient rhetorical sources on the theory of history.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Selected topics not covered in regular course offerings. (PR: Permission of department chairman)
- 319 **Classical Mythology. 3 hrs. I, II.**
Study of the development of myth in ancient Greece and Rome; its place in ancient culture and its survival in the modern world.
- 350 **Basic Humanities. 3 hrs. I or II.**
A structured interdisciplinary study offered by the departments of Classical Studies, Philosophy and Religious Studies in the foundations of Western thought; its myth, literature, religion, philosophy, art. (Same as Philosophy 350 and Religious Studies 350)
- 370 **Classical Archaeology. 3 hrs. I or II.**
Archaeology of ancient Greece and Rome, and their colonies and their imperial domains. (Same as Anthropology 370)
- 435 **Greek Civilization. 3 hrs. II.**
Study of ancient Greek culture, emphasizing parallels with present-day issues.
- 436 **Roman Civilization. 3 hrs. II.**
Study of ancient Roman culture, emphasizing parallels with present-day issues.
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Topics like "Values in Ancient Greece/Rome" or "The Cult of the Leader in Ancient Greece/Rome" have recently been offered. Consult chairman for current offerings. (PR: Departmental permission)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 495H-496H **Readings for Honors in Classics. 4; 4 hrs. I, II.**
Open only to students of outstanding ability. See Honors Courses.
- 499 **Humanities Seminar. 3 hrs.**
Designed for majors as the culminating interdisciplinary study in the Basic Humanities program. (Same as Philosophy 499 and Religious Studies 499)

CLINICAL LABORATORY SCIENCES (CLS)

(MLT Associate Degree Program and MDT Bachelor's Degree Program)

- 100 **Orientation in Clinical Laboratory Science. 1 hr. CR/NC. I.**
Introduction to clinical laboratory careers, emphasizing programs available at Marshall University. Features hospital laboratory specialists.
- 110 **Clinical Hematology. 4 hrs. I, II**
Theory and practice of clinical laboratory tests of red and white blood cells, as well as blood clotting. 3 lec-3 lab. (PR: BSC 227 or equivalent with minimum "C" and minimum 2.0 GPA)
- 200 **Clinical Biochemistry. 4 hrs. I.**
Theory and practice of clinical laboratory testing of serum, plasma, urine, body fluids in disease diagnosis. 3 lec-3 lab. (PR: CHM 211, 213, min. 2.0 GPA, with "C" grade in MTH 120, and permission)
- 210 **Clinical Immunohematology. 4 hrs. II.**
Theory of immune mechanisms in the body and applications for diagnostic testing and blood transfusion. 3 lec-3 lab. (PR: CLS 110, 200, and permission)
- 220 **Clinical Microbiology. 4 hrs. II.**
A study of bacterial, fungal, and helminth related diseases, including diagnostic approach and techniques. 3 lec-3 lab. (PR: CLS 200, permission).
- 255 **Clinical Laboratory Problems. 3 hrs. II.**
Case studies of instrumental and diagnostic problems encountered by the laboratory technician. 3 lec. (PR: CLS 110, 200, permission)
- 270 **Clinical Practicum, Hematology. 3 hrs. S.**
Total of 4 weeks (160 hours) of hospital-based practice, performance of diagnostic tests of blood cells, urine, coagulation, and clinical microscopy under supervision. One of four courses, CLS 270-273, taken concurrently. (PR: CLS 255, permission)
- 271 **Clinical Practicum, Chemistry. 3 hrs. S.**
Total of 4 weeks (160) hours of hospital-based supervised practice performing diagnostic tests on body fluids using chemical methods. One of four courses, CLS 270-273, taken concurrently. (PR: CLS 255, permission)
- 272 **Clinical Practicum, Immunohematology. 3 hrs. S.**
Total of 3 weeks (120 hours) of hospital-based supervised practice performing blood typing, antibody screening and identification, and conduct of pre-transfusion tests. One of four courses, CLS 270-273, taken concurrently. (PR: CLS 255, permission)

- 273 **Clinical Practicum, Microbiology. 3 hrs. S.**
Total of 4 weeks (160 hours) of hospital-based supervised practice performing isolation, identification, and susceptibility testing of bacteria, fungi, and parasites. One of four courses, CLS 270-273, taken concurrently. (PR: CLS 255, permission)
- 285-288 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs. I, II.**
(PR: Permission)
- 450 **Advanced Clinical Hematology/Microbiology. 4 hrs. I.**
Advanced topics in blood cell disorders, transfusion problems, bleeding disorders; advanced diagnostic procedures in bacteriology, parasitology, virology. 3 lec-3 lab. (PR: CLS 210, CLS 220, and permission)
- 460 **Clinical Laboratory Management and Supervision. 3 hrs. I.**
Laboratory personnel and resource management, cost control, cost analysis, lab. marketing, accreditation. 3 lec. (PR: MGT 320 and permission)
- 464 **Clinical Laboratory Instrumentation and Information Systems. 3 hrs. I.**
Principles of instrumental electronics and data systems; interpretation of instrumental outputs, troubleshooting, computerized statistical methods. 2 lec-2 lab. (PR: PHY 201-204, CLS 200 and permission)
- 466 **Diagnostic Physiology. 3 hrs. I.**
Pathologic aspects of laboratory medicine with case studies, diagnostic problem solving, student projects. 3 lec. (PR: CLS 270-273, permission)
- 468 **Clinical Laboratory Research. 2 hrs. II.**
Directed independent research in the hospital laboratory setting during 18-week period. (PR: CLS 450-466, permission; CR: CLS 471, CLS 491)
- 471 **Clinical Practicum. 9 hrs. II.**
A minimum of 450 hours of hospital-based experience in 18 weeks emphasizing supervisory decision making. (PR: CLS 450-466, permission; CR: CLS 468, CLS 491)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)
- 485-488 **Independent Study. 1-4 hrs.**
(PR: Permission)
- 491 **Clinical Specialty Workshops. 3 hrs. II.**
Minimum 150 hours experience in advanced specialty test procedures within 18 weeks. (PR: CLS 450-466, permission; CR: CLS 468, 471)

COMMUNICATION DISORDERS (CD)

- 101 **Introduction to Communication Disorders. 3 hrs.**
Introduction to the field of Communication Disorders for majors. Discussion of the roles and responsibilities of the SLP and the various communication disorder areas.
- 241 **Introduction to Communication Science. 3 hrs.**
A survey of the physical and psychophysical bases of communication with discussion of elementary communication models. The concept of noise in its many forms with emphasis on defects of speech, hearing and language as forms of noise. (PR: Sophomore standing, CD 101, and permission of instructor)
- 285-288 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of chair)
- 325 **Language and Speech Development. 3 hrs.**
Sequential patterns in the acquisition of language and speech in relationship to general child development. Includes Laboratory. (PR: CD 241 and permission of instructor)
- 418 **Communication Disorders of School Children. 3 hrs.**
A survey of the causes, symptoms, and treatment of communication disorders encountered in the classroom. Not open to CD majors.
- 420 **Voice in Communication. 3 hrs.**
Theories of voice production and control; a survey of problems as they relate to phonation and vocal resonance with emphasis on voice disorders, laryngectomy and cleft palate. (PR: CD 325, 429, and 439; admission to program and permission of instructor)
- 422 **Speech in Communication. 3 hrs.**
Communication theories underlying the processing and monitoring of speech signals; a survey of speech disorders as a disruption in this system with emphasis on articulation and stuttering. (PR: CD 325; 429, 439 and permission of instructor)
- 424 **Diagnostic Processes with Communication Disorders. 3 hrs.**
Evaluation of procedures for securing behavioral information to differentiate among various communication disorders; a study of symptom complexes. Observation and practice in evaluating communication disorders. Includes Laboratory. (PR: CD 422, 425, 468, admission to program and permission of instructor)
- 425 **Language in Communication. 3 hrs.**
Theories of language as communicative behavior; linguistic processes in language; a comparison between normal and impaired language with emphasis on language disorders in children. (PR: CD 325, 429, 439; and permission of instructor)
- 426 **Therapeutic Processes for Communication Disorders. 3 hrs.**

- A study of interpersonal behaviors involved in a therapeutic relationship; a survey of learning theories relative to speech and language therapy procedures. Includes laboratory. (PR: CD 422, 425, 468, admission to program and permission of instructor)
- 427 **Clinical Problems with Communication Disorders. 3 hrs.**
Case study method; detailed analysis of diagnostic and therapeutic procedures appropriate to an assigned clinic client. Includes laboratory. (PR: CD 426 admission to program and permission of instructor)
- 429 **Anatomy and Physiology of the Speech and Hearing Mechanism. 3 hrs.**
Study of the anatomical and physiological characteristics of the normal speech and hearing mechanism. (PR: CD 241, 325 and permission of instructor)
- 439 **Phonetics. 3 hrs.**
Introduction to the science of speech sounds; study of the phonetic alphabet and practice in broad transcription. (PR: CD 241, 325 and permission of instructor)
- 460 **Hearing in Communication. 3 hrs.**
Psychophysical processes underlying auditory perception; basic audiometry; a survey of hearing disorders. (PR: CD 422, 425, 468 and permission of instructor)
- 463 **Methods and Materials for Hearing Disorders. 3 hrs.**
Auditory training and speech reading procedures with the hearing handicapped. (PR: CD 460 and permission of instructor)
- 468 **Methods and Materials for Speech and Language Disorders. 3 hrs.**
Organization and administration of school programs for speech and language handicapped children; therapeutic procedures in a school setting. (PR: CD 429, 439, and CD 325 and permission of instructor)
- 472 **Clinical Practicum with School Children. 6 hrs. CR/NC**
Supervised clinical practice with school-aged children; fulfills student teaching requirements for West Virginia Certification as a Speech Language Pathologist. (PR: CD 426, 468; PR or CR: CD 424 and admission to Teacher Education and permission of instructor)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of chair)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of chair)
- 495H-496H **Readings for Honors in Communication Disorders. 4; 4 hrs.**
Open only to CD majors of outstanding ability. (PR: Permission of chair)

COMMUNICATION STUDIES (CMM)

- 103 **Fundamentals of Speech-Communication. 3 hrs.**
A course designed to enhance the development of critical thinking skills and their application to verbal and nonverbal interaction in interpersonal and public communication contexts.
- 104H **Honors in Speech Communication. 3 hrs.**
An accelerated course for selected freshmen and sophomores in fundamentals of communication, concepts and skills in verbal/nonverbal communication and listening. Not open to juniors and seniors. (Substitute for CMM 103) (PR: ACT score 26)
- 202 **Introduction to Public Speaking. 3 hrs.**
Source credibility, lines of reasoning, psychological appeals, attention factors, methods of topic and audience analysis, style, and the application of this basic theory to the practice of various forms of public address. (PR: CMM 103)
- 207 **Business and Professional Communication. 3 hrs.**
A study of the communication demands and skills relevant to the student's future role as a business or professional person.
- 213 **Fundamentals of Interpersonal Communication. 3 hrs.**
Introduction to principles and practices related to productive interpersonal communication. Emphasizes competence in using verbal and nonverbal message systems to promote effective communication in social and task relationships.
- 239 **Development and Appreciation of Film to 1930. 3 hrs.**
The historical development of the motion picture as an art form from its first development to 1930. Analysis of the technical, social, economic and cultural factors which have influenced the medium.
- 240 **Voice and Diction. 3 hrs.**
Theory and practice of speech production and improvement. (PR: CMM 103)
NOTE: A special section (240A) for international students focuses on diction of oral American English. For international students required to take 240A, this course is prerequisite to CMM 103 and 305.
- 270-271 **Intercollegiate Debate. 1; 1 hr.**
(PR: Permission of instructor)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of department chair)
- 297-298 **Instructional Television Course. 1-4 hrs.**
A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

- 303 **Introduction to Communication Theory. 3 hrs.**
Analysis of the process of communication and its constituent elements, with emphasis upon traditional and contemporary theories, their validation, and their use as a tool in diagnosis and remediation of communication problems. (PR: CMM 103, 207, or 213)
- 305 **Principles of Communication. 3 hrs.**
Beginning course, open to juniors and seniors who have not had CMM 103 or 202.
- 307 **Communication in Social Movements. 3 hrs.**
Investigation of the functions, ethics, responsibilities and social impact of oral communication in periods of social unrest. (PR: CMM 103, 207, or 213)
- 308 **Persuasive Communication. 3 hrs.**
Introduction to the understanding, practice and analysis of persuasion. Behavioral and rhetorical theories of persuasion will be examined and applied to contemporary persuasive communications.
- 310 **Argumentation and Debate. 3 hrs.**
Basic principles of argument; practice in discussion and debate. Recommended but not a prerequisite for intercollegiate debating. (PR: CMM 103)
- 311 **General Semantics. 3 hrs.**
A method for studying the role which language plays in human affairs.
- 315 **Group Communication. 3 hrs.**
Study of group communication processes, including problem solving, systems of group communication analysis and evaluation, in task oriented groups.
- 316 **Legal Communication. 3 hrs.**
The theory and practice of legal communication techniques. The course will examine interviewing skills, negotiation skills, argument preparation skills, presentation skills, and cross examination skills. Recommended for pre-law students.
- 319 **Superior-subordinate Communication. 3 hrs.**
Survey of principles underlying communication between superiors and subordinates in organizations. Emphasis placed upon communication strategies regarding role definition, performance feedback, development and maintenance of relationships, conflict management, leadership, decision making.
- 320 **Oral Interpretation of Literature. 3 hrs.**
The fundamentals of reading, analyzing, and interpreting literature. (PR: CMM 240 or permission)
- 322 **Intercultural Communication. 3 hrs.**
A study of the barriers to communication across cultures and of strategies for addressing these problems.
- 345 **Listening and Feedback. 3 hrs.**
A study of listening/feedback behavior as an integral part of the communication process, development of listening/feedback skills, and an awareness of barriers to effective listening and feedback.
- 370-371 **Intercollegiate Forensics 1; 1 hr.**
Continuation of CMM 270-271. (PR: Permission of instructor)
- 401 **Organizational Communication. 3 hrs.**
Investigation of information flow in organizations with emphasis on identifying communication problems.
- 402 **Rhetorical Theory. 3 hrs.**
An exploration of theories of rhetoric from the Greek philosophers to the present. This course will examine the strategic use of symbols in persuasive discourse.
- 406 **Interviewing. 3 hrs.**
Skill development in the question-answer-response process as it applies to a variety of interviewing situations.
- 408 **Leadership and Group Communication. 3 hrs.**
A study of the variables affecting, and affected by, communication process in small groups, with particular emphasis upon leadership variables.
- 409 **Theories of Persuasion and Change. 3 hrs.**
Study of the relationship between persuasion and social change, including theories of attitude and behavioral change and contemporary theories of persuasion.
- 411 **Communication Study and Research. 3 hrs.**
Introduction to the advanced study of theory and research areas with emphasis on communication research methods and reporting. (PR: Senior majors in Communication Studies)
- 413 **Theories of Interpersonal Communication. 3 hrs.**
A survey and analysis of theories related to interpersonal communication in relationships. Emphasis is on the communication processes and contingencies underlying relationship development, maintenance, and disengagement in various interpersonal contexts.
- 420 **Communication and Conflict. 3 hrs.**
An exploration of the theory, research, and practice of communication in understanding and negotiating interpersonal conflict.
- 441 **Development and Appreciation of Film Since 1930. 3 hrs.**
Study of important directions in modern film, including style, genre, and the relationship to contemporary society. A variety of films will be viewed for analysis. (PR: CMM 103)
- 450 **Direction of Speech Activities. 3 hrs.**
Direction of extracurricular speech activities: assemblies, forensic events, etc. (PR: Fifteen hours of com-

- 476 munication studies or permission of department chair)
Communication for Classroom Teachers. 3 hrs.
 Knowledge and utilization of interpersonal communication skills in all teaching-learning environments.
- 480-483 **Special Topics in Communication Studies. 1-4; 1-4; 1-4; 1-4 hrs.**
 (PR: Permission of department chair)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
 (PR: Permission of department chair)
- 490 **Internship. 1-4 hrs.**
 (PR: Permission of department chair)
- 495H-496H **Readings for Honors in Communication Studies. 4; 4 hrs.**
 Open only to speech majors of outstanding ability. See Honors Courses. (PR: Permission of department chair)
- 497-498 **Instructional Television Course. 1-4 hrs.**
 A course based upon Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

COMPUTER SCIENCE AND SOFTWARE DEVELOPMENT (CSD)

- 101 **Computers and Data Processing. 3 hrs. I, II, S.**
 Computer literacy. Introduction to fundamental concepts and skills of computing. Includes terminology, controlstatements, program execution, disk handling. Hands-on experience in word processing, spreadsheet, databases, electronic mail.
- 119 **Introduction to Computing I. 4 hrs. I, II, S.**
 Introduction to the entire system life cycle. Problem Analysis and algorithm development. Program design, coding, and testing. Introduction to the Ada language. Extensive experience in programming, including supervised lab sessions. (PR: CSD 101 or equivalent, and high school algebra).
- 120 **Introduction to Computing II. 4 hrs. I, II, S.**
 Continuation of CSD 119, emphasizing data structures (stacks, queues, trees, graphs), and algorithms for data structure manipulation. Advanced features of Ada. Numerous programming projects, involving larger, more complex solutions. Professional ethics. (PR: CSD 119; MTH 131 co-requisite)
- 201 **COBOL Programming I. 3 hrs. I, II.**
 Concepts of computer programming using COBOL as a tool for solving problems in business data processing applications.
- 203 **FORTRAN Programming I. 3 hrs. I, II.**
 Introduce problem solving methods and algorithm development using the FORTRAN programming language.
- 205 **C Programming I. 3 hrs. , I.**
 Concepts of software development and maintenance using C as a tool for problem solving. Applications will be derived from business, scientific and engineering fields. (PR: CSD 101 or equivalent)
- 212 **Introduction to Computer Engineering. 3 hrs. I.**
 Number system, Boolean algebra, Boolean function minimization techniques. Introduction to digital circuits and design; design and analysis of combinational and sequential circuits, asynchronous and synchronous circuits. (PR: CSD 120)
- 222 **Computer Organization and Assembly Language Programming. 3 hrs. II.**
 Introduction to PC architecture; memory architecture and management. Data representation, I/O devices. Overview of software systems: assembler, linker, debugger. (PR: CSD 212)
- 240 **Analysis and Design of Algorithms. 3 hrs. II.**
 Review basic data structures and introduce advanced data structures; algorithm complexity analysis-identification of efficient methods. Algorithm design techniques (divide and conquer, backtracking, etc.). Intractable problems, decidability. (PR: CSD 120, MTH 230)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
 (PR: Permission of instructor)
- 313 **Introduction to Systems and Software Engineering. 3 hrs. I.**
 The software development and maintenance process, software life cycle, software within a larger system; requirements analysis and specification; system engineering approaches; automated tools; requirements analysis/specification team project. (PR: CSD 240)
- 322 **Computer Architecture. 3 hrs. I.**
 Introduction to microprocessor; design alternatives, microprogramming, bus structure, memory organizations, serial and parallel port design, alternative computer architecture. (PR: CSD 222, CSD 120)
- 325 **Introduction to Programming Languages. 3 hrs. I.**
 Comparative evaluation and use of several languages; syntax and semantics--including specification; compilation and software engineering issues; control, data, module approaches. Imperative and functional languages; concurrency, logic, object-oriented approaches. (PR: CSD 222, CSD 240)
- 333 **Software Engineering. 3 hrs. II.**
 Review of requirements determination. Functional and object-oriented design; automated tools. Real-time, reliability, software reuse. Implementation, integration, testing, maintenance. Verification and validation, configuration management. Team project, large system. (PR: CSD 313)

- 338 **Operating Systems. 3 hrs. II.**
Process management, device and memory management, security, networking, distributed operating systems. Emphasis on the Unix operating system. Experimental projects using the C. programming language. (PR: CSD 222, CSD 240)
- 367 **Systems Programming. 3 hrs. II.**
Principles of systems programming; language translators, assemblers, interpreters, and compilers. Advanced operating system concepts; management of memory, I/O, files, processes. (PR: CSD 338)
- 409 **Software Development for Health Care. 3 hrs. II, S.**
Software development and maintenance approaches for the health care industry. Shared database approaches; instrumentation interfacing and control; inquiry/response methods and effective user interfaces. Participation in team projects. (PR: CSD 120)
- 419 **Decision Systems. 3 hrs. I, S.**
System/software approaches to decision support systems. On-line group decision systems, knowledge-based systems, interactive user interfacing methods, electronic conferencing and teleconferencing, statistical software, distance learning/response techniques. trends. Project participation. (PR: CSD 120, MGT 320)
- 429 **Introduction to Computer Graphics. 3 hrs. II.**
Introduction to underlying theory and techniques of computer graphics. Historical perspective. Display hardware technology, 2D raster operation, 2D and 3D geometric transformations, and 3D projection and viewing techniques. Project participation. (PR: CSD 222, 240, MTH 330)
- 439 **Introduction to Artificial Intelligence. 3 hrs. I.**
Concepts and methods. Heuristic search, planning, hypothesis formation, modeling, knowledge acquisition and representation. Languages, methodologies, tools. Applications, such as automatic programming, theorem proving, machine vision, game playing, robots. Project participation. (PR: CSD 240)
- 442 **Communication Networks and Distributed Systems. 3 hrs. II.**
Network structures, architectures, topology. Layers, protocols, interfaces, local area networks. Coverage of current networks. Distributed processing concepts; architectural tradeoffs, distributed databases. Operating system and application software issues. Project participation. (PR: CSD 322)
- 449 **Formal Languages and Automata Theory. 3 hrs. I.**
Concepts and formalisms of formal languages and automata theory. Fundamental mathematical concepts. Grammars and corresponding automata. Deterministic parsing of programming languages. (PR: CSD 325)
- 457 **Database Systems. 3 hrs. II.**
Basic concepts, semantic models. Data models: object-oriented and relational, lesser emphasis on network and hierarchical. Query languages and normal forms. Design issues. Security and integrity issues. (PR: CSD 120, MGT 320, or CSD 240)
- 459 **Computer Simulation and Modeling. 3 hrs. I.**
Concepts of model building and computer-based discrete simulation. Special-purpose simulation languages. Experimental design, analysis of results. Statistical aspects, random number generation. Model validation issues and methods. Project participation. (PR: CSD 313, MTH 445)
- 467 **Compiler Design. 3 hrs. I.**
Compilation of modules, expressions, and statements. Organization of a compiler including compile-time and run-time aspects; symbol tables, lexical analysis, syntax analysis, semantic analysis, optimization, object-code generation, error diagnostics. Compiler writing tools. Participation in compiler development project. (PR: CSD 325, CSD 449)
- 470 **Introduction to Applied Automation. 3 hrs. I.**
Introduction to production economics. Programmable logic control, sensors and actuators, digital and analog I/O design. Introduction to robotics and flexible manufacturing systems. (PR: CSD 322)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of Instructor)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of instructor)
- 493 **Senior Team Project Sequence, First Semester. 3 hrs. I.**
With CSD 494, constitutes a year-long capstone team project, carrying out an entire system and software engineering life cycle for a project of realistic size and complexity. (PR: CSD 333)
- 494 **Senior Team Project Sequence, Second Semester. 3 hrs. II.**
A continuation of the project begun in CSD 493. CSD 493 and CSD 494 should be taken in consecutive semesters of the same academic year. (PR: CSD 493)

COUNSELING AND REHABILITATION (CR)

- 100 **Career Planning for Undecided Students. 1 hr.**
Designed for undecided college students. Helps explore career options and majors. Topics include interest testing, career information, decision-making skills, and job finding strategies. Course does not count toward graduation.
- 107 **New Student Seminar. 1 hr.**
Provides in-depth information and techniques to help the student learn more about his/her interests, gain insight to educational goals, and increase study skills abilities. Grading CR/NC only.
- 260 **Peer Counseling. 3 hrs.**

- Theory, practice, and intervention of peer helping relationships. Demonstration and practice of basic helper skills for resident advisers. Does not satisfy requirements for core courses nor restrictive electives.
- 261 **Introduction to Group Guidance. 3 hrs.**
A Counselor Leadership training course focusing upon a systematic approach to selecting a leadership style. Specific areas include leadership theory, how to conduct groups, delegation, and goal setting. Not for C&R majors.
- 262 **Alcohol Counseling by Peers. 1 hr.**
History and practice of alcohol prevention and intervention by peer helpers. Designed to meet the needs of resident advisers. Does not satisfy requirements for core courses nor restricted electives.
- 263 **AIDS Awareness. 1 hr.**
Course designed to increase awareness of Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome, including: the virus, psycho-social aspects, legal and religious issues, prevention, treatment.
- 280-281 **Special Topics. 1-4; 1-4 hrs.**
(PR: Permission of department chairman)
- 306 **Introduction to Counseling & Rehabilitation. 3 hrs.**
Introduction to the fields of counseling, various mental, physical and social disabilities, careers in Counseling and Rehabilitation, Counseling and Rehabilitation services and orientation processes. (CR: CR 370)
- 320 **Community Resources. 3 hrs.**
Study of available resources in the community and their utilization in providing rehabilitation services.
- 370 **Introductory Practicum in Counseling. 3 hrs.**
Orientation to helping service agencies and practice in developing interviewing skills under professional supervision. A forty-five hour practical experience involving active contact under supervision with handicapped persons enables students to experientially explore their own abilities, to try the helping role, and to get acquainted with clients and helping agencies. (CR: CR 306)
- 406 **Rehabilitation Services —Medical Aspects. 3 hrs.**
A study of medical and adjustment aspects of disability and the effective utilization of medical information in providing rehabilitation services. Major chronic diseases that necessitate rehabilitation intervention are discussed from anatomic, physiological, medical, psychological, and vocational points of view.
- 414 **Vocational Evaluation. 3 hrs.**
An integrated approach to vocational assessment through use of work samples, psychological tests, and physical measurements. Practical use of assessment is stressed, including statistical measures, administration and interpretation of tests, and construction and validation of simple work samples.
- 415 **Occupational and Career Development. 3 hrs.**
Study of career choice theory, career change, counseling approaches in career selection and resources to assist in career choice.
- 416 **Job Placement. 3 hrs.**
Study of techniques for diagnostic interviewing, work adjustment, job development, and job placement. The course offers practical and theoretical ways to understand and carry out the placement of handicapped individuals in employment.
- 425 **Counseling Theories and Techniques. 3 hrs.**
Principles and practices of the interviewing relationship in helping service settings. (PR: CR 306, 370. CR: CR 470)
- 428 **Rehabilitation of Emotionally Disturbed. 3 hrs.**
Study of characteristics of emotionally disturbed and special techniques and resources required in their rehabilitation. (PR: PSY 408, CR 406, 425 or permission of instructor)
- 430 **Case Development: Process and Management. 3 hrs.**
Study of systematic development of casework to include case finding, follow-up provision of services, case recording and time management. (PR: CR 406, 414, 415, 416, 420 or permission of instructor)
- 433 **Research in Counseling and Rehabilitation. 3 hrs.**
A seminar study of the problems in counseling/rehabilitating special disability groups (mentally retarded, mentally ill, alcoholic, public offender, disadvantaged) as well as research into these and other unmet needs in counseling/rehabilitation today. (PR: CR 306, 425 or permission of instructor)
- 435 **Group Process and Analysis. 3 hrs.**
Study and practice of dynamics involved in task and therapeutic groups; a thorough analysis of group process. (PR: Permission of instructor)
- 440 **Group Theories and Techniques. 3 hrs.**
Study of theories and techniques used in group counseling; includes demonstration and practice of popular approaches in group counseling. (PR: CR 425 or permission of instructor)
- 445 **Manual Communication. 3 hrs.**
Psychological characteristics of hearing impaired and techniques of manual communication.
- 446 **Theory and Practice in Human Appraisal I. 3 hrs.**
Techniques of collecting, recording, and interpreting data.
- 448 **Advanced Studies in Human Development and Adjustment. 3 hrs.**

- Psychological foundations of personality development with emphasis on principles of mental health as related to problems of everyday living.
- 449 **Internship Seminar. 2 hrs. S.**
Group review and synthesis of internship activities, counseling approaches, and special problem areas. The course offers an opportunity to analyze and process the experiential activities of the internships. (PR: CR 306, 320, 370, 406, 425, 430, 433, 435, 440, 446, 448, 470 and permission of instructor. CR: CR 490)
- 454 **Advanced Manual Communication. 3 hrs.**
Advanced course in the grammar, syntax and idioms of American Sign Language and a comprehensive overview of the effect of hearing impairment. Emphasis will be upon communicating in ASL. (PR: CR 445 or 545)
- 455 **Crisis Intervention. 3 hrs.**
This course is directed to anyone who at some time has felt inadequate in responding effectively to people in crisis. Topics will include situational and developmental crises.
- 456 **Death and Dying. 3 hrs.**
Includes three areas of emphasis: To enable the student to come to grips with personal attitudes toward death and dying; to explore attitudes of society toward death; and to develop skills in managing the crisis of death, terminal illness and bereavement.
- 460-463 **Professional Development. 1-4; 1-4; 1-4; 1-4 hrs.**
To meet needs of school, student personnel, mental health, and other workers. Credit may be used for certificate renewal and salary upgrading, but not in degree programs; titles vary. (CR/NC)
- 470 **Advanced Practicum in Counseling. 3 hrs.**
Practical experiences in counseling interviews under professional supervision. (CR: CR 425, 448)
- 473 **Hypnosis: Implications and Applications for Counselors. 3 hrs.**
An introduction to hypnosis and its application in a counseling framework. Emphasis will be upon the Milton H. Erickson model by hypnosis. (PR: CR 425 or 614, or special permission)
- 474 **Cross-Cultural Perspectives in Counseling. 3 hrs.**
Recognize and use appropriate resources for effective counseling of people of different cultural, ethnic, social, class, racial, geographic, or other backgrounds. Learn when counseling is appropriate and in what form.
- 475 **Counseling in Chemical Use and Abuse. 3 hrs.**
Course topics will include historical, medical, psychological, family dynamics of the disease process, and treatment modalities which enhance the likelihood of successful counseling with the dependent person and indirect victims. (PR: Permission of instructor)
- 476 **Counseling With Parents. 3 hrs.**
Consideration of effective parent counseling primarily from an Adlerian point of view. Techniques for counselor intervention via lecture, demonstration and laboratory experiences.
- 477 **Stress Management Counseling. 3 hrs.**
Provides beginning counselors and others with comprehensive information and strategies for successful management of stress and its consequences. Students explore theoretical and practical alternatives in counseling the stressed individual.
- 478 **Counseling with the Elderly. 3 hrs.**
Counseling techniques and theories applied to problems of the elderly.
- 479 **Pharmacology in Counseling. 3 hrs.**
Provide basic understanding of the role of therapeutic drugs in the treatment of psychiatric disorders, familiarize with most commonly prescribed drugs, side effects, and adverse reactions in specific mental illnesses. (PR: CR 306, 370)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of department chairman)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of department chairman)
- 490 **Counseling Internship. 10 hrs. S.**
Participation in counseling process with a variety of individuals under supervision of cooperating agencies. (PR: CR 306, 320, 370, 406, 425, 430, 433, 435, 440, 446, 448, 470. Senior standing, majors only and overall 2.0 average and permission of instructor. CR: CR 449)
- 491-494 **Counseling Workshop. 1-4; 1-4; 1-4; 1-4 hrs.**
A practical, participatory course designed for advanced students and professionals in the counseling field or related areas.
- 495H-496H **Readings for Honors in Counseling. 1-3; 1-3 hrs.**
(PR: Permission of department chairman). See Honors Courses.
- 497 **Family Counseling. 3 hrs.**
Introductory course in current theory and practice in family counseling. Theoretical material on communication and structural approaches to family counseling. Reading, lecture and experiential exercises.
- 498 **Introduction to Marriage Counseling. 3 hrs.**
Covers the many dimensions marriage counselors deal with, including premarital counseling; the marriage contract (legal and extralegal contracts); marital decision making; divorce counseling; sexual dysfunction; financial counseling; spouse beating; alternatives to marriage; and relationships among the elderly.

- 499 **Principles and Practices of Counseling. 3 hrs.**
The objectives, principles, and practices of counseling. (Not open to undergraduate C&R majors)

CRIMINAL JUSTICE (CJ)

- 211 **Introduction to Law Enforcement. 3 hrs.**
Basic course dealing with agencies involved in administration of justice; history and organization of local state and federal agencies; courts, trial, jails, and prisons; probation and parole.
- 231 **Introduction to Corrections. 3 hrs.**
A survey of the historical development of the systems of punishment and rehabilitation. Analysis of the reasons for incarceration of offenders.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 301 **Advanced Legal Research. 3 hrs.**
Gives the student additional experience in legal research and introduces the skills required in drafting legal documents. (PR: LAS 211)
- 311 **Police Administration I. 3 hrs.**
First level supervision of employee morale and discipline; selection, training, placement, promotion; techniques of leadership and decision making.
- 312 **Criminal Investigation. 3 hrs.**
Investigation methodology, relations of the detective with other police divisions; modus operandi; sources of information; surveillance, interrogation, follow-up procedures. (PR: CJ 211)
- 321 **Criminal Justice Administration. 3 hrs.**
Criminal procedure from apprehension to conviction arrests, extradition proceedings; information and indictment; functions of the grand jury and the coroner; trial procedure.
- 322 **Criminal Law. 3 hrs.**
History and development of criminal law, elements of a crime, parties to a crime, types of offenses. (PR: CJ 321)
- 323 **Criminal Procedure. 3 hrs.**
Admissibility of evidence and confessions, recent civil rights decisions, reconciling individual rights and community interest in law and order. (PR: CJ 321)
- 331 **Probation and Parole. 3 hrs.**
Organization of systems of after-care treatment of juvenile and adult offenders released under probation and parole. (PR: CJ 231)
- 402 **Seminar in Crime Prevention. 3 hrs.**
Techniques for crime prevention analyzed from two orientations: crime prevention by environmental engineering and crime prevention by behavior modification. (PR: CJ 211)
- 404 **Theoretical Criminology. 3 hrs.**
A critical analysis of the major criminological theories and their empirical foundations. Current theory and research receive greater emphasis than historical development.
- 410 **Police Administration II. 3 hrs.**
Functions and activities of police agencies. Police department organizations, responsibilities of upper level administrators. Current administrative experimentation on law enforcement agencies.
- 412 **Community Relations. 3 hrs.**
Law enforcement and the community; relation to schools, public education functions of law enforcement personnel; community attitudes. (PR: CJ 211)
- 413 **Business and Industry Security. 3 hrs.**
Selection, training and staffing of a security force; security devices available; techniques of internal security; ground security; security techniques applicable to personnel selection; legal problems. (PR: CJ 211)
- 421 **Corrections and the Law. 3 hrs.**
Review of criminal law principles and theory as related to corrections. (PR: CJ 231)
- 422 **Law of Evidence. 3 hrs.**
Leading rules and principles of exclusion and selection; burden of proof, nature and effect of presumptions; proof of authenticity and contents of writings; examinations, competency and privilege of witnesses. (PR: CJ 321)
- 425 **Juvenile Justice Administration. 3 hrs.**
A survey of the process—the police, the courts, and corrections—through which the juvenile delinquent passes. (PR: CJ 321)
- 431 **Criminal Rehabilitation. 3 hrs.**
Legal and historical background of rehabilitation; roles of correctional workers; and nature of the rehabilitation process. (PR: CJ 231)
- 432 **Correctional Institutions. 3 hrs.**
Analysis of the theory of organizations and administration of correctional institutions; principles of institutional corrections. (PR: CJ 231)
- 433 **Correctional Administration. 3 hrs.**
Objectives of correctional institutions; records; personnel, program development, security; educational programs. (PR: CJ 231)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
A study of special interest criminal justice topics under the supervision of a qualified faculty member.

(PR: Consent of the instructor)

485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.

This course permits the student to undertake supervised research (field or library) in any area where there is no appropriate course. (PR: Consent of the instructor)

490 **Internship.** 1-6 hrs.

The placement of an individual into a criminal justice agency (police, probation, courts, jails) to observe and participate in its operation. Grading is CR/NC only. (PR: Consent of the instructor)

495H-496H **Readings for Honors in Criminal Justice.** 2-4; 2-4 hrs.

Open to criminal justice majors of outstanding ability. Study may deal with any aspect of criminal justice. Wide reading and comprehensive understanding of the subject are required. (PR: Consent of department chairman.) See Honors Courses.

CURRICULUM AND INSTRUCTION (CI)

101 **Mathematics Education: Mathematics for Elementary Teachers, I.** 3 hrs. I, II, S

Study of sets, logic, numeration systems, number systems, and number theory using an inquiry, laboratory oriented approach. (PR: MTH 099 or 10 on ACT)

102 **Introduction to Computers in the Classroom.** 1 hr. I, II, S.

The introduction of selection and evaluation techniques of computer courseware and hardware for classrooms K-12 with consideration for CAI, CMI and specific skills for K-12 students.

201 **Mathematics Education: Mathematics for Elementary Teachers, II.** 3 hrs. I, II, S.

Study of the foundations of elementary mathematics in a laboratory setting emphasizing an inquiry and discovery approach; mathematical systems such as groups and fields, structure of the real number system, basic algebraic operations, simple analytical geometry, informal metric and non-metric geometry, probability, and statistics. (PR: CI 101)

203 **Children's Literature.** 3 hrs. I, II, S.

Types of poetry and prose appropriate for elementary school pupils, with emphasis on methods of presentation. May not be used as elective to meet requirements of English major in College of Liberal Arts.

280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.

297-298 **Instructional Television Course.** 1-4 hrs.

A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the division.

300 **Mathematics Education: Teaching Elementary School Mathematics.** 3 hrs. I, II, S.

Investigation of techniques and approaches to helping children learn mathematics with special emphasis on the use of manipulative materials in a laboratory setting. (PR: CI 201)

303 **Literature for Adolescents.** 3 hrs.

A study of the various types of literature appropriate to the needs, concerns, and interests of the adolescent. (PR: ENG 102, six hours of literature)

307 **Science Education: Science in the Elementary School.** 2 hrs. I, II, S.

Practical application of modern methods and media in helping children learn more about the earth, physical, and biological sciences. (PR: Eight hours of biological or physical science)

320 **Special Education: Survey of Exceptional Children.** 3 hrs. I, II.

An introduction to the study of children who deviate from the average in mental, physical, and emotional characteristics, including a study of the characteristics of such children and the adaptation of educational procedures to their abilities and disabilities.

342 **Reading-Language Methods.** 3 hrs. I, II, S.

A unified method for developing basic reading-language principles derived from innovative and practical classroom experiences and approaches that include application of latest research relevant to reading-language behavior.

343 **Introduction to Teaching Reading: Early Childhood Education and Middle Childhood Education.** 3 hrs. I, II.

Presenting modern techniques and practices in the teaching of reading. (PR: Admission to Teacher Education; CR: CI 446 and 471)

367 **Early Childhood Education: Organization and Administration.** 3 hrs. I, II.

An overview of the development of early childhood education, related research, pre-primary program models, elementary school organizational patterns, program planning and techniques of working with parents. (PR: EDF 319 and HEC 303)

370 **Social Studies Methods in Elementary Schools.** 2 hrs. I, II, S.

An introduction to materials and methods for teaching social studies in elementary schools including goals, processes, strategies and evaluation.

401 **Middle Childhood Curriculum.** 3 hrs. I, II, S.

Study of procedures for creating a functional middle childhood curriculum with emphasis upon the needs of middle childhood learners.

403 **Methods and Materials of Teaching in the Middle Childhood Grades.** 3 hrs. I, II, S.

Study of methods appropriate for teaching in the middle childhood grades, and production and utilization of materials and resources in these grades. (PR: CI 401)

405 **Elementary Education: Supervised Student Teaching.** 4-12 hrs. I, II.

All-day teaching under supervision in cooperating schools; periodic seminars, conducted by University

- faculty, accompany student teaching. (PR: CI 446 and permission)
- 409 **Elementary Childhood Education: Early Childhood Curricula. 3 hrs. I, II.**
Relationship of the kindergarten-elementary school curricula to child growth and development. Recent trends in curriculum organization and adapting curriculum content and methods to maturity levels of children. (PR: CI 367)
- 410 **Early Childhood Education: Supervised Student Teaching. 4-6 hrs. I, II.**
All-day kindergarten teaching under supervision in cooperating schools; periodic seminars, conducted by University faculty, accompany student teaching. (PR: CI 367, CI 446 and permission)
- 417 **Comprehensive Classroom Discipline Techniques. 3 hrs. I, II, S.**
Identification of common classroom discipline problems and techniques for dealing with behavioral incidents in school settings K-12.
- 418 **Classroom Motivation. 1-3 hrs. I, II, S.**
Classroom motivation with an emphasis on theoretical constructs and practical applications for teachers of students from early childhood through adolescence.
- 420 **Special Education: Introduction to the Resource Room. 3 hrs. I, II.**
Examination of procedures needed for implementation of the Resource Room model for mildly handicapped children. The course includes a review of the Mainstreaming movement, interpersonal relations, and skills necessary for maintaining the resource room. (Special Education majors only, or permission of instructor, CI 320).
- 421 **Special Education: Behavioral Characteristics of Exceptional Children. 3 hrs. I, II, S.**
Behavioral characteristics of children with exceptional development, dynamics of family-community interaction, and attitudes towards exceptional conditions. Implications for amelioration and educational planning. (Not for Special Ed majors)
- 423 **Special Education: Introduction to Learning Disabilities. 3 hrs. I, II.**
An integrated, concise overview of specific learning disabilities; definitions, etiology; observable and identifiable symptoms and implications for amelioration. (PR: CI 320 or permission)
- 424 **Special Education: Introduction to Emotional Disturbances. 3 hrs. I, II.**
Characteristics of emotional-social disturbances in children; dysfunction in behavior, academic achievement, and social relationships; etiology and educational implications are presented. (PR: CI 320 or permission)
- 426 **Introduction to the Gifted. 3 hrs. I, S.**
An overview of giftedness in children; definitions, etiology, observable characteristics, and implications for educational agencies. (PR: CI 320 or permission)
- 427 **Introduction to Autism. 3 hrs.**
This is a lecture-discussion course designed to survey current autism research, definitions, medical issues, differential diagnosis, treatment and educational methods for autistic children, youth, and adults. (PR: Permission of instructor)
- 428 **Methods and Materials in Teaching Health. 3 hrs. II.**
Survey of methods and materials for teaching health. (PR: Admission to teacher education. CR: CI 470)
- 429 **Introduction to Physically Handicapped. 3 hrs. I, S.**
An introduction to the characteristics and needs of crippled and other health-impaired children. The medical aspects of physically handicapping conditions are considered. (PR: CI 320 or permission; CR: Field experience)
- 431 **Education of Physically Handicapped. 3 hrs. II, S.**
Principles and current trends in the teaching of crippled and other health impaired children. Curriculum development for teaching physically handicapped children as well as various methods and materials used in their education. (PR: CI 320 and admission to teacher education.)
- 432 **Curriculum and Methods for the Severely and Multiply Handicapped. 3 hrs. I, S.**
A review of curriculum development and methods used to teach severely and multiply handicapped children. Evaluation techniques and adaptation of materials and equipment are presented. (PR: CI 429 and 433; CR: Field experience)
- 433 **Special Education: Introduction to Mental Retardation. 3 hrs. I, S.**
Acquaints teachers with the characteristics and needs of the mentally retarded child. The status of the mentally retarded in our society and the impact of mental retardation on education. (PR: CI 320; CR: Field experience)
- 434 **Student Teaching: Physically Handicapped. 4-6 hrs. I, II.**
All-day supervised teaching in special classes in cooperating public schools and/or hospital settings; periodic seminars conducted by University faculty accompany student teaching. (PR: CI 320, 429, 431)
- 435 **General Special Education Programming. 3 hrs.**
Address the educational/curricular needs of students with mild learning problems in the categorical areas of mental retardation, behavior disorders, and specific learning disabilities.
- 439 **Assessment in Special Education. 3 hrs.**
Educational assessment and academic diagnostic evaluation for remediation/amelioration. Provides an understanding of teacher assessment and its implication for programming for exceptional children.
- 440 **Special Education: Student Teaching with Mentally Retarded Children. 4-6 hrs. I, II.**
All-day supervised teaching in special classes in cooperating schools; periodic seminars conducted by University faculty accompany student teaching. (PR: CI 320, 433)

- 445 **Teaching Content Reading. 3 hrs. I, II, S.**
Principles underlying the teaching of reading in junior and senior high schools. (PR: EDF 319)
- 446 **Reading Education: Individual Assessment and Prescription Language Instruction. 3 hrs. I, II.**
Study of reading-language difficulties, diagnostic devices and techniques, and preventive and prescriptive methods and materials. (PR: Admission to Teacher Education; CR: CI 343 and 471)
- 449 **Classroom Management Techniques for Secondary and Middle Childhood Teachers. 3 hrs. I, S.**
Classroom management with emphasis on practical techniques for dealing with management problems in secondary and middle school settings.
- 450 **Secondary Education: Supervised Student Teaching. 4-12 hrs. I, II.**
All-day teaching under supervision in cooperating schools; periodic seminars conducted by University faculty accompany student teaching. (PR: Methods in teaching specialization and permission)
- 452 **Middle Childhood Education: Supervised Student Teaching. 4-6 hrs. I, II.**
All-day student teaching in cooperating middle schools; periodic seminars conducted by University faculty accompany student teaching. (PR: Methods and permission)
- 453 **Special Education: Curriculum and Methods for the Mentally Retarded. 3 hrs. I, II.**
Principles and current trends in curriculum development are reviewed and evaluated toward the development of specific curriculums for the mentally retarded. Methods and materials are presented in relation to this development. (PR: CI 320 and 433 or permission)
- 454 **Working with Families of Exceptional Students. 3 hrs.**
Principles and information designed to give the student an understanding of the needs and rights of families of exceptional children and techniques to involve families successfully in their children's education.
- 459 **Multicultural Influences in Education: Techniques and Strategies. 3 hrs. I, S.**
Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds.
- 460-464 **Professional Development: 1-3 hrs.**
Courses designed to meet the specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading but not in degree programs. CR/NC grading.
- 467 **Secondary Education: Teaching Social Studies. 3 hrs. II.**
Survey of materials and methods for teaching social studies. (PR: Admission to teacher education. CR: CI 470)
- 468 **Secondary Education: Teaching Art. 3 hrs. II.**
Survey of materials and methods for teaching art. (PR: Admission to teacher education. CR: CI 470)
- 469 **Secondary Education: Teaching Business Education. 3 hrs. II.**
Survey of materials and methods for teaching business subjects. (PR: Admission to teacher education. CR: CI 470)
- 470 **Level II Clinical Experience. (Corequisite with the courses designated; no credit hours)**
A Level II Clinical Experience teaching in a secondary public school. An opportunity to put theory into classroom practice. (PR: Admission to Teacher Education; CR: Either CI 428, 467, 468, 469, 473, 474, 476, 477, 478, 479, HEC 306 or MKE 405)
- 471 **Level II Clinical Experience. (Corequisite for courses listed, no credit)**
A Level II Clinical Experience teaching in an elementary school. An opportunity to put theory into classroom practice. (PR: Admission to Teacher Education; CR: CI 343, 446)
- 472 **Level II Clinical Experience.**
A Level II Clinical Experience teaching in an elementary or secondary public school. An opportunity to put theory into classroom practice. For music majors only. (PR: Admission to Teacher Education; CR: EDF 319)
- 473 **Secondary Education: Teaching Physical Education. 3 hrs. II.**
Survey of materials and methods for teaching physical education in grades 5-12 (men and women). (PR: Admission to teacher education and completion of P.E. activity competencies; CR: CI 470)
- 474 **Secondary Education: Teaching the Sciences. 3 hrs. I, II.**
Survey of materials and methods for teaching the sciences. (PR: Admission to teacher education. CR: CI 470)
- 476 **Secondary Education: Teaching Speech. 3 hrs.**
Survey of materials and methods for teaching speech. Junior clinical experience of 25 hours in a school setting is required. (PR: 24 hours of speech and admission to teacher education. CR: CI 470)
- 477 **Secondary Education: Teaching English. 3 hrs. II.**
Survey of materials and methods for teaching English. (PR: Admission to teacher education. CR: CI 470)
- 478 **Secondary Education: Teaching Foreign Languages. 3 hrs. I.**
Survey of materials and methods for teaching the languages. (PR: Admission to teacher education. CR: CI 470)
- 479 **Secondary Education: Teaching Mathematics. 3 hrs. II.**
Survey of materials and methods for teaching mathematics. (PR: Admission to teacher education. CR: CI 470)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**

- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.
Permission of chairman. Requires 2.5 GPA, limit of 6 hours to be used in professional education as a specialization.
- 495H-496H **Readings for Honors in Education.** 1-3; 1-3 hrs.
- 497-498 **Instructional Television Course.** 1-4 hrs.
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the division.

CYTOTECHNOLOGY (CYT)

(Prerequisite: Admission is subject to approval by the Admissions Committee of the School of Cytotechnology.)

- 438 **Cytological Methodology.** 3 hrs. I.
Routine methods in cytology (specimen processing, staining, record keeping). Special methods (filtration, concentrations). Clinical microscopy (routine and special methods: light, phase, dark field).
- 439 **Elementary Cytology.** 3 hrs. I.
Fundamentals of cell structure, embryology, microbiology, and mycology as related to cytodagnosis; characteristics of benign and malignant cells.
- 440 **Genital Cytology.** 6 hrs. I.
Cytology of the female genital tract in health and disease. The study of cells in normal, benign, and malignant stages of development.
- 441 **Cytology of the Respiratory Tract.** 3 hrs. II.
Cytology of the respiratory epithelium in health and disease. Study of the cell in normal conditions, in benign and malignant pathological conditions.
- 442 **Cytology of the Body Cavities.** 3 hrs. II.
Cytology of the pericardial, pleural, and abdominal cavities. Study of primary and metastatic tumors.
- 443 **Cytology of the Urinary Tract.** 3 hrs. II.
Cell changes resulting from benign diseases and malignant tumors of the breast.
- 444 **Cytology of the Breast.** 3 hrs. II.
Cell changes resulting from benign diseases and malignant tumors of the breast.
- 445 **Cytology of the Gastro-Intestinal Tract.** 3 hrs. S.
Cytology of the alimentary tract in health and disease..
- 446 **Research in Cytotechnology.** 1 hr. II.
Directed independent cytodagnostic research in the hospital setting.
- 447 **Advanced Methods in Cytology.** 4 hrs. S.
Methods and procedures of tissue culture, chromosome analysis, and microphotography. Study of chromosome anomalies including Turner's, Down's, and Klinefelter's Syndrome. Study of pure mosaic anomalies.

DANCE (DAN)

- 101 **Introduction to Dance.** 3 hrs.
Introduction to dance forms, principles of dance techniques, and role of dance in society.
- 205 **Dance for the Musical Theatre.** 3 hrs.
Introduction to various dance forms and styles necessary for musical theatre. Training in rhythm and coordination with emphasis on elementary techniques and routines.
- 210 **Tap Dance.** 2 hrs.
Technique, styles, and rhythmic structures of tap dance for the theatre. Emphasis on steps, movement, and routines. Course may be repeated for total of four hours credit. 2 lec.-2 lab.
- 230 **Ballet Technique.** 2 hrs.
Classical ballet technique, exercise, routine, and drill for the dancer. Course may be repeated for a total of eight hours credit. 2 lec.-2 lab.
- 270 **Dance Practicum.** 1 hr.
Opportunity to study and perform concert dance. (PR: Permission of instructor; may be repeated for a total of 4 hours credit)
- 280-283 **Special Topics in Dance.** 1-4; 1-4; 1-4; 1-4 hrs.
Program of study not normally covered in other courses. Topics vary from semester to semester. (PR: Permission of department chairman)
- 301 **Dance for Athletes.** 3 hrs.
A course in Ballet and Modern Dance designed specifically for the student-athlete involved in intercollegiate competition.
- 316 **Modern Jazz Dance.** 2 hrs.
Techniques, styles, and rhythmic structures of modern jazz dance. Emphasis on increasing personal expression and dance movement repertoire. Course may be repeated for total of six hours credit. 2 lec.-2 lab.
- 320 **Modern Dance Technique.** 2 hrs.
Principles, movement, and performance techniques in modern dance. Course may be repeated for total of four hours credit. 2 lec.-2 lab.

ECONOMICS (ECN)

- 100 **Current Economic Problems and Controversies. 3 hrs.**
Offers a rudimentary conception of economic theory, contemporary issues and problems in economics by approaching from an issue and problem standpoint. (Not open to Business students who have completed Economics 250, 253)
- 150 **The United States in a Global Economy. 3 hrs.**
A study of the importance of trade to economic systems. Examines forces behind the globalization of the world economy and how national economies adjust to these events. (Not open to Business students who have completed ECN 250, 253)
- 200 **Survey of Economics. 3 hrs.**
Major emphasis given to microeconomic topics such as supply and demand, market structure, and international trade. Macroeconomic concepts and aggregate supply-aggregate demand model are examined. (Not open to students in the College of Business or to students who have completed ECN 250)
- 250 **Principles of Microeconomics. 3 hrs.**
Principles of scarcity, opportunity cost, and supply and demand are developed along with price and wage determination in the marketplace. International trade and policy problems are also examined. (Not open to students who have completed ECN 200)
- 250H **Principles of Microeconomics Honors. 3 hrs.**
An accelerated course for specially selected freshmen and sophomores. Will substitute for ECN 250. (PR: GPA of 3.0)
- 253 **Principles of Macroeconomics. 3 hrs.**
Emphasis on macroeconomic models that explain the behavior of output, employment, and the price level in open and closed economies. Other topics include monetary and fiscal policies and economic growth. (PR: ECN 200 or 250.)
- 253H **Principles of Macroeconomics Honors. 3 hrs.**
An accelerated course for specially selected freshmen and sophomores. Will substitute for ECN 253. (Prerequisite ECN 200, or 250 and a GPA of 3.0)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 310 **Money and Banking. 3 hrs. I, II, S.**
Money, credit and credit institutions in the United States; monetary, fiscal, and banking functions of the Federal Reserve System. (PR: ECN 253)
- 326 **Intermediate Macroeconomic Analysis. 3 hrs. I, II.**
National income accounting; macro-economic theories of output determination, employment, inflation, and growth; monetary and fiscal policies. (PR: ECN 253 and MTH 190)
- 328 **Intermediate Microeconomic Analysis. 3 hrs.**
Micro-economic theories of the production and pricing of goods and services, payments to the factors of production. (PR: ECN 253 and MTH 190)
- 330 **Business Economics. 3 hrs.**
Applications of economic analysis to the solution of business problems. (PR: ECN 253 and MTH 190)
- 332 **American Capitalism. 3 hrs.**
Analysis of American Capitalism in terms of how interacting economic, political and class systems allocate resources and outputs. Includes empirical evaluation of conservative, liberal and radical views. (PR: ECN 200 or 253)
- 342 **Economic Development of the United States. 3 hrs.**
History of the economy; political-economic determinants of growth patterns; the evolution of corporations, unions, and other institutions. (PR: ECN 200 or 253)
- 350 **American Labor History. 3 hrs.**
The history of the American labor movement. (Same as History 350)
- 405 **Environmental Economics. 3 hrs.**
An application of basic economic theory to a consideration of a wide range of environmental problems including pollution, natural resource exhaustion, population and economic growth. (PR: ECN 200 or 253)
- 408 **Comparative Economic Systems. 3 hrs.**
Marxism, capitalism, communism, fascism and socialism considered as theories, movements and actual political economies. (PR: ECN 200 or 253)
- 415 **Regional Economics. 3 hrs.**
A study of location theory and regional development within a framework of economic theory. (PR: ECN 200 or 253)
- 420 **International Economics. 3 hrs.**
Movement of goods and balance of payments among nations; exchange rates; exchange controls and tariffs; problems and policies. (PR: ECN 253)
- 422 **Introduction to Mathematical Economics. 3 hrs.**
Modern mathematical methods for use in economics and other social sciences. (PR: ECN 253 and MTH 190)
- 423 **Introduction to Econometrics. 3 hrs.**
Combines economic theory with real data to obtain quantitative results for purposes of explanation and prediction. The development of useful economic models applicable to present day world problems.

- (PR: ECN 253, MGT 218 and MTH 190)
- 440 **History of Economic Thought. 3 hrs.**
Economic theories and ideas from the earliest economists to those of Marshall and Keynes. (PR: ECN 200 or 253)
- 450 **Public Finance. 3 hrs.**
Analysis of governmental activities pertaining to raising of revenue and expenditure of monies; analysis of public debt and fiscal programs at all levels of government. (PR: ECN 253)
- 456 **Labor Economics. 3 hrs.**
Theoretical and empirical analysis of labor markets, wage determination, hours of work, unemployment and inflation, unions and collective bargaining and related subjects in their social and legal contexts. (PR: ECN 200 or 253)
- 460 **Economics of Developing Countries. 3 hrs. II.**
Introduction to developing nations in the world economy. Focus on their economic characteristics, current economic problems, and policy issues. Interactions between the world economy and country performance. (PR: ECN 250 and 253)
- 466 **Senior Thesis I: Research Methods and Skills. 2 hrs.**
Capstone experience. Focus on relationship between theory, reality and empirical research; development of research skills; written and oral presentation; group work. Development of thesis topic and bibliography. (PR: Senior standing; ECN Major Status)
- 467 **Senior Thesis II: Project Work and Writing. 2 hrs.**
Capstone experience. Development of thesis topic via presentations, peer criticism, written revisions. Communications skills enhancement via oral presentation practice and guidance. Completion of written thesis. (PR: Completion of Senior Thesis I)
- 480-483 **Seminar in Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Members of the department may teach, when necessary, any economics subject not listed among the current course offerings. (PR: Nine hours of economics or senior standing)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
A research project conducted by a qualified student under guidance of a member of the department; involves gathering of data, interpretation, and presentation of findings in a written report. (PR: Twelve hours of economics, senior standing or permission)
- 490 **Internship. 3-12 hrs. (CR/NC)**
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated. (PR: Permission of Dean)
- 495H-496H **Readings for Honors in Economics. 4; 4 hrs. I, II.**
Open only to economics majors of outstanding ability. (See Honors Courses)

EDUCATIONAL FOUNDATIONS (EDF)

- 114 **Introduction to Education. 3 hrs. I, II, S.**
A basic course designed to give the prospective education major an orientation to the profession. Emphasis is given to professional qualifications, career opportunities, contemporary issues, historical and philosophical foundations of education.
- 218 **Human Development. 3 hrs. I, II.**
A basic course in the study of children's emotional, social, mental, and physical development. Field experience required. (PR: Sophomore standing. CR: 270)
- 270-272 **Level I Clinical Experience. (Corequisite with Educational Foundations 218; no credit hours)**
A public school Clinical Experience in elementary, secondary and middle schools. An opportunity to work with faculty, staff and students in a teaching/learning environment. (CR: EDF 218)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 319 **Human Development (Teaching and Learning). 3 hrs. I, II, S.**
A study of the psychological principles which are the foundation for learning and teaching. (PR: EDF 218)
- 402 **Psychology of the Middle Childhood Student. 3 hrs.**
Study of developmental principles relating to the physical, cognitive, social and moral development of the middle childhood student (10-14 years old).
- 406 **Foundations of Education. 3 hrs. I, II, S.**
A survey of the historical, philosophical and sociological foundations of American education with emphasis upon current educational problems and issues. (PR: Junior standing)
- 415 **History of Modern Education. 3 hrs. I, II, S.**
Our debt to the ancient Hebrews, Greeks, and Romans. Emphasis also is placed upon the movements since the beginning of the Renaissance. (PR: Junior standing)
- 417 **Statistical Methods. 3 hrs. I, II, S.**
A foundation course in descriptive and inferential statistics as applied in education and the social sciences. (PR: Junior standing)
- 435 **Tests and Measurements. 3 hrs. I, II, S.**
History, philosophy and elementary statistical methods for testing, measuring and evaluating pupil behavior are studied. (PR: Junior standing)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

495H-496H Readings for Honors in Foundations of Education. 1-3; 1-3 hrs.

ENGINEERING

ELECTRICAL ENGINEERING (EE)

201 **Circuits I. 4 hrs. I.**

Fundamental concepts. Basic circuit laws. Principles of electrical measurements. Introduction to network theory. Computer applications. 3 lec-3 lab. (PR or CR: MTH 231)

202 **Circuits II. 4 hrs. II.**

Continuation of Circuits I. Sinusoidal steady state network theorems. Fourier methods. Laplace transforms. Computer applications. 3 lec-3 lab. (PR: EE 201. PR or CR: MTH 335)

204 **Introductory Digital Logic Design. 3 hrs. I.**

Digital Systems, Number Systems; Boolean Switching Algebra; Logic Design; Sequential Networks; Digital Subsystems. (PR: CSD 203 or CSD 205; CR: MTH 131)

ENGINEERING MECHANICS (EM)

213 **Statics. 3 hrs. I.**

Particle and rigid body mechanics for static force systems. Computer applications. 3 lec. (PR: EG 107; PR or CR: MTH 230)

214 **Dynamics. 3 hrs. II.**

Laws of motion, work and energy, impulse and momentum, relative motion. Computer applications. 3 lec. (PR: EM 213; PR or CR: MTH 231)

215 **Engineering Materials. 3 hrs. I.**

Properties and testing of engineering materials. Computer applications. 2 lec-3 lab. (PR or CR: EM 213)

216 **Mechanics of Deformable Bodies. 4 hrs. II.**

Strength of materials, shear and moment diagrams, stresses in shafts, beams and columns; combined stresses, deflections; computer applications. 4 lec. (PR: EM 213; PR or CR: MTH 231)

218 **Fluid Mechanics. 4 hrs. II.**

Principles of hydrostatics and hydrodynamics; computer applications. 3 lec-3 lab. (PR or CR: EM 214 and MTH 231)

GENERAL ENGINEERING (EG)

101 **Engineering Graphics. 3 hrs. I, II.**

Orthographic projection; conventional representations and sections. Introduction to descriptive geometry. Introduction to computer-aided graphics. 2 lec-4 lab.

106 **Computer Aided Drafting and Design for Engineers and Scientists. 3 hrs. I, II.**

Principles of computer aided drafting and design for engineers and scientists using microcomputers. Use of graphic pads and plotters. 1 lec.-3 lab. (PR: EG 101 or permission of instructor)

107 **Engineering Computations. 2 hrs. I, II.**

Use of electronic calculators, format for engineering calculations; significant figures and dimensional analysis; graphs; computer applications. 1 lec.-2 lab. (PR or CR: MTH 122 or 131)

108 **Engineering Design. 2 hrs. II.**

Principles of elementary engineering investigations and design. Computer applications. 2 lec. (PR: EG 107)

221 **Engineering Economy. 3 hrs. I.**

Economic selection of machines, structures and processes. Computer applications. 3 lec. (PR: EG 107)

285-288 **Independent Study. 1-4; 1-4; 1-4; 1-4. I, II.**

(PR: Permission of instructor)

290 **Internship in Engineering. 1-4 hrs.**

Supervised off-campus activities which provide professional experience in different fields of engineering. (PR: Permission)

ENGLISH (ENG)

Advanced placement in English is granted on the basis of the Educational Testing Service (ETS) Advanced Placement Test scores. Students who score three or higher in English are given credit for English 101. Students with enhanced ACT scores of 34 or better should notify the Director of Writing who will then arrange for credit in ENG 101-102 to be assigned to the student's record.

101 **English Composition I. 3 hrs.**

Introduction to academic writing with emphasis on writing as a multi-stage process, critical thinking, and fundamental research strategies and skills.

102 **English Composition II. 3 hrs.**

Academic writing with an emphasis on research related writing and higher levels of critical thinking

- and reading. (Not open to juniors and seniors. PR: English 101 or equivalent)
- 201H **English Composition Honors. 3 hrs. I, II.**
An accelerated course in English composition. Completion of 201H with a C or better satisfies the University requirement in freshman composition. Students completing the course are awarded three additional hours of credit toward graduation. (PR: Enhanced ACT English score of 30)
- 280-283 **Special Topics. 1-4 hrs.**
- 302 **Research Intensive Writing. 3 hrs.**
An upper-division research intensive writing course emphasizing research strategies, critical reading and thinking, and multi-staged writing processes in a variety of academic disciplines. (PR: English 101 or equivalent, and junior or above status.)
- 304 **Appalachian Fiction. 3 hrs. I, II, S.**
Study of short fiction and novels of literary merit which examine the Appalachian experience. Emphasis on Wolfe, Arnow, Stuart, Elizabeth M. Roberts, and others. (PR: ENG 102 or 302 or 201H)
- 305 **Appalachian Poetry. 3 hrs.**
A study of the poetry reflecting the intellectual, emotional, and aesthetic experience of Appalachia. It includes popular ballads, Fugitive and Agrarian poetry, and modern poetry. (PR: ENG 102 or 302 or 201H)
- 306 **Introduction to Drama. 3 hrs.**
Study of drama as a literary type from the earliest periods to 1870, with emphasis on the development and analysis of form, structure, and language. (PR: ENG 102 or 302 or 201H)
- 307 **Modern Drama. 3 hrs.**
British and American plays since 1870, with their backgrounds in foreign literatures. (PR: ENG 102 or 302 or 201H)
- 308 **Contemporary Drama. 3 hrs.**
British and American plays since 1945. (PR: ENG 102 or 302 or 201H)
- 309 **Literature of Fantasy. 3 hrs.**
Study of different forms, conventions, and styles in fantastic literature, such as in legend, fairy tale, horror story, heroic fantasy, nonsense, and romance. (PR: ENG 102 or 302 or 201H)
- 310 **Biography. 3 hrs.**
British, American, and world literature as seen through selected major biographies. The study of biography as a literary type. (PR: ENG 102 or 302 or 201H)
- 311 **Science Fiction. 3 hrs. I, II.**
Study of science fiction in its background, themes, types, analyses, and appreciation. (PR: ENG 102 or 302 or 201H)
- 313 **Introduction to Poetry. 3 hrs.**
Theory, prosody, analysis, and principal types, forms, and themes; selected examples through literary periods and cultures. (PR: ENG 102 or 302 or 201H)
- 315 **Introduction to Novel. 3 hrs.**
An introduction to the basic elements of the novel, such as forms and techniques, through careful reading of selected novels and criticism concerning them. (PR: ENG 102 or 302 or 201H)
- 317 **English Literature to the Romantic Period. 3 hrs.**
English Literature from Beowulf through Pope. (PR: ENG 102 or 302 or 201H)
- 319 **English Literature from the Romantics to the Present. 3 hrs.**
English Literature from the Romantics to the present. (PR: 102 or 302 or 201H)
- 320 **The Political Novel. 3 hrs.**
Studies in English and American novels relating significantly to political themes. (PR: ENG 102 or 302 or 201H)
- 321 **American Literature to 1860. 3 hrs.**
American Literature from the Colonial, Eighteenth Century, Federal and Romantic Periods. (PR: English 102 or 302 or 201H)
- 323 **American Literature, 1860 to the Present. 3 hrs.**
American Literature from the late Nineteenth Century to the present. (PR: ENG 102 or 302 or 201H)
- 325 **Shakespeare. 3 hrs. I, II, S.**
The major comedies, tragedies, and histories. (PR: ENG 102 or 201H)
- 329 **Twentieth Century Novel. 3 hrs.**
Criticism and analysis of principal British and American novels since 1900. (PR: ENG 102 or 302 or 201H)
- 331 **Introduction to Short Story. 3 hrs. I, II, S.**
Criticism and analysis of representative short stories, primarily British and American. (PR: ENG 102 or 302 or 201H)
- 340 **Introduction to African-American Literature. 3 hrs.**
A survey of major writers and types of literature. (PR: ENG 102 or 302 or 201H)
- 344 **Film and Fiction. 3 hrs.**
The relationship between literature and cinema: analysis of literary masterpieces and the films from which they are derived. (PR: ENG 102 or 302 or 201H)
- 354 **Scientific and Technical Writing. 3 hrs.**
Types and styles of written reports required in science, government, industry, and medicine. Practical applications adapted to the needs of the individual student. (PR: ENG 102 or 302 or 201H)
- 360 **Introduction to Creative Writing. 3 hrs.**

- 377 An introduction to writing of fiction and poetry. (PR: ENG 102 or 302 or 201H)
Creative Writing: Poetry. 3 hrs.
 Practice in writing poetry. (PR: ENG 360 or permission of instructor)
- 378 **Creative Writing: Fiction. 3 hrs.**
 Practice in writing fiction. (PR: ENG 360 or permission of instructor)
- 402 **Composition and Rhetoric for Teachers. 3 hrs.**
 Study of rhetorical invention and models of the composing process, with intensive practice in writing.
 (PR: ENG 102 or 302 or 201H)
- 405 **History of the English Language. 3 hrs.**
 The phonology, spelling, grammar, syntax, and vocabulary of previous language periods as background
 to Modern English. (PR: ENG 102 or 302 or 201H)
- 408 **Advanced Expository Writing. 3 hrs.**
 Reports, theses, briefs, abstracts and other expository types. Adapted to the needs of the individual student.
 (PR: ENG 102 or 302 or 201H)
- 409 **Milton. 3 hrs.**
 Biographical and critical study, including Milton's English poetry and prose, and his literary and intellectual milieu.
 (PR: ENG 102 or 302 or 201H)
- 411 **Chaucer. 3 hrs.**
 The poetry of Chaucer, chiefly the Canterbury Tales, in the light of medieval tradition and critical analysis.
 (PR: ENG 102 or 302 or 201H)
- 413 **English Novel to 1800. 3 hrs.**
 Defoe, Richardson, Fielding, Smollett, and Sterne, with supporting study of their most important predecessors
 and contemporaries. (PR: ENG 102 or 302 or 201H)
- 414 **Nineteenth Century English Novel. 3 hrs.**
 Austen, Scott, the Brontës, Dickens, Thackeray, Hardy and others. (PR: ENG 102 or 302 or 201H)
- 415 **Victorian Poetry. 3 hrs.**
 Tennyson, Browning, Arnold and others. (PR: ENG 102 or 302 or 201H)
- 417 **English Drama to 1642. 3 hrs.**
 Non-Shakespearean English drama from its beginning to the closing of the theatres. (PR: ENG 102
 or 302 or 201H)
- 420 **Senior Seminar in Literature. 3 hrs. II.**
 Advanced study of forms and movements. Individual research required. Limited to English majors with
 senior class standing.
- 421 **American Literature to 1830. 3 hrs. Alternate Years.**
 Study of American literature of the Puritan, Colonial, and Federal periods, including such authors as
 Jonathan Edwards, Edward Taylor, Benjamin Franklin, Phillis Wheatley, Washington Irving, and William
 Cullen Bryant. (PR: ENG 102 or 302 or 201H)
- 422 **American Literature, 1830-1865. 3 hrs. Alternate Years.**
 American literature of the Romantic Period, including such authors as Emerson, Poe, Melville, Hawthorne,
 Whitman, and lesser figures of the period. (PR: ENG 102 or 302 or 201H)
- 423 **American Literature, 1865-1914. 3 hrs. Alternate Years.**
 American literature of the Realistic and Naturalistic periods, including such authors as Howells, Twain,
 James, Dreiser, Dickinson, and Frost. (PR: ENG 102 or 302 or 201H)
- 425 **Southern Writers. 3 hrs.**
 The study of selected writers of the American South from the beginnings to the present with special attention
 on writers after 1920. (PR: ENG 102 or 302 or 201H)
- 433 **Contemporary English Poetry. 3 hours.**
 Principal poetry since the Victorian period. (PR: ENG 102 or 302 or 201H)
- 434 **Contemporary American Poetry. 3 hrs.**
 Principal poetry since 1900. (PR: ENG 102 or 302 or 201H)
- 436 **Medieval English Literature. 3 hrs.**
 Old English elegiac and heroic poetry; Middle English lyrics and romances; the Ricardian
 and Malory. (PR: ENG 102 or 302 or 201H)
- 437 **Tudor Literature: Poetry and Prose of the 16th Century. 3 hrs.**
 Survey includes works by More, Skelton, Wyatt, Sidney, Spenser, Nashe, Marlowe, Raleigh, Lyly, and
 Shakespeare, excluding drama. (PR: ENG 102 or 302 or 201H)
- 438 **17th Century Literature: Poetry and Prose. 3 hrs.**
 Survey includes Donne and the Metaphysical poets, the Cavalier lyricists, Bacon, Browne, Herbert, Jon-
 son, Burron, Walton, Hobbes, and Bunyan. (PR: ENG 102 or 302 or 201H)
- 446 **Drama of the Restoration and 18th Century. 3 hrs.**
 Trends, movements, and dramatic types in the English theatre of this period. (PR: ENG 102 or 302 or
 201H)
- 447 **English Romantic Poets. 3 hrs.**
 Emphasis on Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats. (PR: ENG 102 or 302 or
 201H)
- 450 **Western World Literature to the Renaissance. 3 hrs. I.**
 Major works (excluding English), with emphasis on Homer, the Greek Drama, Vergil, Dante, and Cer-
 vantes. (PR: ENG 102 or 302 or 201H)
- 451 **Western World Literature Since the Renaissance. 3 hrs. II.**

- Major works (excluding English and American), with emphasis on Racine, Moliere, Goethe and principal continental fiction. (PR: ENG 102 or 302 or 201H)
- 455 **Literary Criticism. 3 hrs.**
Historical study, with application of principles. (PR: ENG 102 or 302 or 201H)
- 462 **Restoration and Eighteenth Century English Poetry and Prose. 3 hrs.**
Includes works by Dryden, Swift, Pope, Johnson, Boswell, and Wollstonecraft. Emphasis on satire, biography, and literary criticism. (PR: ENG 102 or 201H)
- 475 **Introduction to Linguistics. 3 hrs. I, II.**
The structural and descriptive approach to study of the English language. (PR: ENG 102 or 302 or 201H)
- 476 **Modern Grammar. 3 hrs.**
A descriptive analysis of the structure of present day American English, utilizing the basic theory of generative transformational grammar. (PR: ENG 102 or 302 or 201H)
- 480-483 **Special Topics. 1-4 hrs. each.**
(PR: Permission of chair)
- 485-488 **Independent Study. 1-4 hrs. each**
(PR: Permission of chair)
- 491 **Creative Writing: Poetry Workshop. 3 hrs.**
A practical and intensive class in exploring the varieties of creative expression; exercises on the creating of verse in different forms and styles. (PR: ENG 377 or permission of instructor)
- 492 **Creative Writing: Fiction Workshop. 3 hrs.**
Offers students a forum for presentation, discussion, and refinement of their work, either short stories or novels. (PR: ENG 378 or permission of instructor)
- 495H-496H **Readings for Honors in English. 2-4; 2-4 hrs. I, II.**
Open only to English majors of outstanding ability. Possible study areas include world literature, works of individual authors, etc. See Honors Courses. (PR: Permission of chair)

INSURANCE (FIN)

- 321 **Principles of Risk Management and Insurance. 3 hrs.**
Fundamental Concepts and Principles of Risk; techniques used to manage pure risks, and the role of insurance and the insurance mechanism in handling the exposures of individuals and businesses. (PR: ACC 215 and ECN 250)
- 327 **Life and Health Insurance. 3 hrs. I, II, S.**
Legal facets of life, health, and annuity contracts; risk selection; programming; mathematics of life and health insurance; individual and business uses of life insurance; taxation; regulation of companies. (PR: FIN 321)
- 329 **Property and Liability Insurance. 3 hrs. II, S.**
Risk Management and Insurance tools applied to the needs of the corporate enterprise; direct/indirect property exposures; third-party claims; workers compensation, fidelity; crime; boiler/machinery; valuation and insurance surveys. (PR: FIN 321)
- 405 **Social Insurance and Employee Benefits. 3 hrs.**
Coverages and Limitations of Social Insurance; social security; workers compensation; unemployment insurance; medicare; medicaid; integration with private insurance and employee benefits; theory of group programs; pension plans. (PR: FIN 321)
- 410 **Corporate Risk Management. 3 hrs.**
Identification, Analysis, and Handling of the Risk Exposures faced by businesses and risk managers; loss prevention and control; risk retention; self-insurance and corporate insurance programs. Capstone experience. (PR: FIN 327, FIN 329, FIN 405)

FINANCE (FIN)

- 201 **Personal Finance. 3 hrs. I, II, S.**
To assist the consumer in management of personal financial affairs. Topics are consumerism, insurance, savings instruments, banking, personal expenditures and budgeting, personal taxes, house buying, introduction to investments, and estate planning. (Not open to Business majors with junior or senior standing.)
- 280 **Special Topics. 1-4 hrs.**
- 323 **Principles of Business Finance. 3 hrs. I, II, S.**
Business finance from viewpoints of business manager; use of financial statements, tools, and concepts for measuring and planning for profitability and liquidity. (PR: MGT 218, ECN 250, ACC 216, MTH 190 and Junior standing)
- 325 **Commercial Banking. 3 hrs. II.**
Bank structure; asset and liability management; management of reserves; liquidity management; credit analysis and loan administration; costs and pricing of bank services; analysis of bank performance and capital adequacy; evolution of the "financial supermarket." (PR: FIN 323)
- 330 **Real Estate Finance. 3 hrs.**
A broad study of the principles of real estate media in relation to the instruments, investments, leasing,

- brokerage, management, development and appraisal. (PR: ACC 207, FIN 323)
- 343 **Corporate Financial Management. 3 hrs.**
Application of financial principles to corporate business problems. Computer analysis will be utilized where appropriate. (PR: FIN 323)
- 356 **Financial Management of Health Care Organizations. 3 hrs.**
Management of working capital, evaluation of financial data, capital budgeting, the capitalism process, and the study of third party reimbursement systems. (PR: FIN 323 and MGT 350)
- 370 **Principles of Investment. 3 hrs. I, II.**
A study of risks and returns of investment media in relation to the primary investment objectives of the investors. (PR: FIN 323)
- 415 **Case Studies in Banking. 3 hrs.**
National and international banking cases involving problems of management of the money position, loans and investment portfolio, and capital adequacy. Simulates actual bank operations and analysis of bank performance. Capstone experience. (PR: FIN 325)
- 425 **Security Analysis and Portfolio Management. 3 hrs.**
Analytical procedures for valuing various financial securities and techniques for the creation and maintenance of portfolios. (PR: FIN 370)
- 435 **Money Markets and Capital Formation. 3 hrs. II.**
Study of federal monetary theory and practices, as well as federal fiscal policies. More emphasis will be placed on the activities of financial institutions than on single businesses or on individual investors. Included in the capital market area is the study in some depth of the operations of registered securities exchanges and the over-the-counter market. (PR: FIN 323)
- 440 **International Finance. 3 hrs.**
International financing techniques and the role of finance in multinational organizations. (PR: FIN 323)
- 470 **Advanced Financial Analysis and Planning. 3 hrs.**
Financial planning, working capital management, capital budgeting, dividend policy and comprehensive problems. Capstone Experience. (PR: FIN 323, FIN 370)
- 480 **Special Topics. 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Finance majors only, with permission of department chairman.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Internship. 3-12 hrs. (CR/NC)**
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the students performance will be evaluated. (PR: Permission of Dean) (CR/NC)

FINE ARTS (FA)

- 101 **Introduction to the Arts. 3 hrs.**
An introduction to art, music and theatre which explores the relationships and distinctions among the arts.

FRENCH (FRN)

- 101-102 **Elementary French. 3; 3 hrs. I, II, S.**
Pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 102, French 101 or one unit credit of high school French or departmental examination)
- 150-151 **Applied French. 1; 1 hr.**
One hour credit is earned for each full semester of residence in the Modern Language House and/or individual applied work. Students agree to speak only the language in which they are enrolled while on the floor of the House and during MLH activities. (PR: Permission of Department)
- ¹161R-162R **Elementary French Reading Approach. 3; 3 hrs. I, II.**
Emphasis on rapid development of reading and comprehension skills through the recognition of patterns based on the act of reading French itself and intensive word study. Taught in English. Not open to majors. (PR for 162R: FRN 161R)
- 203 **Intermediate French. 3 hrs. I, II, S.**
Continuation on the intermediate level of the basic language skills: pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 203: FRN 102 or two units of high school French or departmental examination)
- 204 **Intermediate French. 3 hrs. I, II, S.**
Development of practical conversational skills, reading for comprehension, and directed composition. (PR for 204: FRN 203 or three or four units of high school French or departmental examination)

¹Anyone who opts for Reading Approach course 161R must continue through the sequence or start again with the regular 101.

- 240 **French Society and Life. 3 hrs. I or II.**
Selected topics relating to culture and life in the French-speaking countries. Lectures, readings, and discussions in English.
- ¹263R **Intermediate French Reading Approach. 3 hrs. I.**
Emphasis on rapid development of reading skills in magazines, newspapers, and journals accompanied by review of verb systems and advanced grammatical principles. Not open to majors. (PR for 263R: FRN 162R)
- ¹264R **Intermediate French Reading Approach. 3 hrs. II.**
Emphasis on reading for comprehension in short stories, periodicals, and technical journals according to student interest. Not open to majors. (PR for 264R: FRN 263R)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: FRN 204)
- 310-311 **Advanced Conversation. 3; 3 hrs.**
Pronunciation, phonetics, oral practice with use of language laboratory and records. Emphasis is on oral skills with vocabulary building and refinement of pronunciation. (PR for 310: FRN 204 or four units of high school French. PR for 311: French 204).
- 314 **Studies in Language Laboratory Techniques. 3 hrs.**
Training in the use of laboratory equipment. Clinical practice in the use of laboratory facilities. 2 hour lab to be arranged. Open to education majors only. (PR: FRN 204)
- 315-316 **Advanced Grammar and Composition. 3; 3 hrs.**
Study of idioms, grammatical structure, and syntax with emphasis on free composition, use of language laboratory, and formal study of the art of translation from English to French. (PR for 315-316: FRN 204.)
- 317-318 **Survey of French Literature. 3; 3 hrs.**
A study of important literary movements, representative authors and their works from the Middle Ages to present. (PR: FRN 204)
- 401 **Seventeenth Century French Theater. 3 hrs.**
Study of representative plays by the classical dramatists Corneille, Moliere, and Racine. This course is conducted entirely in French. (PR: FRN 204)
- 402 **Eighteenth Century French Literature. 3 hrs.**
Study of representative works by the philosophes, Montesquieu, Rousseau, Voltaire, and Diderot. The course will be conducted in French. (PR: FRN 204)
- 403 **Nineteenth Century French Novel. 3 hrs.**
A study of major novels chosen to illustrate the romantic, realistic, and naturalistic literary movements. The course is conducted in French. (PR: FRN 204)
- 404 **Twentieth Century French Novel. 3 hrs.**
A study of representative 20th century French novels by Proust, Malraux, Sartre, Camus, Robbe-Grillet. The course will be taught in French. (PR: FRN 204)
- 405-406 **French Civilization and Culture. 3; 3 hrs.**
French culture from prehistoric to modern times with emphasis on contemporary life and French institutions. This course is conducted in French, and full language credit is given. (PR for FRN 405 or 406: FRN 204)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II.**
A course for advanced students sufficiently prepared to do constructive work in phases of the language or literature of interest to them. (PR: FRN 204 or permission)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: FRN 204)
- 495H-496H **Readings for Honors in French. 2-4; 2-4 hrs. I, II.**
Open only to French majors of outstanding ability. See Honors Courses.

GEOGRAPHY (GEO)

- 100 **Cultural Geography. 3 hrs. I, II.**
A survey of major countries of the world in a regional context with emphasis on cultural elements that are significant to man.
- 101 **Physical Geography. 4 hrs. I, II.**
Systematic survey of earth-sun relationships, land-surface form, climate, soils, water, natural vegetation, and other natural content as a background for human geography. 3 lec-2 lab.
- 203 **Economic Geography. 3 hrs. I, II, S.**
World geography with units built around specific products of agriculture, manufacturing, and mining, as related to human numbers, soil, climate, geology, and other factors of natural environment.
- 206 **Geography of West Virginia. 3 hrs.**
Transportation, population, mining, industry, and agriculture as related to climate, soils, land forms, and other natural environmental items.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

¹Anyone who opts for Reading Approach course 161R must continue through the sequence or start again with the regular 101.

- 302 **Geography of Europe. 3 hrs.**
Relationship between man's activities and natural environment studied by countries, with attention given to inter-relation of countries.
- 305 **Geography of North America. 3 hrs.**
Natural regional divisions emphasizing major economic activities and environmental factors with chief emphasis given to the United States.
- 309 **Geography of South America. 3 hrs.**
A study of settlement, transportation, manufacturing, agriculture, geopolitics, and natural resources of South American countries.
- 314 **Geography of Middle East. 3 hrs.**
A geographical study of agriculture, transportation, manufacturing, settlement, geopolitics, and natural resources of the Middle Eastern countries.
- 315 **Geography of Africa. 3 hrs.**
Low latitude and lower middle latitude regions given relationship approach with national and sectional problems stressed.
- 317 **World Geography Problems. 3 hrs. I, II, S.**
Agriculture, industry, mining and transportation studied on global basis. Physical geography introduced and regional climatic approach clarified.
- 320 **Conservation of Natural Resources. 3 hrs. I, II.**
A study of the critical resources approached from the historic, geographical, ecological, and recreational viewpoints.
- 401 **Historical Geography of the United States. 3 hrs.**
Study of coastal settlements, the population spread through Appalachia and the Mississippi Basin and the development of intermountain and Pacific Coast centers.
- 402 **Geography of Appalachia. 3 hrs.**
A study of settlement, transportation, manufacturing, agriculture and resource potential.
- 403 **Geography of Asia. 3 hrs.**
Special attention given activities and environment in representative continental countries and nearby islands.
- 405 **Political Geography. 3 hrs.**
A systematic and regional survey of world political problems and international relations stressing studies of the United States, Europe, and the Soviet Union.
- 408 **Geography of Mexico and Central America. 3 hrs.**
A geographical study of agriculture, transportation, settlement, geopolitics, and natural resources.
- 410 **Urban Geography. 3 hrs.**
Study of city function, patterns, past and current problems confronting the city including planning, zoning, housing, and urban renewal.
- 412 **Geography of Russia and CIS. 3 hrs.**
Geographical appraisal of cultural, political, and economic aspects of Russia and the Commonwealth of Independent States.
- 414 **Methods and Techniques of Regional Planning. 3 hrs**
Introductory planning with emphasis on methods, techniques, tools and principles necessary to accomplish objective regional planning.
- 415 **Regional Planning and Development. 3 hrs.**
The philosophy, theories, and principles involved in planning of urban and rural areas. (PR: GEO 414 or permission of instructor)
- 416 **Urban and Rural Land Use. 3 hrs.**
A study of the principles and techniques of urban-rural land use, and the problems and issues encountered in the practice of land use.
- 417 **Coal Industries Studies: Past & Present. 3 hrs.**
An interdisciplinary study for all facets of the coal industry within a historic perspective. Emphasis is placed upon coal industry of West Virginia and the tri-state region.
- 418 **Geography for Teachers. 3 hrs.**
A study of elements of geography most essential for effective teaching of geographic content in professional education and the social studies.
- 420 **Field Geography of West Virginia. 3 hrs.**
Representative areas in lumbering, mining, agriculture, and industry studied through field methods.
- 425 **Climatology. 3 hrs.**
A study of elements of weather and climate, methods of climatic classification, and distribution and characteristics of world climate regions.
- 429 **Cartography. 3 hrs.**
Understanding principles and developing skills in the use of cartographic drafting equipment and in map making.
- 430 **Cartography and Geographic Information Systems. 3 hrs.**
Introduction to computer use in mapping and geographic information systems.
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 495H-496H **Reading for Honors in Geography. 4; 4 hrs. I, II.**
See Honors Courses.

GEOLOGY (GLY)

- 110 General Geology. 3 hrs. I, II, S.**
A beginning level geology course which surveys elements of earth materials, processes, structures and history. Designed primarily for the non-science major. Prospective majors must maintain at least a B average to use Geology 110 as a prerequisite for other geology courses. 3 lec. (CR: GLY 210L) Recommended follow-up courses are Geology 201 and 211L.
- 150 Introductory Oceanography. 3 hrs. I, S.**
Origin of the seas and ocean basins. Processes of marine sedimentation and seawater chemistry. Dynamics of air/sea interaction, circulation, waves and tides. Description of coastal and other marine environments. 3 lec. (CR: GLY 150L)
- 150L Introductory Oceanography Laboratory. 1 hr.**
A complementary laboratory to Introductory Oceanography, GLY 150. A series of exercises relating to bathymetry, acoustic profiling, marine charts, properties of seawater, sea floor sediments, currents, waves and tides. (PR or CR: GLY 150)
- 160 Energy and Mineral Resources of the Earth. 3 hrs.**
A survey of mineral and energy resources (metals, industrial rocks and minerals, fossil and nuclear fuels, water, and soils), their geologic context, and environmental impact of their extraction and consumption.
- 200 Physical Geology. 3 hrs. I, II.**
An elementary but comprehensive physical geology course that deals with the earth's origin, composition, structures, tectonics and processes. Intended primarily for, but not limited to, the science major. 3 lec. (CR: GLY 210L) Recommended follow-up courses are Geology 201 and 211L.
- 201 Historical Geology. 3 hrs. II.**
Chronological history and development of the earth, sequence of the geologic ages and rock formations, development and evolution of life as revealed by fossils. (PR: GLY 110 or 200. CR: GLY 211L)
- 210L Earth Materials Laboratory. 1 hr. I, II, S**
An introduction to laboratory and materials as applied to the identification, classification, recovery and uses of earth resources. 2 lab. (CR: GLY 110 or 200)
- 211L Historical Geology Laboratory. 1 hr. II.**
Reconstruction of events in earth history based on physical characteristics and arrangement of rock layers and their fossil content. 2 hr. lab. (PR: 210L; CR: GLY 201)
- 212 Geological Field Mapping. 2 hrs. I.**
An introduction to geologic mapping and map interpretation, preparations of topographic and geologic cross sections. 2 lab. (Field work). (PR: GLY 110, 200 or 201. Required of majors)
- 313 Structural Geology. 4 hrs. I, Alternate years (even numbers)**
Analysis, classification and origin of depositional and deformational structures common to all classes of rocks, their structural history, relationships, and stresses which caused them. 3 lec.-2 lab. (PR: GLY 200).
- 314 Mineralogy. 4 hrs. I, Alternate years (odd numbers)**
Identification, classification, origin, occurrences, and economic uses of minerals and their crystallographic forms. 3 lec-2 lab. (PR: GLY 110 or 200, CHM 211, 212 and appropriate labs)
- 325 Stratigraphy and Sedimentation. 4 hrs. I, Alternate years (even numbers)**
Formation, organization, sequence, and correlation of sedimentary rocks; study of the origin, transportation and deposition of rock-forming sediments. 3 lec-2 lab. (PR: GLY 201)
- 410 Big Bend Field Excursion. 2 hrs.**
Field trip to Big Bend National Park, Texas to study the structure, stratigraphy, igneous geology, metamorphic geology, paleontology and natural history of this national park. (PR: 12 hours of geology)
- 421 Petrology. 4 hrs. I, Alternate years (even numbers)**
Identification and classification of igneous, and metamorphic rocks, their origin and occurrence; their geologic and economic importance. 3 lec-2 lab. (PR: GLY 200, GLY 314 or consent)
- 422 Economic Geology. 4 hrs. II, Alternate years (even numbers)**
Origin, distribution and economics of the metallic and non-metallic ore deposits. 3 lec-2 lab. (PR: GLY 201, 314, or consent.)
- 423 Sedimentary Petrography. 4 hrs. I, Alternate years (odd numbers)**
Megascopic and microscopic identification and a depositional and post depositional interpretation of the sedimentary rocks. 3 lec-2 lab. (PR: GLY 201 and 314)
- 425 Geochemistry. 4 hrs. II, Alternate years (odd numbers)**
Introduction to the principles of geochemistry. The application of chemistry to the study of the Earth and to geologic problems. Laboratory work includes analysis of rocks, soils, and waters.
- 426 Geophysics. 4 hrs. II, Alternate years (even numbers)**
Development of seismic, gravity, magnetism, electrical and thermal methods to study the structure and dynamics of the earth. 3 lec.-2 lab. (PR: GLY 200, PHY 201, MTH 130)
- 427 Fossil Fuels. 4 hrs. II, Alternate years (odd numbers)**
Origin and distribution of coal, oil and gas, and methods of exploration and reserve evaluation. 3 lec-2 lab. (PR: GLY 313, 325 or permission)
- 430 Computer Methods in Geology. 4 hrs. II, Alternate years (odd numbers)**
Computers are used for compilation, data analysis and modeling from a wide range of geological problems. Existing and student generated programs are used. 3 lec.-2 lab. (PR: 12 hrs. GLY, MTH 131 and 225, CIS 203)

- 451 **Principles of Geomorphology. 3 hrs. I, Alternate years (odd numbers) and S.**
Principles of identification and analysis of the world's surficial features in terms of stratigraphy, structure, processes, tectonics and time. 3 lec. (PR: GLY 110, 200, 210L or consent; CR: GLY 451L for majors, elective for non-majors)
- 451L **Principles of Geomorphology Laboratory. 1 hr. I, Alternate years (odd numbers) and S.**
For Geology majors, corequisite with Geology 451. For non-majors, elective. (PR or CR: GLY 451)
- 455 **Hydrogeology. 3 hrs. I, Alternate years (odd numbers)**
The properties of water, the hydrologic cycle with emphasis on surface and groundwater processes, the uses, needs and problems associated with water resources. 3 lec. (PR: GLY 110 or 200; CR: GLY 455L for majors, elective for non-majors)
- 455L **Hydrogeology Laboratory. 1 hr. I, Alternate years (odd numbers)**
A two-hour laboratory of practical hydrogeologic problem solving. For non-majors, elective. (CR: Geology 455 for majors)
- 456 **Environmental Geology. 3 hrs. II, Alternate years (even numbers)**
Through lecture and demonstration, the interactions of man and the earth, dealing with natural resources, natural hazards, cultural and urban geology and future planning. (PR: GLY 200)
- 456L **Environmental Geology Laboratory. 1 hr.**
A laboratory to complement GLY 456, Environmental Geology, dealing with current solutions to environmental problems through real life exercises. (PR: GLY 200, 210L, 451, 451L)
- 457 **Engineering Geology. 3 hrs.**
A course for geology majors employing geological principles and methods to solve geotechnical engineering problems. (PR: GLY 200, 210L, 451 and 451L, or by permission of the instructor)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**

GERMAN (GER)

- 230 **Intensive German I. 4 hrs. I, II.**
Intensive pronunciation, conversation, reading, and composition exercises with emphasis on aural/oral development. 4 lec.-1 lab.
- 232 **Intensive German II. 4 hrs. II.**
Intensive pronunciation, conversation, reading and composition exercises with emphasis on aural/oral development. 4 lec.-1 lab. (PR: GER 230 or 2 units of high school German or departmental examination).
- 234 **Intensive German III. 4 hrs.**
Intensive pronunciation, conversation, reading, and composition exercises with emphasis on aural/oral development. 4 lec.-1 lab. (PR: GER 232 or 3 units of high school German or departmental examination)
- 240 **German Society and Life. 3 hrs. I or II.**
Study of selected topics relating to culture and life in the German speaking countries. Lectures, readings, and discussions in English. No prerequisite.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: GER 234)
- 301 **Drama of the 19th and 20th Centuries. 3 hrs.**
A survey of literary trends and main authors. Reading and comprehension of selected dramas of the period. (PR: GER 234)
- 302 **Prose of the 19th and 20th Centuries. 3 hrs.**
A survey of literary trends and main authors. Reading and comprehension of selected stories and discussion of novels. (PR: GER 234)
- 314 **Studies in Language Laboratory Techniques. 3 hrs. II.**
Training in the use of laboratory equipment. Clinical practice in the use of laboratory facilities. Two hour lab to be arranged. Open to education majors only. (PR: GER 234)
- 315-316 **Advanced Grammar and Composition. 3; 3 hrs.**
Study of idioms, grammatical structure, and syntax with emphasis on free composition, use of language laboratory, and formal study of the art of translation from English to German. (PR for 315: GER 234. PR for 316: GER 315 or consent of instructor)
- 405-406 **German Civilization and Culture. 3; 3 hrs. I, II.**
German culture from prehistoric times to present-day divided Germany. Lectures, reports, discussions, representative readings in English and German. (PR: GER 234).
- 417-418 **Survey of German Literature. 3; 3 hrs.**
A study of important literary movements, representative authors and their works from the Middle Ages to the present. (PR for 417 or 418: GER 234)
- 419-420 **German Literature of the Classical Age. 3; 3 hrs.**
German literature of the classical age, stressing Goethe, Schiller, and romanticism. (PR: for 419: GER 234 and at least one literature course and consent of instructor)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II.**
(PR for GER 480-483: GER 234 and permission of instructor.)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: GER 234 and permission of instructor)

- 495H-496H Readings for Honors in German. 2-4; 2-4 hrs. I, II.
Open only to German majors with outstanding ability. See Honors Courses.

GREEK (GRK)

- 201-202 Ancient Greek First Year. 3; 3 hrs. I, II.
(PR for GRK 202: GRK 201)
- 301-302 Ancient Intermediate Greek. 3; 3 hrs. I, II.
Varied readings including selections from Homer's Iliad, Dialogues of Plato and the New Testament.
(PR: GRK 202 for 301; GRK 301 for 302).
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

HEALTH EDUCATION (HE)

- 220 Personal Health I. 3 hrs. I.
A survey course that touches upon current health problems and their causative agents; with emphasis in development of positive attitudes and abilities that affect personal and community health.
- 221 Personal Health II. 3 hrs. II.
An examination of the health content areas of mental health, emotional health, substance abuse, and human sexuality.
- 222 First Aid. 3 hrs. II.
First aid, safety and survival education in the home, in the school, and on the playground.
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
- 321 The School Health Program. 3 hrs. I, II, S.
A consideration of the total school health program, including healthful school living, health services, and health instruction. (PR: EDF 218)
- 325 School and Community Health. 3 hrs. II.
An examination of some of the specific relationships between school and community health programs, including the roles and interaction of public, professional, private and voluntary health agencies with the school. (PR: HE 220)
- 426 Curriculum in Health Education. 3 hrs. I.
A study of principles, objectives, and procedures in curriculum construction for elementary and secondary programs. Historical and philosophical perspectives. Study of existing curricular patterns. (PR: HE 220, 221, 321, 325)
- 430 Health Issues in Physical Education and Athletics.. 3 hrs.
Survey of current health issues such as sanitation, contagious diseases, substance abuse, ergogenic aids, and diet/nutrition in PE and athletics. (PR: HE 221, 201, 215, 435)
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.
Health education majors only, with permission of department chairman.
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.

HISTORY (HST)

- 101 The Great Civilizations to 1300. 3 hrs. I, II.
Comparative study of the origin and course of major civilizations focusing on the Middle East, India, China, and the West. (Same as Social Studies 104) Required of History majors.
- 102 The World and the Rise of the West, 1300 to the Mid-19th Century. 3 hrs. I, II.
Major world developments and trends from the 19th century to the present and their implications for the future. (Same as Social Studies 106) Required of History majors.
- 103 The Twentieth Century World. 3 hrs. I, II.
Major world developments and trends from the 19th century to the present and their implications for the future. (Same as Social Studies 106) Required of History majors.
- 103H Twentieth Century World - Honors. 3 hrs.
Survey for superior students of world developments and trends from the 19th century to the present and their implications for the future. (PR: 3.0 GPA perm.)
- 125 American Business History. 3 hrs.
A survey of the development of the major financial, commercial, manufacturing, and transportation enterprises which transformed the United States from an agricultural to a leading industrial nation.
- 202 History of Medicine. 3 hrs.
A survey of the major developments in the theory and practice of medicine from the Renaissance to the 20th century.
- 203 The American Military Experience. 3 hrs. I.
Examines the American military tradition from the colonial period to the present with particular emphasis on the Twentieth Century.
- 205 English History to 1642. 3 hrs. I.
A political and social survey of England. Emphasis is placed on the development of the English Parliament.
- 206 English History Since 1642. 3 hrs. II.

- A continuation of English History 105. Special attention is given to the development of ministerial government and to the growth and decline of the British Empire.
- 208 **History of Third World.** 3 hrs.
A comparative survey of selected Third World Countries focusing on imperialism, colonialism and present developmental efforts.
- 219 **Ancient History.** 3 hrs.
A survey of the ancient Near East, Greece, and Rome with emphasis on Greek and Roman civilization from Mycenaean times through the Roman Empire of the 5th Century.
- 221 **War in Modern Times.** 3 hrs.
Emphasis upon trends in military thought and practices in western civilization. Special attention to the two world wars of the Twentieth Century.
- 223 **The Rise and Fall of Nazi Germany.** 3 hrs.
A study of the origins, course, and collapse of the Third Reich. Some attention will be given to pre-Nazi period.
- 250 **Women in United States History.** 3 hrs.
A study of the public and private contributions of women in the shaping of the United States from the Colonial period to the present.
- 280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
Selected topics not covered in regular course offerings.
- 301 **Latin America: Discovery to Independence.** 3 hrs.
Emphasis is on conditions which influenced the development of Latin America and eventually led to the independence movement.
- 302 **Latin America: Independence to the Present.** 3 hrs.
Emphasis is on the political, economic and social institutions of Argentina, Brazil, Chile and Mexico.
- 304 **Spanish History Since 1475.** 3 hrs.
A survey of Spain's historical development emphasizing her rise and decline as a world power, the impact of persistent internal conflict, the Franco dictatorship and the transition to democracy.
- 310 **American Social and Cultural History 1607 to the Present.** 3 hrs.
A study of the changes and continuities in the American Social and Cultural History from 1607 to present.
- 312 **African-American History, 1619 to Present.** 3 hrs.
A survey of African-American History from African and West Indian origins to the present.
- 323 **Religion in America.** 3 hrs.
The rise and development of religion and of religious thinking in America. (Same as Religious Studies 323)
- 330 **American History to 1877.** 3 hrs. I, II, S.
A general survey from the discovery in 1492 through the period of Reconstruction. Required of History majors.
- 331 **American History Since 1877.** 3 hrs. I, II, S.
A general survey since Reconstruction. Required of History majors.
- 331H **American History Since 1877 - Honors.** 3 hrs.
A general survey since Reconstruction for the superior student. (PR: 3.0 GPA)
- 333 **American Colonial History.** 3 hrs.
A study of the historical development of the English colonies in America.
- 342 **American Legal History.** 3 hrs. I, II.
Historical development of American law in areas ranging from slavery and racial discrimination to civil liberties and crime and punishment.
- 345 **History of Mentalities.** 3 hrs.
This course provides an introduction to the literature and methods of the history of mentalities which is the study of the world views and activities of ordinary, largely inarticulate peoples.
- 350 **American Labor History.** 3 hrs.
The history of the American labor movement.
- 377 **China in the 20th Century.** 3 hrs.
Traces China's history from the turbulent close of the dynastic era at the end of the 19th century through the present Communist period.
- 378 **The Emergence of Modern Asia.** 3 hrs.
A selective look at Modern Asia, focusing on Japan, China, Korea, Taiwan, Vietnam and Indonesia and American interaction with the Asian nations.
- 400 **Senior Seminar.** 3 hrs. II, S.
A capstone course for History majors. Survey of literature and practical experience in methods and sources of history through bibliographical study and research papers. (PR: Senior standing or by permission.)
- 402 **American Intellectual History 1865 to Present.** 3 hrs.
A critical examination of intellectual, creative, and literary movements in the modern era.
- 403 **American Urban History.** 3 hrs.
Study of the political, economic, social, and intellectual impact of the city upon American history, and the impact of history upon the growth of American urbanization.
- 404 **American Diplomacy, 1789-1900.** 3 hrs.
American foreign policy from colonial times to 1900 emphasizing the gradual development of the United States and its achievement of membership in the family of nations.

- 405 **American Diplomacy, 1900 To Present. 3 hrs.**
American foreign relations in the 20th century. The gradual retreat from isolation in the period between World War I and World War II and modern American involvement in international commitments are stressed.
- 406 **Tudor and Stuart England, 1450-1688. 3 hrs.**
A history of England under the Tudors and Stuarts, focusing primarily demographic, social, cultural, and political developments.
- 409 **American Revolution. 3 hrs.**
A varied view of the American Revolution and its impact on the American people.
- 410 **Conquering the Continent: America's Frontier Experience. 3 hrs.**
A survey of the American frontier experience with particular emphasis on the fate of the American Indian, the environment and the character of the American-created culture.
- 413 **History of the Old South, 1492-1860. 3 hrs. Alternate Years.**
The History of the Old South is a study of the political, economic, social, and cultural conditions in the South that led to the development of the South as a distinct section in the United States.
- 414 **Civil War and Reconstruction. 3 hrs.**
A discussion of the economic, political, social, and cultural differences leading to the Civil War, the war itself, and an analysis of the political and economic importance of Reconstruction.
- 415 **History of the New South, 1877 to the Present. 3 hrs.**
A study of the political, economic, social, and cultural changes in the South after Reconstruction, which explains conditions in the contemporary South.
- 416 **American Social Movements. 3 hrs.**
A study of the social movements which have influenced the course of American History. Includes abolition, women's rights, Progressivism, civil rights.
- 420 **American Historical Biography. 3 hrs.**
A study of men and women whose lives illuminate the American experience.
- 421 **The Era of the Renaissance and Reformation. 3 hrs.**
The impact of the Renaissance upon esthetic, economic and political developments especially in the 15th and 16th centuries. The decline of Catholicism and the growth of the Protestant movement, and the influence of the two movements upon each other are stressed.
- 422 **The French Revolution and the Napoleonic Era. 3 hrs.**
Society and government in Europe before the French Revolution and the influence of the enlightenment; ideas and changes introduced by the revolution and Napoleon and their effect on the institutions and economy of Europe.
- 423 **US Latin-American Relations. 3 hrs.**
An appraisal of political, economic, and cultural relations of the U.S. and Latin America in a historical context with emphasis on the period since 1945.
- 424 **U.S. Science and Technology. 3 hrs.**
A study of the development and impact of science and technology in the U.S. with special emphasis on the modern period.
- 425 **European History, 1814-1914. 3 hrs.**
A century of European political, economic, and social history and its relationship to and influence upon the history of other world areas is noted. The impact of imperialistic rivalry is emphasized.
- 426 **European History, 1914 to Present. 3 hrs.**
The impact of World War I upon Europe, the era between two world wars, the search for world peace, and World War II and its aftermath are major topics of consideration.
- 428 **Intellectual and Cultural History of Modern Europe. 3 hrs.**
A survey of the main events in European thought and culture in the 19th and 20th centuries.
- 429 **Russia to 1917. 3 hrs. II.**
A survey of Russian history to 1917 which examines Russia before the Russians, Kievan Russia, Appanage Russia, Muscovite Russia and Imperial Russia.
- 430 **Soviet Russia. 3 hrs. I, S.**
A continuation of History 429 which examines the development of Soviet Russia from its beginnings to the present. Emphasis is placed upon political and economic changes in the Soviet system and on Communist expansion in Europe and Asia.
- 431 **America in the Gilded Age. 3 hrs.**
A study of America's transformation from a rural, agrarian nation into an urban, industrial world power; the final destruction of the American Indian; the settlement of the West; and the farmers' revolt.
- 432 **America Matures 1900-1945. 3 hrs.**
An examination of the social, political, and economic trends in the United States in the first half of the 20th century, emphasizing social upheavals, conflicts, and reform movements at home and abroad.
- 433 **In Our Time - America Since 1945. 3 hrs.**
A study of America since World War II, focusing mainly on domestic politics, foreign affairs, the civil rights movement, the rise of minorities, and the fragmentation of American society.
- 434 **The American Experience in Vietnam. 3 hrs.**
A study of the origin and escalation of American involvement in Vietnam, the domestic impact of the war within the United States and the collapse of the South Vietnamese government.
- 435 **Modern Japan. 3 hrs.**
Begins with an overview of nineteenth century Japan and stresses the twentieth century rise of Japan

- 440 to the position of world power.
West Virginia History. 3 hrs.
An interdisciplinary study of the state, its people and its institutions within the national context. (PR: HST 330 and 331)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Consent of department chair).
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Consent of department chair).
- 495H-496H **Readings for Honors in History. 4; 4 hrs. I, II.**
Open to history majors of outstanding ability. Study may deal with any field of history. Wide reading and comprehensive understanding of the era are required. (PR: Consent of department chair) See Honors Courses.

HOME ECONOMICS (HEC)

- 110 **Food Selection and Preparation. 2 or 3 hrs. I.**
Principles of food selection, preparation and preservation (PR: HEC majors only.)
- 112 **Clothing Construction. 2 hrs.**
Basic principles of clothing construction. (PR: HEC majors only. Others by permission.)
- 160 **Overview of the Fashion Industry. 3 hrs.**
Fashion theories and cycles are studied in relation to the textile and apparel industries. Fashion designers, international and national fashion markets, raw materials, fashion production, distribution and selling are analyzed. (PR: HEC majors only. Others by consent of instructor.)
- 201 **Home Economics the Profession. 1 hr.**
Overview of the home economics profession, its specialities, and the career path in home economics. Focus is on professional growth and integration of specialities with a family focus.
- 203 **Meal Management. 3 hrs. II.**
Problems involved in planning, preparing and serving nutritionally adequate meals. Emphasis on management of time, money and energy. (PR: HEC 110, 210)
- 210 **Nutrition. 3 hrs. I, II.**
Principles of human nutrition and their application in planning and evaluating diets for individuals and families.
- 212 **Textiles. 2 or 3 hrs.**
Natural and man-made textile fibers, methods of fabrication, and finishes as related to the selection, use and care of clothing and household textiles. (PR: HEC majors only. Others by permission.)
- 213 **Advanced Clothing Construction. 2 or 3 hrs.**
Experiments in construction techniques, fabrics and design compatibility. (PR: HEC 112 or an acceptable score on clothing construction pretest)
- 259 **Visual Merchandising. 3 hrs.**
Use of elements and principles of design to manipulate materials--props, background, lighting, mannequins, fabrics and signing--for three dimensional display. Includes business/commercial, retail and institutional display. (PR: HEC majors only. Others by permission.)
- 270 **Fashion Merchandising Practicum. 3 hrs.**
Involves application of coursework -- processes, theories, systems, -- at the post-sophomore level in the area of apparel or accessories retailing. (PR: Must have completed 15 hours of HEC coursework for placement)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 303 **Child Development. 3 hrs.**
Care and guidance of young children two through five years in relation to their physical, emotional, mental and social development. Observation and participation in nursery school required.
- 305 **Home Economics Education: Clinical Experience I. 1 hr. II.**
Develops competence in using presentation skills in teaching by means of micro-teaching and conferences. Use of audio-visual equipment and graphics. (PR: EDF 218. CR: EDF 319)
- 306 **Home Economics Instructional Methods. 1 or 3 hrs.**
Professional role; objectives; methods, materials, evaluations; planning educative programs for varied learners in various settings. (PR: For Education majors only, EDF 319 and HEC 305. CR: For Education majors only CI 470)
- 314a **Socio-psychological Aspects of Clothing. 3 hrs.**
Psychological, sociological, economic and aesthetic aspects of clothing selection. (PR: HEC majors only. Others by permission.)
- 314b **Socio-psychological Aspects of Clothing. 1 hr.**
Psychological, sociological, economic and aesthetic aspects of clothing selection. (PR: HEC majors only. Others by permission)
- 349 **Evaluation of Ready-To-Wear. 3 hrs.**
Evaluation of ready-to-wear apparel from budget through couture price-point clothing. Analysis of construction, production and design for profitability and quality. (PR: HEC 112)
- 351 **Housing. 2 or 3 hrs.**
Influence of family needs, social and economic trends, and physical environment on housing; analysis of building materials and space utilization in housing.

- 354 **Home Furnishings. 2 or 3 hrs.**
Application of art elements and principles of design in selection, arrangement and use of furnishings and interiors of homes. (PR: ART 112 or consent of instructor. HEC majors only. Others by permission)
- 358 **Principles of Management. 3 hrs.**
Identification of management concepts with emphasis on principles and interrelationships within framework of the family.
- 359 **Merchandising: Processes and Procedures. 3 hrs.**
This course encompasses costing, markup, pricing, inventory, merchandise planning and control, direct and indirect cost. (PR: MTH 120)
- 369 **Fashion Merchandising. 3 hrs.**
Examination of the elements of fashion management, promotion, selling and other topics important to successful fashion merchandising. (Not for Home Economics Fashion Merchandising majors.)
- 401 **Maternal and Child Nutrition. 3 hrs.**
Nutritional requirements during prenatal and early growth periods; surveys of nutritional status. (PR: HEC 210; CHM 204 or 212; BSC 228)
- 402 **Foods of the World. 3 hrs.**
Characteristics and cultural aspects of the foods of the world. (PR: HEC 203 or permission of instructor)
- 403 **Advanced Nutrition. 3 hrs.**
Metabolism of food nutrients as related to nutritional requirements of man. Reports of current research and other topics to add depth and perspective in nutrition. (PR: CHM 365 or concurrent; BSC 228; HEC 210)
- 404 **Diet Therapy. 3 hrs.**
Present day concepts of the relation of nutrition and diet to the prevention and treatment of disease. (PR: HEC 210; CHM 204 or 212; BSC 228; and for Dietetics majors HEC 403; CHM 365)
- 405 **Quantity Food Production. 3 hrs.**
Basic principles of quantity food selection, preparation and service. Laboratory application in local food institutions. (PR: HEC 110 and HEC 203 or consent of instructor)
- 406 **The Vocational Home Economics Program. 2 or 3 hrs.**
Vocational home economics at the secondary, post secondary and adult levels with emphasis on types and organization of programs, legislation, and groups served. (PR: EDF 319 and HEC 306)
- 407 **Food Service Systems Management. 3 hrs.**
Administration of food service in institutions. (PR: MGT 320 and HEC 203)
- 408 **Nutrition in Cardiac Disease. 3 hrs. II.**
Role of nutrition in cardiac rehabilitation. Teaching methods in working with families to improve patient compliance. (PR: HEC 210)
- 409 **Nutrition in the Community. 3 hrs.**
Identification of nutritional needs of a community and of programs that service these needs. Field experiences include surveys, nutrition education, observation and participation in health care delivery. (PR: HEC 210, 306, 404 or concurrent)
- 410 **Nutrition in Aging. 3 hrs.**
Nutritional needs of the elderly and diseases responding to nutritional therapy. Government food programs for the elderly. (PR: HEC 210; BSC 228; CHM 204 or 212).
- 413 **Experimental Foods. 3 hrs.**
Experimental study of chemical and physical factors affecting food preparation. (PR: HEC 110, 203; CHM 365)
- 414 **Problems in Fashion Merchandising. 3 hrs.**
This course uses case studies and experiences of students to orient them to problem-solving in the areas related to retailing. (PR: HEC 160, 259, 270, 314 and 359)
- 415 **Family Relationships. 3 hrs.**
Relationships in the family during its life cycle, with some consideration of family life in other cultures.
- 416 **Prenatal and Infant Care. 3 hrs.**
Prenatal and postnatal care of the mother, development of the fetus and care of the infant throughout the first three years.
- 417 **Evolution of Fashion. 3 hrs.**
Fashion from Ancient Egypt to the present day. Includes influences of social, political and economic conditions on fashion as it has evolved. (PR: SOS 104, 105 or 106 and ART 112 and 214)
- 419 **Tailoring. 3 hrs.**
Contemporary methods of custom tailoring with emphasis on suitable fabrics and construction processes for particular styles. (PR: HEC 213 or consent of instructor)
- 420 **Household Equipment. 2 hrs.**
Principles underlying the selection, use and care of household equipment.
- 427 **Home Management Laboratory. 3 hrs.**
Home management laboratory to develop competencies in decision making, activity analyses, use of limited resources, and work simplification through individual and group analysis. (PR: Home Economics 358)
- 428 **Cooperative Education in Home Economics Programs. 3 hrs.**
Principles of planning cooperative occupational education programs in HEC--emphasis on roles and responsibilities and coordination of in-/out-of-school experiences. (PR: HEC 305, 306, and PR: or CR: 406)

- 431 **Development and Guidance of the Young Child. 3 hrs.**
Techniques of guidance of young children with emphasis on adult-child interaction. Laboratory observation required. (PR: HEC 303)
- 432 **Parenting. 3 hrs.**
Examination of current challenges, problems, and issues in the field; analysis of effective strategies for parenting.
- 435 **Administration of Day Care Centers. 3 hrs.**
Instruction and practice in the development of day centers for three and four year old children and administration of programs in these centers. Laboratory participation required. (PR: HEC 303 or consent of instructor)
- 444 **Consumer Education. 2 or 3 hrs.**
Analysis of economic factors related to provision of consumer goods and services, investigations of sources of consumer information, and means of providing economic security for families.
- 450 **Home Economics Education: Student Teaching in Home Economics. 4-12 hrs.**
Directed teaching in an approved vocational home economics program in a cooperating middle/secondary and/or vocational-technical school (PR: HEC 306. PR or CR: HEC 406)
- 459 **Fashion Buying. 3 hrs.**
Organization of retail firms, procurement of merchandise for different types of stores, planning and managing the merchandise assortment, the buyer's responsibilities in marketing, selling, promotion. Human resources are analyzed. (PR: HEC 160, 270 and 359)
- 460-463 **Professional Development. 1-4 hrs.**
Courses and activities designed to meet specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. CR/NC grading.
- 466 **Career Assessment Seminar in Home Economics. 3 hrs.**
Synthesizes previous work and education experiences applicable to home economics related occupations. Includes individual assessment of competencies for teaching occupational cluster. Emphasizes planning for further development. (PR: Previous work experience required)
- 470 **The Practice of Dietetics. 3 hrs.**
Introduction to nutritional care delivery in a hospital environment through application of nutrition principles in patient assessment. Interviewing, instruction, and documentation of normal and disease-related cases. (PR: HEC 403, 404; BSC 228; CHM 365; senior standing; permission)
- 471 **Home Economics Practicum. 1-3 hrs.**
Involves application of coursework--processes, theories, systems--at the junior level--in the functional flow of an operation related to the student's area of study. (PR: 15 hours of HEC coursework and permission from major advisor/program director)
- 472 **Home Economics Practicum. 1-4 hrs.**
Involves application of coursework--processes, theories, systems--at the senior level--in the management of resources within an operation related to the student's area of study. (PR: 21 hours of HEC coursework, 15 hours of supportive coursework, and permission from major advisor/program director)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Independent study in a selected area of home economics. May not be used to replace any listed course.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Fashion Merchandising Internship. 3 hrs.**
Faculty supervised, off-campus contractual work-study arrangements with clothing/textiles related retail businesses. Must have completed 21 hours of Home Economics coursework and 15 hours of business coursework before placement. (PR: HEC 270)
- 491-494 **Workshop. 2-3; 2-3; 2-3; 2-3 hrs.**
Workshop in selected areas of home economics. Usually, credit for not more than two workshops may be applied toward the degree. (PR: Senior standing)
- 495H-496H **Readings for Honors in Home Economics. 1-3; 1-3 hrs.**

INSTRUCTIONAL TECHNOLOGY AND LIBRARY SCIENCE (ITL)

- 115 **Introduction to Library Skills. 1 hr. I, II.**
Prepares students to use the University Library, to become familiar with basic reference sources, and to utilize bibliographic tools and data bases in search strategies. Not open to library science majors.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 365 **Orientation to Instructional Technology. 1 hr. I, II, S.**
Utilization of basic audiovisual equipment and production of simple graphic aids.
- 370 **Practicum (Field Work). 1-4 hrs.**
Practical experience in libraries, audiovisual centers, media centers, or related areas adapted to the student's background, experiences, and future occupational and professional goals.
- 401 **History of Libraries and Informational Retrieval Systems. 3 hrs.**
Study of the development of libraries and information-storage technology, from early times to the present, with emphasis on the impact of computer-based systems.
- 415 **Reference & Bibliography. 3 hrs.**
Study of the basic reference sources for elementary and secondary school libraries. Emphasis on materials evaluation, the reference interview, search strategies, and the impact of new technologies.

- 420 **Cataloging. 3 hrs.**
Fundamentals of cataloging and classification, applying AACR2, the Dewey Decimal system, and related aids to the organization of library materials. Implications of new technology for technical services will be addressed.
- 425 **Library Organization and Administration. 3 hrs.**
Principles of administration for elementary and secondary school library-media centers and public libraries, including personnel, facilities, budgets, program planning and evaluation, publicity and public relations, audiovisual equipment and materials, computer hardware and software, and methods and materials for teaching library skills. (PR: ITL 315, 320, 404, and 405)
- 445 **Techniques for Storytelling. 3 hrs.**
Techniques for storytelling intended primarily for public librarians and public school librarians.
- 450 **Library Practice (Field Work). 4-6 hrs. (C/NC)**
Practical experience in the application of techniques of library service, adapted as far as possible to the student's needs. (PR: ITL 315, 320, 404, 405, and 425. CR: CI 450, except for students in a Comprehensive Subject Specialization or the Elementary Education program)
NOTE: Students must file an application for permission to enroll in Library Practice. Applicants follow the same procedure as prescribed for Student Teaching.
- 465 **Utilization of Instructional Technology. 3 hrs.**
Utilization of instructional media materials, equipment and techniques.
- 466 **Production of Instructional Materials. 3 hrs.**
Basic techniques in making slides, photographs, dry and wet mountings, transparencies, posters and similar graphic instructional materials.
- 467 **Basic Media Skills Development for Instructional Design. 3 hrs.**
Basic techniques in producing and using a variety of audiovisual aids, i.e., photography, scripting, developing logos, audio-recording, and layout design of manuals. This course also prepares one to produce a slide-tape presentation
- 468 **Computer Graphics in Instructional Technology. 3 hrs.**
A basic course designed to assist the student in becoming familiar with a variety of software graphics packages.
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission)
- 491-494 **Workshop in Instructional Technology. 1-4; 1-4; 1-4; 1-4 hrs.**
- 495H-496H **Readings for Honors in Instructional Technology. 1-3; 1-3 hrs.**

INTEGRATED SCIENCES (ISC)

- 280-283 **Special Topics. 1-4 hrs.**
(PR: Mathematics course above MTH 120 excluding MTH 400 and MTH 401).

JAPANESE (JPN)

- 101 **Elementary Japanese I. 3 hrs.**
Pronunciation, conversation, reading and composition with emphasis on aural/oral development. This includes katakana, hiragana, and Chinese characters, used in context.
- 102 **Elementary Japanese II. 3 hrs.**
Pronunciation, conversation, reading and composition with emphasis on aural/oral development. This includes katakana, hiragana and Chinese characters, used in context. (PR: JPN 101)
- 203 **Intermediate Japanese III. 3 hrs.**
Continuation on the intermediate level of the basic skills: pronunciation, conversation, reading, and composition with emphasis on aural/oral development. More work on katakana, hiragana and Chinese characters, used in context. (PR: JPN 102)
- 204 **Intermediate Japanese IV. 3 hrs.**
Development of practical conversational skills, reading for comprehension, and directed compositions. (PR: JPN 203).

JOURNALISM AND MASS COMMUNICATIONS (JMC)

- 100 **Fundamentals of Journalistic Writing and Editing. 3 hrs. I, II, S.**
Preparatory course designed to develop writing and editing skills specifically as they relate to professional journalistic/mass communications techniques and practices. Required of students scoring less than 77 on School-administered language-skills test. Does not count toward graduation.
- 101 **Survey of Journalism and Mass Communications. 3 hrs. I.**
Examines important facets of mass communications, including newspaper, magazine, broadcast journalism, broadcasting advertising and public relations. Designed to provide a critical overview of the mass media. Includes guest speakers.
- 102 **Information Gathering and Research for the Mass Media. 3 hrs. I.**
Information and research techniques used by media professionals, including academic, community and political sources. Course covers interviewing, formal research and computer-assisted information gathering.

- ing. (PR: JMC 101)
- 201 **Writing for the Mass Media. 3 hrs. I, II, S.**
Techniques of journalistic and mass communications writing designed to develop the basic writing skills for the print and broadcast media. (PR: Typing 30 wpm, JMC 101, and passage of JMC Language Skills Exam or JMC 100 with at least a C)
- 202 **News Reporting II. 3 hrs. I, II.**
Practice in gathering and writing news for the newspaper. Emphasis is placed on beat assignment reporting, interviewing techniques, and some specialized reporting. A laboratory class in which students write for The Parthenon, university student newspaper. (PR: JRN 201)
- 230 **General Photography. 3 hrs.**
Introduction to general photography, with emphasis on composition, camera techniques, film developing and print making.
- 231 **Introduction to Audio Production. 3 hrs. II.**
Fundamentals of audio production, including operation of audio equipment, microphone techniques, tape editing and audio production. Laboratory work at WMUL-FM is required. (PR: JMC 101)
- 240 **Basic Broadcast News. 3 hrs. I, II.**
Introduction to techniques of radio and television news broadcasting, news room organization and operation, history and ethics of broadcast journalism. (PR: JRN 201)
- 241 **Graphics of Communication. 3 hrs. I, II, S.**
Creative and practical aspects of typography, layout and design of printed communication.
- 245 **Fundamentals of Advertising. 3 hrs.**
Organization of mass media advertising departments and their relationships to advertising agencies and media representatives. An examination of the practices and problems of the three areas. (PR: Sophomore standing)
- 250 **Yearbook Editing and Management. 3 hrs.**
Study and practice of the editing and management functions of a yearbook, including planning, budgeting and promotion. A laboratory class for the Chief Justice, Marshall University's yearbook.
- 272-273 **Practice in Radio. 1 hr.**
Staff responsibility on campus broadcast facilities, WMUL-FM or WPBY-TV. (PR: Written permission before registration and the satisfactory completion of one year of service on WMUL)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
- 302 **Newspaper Editing and Design. 3 hrs. I, II.**
Advanced course in newspaper copy editing, headline writing and design. Laboratory instruction and experience on the university newspaper, The Parthenon. (PR: JMC 202 and 241)
- 304 **In-depth Reporting. 3 hrs. I.**
Study and practice of research methods and writing techniques for in-depth reporting on topical issues. (PR: JMC 202)
- 330 **Fundamentals of Public Relations. 3 hrs. I, II, S.**
Public relations practices and techniques used by business, educational, industrial, governmental, and social organizations.
- 331 **Radio-Television Announcing and Newscasting. 3 hrs.**
Specialized training in the interpretive skills of announcing and newscasting. (PR: JMC 101)
- 332 **Introduction to Video Production. 3 hrs.**
Introduction to the fundamentals of video production, dealing with cameras, microphones, lighting, staging, field production, editing, post production. (PR: JMC 101)
- 334 **Advanced Audio. 3 hrs.**
Advanced theory and practice in audio production, with equal emphasis on writing and performance techniques for the documentary, public affairs, feature, and/or dramatic program. Laboratory work at WMUL-FM is required. (PR: JMC 231, JMC 331)
- 350 **Television Reporting. 3 hrs. I.**
Practice in compiling, writing, and producing news for broadcasting. (PR: JMC 202, JMC 240; or permission)
- 351 **Television News Production. 3 hrs. II.**
Examination of and practice in using skills required by the broadcast journalist; writing, taping, editing and announcing. Class makes use of university broadcast facilities and WPBY-TV as available. (PR: JMC 350)
- 360 **Photojournalism I. 3 hrs. I, II.**
Methods of taking photographs for newspapers and magazines and picture editing. Laboratory work in developing and printing required. Enrollment limited to 20 students with journalism and advertising majors give enrollment priority.
- 372-373 **Practice in Radio or Television. 1 or 2 hrs.**
Staff responsibility on campus broadcast facilities WMUL-FM or WPBY-TV. (PR: Written permission before registration and satisfactory completion of one year of service on WMUL)
- 382 **Advertising Copywriting. 3 hrs. I**
Practice in obtaining material and writing copy for advertisements in all media. (PR: JRN 201 or MKT 341)
- 383 **Advertising Layout and Design. 3 hrs. II.**
Principles and practices in layout and design of advertising for all media. (PR: JRN 241, 245, or MKT 341)

- 385 **Advertising Media Planning. 3 hrs. I.**
Planning and practice in allocating advertising budgets in the mass media to effectively reach the target audiences at the most reasonable cost. (PR: MKT 341)
- 400 **Photojournalism II. 3 hrs.**
A course in advanced techniques for newspaper and magazine photography, concentrating on creation, design and use of photo essays and picture stories. (PR: JRN 360)
- 402 **Law of Mass Communications. 3 hrs. I, S.**
Legal aspects of mass communications as they apply to the professional journalist. (PR: Junior standing)
- 404 **History of American Journalism and Mass Communications . 3 hrs. I.**
The development of the press in the United States, the contributions of American journalists, the rise of radio and television, and the relation of communications developments to political, economic and social trends in America.
- 408 **Advertising Research. 3 hrs.**
Lectures, readings, discussions and projects relating to research used in campaign preparation and syndicated media resources. Students may select areas of special interest.
- 410 **Magazine Editorial Practices. 3 hrs. I.**
Study of the organization and functions of the magazine editorial department, with practice in planning magazine content, laying out pages and establishing production procedures. (PR: JRN 241)
- 412 **Mass Media Sales. 3 hrs.**
A survey of the requirements, relationships, and functions of mass media sales in the context of the media buying environment.
- 414 **Reporting Public Affairs. 3 hrs. II.**
Instruction in reporting local, state, and federal government; politics, finance, and labor; social environmental issues and other areas, with emphasis on background and interpretation. Course includes field trips and guest speakers. (PR: JRN 202)
- 425 **Advertising Campaigns. 3 hrs. II.**
Students function as an advertising agency to plan, to prepare, and to present local and national advertising campaigns. Problems of the advertiser and the agency are considered. (PR: JRN 382, 383, 385)
- 428 **Supervision of School Publications. 3 hrs.**
A comprehensive study of advising and producing school publications, with emphasis on methods for teachers of journalism. (PR: Permission)
- 430 **Magazine Article Writing. 3 hrs. I.**
Fundamentals of researching and writing the popular, factual magazine article; techniques of selling articles to magazines (PR: Junior standing)
- 432 **Corporate and Instructional Video. 3 hrs.**
Development of the use of video communication and instruction in business, agencies, and education. Production and utilization of video units for specific objectives.
- 433 **Radio-Television Programming. 3 hrs.**
Principles of programming, including audience analysis, production, purchase, and scheduling of various formats. (PR: JMC 101)
- 434 **Advanced Video. 3 hrs.**
Development of the elements necessary for the production of detailed video projects. Students study the creation and production of public affairs, educational and creative video programming. (PR: JMC 332)
- 435 **Radio-Television Law and Regulation. 3 hrs.**
Development and current status of the legal structure of broadcasting in the United States. (PR: JMC 101)
- 436 **International Communications. 3 hrs.**
Development of various systems of mass communications and comparison with the United States.
- 437 **Public Relations Writing. 3 hrs. I.**
Theory and practice of various writing challenges encountered by public relations practitioners. Some consideration of publications design. (PR: JMC 201, 241 and 330)
- 438 **Public Relations Case Studies. 3 hrs. II.**
Examination of the handling of public relations problems and opportunities by business, educational, governmental, and social organizations, with particular emphasis on public relations analysis and problem solving. (PR: JMC 330)
- 439 **Public Relations Campaign Management . 3 hrs. II.**
Applying the four-step public relations process to an organization's program or campaign. Includes execution of public opinion research and development of original communication tools. Competitive agency model generally used. (PR: JMC 437 and 438)
- 440 **Mass Communication Ethics. 3 hrs. I, II.**
Study of basic concepts underlying contemporary American mass communications operations and practices and how those concepts affect professional ethics in the field. Examination of ethical conflicts encountered and application of ethical principles when determining solutions. (PR: junior standing)
- 445 **Advertising in Modern Society. 3 hrs.**
An examination of current issues and problems affecting the advertising industry and a study of advertising's impact on and responsibility to society. (PR: Junior standing)
- 450 **Contemporary Issues in Radio and Television. 3 hrs. II.**
An examination of the current political, social, economic and legal issues affecting the decision making

- process in the newsrooms and programming centers of the electronic media. (PR: Junior standing)
455 Women, Minorities and the Mass Media. 3 hrs. II.
 A seminar that explores the portrayals and participation of women and people of color in the mass media.
- 460 Media Management. 3 hrs.**
 Problems and practices in management affecting all departments of the mass media including labor and personnel, editorial, business, and production. (PR: Junior standing)
- 470 Professional Practicum. 1-4 hrs. I, II, S.**
 Instruction to assist students in meeting career expectations. Short-term courses designed to bridge instructional programs and practices of professional journalism. Students may participate in supervised publications work in reporting, editing and advertising. (PR: JRN 202, 302, or permission of instructor)
- 490 Journalism and Mass Communications Internship I. 1-3 hrs. I, II, S.**
 Supervised journalistic work with professional media including newspapers, magazines, radio, television, advertising, and public relations departments and agencies. Conferences with instructor for guidance and evaluation. Arrangements must be made with the School of Journalism and Mass Communications internship director before enrollment.
- 491 Journalism and Mass Communications Internship II. 1-3 hrs. I, II, S.**
 Supervised journalistic or mass communications work with professional media including newspapers, magazines, radio, television, advertising and public relations departments or agencies. Students must have completed a previous internship.
- 495H-496H Reading for Honors in Journalism and Mass Communications. 4; 4 hrs. I, II.**

LATIN (LAT)

- 101-102 First Year Latin. 3; 3 hrs. I, II.**
 (PR for Latin 102: LAT 101)
- 203-204 Intermediate Latin. 3; 3 hrs. I, II.**
 Varied readings including selections from Cicero's Orations and Vergil's Aeneid I-VI. (PR for Latin 203: LAT 102 or equivalent; PR for Latin 204: LAT 203 or equivalent)
- 240 Elements of Prose Composition. 3 hrs.**
 (PR: LAT 204 or 3 units of high school Latin)
- 280-283 Special Topics. 1-4; 1-4; 1-4 hrs.**

The following courses represent the major authors and genres of Latin Literature from its beginnings in the second century B.C. (Roman Comedy) to the end of the first century AD (Excites. Roman history is chronicled by Live and Tastes, as well as by the contemporary accounts of Caesar and Cicero. Aspects of Roman life, society, and values appear in the comedies of Plautus and Terence; the poetry of Catullus, Horace, Propertius, and Tibullus; the satires of Horace, Martial and Juvenal; and the letters of Cicero and Pliny. Vergil's epic poem brings all these qualities together and provides a unique look at the complex character of a culture that dominated the Mediterranean world for six centuries.

The courses below are offered in a cycle of six years. Prerequisites for all 300-400 courses: Latin 204 or permission.

- 303 Caesar's Commentaries. 3 hrs.**
 A close reading in Latin of the commentaries of Julius Caesar. (PR: Latin 204 or equivalent)
- 304 Readings in Vergil. 3 hrs.**
 Introduction to the poetry of Vergil, especially Vergil's Aeneid, and to the culture and the ideology of the Augustan principate. (PR: Latin 204 or equivalent).
- 305 Cicero: Speeches. 3 hrs.**
 A close reading in Latin of one of the political or court speeches of Cicero. (PR: Latin 204 or permission)
- 306 Horace: Odes, Epodes, Epistles. 3 hrs.**
- 308 Catullus. 3 hrs.**
 A close reading in Latin of the poetry of Catullus with consideration of its literary antecedents and its importance to Roman Literature. (PR: Latin 204 or permission)
- 309 Livy's History of Rome. 3 hrs.**
- 311 Readings in Ovid. 3 hrs.**
 Close reading in Latin of selections from Ovid's erotic and epic poetry. (PR: Latin 204 or permission)
- 403 Roman Comedy. 3 hrs.**
- 404 Roman Elegy: Propertius and Tibullus. 3 hrs.**
 Close readings in Latin of selections from the elegies of Propertius and Tibullus. (PR: Latin 204 or permission)
- 408 Roman Epistolary Literature: Cicero and Pliny. 3 hrs.**
 A unique look at Roman life, public and private, through a close reading in Latin of the correspondence of Cicero and Pliny the Younger. (PR: Latin 204 or permission)
- 409 Roman Satire: Horace, Martial, Juvenal. 3 hrs.**
 Close readings in Latin of selections from the satires of Horace and Juvenal and the epigrams of Martial. (PR: Latin 204 or permission)
- 410 Tacitus (selections from): Annals, Agricola. 3 hrs.**
- 480-483 Special Topics in Latin. 1-4; 1-4; 1-4; 1-4 hrs. I, II.**

- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.
Non-Latin majors may enroll in Latin Independent Study courses for one hour credit to meet general requirements in literature. For such students instruction and readings will be entirely in English. Consult chairman for current offerings.
- 495H-496H **Honors in Latin.** 4; 4 hrs. I, II.
Open only to Latin majors of outstanding ability. See Honors Courses.

LIBRARY SCIENCE

(See Instructional Technology and Library Science)

MANAGEMENT (MGT)

- 100 **Introduction to Business.** 3 hrs.
The activities and organization of a business enterprise, the function of its personnel, and its role in the economic and social systems. Intended for students whose major is undecided or outside business. (Not open to Business students with junior or senior standing)
- 218 **Business Statistics.** 3 hrs.
Application of statistical techniques in business and economics. Topics include measures of central tendency and dispersion, theory of probability, probability distributions, sampling distributions, estimation, hypotheses testing, correlation and regression analysis. (PR: MTH 190 and COB Computer Literacy)
- 300 **Principles of Management Information Systems.** 3 hrs.
To develop and use decision driven information systems. Emphasis on MIS/DDS applications common to business environments. Importance of communicating effectively with professional systems development groups will also be stressed. (PR: College of Business Computer Literacy)
- 310 **Business System Analysis and Design.** 3 hrs.
The course covers business application systems development, behavioral considerations in the development process, feasibility assessment, requirement analysis, and communication skills. Emphasis on prototyping and fourth generation languages. (PR: College of Business Computer Literacy and any programming language)
- 320 **Principles of Management.** 3 hrs. I, II, S.
A comprehensive survey of the fundamental principles of management applicable to all forms of organizations. The course provides the student with a basis for thinking about complex business situations in the framework of analysis of the management process. Some case analysis of management problems used. (PR: ACC 215-216, ECN 250-253 and junior standing)
- 320H **Principles of Management Honors.** 4 hrs.
An accelerated course for specially selected juniors. (PR: ACC 215 and 216; ECN 250 and 253)
- 330 **Applied Business System Analysis and Design.** 3 hrs.
This course extends the concepts and techniques in MGT 310 to enable students to design and implement systems in a business environment. The implementation of a computer application will be required. (PR: MGT 310)
- 340 **Database Management Systems.** 3 hrs.
A study of database design, data structures, and database administration in a business environment. File processing with multiple databases will also be taught. (PR: MGT 300)
- 350 **Health Care Organizations and Management.** 3 hrs.
A study of the structure and function of several components of Health Care Organizations and their interrelationships. (PR: Junior standing or permission)
- 354 **Health Care Services and Facilities Management.** 3 hrs.
A study of planning and organizing of medical services and support departments and buildings, facilities, and equipment management. (PR: MGT 350)
- 360 **Introduction to Small Business Management.** 3 hrs.
The management of small business emphasizes how they are started and financed, how they produce and market their products and services and how they manage their human resources. (PR: ACC 216, ECN 253, Basic computer skills)
- 410 **Business Telecommunication Systems.** 3 hrs.
To understand the applications, concepts and management of telecommunications. Students will be exposed to network components and network operations. Emphasis will be on strategic business applications of telecommunication systems. (PR: MGT 300)
- 418 **Statistical Analysis and Survey Design.** 3 hrs.
Methods of constructing designs for survey investigation; methods of estimation, and questionnaire design; nonparametric methods; experimental design; factorial experiment; regression and correlation; multivariate analysis. (PR: MGT 218 and 320)
- 419 **Business and Society.** 3 hrs.
An examination of the manager's social and environmental responsibilities to his employees, customers, and the general public, and other external factors which management must be cognizant of in modern society. (PR: MGT 320)
- 420 **Operations Management.** 3 hrs.
Management of operation systems including system design, implementation and control. Analysis of the system in the areas of product, process, material quality, and facilities management. Topics include breakeven analysis, inventory models, transportation models, network analysis. (PR: MGT 218, 320)

- 422 **Human Behavior in Organizations. 3 hrs.**
Problems, methods, and analysis of various theories of behavior within organizations for purposes of integration and generalization. Emphasis will be upon the identification and investigation of the schools of thought concerning the behavioral sciences. (PR: MGT 320)
- 423 **Organizational Change. 3 hrs.**
An examination of the dynamics of change within organizations. The course will examine the cause of resistance to change and purposeful methodologies for implementing change including behavioral, technological, and structural in an attempt to describe a holistic approach. Capstone Course (PR: MGT 320; REC: MGT 422)
- 424 **Personnel Management. 3 hrs.**
A study of basic methodology, organizational structure, and techniques of manpower management involved in recruitment, selection, training, wage and salary administration, and personnel assessment. (PR: MGT 320)
- 425 **Industrial Relations. 3 hrs.**
A managerial perspective of the relationships between organized labor and management. Topics include: union organization and recognition, collective bargaining processes, grievance procedures, and current trends in labor-management relations. (PR: MGT 320)
- 426 **Management Science. 3 hrs.**
Quantitative approaches to management decision making. Topics include decision theory, linear programming, transportation and assignment models, inventory systems PERT and CPM network analysis models, queuing theory, simulation and game theory. (PR: MGT 218 and 320)
- 430 **Business Decision Support Systems. 3 hrs.**
A study of decision support systems (DDS) in terms of building and providing end-user support for managerial decision making. Advanced topics will include computer interface design and artificial intelligence. (PR: MGT 340)
- 440 **Business Systems Development Project. 3 hrs.**
Continuation of the techniques and concepts learned in MGT 330 and MGT 340 courses. Students will be required to design, develop, and implement an information system. (PR: MGT 330, 340)
- 441 **Strategic Management Information Systems. 3 hrs.**
A capstone course for management majors. Emphasis will be on creating and using information systems to give businesses a competitive advantage and provide strategic support for all levels of management. (PR: MGT 410, 430)
- 450 **Business Research. 2 hrs.**
Under the direction of an advisor, the student makes a study of a topic related to his field of specialization and submits a written report. (PR: Senior standing)
- 454 **Trends in Health Care Delivery. 3 hrs.**
Discussion of trends in Health Care Delivery in the United States and related public policies and their implications to society. (PR: MGT 350, 354)
- 455 **Health Care Policy Seminar. 3 hrs.**
An integrative discussion course on current problems and future policies and strategies as they are related to facilities planning and utilization, staffing and organization and providing quality health care to community. (PR: Senior standing)
- 456 **Planning of Health Care Delivery Systems. 3 hrs.**
Application of systems approach to evaluation of current health care services and for future planning decisions. (PR: Senior standing)
- 460 **Business Policy. 3 hrs.**
An integration of knowledge gained in business core subjects and advanced management courses designed to develop ability to analyze complex business problems. Capstone Course. (PR: Completion of all common BBA courses and senior standing)
- 460H **Business Policy Honors Seminars. 4 hrs. II.**
An accelerated course for preselected, exceptional seniors majoring in business administration requiring extensive supervised works. Through case analysis and problem-solving, it will integrate the knowledge acquired in previous courses. Capstone course. (PR: All other BBA Common Requirements)
- 461 **Management of Small Business. 3 hrs.**
Managing small enterprises, as opposed to large corporations. In cooperation with the Small Business Administration. Students work as trainee management consultants with small businesses in the area. (PR: MGT 320, MKT 340, FIN 323; CR: MGT 423)
- 471 **Health Care Practicum I. 4 hrs. C/NC**
Field experience in management of Health Care Operations. (PR: Permission of Division Head)
- 472 **Health Care Practicum II. 4 hrs. C/NC**
Field experience in management of Health Care Organizations. (PR: Permission of Division Head)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Management majors only, with permission of Division Head.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Internship. 3-12 hrs. C/NC**
A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated. (PR: Permission of Dean)

495H-496H Readings for Honors in Management. 2-4; 2-4 hrs.
Open only to students of outstanding ability. See Honors Courses.

MARKETING (MKT)

- 231 **Principles of Selling. 3 hrs.**
Elements of successful techniques and salesmanship designed for individuals who must influence or persuade, actuate, or lead other individuals now or in the future.
- 340 **Principles of Marketing. 3 hrs.**
Institutions, channels of distribution, functions, federal regulation, and economics of marketing. (PR: ECN 250, 253; junior standing)
- 341 **Advertising Management. 3 hrs.**
A managerial analysis of the principles and practices of advertising from the viewpoints of the consumer, the firm, the industry, and the economy. Special emphasis is given advertising in relation to its role in the marketing mix. (PR: ENG 102, MKT 340)
- 344 **Retail Management. 3 hrs.**
Management of retail establishments including successful retail merchandising, stock control, buying, pricing, marketing, advertising, promotion, displaying, credit, and selling of goods and/or services. (PR: MKT 340)
- 349 **Principles of Domestic Transportation. 3 hrs. I.**
Introduction to the history, economics, and regulation of U.S. domestic motor, rail, water, air and pipeline transportation. Particular emphasis is placed upon the significance of transportation to the development of the United States and today's economy. (PR: ECN 250, 254, and MKT 340)
- 350 **Physical Distribution. 3 hrs.**
Introduction to the activities concerned with the efficient movement of products from the source of raw materials supply, through production to the ultimate consumer. These activities include procurement, inventory control, materials handling, transportation, order processing, site determination, warehousing and customer service. (PR: MKT 340)
- 351 **Traffic Management. 3 hrs.**
Concerned primarily with the function of buying transportation service. Includes the mechanics of transportation pricing and detailed coverage of services legally includable in the price. (PR: MKT 340, 350)
- 371 **International Marketing. 3 hrs.**
Designed to be a student's first exposure to foreign commerce and marketing in particular. Stresses cultural/environmental aspects and the integration of the regular foreign markets in strategic market planning. (PR: MKT 340)
- 414 **Purchasing and Inventory Control. 3 hrs.**
In-depth analysis of procurement function, problems and techniques. Maintenance of proper inventory level, ordering methods, and product management at both the retail and industrial levels. (PR: MKT 340)
- 430 **Marketing Management. 3 hrs.**
A research base for marketing decisions and organizing the market functions in relation to company objectives, program planning, and products, price, and promotion strategy. (PR: MKT 231, 340, 9 hrs. of additional Marketing coursework 300-level and above, senior standing)
- 437 **Consumer Behavior. 3 hrs.**
Acquaints the student with individual and group behavior as it pertains to consumer activity. Theories and findings in the behavioral sciences, as well as those set forth by marketing scholars, are examined so as to understand the behavioral patterns of consumers. Cultural, social, and psychological influences are considered, in addition to the traditional economic interpretations. The stress of the course is on incorporating these data into the managing of the marketing effort. (PR: MKT 340)
- 440 **Sales Management. 3 hrs.**
Policies and procedures pertaining to product planning and pricing, choice of market, planning sales effort, and the control of sales operations. (MKT 231, 340)
- 442 **Market Research. 3 hrs.**
Scope and importance of market and distribution research; product, package, brand analysis and social impact; consumer, industrial and institutional survey, quantitative and qualitative analysis of market data; situation analysis, sampling, tabulation and presentation methods. (PR: MKT 340, MGT 218)
- 449 **Transportation Law and Public Policy. 3 hrs.**
Comprehensive review of the regulation of carriers and transportation in general. Comparison of the principal transportation regulatory acts, functions of the procedure before the several regulatory commissions. (PR: MKT 350)
- 450 **Carrier Management. 3 hrs.**
Management of transportation carriers including the unique constraints faced by such firms due to the regulatory system, transportation competition, route structures, ownership patterns, pricing and rate making. (PR: MKT 350)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of an advanced topic not normally covered in other courses. Marketing majors only, with permission of division head.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Internship. 3-12 hrs. CR/NC**

A supervised internship in which the student works for a business firm/agency to gain practical experience in the student's major. The program of work and study will be defined in advance and the student's performance will be evaluated. This course may not be used as a marketing elective. (PR: Permission of Dean)

495H-496H Readings for Honors in Marketing. 2-4; 2-4 hrs.
Open only to students of outstanding ability. See Honors Courses.

MARKETING EDUCATION (MKE)

- 265 Introduction to Marketing Education. 3 hrs. I.**
The course is planned to give prospective Marketing Education Teacher-Coordination an overview of the Marketing Education Program: its history and development, its mission, premises, and objectives, and activities of a Marketing Education program and requirements for persons employed in this field.
- 280-283 Special Topics. 1-4 hrs.**
- 301 Curriculum Marketing Education. 3 hrs. I.**
A study of the structure of occupations for the purpose of developing competencies in career development and curriculum development. Students will analyze marketing jobs in terms of specific and related job duties and competencies and will investigate career continuums.
- 405 Methods of Teaching Marketing Subjects. 3 hrs. II.**
Unit and lesson planning; cooperative and project methods of teaching; classroom management and control; demonstration teaching; coordination techniques; evaluation of achievement. (CR: CI 470)
Note: Reserve a two-hour block of time each morning for CI 470.
- 460-463 Professional Development. 1-4 hrs. I, II, S.**
Courses and activities designed to meet specific inservice needs of public school personnel. Credit may be used for certificate renewal and salary upgrading if approved, but not in degree programs. Identifying course titles will vary. CR/NC grading.
- 480-483 Special Topics. 1-4 hrs.**
- 485-488 Independent Study. 1-4 hrs.**

MATHEMATICS (MTH)

- 105 Mathematics for Elementary Schools. 3 hrs.**
Language and symbolism of modern mathematics for elementary school programs. Emphasis on the structure and development of the real number system.
- 110 Introduction to College Mathematics. 3 hrs. I, II, S.**
Introduction to logic, postulational thinking, and mathematical models; numbers, numerals and symbols; basic probability and statistics. This course is not intended as a pre-requisite for any other mathematics course. (PR: MTH 097 or at least 16 on ACT)
- 120 Algebra. 3 hrs. I, II, S.**
Algebraic processes, using axiomatic approach, for exponents, radicals, logarithms, relations and functions. Solutions of linear equations, inequalities and systems. Quadratic functions. Graphing linear, quadratic, exponential and logarithmic functions. (PR: One year of high school algebra or MAT 097. Students enrolling with one year of high school algebra must have a mathematics ACT score of 19 or more).
- 121 Concepts and Applications of Mathematics. 3 hrs.**
A survey of several branches of mathematics and their uses in our society. (PR: MTH ACT 19, or MAT 097 beginning Fall 1995)
- 122 Plane Trigonometry. 3 hrs. I, II, S.**
Definitions of circular functions; graphs of trigonometric functions, trigonometric identities, and applications. (PR: One-half year of high school geometry. PR or CR: MTH 120 or MTH 123 or at least 21 on ACT)
- 123 Selected Topics in College Algebra. 3 hrs.**
Solve quadratic and absolute value equations, solve systems of linear equations, define relations, functions, operations with functions, exponential and logarithmic functions, solve exponential and logarithmic equations. Basic probability and statistics. (PR: MAT 097 or ACT at least 19 or equivalent)
- 125 Finite Mathematics. 3 hrs. I, II.**
Topics in elementary finite mathematics; sets, counting, probability and statistics, matrices and linear equations, and applications. (PR: One year of high school algebra or Students enrolling with one year of high school algebra must have a mathematics ACT score of 19 or more)
- 130 College Algebra. 3 hrs. I, II, S.**
Systems of equations, matrices and determinants, complex numbers and vectors, theory of equations and mathematical induction. (PR: MTH 120 or MTH 123 or at least 21 on ACT)
- 131 Calculus with Analytic Geometry I. 5 hrs. I, II, S.**
An introduction to analytic geometry and calculus including a study of limits, continuity, differentiation and antiderivatives. (PR: A score of at least 27 on ACT with strong background of at least 1½ years of high school algebra or Mathematics 130)
- 140 Applied Calculus. 3 hrs. I, II, S.**
A brief survey of calculus including both differentiation and integration with applications. Not to be substituted for Mathematics 131 or Mathematics 190. (PR: Two years of high school algebra and at least

- 21 on ACT, or MTH 120 or MTH 123)
- 190 **Introductory Calculus. 5 hrs. I, II, S.**
Review of pre-calculus mathematics. Calculus of one variable with applications for students whose program requires a basic knowledge of differentiation and integration and their application to a variety of problems. May not be used as one of the three calculus course sequence required for mathematics, chemistry, physics, computer science, or engineering majors. (PR: MTH 120, 123, 125 or 130 or at least 27 on ACT)
- 225 **Introductory Statistics. 3 hrs. I, II, S.**
Introduction to statistical analysis. (PR: Two years of high school algebra or MTH 120 or higher level MTH course)
- 230 **Calculus with Analytic Geometry II. 4 hrs. I, II, S.**
A study of the conics and transcendental functions, techniques of integration, improper integrals, indeterminate forms and infinite series. (PR: MTH 131 and either MTH 122 or one-half year of high school trigonometry)
- 231 **Calculus with Analytic Geometry III. 4 hrs. I, II.**
Analytic geometry of two and three dimensions, partial differentiation, and multiple integrals. (PR: MTH 230 or equivalent)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of the chairman)
- 325 **Sampling Methods and Theory. 3 hrs.**
Coverage of a variety of sampling techniques with theoretical justification for methods used: emphasis will be on the application of these methods to practical problems. (PR: MTH 225 or equivalent)
- 330 **Linear Algebra. 3 hrs.**
Vector spaces over the real and complex fields, the algebra of matrices, linear transformations, eigenvalues, and eigenvectors, and linear programming. (PR: MTH 125 or MTH 130 or permission)
- 335 **Differential Equations. 3 hrs.**
First and second-order ordinary differential equations. Applications include vibrations and electrical circuits. Laplace transform, approximate solutions, orthogonal functions, Fourier series; partial differential equations including heat, wave, and Laplace equations. (PR: MTH 231 or permission of instructor)
- 337 **Elementary Topology. 3 hrs.**
Introduction to the basic concepts of topological spaces including such properties as continuity, connectedness, separability, compactness, and metrization. (PR: MTH 230 and consent of the instructor or MTH 231)
- 340 **Discrete Structures. 3 hrs.**
Sets, relations, directed and undirected graphs, monoids, groups, lattices, Boolean algebra, and propositional logic. (PR: MTH 230 or permission)
- 400 **Structure of Algebra. 3 hrs.**
Emphasis on the language of Modern Elementary Algebra. Recommended for pre-service elementary teachers and for elementary and secondary in-service teachers. May not be used for either a degree offered by the Department of Mathematics or for a 5-12 mathematics specialization. (PR: CI 201 or consent of the department chairman)
- 401 **Structure of Modern Geometry. 3 hrs.**
Informal development of geometry. Recommended for pre-service elementary teachers and for elementary and secondary in-service teachers. May not be used for either a degree offered by the Department of Mathematics or for a 5-12 mathematics specialization. (PR: CI 201 or consent of the department chairman)
- 410 **Applied Mathematics: Calculus of Variations. 3 hrs.**
Calculus of variations and its application to boundary value problems. (PR: MTH 330 and 335 or permission)
- 411 **Mathematical Modeling. 3 hrs.**
Students work in teams to construct mathematical models of various real-world situations. Problems to be modeled are drawn from diverse areas of application and use a wide range of undergraduate mathematics. (PR: MTH 231 or MTH 230 and permission of instructor)
- 412 **Statistical Models for Regression and Correlation Analysis. 3 hrs.**
Determining regression models; deriving parameter estimates using calculus; detailed coverage of tests of assumptions and remedial procedures (transformations and weighted least-squares); multiple and polynomial regression; tests and corrections for autocorrelation. (PR: One previous course in statistics and a knowledge of elementary calculus, or permission of instructor)
- 413 **Statistical Models for Analysis of Variance and Covariance. 3 hrs.**
Analysis of variance and covariance models with derivations using calculus; detailed testing of model assumptions and remedial measures (as transformations) to yield adequate models; use of various statistical designs. (PR: One previous statistics course and a knowledge of elementary calculus, or permission of instructor)
- 415 **Applied Mathematics: Boundary Value Problems. 3 hrs.**
Theory of systems of ordinary differential equations of first order. Theory of homogeneous and nonhomogeneous boundary value problems. (PR: MTH 330 and 335)
- 420 **Nonparametric Statistical Methods and Theory. 3 hrs.**
Coverage of a variety of nonparametric or distribution-free methods for practical statistical inference

- problems in hypothesis testing and estimation, including rank procedures and randomization procedures. (PR: One previous course in statistics and a knowledge of elementary calculus, or permission of instructor)
- 422 **Applied Time Series Analysis. 3 hrs. Alternate years.**
Finding statistical models to represent various time dependent phenomena and processes; coverage of a variety of forecasting techniques, with an emphasis on adaptive, regression, and Box-Jenkins procedures. (PR: Previous course in statistics and knowledge of elementary calculus, or permission of instructor)
- 427-428 **Advanced Calculus. 3; 3 hrs., I, II.**
The number system, limits, sequences, partial differentiation with applications, maxima and minima of functions of several variables. Theory of definite integrals, multiple integrals, line and surface integrals, improper integrals, infinite series. (PR: MTH 231 for 427; 427 for 428. REC: MTH 330 and 337)
- 442 **Numerical Linear Algebra. 3 hrs.**
Direct and iterative methods for numerical solution of linear systems of equations. Eigenvalues and eigenvectors. Error Analysis and norms. Related topics. (PR: MTH 230, 330 and CIS 203, 205, or 209)
- 443 **Numerical Analysis. 3 hrs.**
The theory and technique of numerical computation involving the difference calculus, the summation calculus, interpolation methods, solution of systems of equations, and methods of solution of ordinary differential equations. (PR: MTH 230)
- 445-446 **Theory of Statistics. 3; 3 hrs. I, II.**
Probability spaces, conditional probability, and applications. Random variables, distributions, expectation, and moments. Parametric statistics: sampling methods, estimation of parameters, tests of hypotheses. (PR: MTH 230 for 445; 445 for 446)
- 448 **Fundamental Concepts of Modern Geometry. 3 hrs.**
Finite geometries, basic background material for the modern development of Euclidean Geometry, other geometries. (PR: MTH 230)
- 449 **Projective Geometry. 3 hrs.**
Projective geometry using both synthetic and algebraic methods. (PR: MTH 230)
- 450-452 **Modern Algebra. 3; 3 hrs. I, II.**
Structure of the abstract mathematical systems; groups, rings, fields, with illustrations and applications from number theory. (PR: MTH 230 for 450; 450 for 452)
- 460-461 **Complex Variables. 3; 3 hrs. I, II.**
Complex numbers, analytic functions, properties of elementary functions, integrals, series, residues and poles, conformal mapping. (PR: MTH 231 for 460; 460 for 461)
- 480-483 **Special Topics in Mathematics. 1-4; 1-4; 1-4; 1-4 hrs.**
Courses on special topics not listed among the current offerings. (PR: Permission of the Chairman of the Department of Mathematics and permission of instructor)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Consent of instructor and chairman)
- 495H-496H **Readings for Honors in Mathematics. 2-4; 2-4 hrs.**
Open only to mathematics majors of outstanding ability. (PR: Consent of department chairman. See Honors Courses)

MEDICAL LABORATORY TECHNICIAN

(See Clinical Laboratory Sciences)

MEDICAL TECHNOLOGY

(See Clinical Laboratory Sciences)

MILITARY SCIENCE (MS)

- 101 **Basic Course Military Science I. 2 hrs. I, II, S.**
Provides an understanding of the military and of useful military subjects to include leadership, customs/traditions of the service, principles of war, National Defense Establishment, organization of the Army, and land navigation.
- 102 **Basic Course Military Science I. 2 hrs. II.**
A performance-oriented expansion of the topics covered in MS 101 with special emphasis on map reading, weapons, leadership assessment, and an introduction to military tactics. (PR: MS 101 or permission of Department Chairman)
- 202 **Basic Course Military Science II. 2 hrs. I, II, S.**
Participation in a management/leadership simulation program, introduction to Army Physical Training Program, participation in first aid/CPR program, and continuation of map and aerial photograph reading begun in Military Science I. (PR: Four hours of Military Science credit or departmental permission)
- 209 **Nursing in the Army. 2 hrs. I, II.**
An overview of aspects, career opportunities and progression for Army nurses. Instruction will provide insights of the ROTC program for nurses.
- 211 **Ranger Operations and Techniques. 2 hrs. I, II.**
Provides an overview of U.S. Army Ranger history, organization, and mission. Small unit tactics, leader-

- ship, patrolling techniques, marksmanship, rappelling, and land navigation.
- 216 **Military Equipment, Weapons and Marksmanship.** 2 hrs. I, II, S.
Provides an opportunity for practical experiences in the use and handling of military weapons and equipment with an emphasis on marksmanship training.
- 218 **Military Tactics and Wargaming.** 2 hrs. I, II, S.
An introduction to weapons capabilities, the principles of war, and military organizations. Tactics and tactical simulation through use of terrain models and miniatures.
- 219 **The Military as a Profession.** 2 hrs. I, II, S.
An examination and evaluation of a career as an Army officer. The types of duty, pay and benefits, professionalism, responsibilities, promotions, travel, and education.
- 220 **Military Leadership.** 2 hrs. I, II, S.
An examination of successful leadership traits, styles, and techniques as they relate to the development of effective military organizations.
- 221 **Army Physical Readiness Program.** 1 hr. I, II, S.
A complete physical training program concentrating on cardiorespiratory, strength and endurance exercises; designed to improve total fitness through a slow and flexible progression.
- 251 **ROTC Basic Camp.** 3 hrs. (non-resident) S.
This course is six-week camp consisting primarily of applicatory training conducted during the summer at Fort Knox, Kentucky. It is designed to replace the first two years of on-campus ROTC training. Students who successfully complete the course are eligible to enter advanced military science training with departmental permission.
- 280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
- 301-302 **Advanced Course Military Science III.** 3; 3 hrs. I, II.
Analysis of the leader's role in directing and coordinating the efforts of individuals and small units in the exercise of tactical missions. Application work emphasizing the duties and responsibilities of junior leaders. (PR: MS 101, 201 and 202 and one additional MS 200 level course or permission of department chairman; CR: MS 301L-302L)
- 301L-302L **Advanced Physical Training Lab III.** 1; 1 hr. I, II.
The course is designed to introduce the Army Physical Readiness Program and to prepare the cadet for ROTC Advanced Camp. Emphasis is on physical conditioning and leadership. (CR: MS 301-302)
- 351 **ROTC Advanced Camp.** 3 hrs. (non-resident) S.
Six-week period of realistic applicatory training conducted at an active army post or camp to supplement and reinforce the instruction presented on campus. Mandatory for advanced course. (PR: MS 302)
- 401 **Advanced Course Military Science IV.** 3 hrs. I.
An examination of Battalion Staff Officers and their duties. Students perform actual duties of active duty counterparts. Also, they study Army counseling, training management, Army logistics, and Army personnel. (PR: MS 351)
- 402 **Advanced Course Military Science IV.** 3 hrs. II.
Advanced training in command and staff functions, training management and evaluation, in-depth study of current military law, military ethics and professionalism. Preparation for commissioning and the Officers' Basic Course. (PR: MS 301-302; CR: MS 402L)
- 401L-402L **Advanced Physical Training Lab IV.** 1; 1 hr. I, II.
Course emphasizes the planning, implementation, and supervision of the Army Physical Readiness Program. Designed to prepare the cadet for successful completion of the Officers' Basic Course. (CR: MS 401-402)
- 480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
- 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.
(PR: Permission of department chairman)

MINE SAFETY (MSF)

- 397 **Mining and Industrial Hygiene Sciences.** 3 hrs. I or II.
Algebra, chemistry, human anatomy and physiology as applicable to Industrial Hygiene calculations; hazards encountered and physiological systems affected. (PR: CHM 212 or equivalent)
- 410 **Survey of Mining.** 3 hrs.
An overview of mining to provide the participant with a general understanding of mining history, development systems terminology, procedures, methods, and safety and health activities.
- 411 **Mine Safety Program Analysis.** 3 hrs.
This course prepares the participant for the effective analysis of safety programs and provides some specific applications in the mining environment.
- 412 **Mine Safety and Health Legislation.** 3 hrs.
A survey of the legislation that has affected safety and health in mining with special emphasis of the Federal Mine Safety and Health Act of 1977.
- 413 **Mine Safety and Health Management.** 3 hrs.
This course covers the principles, functions and philosophies of mine management.
- 414 **Hazards Control in Mining.** 3 hrs.
A study of how to recognize accident potential throughout the mining industry.
- 480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
A study of special topics not offered in regularly scheduled courses.

485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.
491-494 Workshop (Selected Topics). 1-4; 1-4; 1-4; 1-4 hrs.

MUSIC (MUS) Requirements for Music Majors

Degrees

The Department of Music offers two degree programs: the B.A. in Music Education and the B.F.A. in Music with concentrations in performance, theory/composition, or music history and literature.

Admission to Music Program

All students applying for admission to any program in music must arrange by appointment for an audition and be approved by the Chairman of the Department of Music. Students unable to audition on campus may arrange to submit a tape. The audition will cover performance in a major applied music area.

Applied Music

MAJOR:

1. All students pursuing the music education curriculum are required to select a major instrument or voice and complete twelve (12) semester hours in this field—six (6) hours of lower division and six (6) hours of upper division.
2. Students pursuing the B.F.A. degree in performance must complete sixteen (16) semester hours—eight (8) hours of lower division and eight (8) hours of upper division. Students in either the composition or music history option are required to complete twelve (12) hours of applied study.
3. Each student must be approved through jury examination at the end of each semester before registering for the next level of study; this is particularly so after the fourth semester before upper division (5th Semester) applied music courses may be started. Students who are not approved for advancement will be required to repeat lower level work until successful. Major applied music courses include one hour of lesson time per week with two hours daily preparation.
Applied Music students are not permitted to drop these subjects during the course of a term without specific permission from the department chairman. This permission is granted only for extraordinary reasons in exceptional cases.
All applied music study must be approved by the Department of Music office and no registration for any level or category is permitted without this approval.

Performance on the major instrument or voice is required at least once each semester on weekly daytime recitals held for this purpose. First semester freshmen are exempt, but may perform upon request with approval. Seniors must give a recital as part of the requirement for graduation. Approval to plan this recital must be obtained during the jury examination preceding the recital semester.

SECONDARY PIANO:

Music majors whose area of concentration is not piano take at least four semesters of piano instruction, usually in class work. Incoming students are given a hearing for the purpose of determining the level at which that study begins. All music majors are required to pass a piano proficiency examination as part of the requirements for the degree. This examination is usually given at the end of the fourth semester of study and graded separately, pass or fail, apart from the semester's grade. Students may be required to repeat piano until the proficiency requirements are met.

ELECTIVE:

Students may elect applied music courses, upon approval of the Department of Music, for one hour credit each semester. These courses afford one half-hour lesson per week requiring at least one hour of daily preparation, and are permitted on a first come, first served basis according to spaces available on teaching loads. In Piano, Voice, and Guitar special beginning classes for non-majors are listed in the Schedule of Classes.

SENIOR RECITAL:

All music majors must appear in a senior recital to be approved by the music faculty before becoming eligible for graduation. This recital may be one of three options: 1) a full length public recital; 2) a partial public recital; 3) a non-public studio recital. The selection of the option for each student is made at the discretion of the Music Faculty.

ENSEMBLES:¹

General Requirements: All music majors are required to enroll in a major ensemble for at least seven (7) semesters.

¹Seniors doing student teaching are exempt from ensemble participation.

All B.F.A. students are required eight (8) semesters. Those who have completed this requirement and who are in residence during the spring and fall semesters are expected to continue to participate in the ensemble program. Such students are permitted to select the ensemble of their choice provided they meet the audition requirement. Ensembles are open to all university students.

Major Ensembles

The major ensembles are: Chamber Choir, University Chorus, Orchestra, Wind Symphony, Symphonic Band, and Marching Band. For woodwind, brass, and percussion majors, Marching Band is required in the fall semester and a Concert Band in the spring.

Secondary Ensembles:

The secondary ensembles are: Choral Union, Opera Workshop, University Singers, Jazz Ensemble, Pep Band, and Chamber Ensembles (Brass, Woodwind, Percussion, String, and Collegium Musicum).

MUSIC (MUS)

- 100 **Applied Music Laboratory. 0 hrs. I, II.**
A forum devoted to the development of applied music area, supplying the opportunity for music majors both to demonstrate performance skills and to observe the skills of colleagues.
- 101 **Basic Musicianship. 3 hrs.**
- 115-116 **Elementary Music Theory. 4 hrs. each. I, II.**
A thorough study of the melodic, harmonic and rhythmic elements of music through writing, playing, singing and listening. Includes triads, modulation, seventh chords, sight-singing, melodic and harmonic dictation. (MUS 115 is PR for 116)
- 121 **Aural Perception of Music Literature. 2 hrs. I.**
Development of aural skills in perceiving timbre, texture, rhythm, meter, linear organization, harmonic organization, and form through listening to selected works and study of their scores.
- 142 **Appreciation of Music. 2 hrs. I, II, S.**
Development of an appreciation and understanding of music as a fine art and establishment of intelligent listening habits. For non-music majors.
- 173a,b,c,d-373a,b,c,d **Applied Music. Harp 1-2; 1-2 hrs. I, II.**
- 177 a,b **Class Guitar. 1; 1 hr. I, II.**
- 178 a,b **Class Voice. 1; 1 hr. I, II.**
Classes for voice minors and electives designed for beginners. (PR: Permission)
- 179 a,b,c,d **Class Piano. 1; 1; 1 hr.**
Classes for piano minors and electives progressing from beginner to proficiency level. (PR: Permission)
- 181a,b,c,d-381a,b,c,d **Applied Music. Saxophone 1-2; 1-2 hrs. I,II.**
- 182a,b,c,d-382a,b,c,d **Applied Music. Flute 1-2; 1-2 hrs. I,II.**
- 183a,b,c,d-383a,b,c,d **Applied Music. Oboe 1-2; 1-2 hrs. I,II.**
- 184a,b,c,d-384a,b,c,d **Applied Music. Clarinet 1-2; 1-2 hrs. I,II.**
- 185a,b,c,d-385a,b,c,d **Applied Music. Bassoon 1-2; 1-2 hrs. I,II.**
- 186a,b,c,d-386a,b,c,d **Applied Music. French Horn 1-2; 1-2 hrs. I,II.**
- 187a,b,c,d-387a,b,c,d **Applied Music. Trumpet 1-2; 1-2 hrs. I,II.**
- 188a,b,c,d-388a,b,c,d **Applied Music. Trombone 1-2; 1-2 hrs. I,II.**
- 189a,b,c,d-389a,b,c,d **Applied Music. Baritone 1-2; 1-2 hrs. I,II.**
- 190a,b,c,d-390a,b,c,d **Applied Music. Tuba 1-2; 1-2 hrs. I,II.**
- 191a,b,c,d-391a,b,c,d **Applied Music. Violin 1-2; 1-2 hrs. I,II.**
- 192a,b,c,d-392a,b,c,d **Applied Music. Viola 1-2; 1-2 hrs. I,II.**
- 193a,b,c,d-393a,b,c,d **Applied Music. Cello 1-2; 1-2 hrs. I,II.**
- 194a,b,c,d-394a,b,c,d **Applied Music. String Bass 1-2; 1-2 hrs. I,II.**
- 195a,b,c,d-395a,b,c,d **Applied Music. Piano 1-2; 1-2 hrs. I,II.**
- 196a,b,c,d-396a,b,c,d **Applied Music. Voice 1-2; 1-2 hrs. I,II.**
- 197a,b,c,d-397a,b,c,d **Applied Music. Organ 1-2; 1-2 hrs. I,II.**
- 198a,b,c,d-398a,b,c,d **Applied Music. Percussion 1-2; 1-2 hrs. I,II.**
- 199a,b,c,d-399a,b,c,d **Applied Music. Guitar 1-2; 1-2 hrs. I,II.**

Course descriptions and standards of performance are available in the Office of the Chairman.

- 203-403 **Choral Union. 1; 1 hrs. I, II.**
Large choral ensemble available to university and regional singers without audition. Gives public performances of oratorios and works for chorus and orchestra twice a year. One rehearsal per week.
- 204-404 **Marshall University Chorus. 1; 1 hr. I, II.**
A mixed chorus of 60-90 singers open to all university students without audition. Public performances of a variety of music are given each semester. Three rehearsals per week.
- 206-406 **Opera Workshop. 1; 1 hr. I, II.**
Preparation and performance of opera scenes and full operas. Membership open to students as singers, pianists, and technical personnel. Roles assigned by audition. Two rehearsals per week plus private coaching. (PR: Audition with Director)

- 207-407 **Marshall University Chamber Choir. 1; 1 hr. I, II.**
Advanced, auditioned choral ensemble open to all university students. Repertoire performed locally and on tour includes great chamber literature of the past five centuries. Three rehearsals per week.
- 208-408 **Orchestra. 1; 1 hr. I, II.**
The Marshall Community Orchestra is open to all university students, faculty, and interested musicians in the community with permission of the instructor. Concerts are presented each semester. Rehearsals are held each Tuesday evening. (PR: Audition with Director)
- 210 **Introduction to Electronic Music. 2 hrs.**
A non-technical introduction to the theory, practice and literature of electronic music. Open to non-music majors.
- 215-216 **Advanced Music Theory. 4 hrs. each. I, II.**
Advanced modulation, chromatic harmony and advanced melodic and harmonic dictation, sight-singing. Homophonic forms and 20th century concepts are introduced. (MUS 116 is PR for 215; MUS 215 is PR for 216)
- 222 **Italian and English Diction for Singers. 2 hrs.**
A systematic study of the pronunciation and problems encountered by singers when performing repertoire with English and Italian texts.
- 224 **French and German Diction for Singers. 2 hrs.**
A systematic study of the pronunciation and problems encountered by singers when performing repertoire with French and German texts.
- 242 **Music Skills for Classroom Teachers. 2 hrs. I, II, S.**
Development of fundamental music skills used in reading and teaching music at the elementary school level. (PR: MUS 142 and junior standing)
- 250 **Survey of Jazz. 3 hrs.**
A survey of the development of jazz and related forms from the 19th century antecedents to recent experimental trends.
- 254-454 **Flute Ensemble. 1; 1 hr. I, II.**
Performs a wide variety of musical styles from full flute choir to quartets, trios, etc. Membership required of all flute majors; others by audition. One rehearsal per week.
- 255-455 **String Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 256-456 **Woodwind Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 257-457 **Percussion Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 258-458 **Brass Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 259-459 **Jazz Ensemble. 1; 1 hr. I, II.**
(PR: Audition with Director)
- 261 **String Techniques. 1 hr. I, II.**
- 262 **Woodwind Techniques. 1 hr. I, II.**
- 263 **Brass Techniques. 1 hr. I, II.**
- 264 **Percussion Techniques. 1 hr. I, II.**
- 265-465 **Symphonic Band. 1 hr. I, II.**
(PR: Audition with Director)
- 266-466 **Marching Band. 1; 1 hr. I.**
(PR: Audition with Director)
- 267-467 **Wind Symphony. 1; 1 hr. II.**
(PR: Audition with Director)
- 268-468 **Pep Band. 1; 1 hr. II.**
(PR: Audition with Director)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 301 **Analysis. 2 hrs. I, II.**
The study of small and large forms; song form, minuet, variation, fugue, rondo, sonata, etc. Recognition of various forms by ear and by sight. (PR: MUS 216)
- 302 **Advanced Analysis. 2 hrs.**
A study of larger musical forms and contemporary applications of older forms. Recognition of these forms by sight and sound. (PR: MUS 301)
- 304 **Styles. 2 hrs.**
An investigation of the distinguishing characteristics of the music of major composers by the study, dissection and comparison of major works. (PR: MUS 302)
- 312-313 **Vocal Techniques. 1; 1 hr. I, II.**
Foundation principles of voice usage, interpretation, and problems of vocal pedagogy. For instrumental music major students. Courses must be taken in sequence. (PR: MUS 312 for 313)
- 315 **Instrumental Conducting. 2 hrs. I.**
Techniques and mechanics of the baton with emphasis on securing attacks, releases, dynamics, and tempo changes. Analysis of hand and orchestral scores with practical application. (PR: MUS 216)
- 320 **Instrumental Arranging. 2 hrs. I.**
The study of the instruments of the modern orchestra, their history, technical possibilities and limita-

- tions, and practical application of technique in public school work. (PR: MUS 216)
- 321 **Choral Arranging. 2 hrs. I, II.**
Score writing and arranging for vocal ensembles of two to eight parts. (PR: MUS 216)
- 322 **Orchestration. 3 hrs.**
A detailed study of band and orchestral instrument capabilities and their use in various large and small ensembles to develop comprehensive scoring technique. (PR: MUS 216, MUS 320)
- 338 **Music Education: Materials and Methods in School Music (Grades K-6). 3 hrs. II.**
Intensive study of vocal and instrumental materials and methods of presentation of music K-6. (PR: EDF 218, 319 and activity)
- 340 **Music Education: Materials and Methods in School Music (Grades 7-12). 3 hrs. II.**
Intensive study of vocal and instrumental materials and methods of presentation of music in grades 7-12. (PR: EDF 218, 319 and activity)
- 342 **Music Materials and Procedures. 3 hrs. I, II, S.**
Materials and procedures for teaching music in nursery school, kindergarten and grades K-6. (PR: MUS 142 or 175 and 242 or 303)
- 401 **Research in Music. 3 hrs.**
Basic research procedures and bibliography study culminating in a project in the student's area of specialization. (PR: Permission of instructor and MUS 216)
- 415 **Choral Conducting. 2 hrs. I.**
Continuation of Music 315 with emphasis on interpretations, voice classification, intonation, choral repertoire, and program building. Opportunity for practical experience is provided by the various college choral organizations. (PR: MUS 216)
- 422-423 **History and Literature of Music. 3; 3 hrs. I, II.**
From early music to romantic period, including form and texture in music, study of major works of music of all periods, listening to music, project reports. Designed for music majors (PR: For MUS 422, 423)
- 425 **Music of the Twentieth Century. 2 hrs.**
Study of the major schools and developments in twentieth-century music through reading, analysis, listening, and project reports. (PR: MUS 216)
- 428 **Song Literature. 2 hrs.**
A discussion of the development of the art song in western civilization. Study of song literature including texts, accompaniments, interpretation, and program building. For singers and accompanists. (PR: Sophomore hearing or permission of instructor)
- 430 **Composition. 2 hrs.**
Experience in writing music compositions in various forms. (PR: MUS 216 and 301)
- 431 **Advanced Composition I. 3 hrs.**
Experience in writing musical compositions in various forms to develop skill in twentieth-century compositional techniques. (PR: MUS 430)
- 432 **Electronic Music Composition. 2 hrs.**
The theory and practice of the use of electronic mediums of composition. Synthesizer and tape recording techniques will be emphasized. Primarily for music majors. (PR: MUS 216)
- 433 **Advanced Composition II. 3 hrs.**
Experience in writing musical compositions in larger forms using twentieth-century compositional techniques. (PR: MUS 431)
- 440 **Piano Teaching Techniques and Materials. 2 hrs. S.**
Materials and techniques of presentation; development of reading skills; basic fundamentals of technique; cultivation of musicianship. Emphasis is on elementary and intermediate levels.
- 441 **Piano Literature I. 2 hrs.**
Investigation of the historical significance, stylistic and technical aspects, and performance problems in solo keyboard repertoire from J.S. Bach to Schubert. (PR: MUS 216 and 4 semesters advanced applied piano or equivalent)
- 442 **Piano Literature II. 2 hrs.**
Investigation of the historical significance, stylistic and technical aspects, and performance problems in solo keyboard repertoire from Chopin to the present. (PR: MUS 216 and 4 semesters advanced applied piano)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 491-494 **Workshops. 1-4; 1-4; 1-4; 1-4 hrs.**

NURSING (NUR)

- 219 **Nursing Assessment of Individuals I. 3 hrs.**
Study of nursing assessment of the individual through the life span in relation to wellness promotion and the impact of illness. RN option. Basic students: Completion of freshman level classes. (PR: Admission to School of Nursing)
- 221 **Foundations of Professional Nursing I. 5 hrs.**
Introduction to philosophical and theoretical foundations of nursing, exploration and integration of concepts and processes basic to professional nursing practice. Practicum included. (PR: Required freshman support courses; CR: BSC 250, HEC 210)

- 222 **Foundations of Professional Nursing II. 6 hrs.**
Introduction to professional nursing practice in relation to potential and simple alterations in health. Practicum included. (PR: NUR 219, 221, BSC 250)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 305 **Concepts of Professional Nursing. 4 hrs.**
Emphasizes concepts and processes essential to professional nursing practice. Philosophical and theoretical foundations of nursing are examined. Focus is on professional role and role transition. (PR: RN license or permission)
- 317 **Family Nursing Practicum. 2 hrs.**
Practice for family nursing with emphasis on health promotion and health protection. Required only for R.N. Option students. (PR: NUR 319; CR: NUR 318)
- 318 **Family Nursing. 3 hrs.**
Focus is on family nursing theory as it related to human responses. Emphasis is on factors influencing family health promotion and health protection. Included is the impact of chronic illness on families. (PR: NUR 219 & NUR 222; RN Option Students PR: NUR 219 & NUR 305; CR: NUR 317)
- 319 **Nursing Assessment of Individuals II. 4 hrs.**
Development of skills in taking health history and performing physical examination of clients throughout the life span. Practicum included. (PR: NUR 219, NUR 221; RN Option CR: NUR 219)
- 321 **Nursing and Human Responses I. 5 hrs.**
Focus of nursing is on the diagnosis and treatment of human responses to changes that occur in the expanding family. Practicum included. (PR: NUR 222, NUR 319; CR: NUR 318)
- 322 **Nursing and Human Responses II. 5 hrs.**
Focus is upon nursing care of clients of all ages in relation to human responses to psychosocial and chronic illness. Practicum included. (PR: NUR 222; CR: NUR 318)
- 323 **Nursing and Human Responses III. 5 hrs.**
Focus is on nursing care of clients of all ages responding to common health problems. Practicum included. (PR: NUR 222)
- 324 **Nursing and Human Responses IV. 5 hrs.**
Focus is on nursing care of clients of all ages responding to potential and actual complex alterations in health in relation to specific body systems. Practicum included. (PR: NUR 323; CR: HEC 404)
- 325 **Nursing and Human Responses V. 5 hrs.**
Focus is upon nursing care of clients of all ages responding to potential and actual complex alterations in health in relation to specific body systems. Practicum included. (PR: NUR 323; CR: HEC 404)
- 403 **Nursing Management. 3 hrs.**
Focuses on the analysis of roles and functions of the professional nurse in first level management. Synthesis of concepts of leadership and related theories with nursing management included. (PR: NUR 324 or NUR 325; RN Option PR: NUR 305)
- 409 **Nursing Research. 3 hrs.**
Focuses on the research process and methodology. Development of critical thinking and decision making skills needed to analyze and evaluate research findings for application to nursing included. (PR: Statistics, NUR 323; RN Option PR: NUR 305, Statistics)
- 421 **Nursing and Human Responses VI. 5 hrs.**
Focus is upon the public health principles and nursing practice with opportunity to provide health promotion for clients at risk and long term care for individuals and families in the home. (PR: NUR 324 or 325, 321, 322. RN Option PR: NUR 317, 318, HEC 404)
- 422 **Role Synthesis Practicum. 5 hrs.**
Focus is on leadership activities related to the roles of the professional nurse: provider of care, coordinator of care, and member of the profession. Practicum included. (PR: NUR 324, 325; CR: NUR 403, 409, 421, 423 RN Option; PR: NUR 317, 318; CR: NUR 403, 409, 421, 423)
- 423 **Current Issues in Professional Nursing. 3 hrs. (3 credits theory)**
Focus is on the political, legal, and ethical issues and their impact on nursing practice. (PR: NUR 323; RN Option PR: NUR 305)
- 424 **Pharmacology for Nurses. 3 hrs.**
Focus on the role of the nurse in drug therapy. Specific drug classifications and prototypical drugs, their actions, effects and nursing implications are described in length. (PR: NUR 323 or permission)
- 428 **Rural Health Care. 1-6 hrs.**
Practicum in providing health care to clients in rural underserved setting. Community assessment and multidisciplinary experiences included. Focus is on activities related to roles of the professional nurse.
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of topics not available in other courses.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 495H-496H **Readings for Honors in Nursing. 2-4; 2-4 hrs.**
Open only to nursing majors of outstanding ability. By permission of the dean. See Honors Courses

PARK RESOURCES AND LEISURE SERVICES (PLS)

- 100 **Leisure in Your Life. 3 hrs.**
An elective course, for non-park and recreation majors, designed to explore contemporary leisure values and the impact of leisure on American culture. (May not substitute for PLS 101)

- 101 **Introduction to Parks and Leisure Services. 3 hrs.**
An orientation to the profession emphasizing history, trends, concepts, and relationship to other fields. This course is prerequisite to all other PLS courses.
- 120 **Introduction to Therapeutic Recreation. 3 hrs.**
Introduction to the therapeutic recreation profession and its services which are designed to serve the ill, disabled, aged, blind and mentally handicapped.
- 150 **Basic Bass Fishing Techniques. 1 hr.**
An activity course designed to teach basic skills in bass fishing including equipment, identification of bass species, location, techniques, and technology.
- 152 **Basic Fly Fishing Techniques. 1 hr.**
An activity course designed to teach the basic skills associated with fly fishing including equipment, flies, and techniques.
- 154 **Basic Canoeing. 1 hr.**
This course is designed to give the student the knowledge and skills essential to competent and safe canoeing in accordance with American Red Cross techniques and procedures.
- 156 **Bicycling. 1 hr.**
This course is designed to give the student basic knowledge and skills essential to safe and enjoyable bicycling.
- 158 **Downhill Skiing. 1 hr.**
An activity course designed to teach the basic skills of snow skiing using the proper ski equipment and ski techniques.
- 160 **Introduction to Hiking & Camping. 1 hr.**
An introductory activity course developed to teach beginning skills necessary for involvement in hiking and camping trips
- 201 **Recreational Activities. 3 hrs.**
Introduces the student to a variety of recreational activities typically utilized in recreation settings.
- 210 **Recreation Programming and Leadership. 3 hrs.**
A study of the fundamental principles of planning and the techniques of implementing these programs.
- 220 **Programming for the Handicapped. 3 hrs.**
Designed to develop program planning and supervision of leisure activities for the physically and mentally handicapped. (PR: PLS 120 or permission)
- 230 **Park Management and Operation. 3 hrs.**
Origin and conceptual development of parks, the basic study of both management and operation practices, and the management of physical park resources.
- 231 **Nature Study. 3 hrs.**
Designed to provide training in the planning and delivery of nature programs and activities offered in a variety of agencies and organizations.
- 270 **Practicum. 2 hrs.**
Scheduled in conjunction with PLS 210 to provide the student with program planning and leadership with leisure service organizations in the community. (CR: PLS 210)
- 271 **Therapeutic Recreation Practicum. 2 hrs.**
Scheduled in conjunction with PLS 220 to provide the student with programming experience for the handicapped. (CR: PLS 220)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 301 **Outdoor Recreation. 3 hrs.**
Organization, administration and delivery of outdoor recreation activities and resources. Emphasis upon federal, state, and local government programs and areas.
- 310 **Recreation Areas and Facilities. 3 hrs.**
Basic considerations in the planning, construction, design and maintenance of recreation areas, facilities, and buildings. (PR: PLS 230 or permission)
- 320 **Recreational Sports and Campus Recreation Management. 3 hrs.**
This course will deal with the fields of recreational sports and campus recreation management. It will present the foundations of both fields, the development, implementation and trends in today's programs.
- 330 **Wildland Recreation Management. 3 hrs.**
A systematic approach to the management of back country, primitive, and wilderness areas.
- 401 **Administration of Parks and Recreation. 3 hrs.**
Considers administrative practice and various organizational structures. Includes administrative processes, supervision of personnel, budgeting and public relations.
- 402 **Assessment and Evaluation in Recreation and Leisure Services. 3 hrs.**
Theoretical and practical approach to evaluation as applied to recreation and leisure services. Emphasis will be upon developing sound assessment and evaluation methodology applicable to recreation and leisure studies. (PLS 101)
- 410 **Recreation Area and Facility Maintenance. 4 hrs.**
A study of the knowledge and skills necessary to supervise and administer the general development and maintenance of park and recreation areas and facilities.
- 421 **Recreation for Special Populations. 3 hrs.**
A study of the use of recreation activities with disabled persons. Techniques in programming and adaptation to meet the leisure needs of special groups in today's society. (PR: PLS 120 or permission)
- 422 **Therapeutic Recreation in Institutional Settings. 3 hrs.**

- Designed to acquaint students with the role and practice of therapeutic recreation in treatment centers. (PR: PLS 120 or permission)
- 430 **Environmental Interpretation. 4 hrs.**
Principles and techniques of environmental interpretation as practiced in federal, state and private agencies. 3 lec.-2 lab.
- 431 **Forest Recreation Planning. 4 hrs.**
A forest recreation planning course utilizing the functional planning approach based upon demand and site capability analysis. 3 lec.-2 lab.
- 480-483 **Special Topics in Recreation. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: By permission of the division head)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Park and Recreation Internship. 12 hrs., S.**
A supervised, 40-hour per week, 14-week internship in which the student works with park and recreation agencies. (PR: Senior standing, completion at least 41 hours of professional preparation requirements, minimum 2.0 overall grade point average)

PHILOSOPHY (PHL)

- 150 **Orientation in Humanities. 3 hrs. I, II.**
An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Classical Studies 150 and Religious Studies 150; PR or CR: English 101)
- 200 **Introduction to Philosophy: Ancient Period. 3 hrs. I, II, S.**
The origins of philosophical activity among the Greeks by means of a selective sounding of several major thinkers.
- 200H **Introduction to Philosophy: Ancient Period. 3 hrs. Honors**
A detailed consideration of Plato's *Apology of Socrates and Republic* and Aristotle's *Politics* against the background of the problem of individual and community. (PR: 3.0 GPA)
- 201 **Introduction to Philosophy: Modern Period. 3 hrs. I, II, S.**
Questions and answers concerning the nature of existence and human values and how we come to know them.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Group or individual study of areas demanding further study of a more specialized depth. (PR: PHL 150, 200, or 201)
- 302 **Applied Ethics. 3 hrs.**
The application of basic ethical theories to contemporary moral issues drawn from such fields as medicine, business and the environment.
- 303 **Ethics. 3 hrs.**
A critical study of diverse moral norms, ideals and systems in theory and practice.
- 304 **Logic and Scientific Methods. 3 hrs. I, II.**
The analysis of the correct principles of thinking and observation.
- 306 **Philosophy of Art. 3 hrs.**
Examination of the qualities involved in the appreciation of beauty which serve as standards of taste.
- 312 **Modern Western Philosophy. 3 hrs.**
Rationalism, empiricism, idealism: A survey of philosophical problems from Descartes to the end of the 19th century including Hume, Kant, Hegel, Marx, and Nietzsche.
- 315 **The Development of American Philosophy. 3 hrs.**
Great American thinkers from Jonathan Edwards to the present.
- 320 **Comparative Philosophy. 3 hrs.**
The relations of the world's philosophies to the basic cultural and religious traditions of the world and to the development of the world community. (PR: PHL 200 or 201)
- 321 **Current Philosophical Trends. 3 hrs.**
Selected reading in contemporary thought embracing such movements as pragmatism, positivism, realism and idealism. (PR: PHL 200 or 201)
- 330 **Philosophy of Sex. 3 hrs.**
Introduction to some of the basic authors, texts, and themes in this branch of philosophy beginning with Plato's *Symposium*.
- 350 **Basic Humanities. 3 hrs.**
A structured interdisciplinary study offered by the departments of Classical Studies, Philosophy and Religious Studies in the foundations of Western thought: its myth, literature, religion, philosophy, art. (Same as Classical Studies 350 and Religious Studies 350)
- 451 **Philosophy of History and Culture. 3 hrs.**
Ancient and modern theories of the meaning and consequence of history and culture. (PR: Three hours of philosophy)
- 453 **Philosophy of Science. 3 hrs.**
Reflections on crucial concepts of modern science relevant to philosophical issues in interpreting man and the universe; special attention given to epistemological and other problems of mathematics and physical and social sciences. (PR: Three hours of philosophy)
- 455 **Philosophy of Religion. 3 hrs.**
Theories of the nature and functions of religion, including the meaning of religious language and the

- 463 problems of belief. (PR: Six hours between philosophy and religion)
Philosophy of Feminism. 3 hrs.
 An introduction to contemporary feminist theory including discussion of current gender-related issues.
 (PR: Three hours of Philosophy)
- 465 **Existential Philosophy. 3 hrs.**
 A comparative study of the influence and emphases of outstanding existentialist philosophers from Kierkegaard to Sartre and Heidegger. (PR: Three hours of philosophy)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
 Shared study and research on a special topic as announced. (PR: Permission of the chairman)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 495H-496H **Readings for Honors in Philosophy. 4; 4 hrs.**
 Open only to philosophy majors of outstanding ability. See Honors Courses.
- 498 **Directed Readings in Philosophy. 3 hrs. I or II.**
 Advanced research adaptable to the needs of the individual student. (PR: Permission of department chairman)
- 499 **Humanities Seminar. 3 hrs.**
 Designed for majors as the culminating interdisciplinary study in the Basic Humanities program. (Same as Classical Studies 499 and Religious Studies 499)

PHYSICAL EDUCATION (PE)

- 100 **Beginning Swimming. 1 hr. I, II.**
 (PR: Non-swimming classification or instructor's permission)
- 113 **Basketball. 1 hr. I, II.**
 Theory, rules and techniques of basketball.
- 114 **Beginning Archery. 1 hr. I, II.**
 Theory, rules and fundamentals of skills of archery.
- 115 **Body Conditioning with Weights. 1 hr. I, II.**
 An introduction to weight training principles and techniques which can be utilized by both men and women to devise their own individual body conditioning programs.
- 118 **Development of Physical Education and Sport in the United States. 3 hrs. I, II.**
 A survey of the development of sport forms and physical education curricula from colonial America through the present day.
- 120 **Self Defense. 1 hr. I, II.**
- 125 **Beginning Gymnastics 1 hr. I, II.**
- 127 **Aerobics - Personal Fitness. 1 hr. I, II.**
 A course designed to provide the information necessary for the development of an individualized aerobic fitness program.
- 132 **Beginning Volleyball. 1 hr. I, II.**
- 133 **Beginning Softball. 1 hr. II, S.**
 Techniques and skills of softball taught with emphasis on participation in the activity.
- 140 **Beginning Tennis. 1 hr. I, II, S.**
- 141 **Beginning Golf. 1 hr. I, II, S.**
- 142 **Beginning Badminton. 1 hr. I, II.**
- 145 **Beginning Bowling. 1 hr. I, II, S.**
- 147 **Beginning Soccer. 1 hr. I.**
 Instruction in techniques and skills of beginning soccer with strategy provided through class participation.
- 155 **Beginning Folk Dance. 1 hr. I, II.**
- 156 **Beginning Square Dance. 1 hr. I, II.**
- 159 **Beginning Social Dance. 1 hr.**
 The analytical and practical study of the skills necessary to perform contemporary and traditional ballroom dance.
- 170 **Beginning Racquetball. 1 hr.**
- 171 **Beginning Handball. 1 hr. I, II.**
 Theory, rules and techniques of handball.
- 201 **Scientific Foundations for Physical Education I. 3 hrs. I, II.**
 Instruction and laboratory experiences in basic anatomy, physiology and bio-mechanics as applied in human movement.
- 202 **Scientific Foundation of Physical Education II. 3 hrs. II.**
 Advanced instruction and laboratory experiences in Anatomy, Physiology and Biomechanics as applied in human movement.
- 205 **Intermediate Swimming. 1 hr. I, II, S.**
 Theory and practice of fundamental strokes.
- 210 **Intermediate Archery and Bow Hunting. 1 hr. II.**
 Theory, rules and techniques of intermediate archery and bow hunting.
- 211 **Physical Fitness Leadership. 2 hrs.**
 The student will learn skills needed to lead exercise classes involving aerobic, resistive, and flexibility

- exercises. (PR: PE 201)
- 215 **Sports Injury Control and Management. 3 hrs. I.**
Survey and study of the basic techniques and practices of athletic training. (PR: PE 201, HE 222)
- 218 **Socioculture Bases of Physical Education/Sport. 3 hrs. I, II.**
A study of the possible interrelationship between physical activity and various sociocultural factors. (PR: PE 118)
- 230 **Track and Field. 1 hr. II.**
Instruction and practice of fundamental skills in various track and field events.
- 232 **Intermediate Volleyball. 1 hr. I, II.**
Practice of intermediate volleyball techniques with additional insight into offensive and defensive techniques used in competitive volleyball.
- 233 **Intermediate Gymnastics. 1 hr. II.**
To prepare students to teach gymnastics and tumbling and to organize gymnastics programs by providing them with adequate skills and knowledge. (PR: PE 125)
- 235 **Intermediate Softball. 1 hr. I, II.**
Practice of intermediate softball skills with emphasis on offensive and defensive techniques and strategies.
- 240 **Intermediate Tennis. 1 hr. I, II.**
(PR: PE 140 or permission)
- 241 **Intermediate Golf. 1 hr. I, II.**
(PR: PE 141 or permission)
- 242 **Intermediate Badminton. 1 hr. I, II.**
(PR: PE 142 or permission)
- 243 **Intermediate Basketball. 1 hr. I, II.**
Practice of intermediate basketball skills with emphasis on offensive and defensive techniques and strategies.
- 245 **Intermediate Bowling. 1 hr. II.**
- 251 **Intermediate Soccer. 1 hr. II.**
Instruction in advanced techniques, skills and strategies in soccer.
- 252 **Touch Football. 1 hr. I.**
- 255 **Athletic Training Clinical Experience: Level I., CR/NC**
To develop beginning evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Requires 200 clinical hours. (CR: Admission to Athletic Training Program; at least a second semester sophomore; concurrently registered for PE 348 or PE 422)
- 257 **Intermediate Folk Dance. 1 hr. II.**
Continuation of skills in Folk Dance with emphasis on intermediate dances and techniques.
- 258 **Intermediate Square Dance. 1 hr. II.**
Continuation of skills in Square Dance with emphasis on intermediate dances and techniques.
- 259 **Intermediate Social Dance. 1 hr.**
Emphasis on stylization and more advanced skills involved in the performance of ballroom dance.
- 260 **Movement Behavior in Children. 3 hrs. II, S.**
Introduction to the understanding of physical and motor development of children from preschool age to adolescence, case studies, observation, and experience with children at various age levels. (PR: Sophomore standing) performance. (PR: PE 160)
- 270 **Intermediate Racquetball. 1 hr.**
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of Department Chairman.)
- 295 **Adult Fitness Programs in Business and Industry. 2 hrs. I.**
Basic course dealing with adult fitness programs in business and industry. Consideration will be given to types of programs and professional opportunities.
- 300 **Recreational Aquatics. 1 hr. II.**
The development of skills in water-related activities such as scuba, skin diving, springboard diving, and other aquatic activities of recreational nature.
- 310 **Teaching Individual Sports. 2 hrs.**
Study and application of the principles and techniques of teaching individual sports skills in grade 5-12. (PR: Completion of Physical Education Activity Competencies)
- 311 **Teaching Team Sports. 2 hrs.**
Study and application of the principles and techniques of teaching team sports skills in grades 5-12. (PR: Completion of Physical Education Activity Competencies)
- 314 **Physical Education in Elementary Schools. 3 hrs. I, II, S.**
A practical approach designed to aid the elementary teacher in teaching methods and techniques needed for the teaching of elementary physical education. (PR: Majors, PE 260 and 350)
- 321 **Kinesiology. 3 hrs. I, II.**
Applied anatomy of the human musculature and biomechanics in relation to physical activity. (PR: PE 201)
- 345 **Physiology of Exercise. 3 hrs. I, II.**
Analysis of physiological changes which occur in the body during exercise. (PR: PE 201)
- 350 **Dance in the Elementary School. 2 hrs. II.**
A course of study designed to aid the elementary school physical education specialist in developing a

- functional knowledge, understanding, and proficient application of dance activities appropriate for grades K-6. (PR: PE 260)
- 360 **Athletic Training Clinical Experience: Level II. CR/NC**
To develop evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Requires 200 clinical hours. (CR: Admission to Athletic Training Program; at least a first semester junior; concurrently registered for PE 345, PE 321, HE 220 or HE 221; completion of Clinical Level I)
- 361 **Athletic Training Clinical Experience: Level III. CR/NC**
To develop evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Requires 200 clinical hours. (CR: Admission to Athletic Training Program; at least a second semester junior; concurrently registered for PE 348 or PE 422)
- 365 **Tests and Measurements. 3 hrs. I, S.**
A study of the nature and purpose of measurements and evaluation in the field of physical education. Evaluation of available tests and practice in administration of tests.
- 369 **Nature and Bases of Motor Skills. 3 hrs. II, S.**
A study of the factors contributing to the acquisition, improvement and retention of gross motor skills. Stages of motor development and learning will be examined from a behavioral approach. (PR: PE 118 and 218)
- 375 **Evaluating Fitness. 3 hrs. II.**
Application of neuromuscular, physiological and psychological knowledges to the appraisal of individual fitness. Consideration will be given to procedures and practices applicable to individuals varying in age, physique, and initial fitness levels. (PR: PE 365, 345)
- 385 **Development and Management of Adult Fitness Programs. 3 hrs. I.**
Considers organizational structures, record keeping, budgeting, and liability factors. (PR: PE345, 375)
- 403 **Advanced Swimming and Life Saving. 1 hr. I, II.**
Instruction in several swimming strokes and techniques to develop advanced levels of ability. Instruction and tests for American Red Cross Senior Life Saving Certification.
- 404 **Water Safety Instruction. 1 hr. I, II.**
Materials and methods of teaching American Red Cross Safety Course. Upon satisfactory completion, Water Safety Instructor's Certificate issued. (PR: PE 403 and Senior Life Saving Certificate)
- 410 **Principles, Organization and Administration of Physical Education and Athletics. 3 hrs. I, S.**
Principles of health and physical education, procedures in the organization and administration of the physical education program, including purchase, care and use of equipment. (PR: Completion of Physical Education activity competencies and PE 201)
- 416 **Planning and Developing HPERD and Athletics Facilities. 3 hrs. I.**
A course designed to familiarize students with the basic concepts of facility planning and construction. Current trends and innovative designs are reviewed. 2 lec-2 lab.
- 422 **Prevention, Care and Treatment of Athletics Injuries. 3 hrs. II.**
This course is designed to prepare the athlete for competition, for prevention and protection from accidents, and for examination, care, and rehabilitation following injury. (PR: PE 215 and 348)
- 425 **Sport in Film. 3 hrs.**
The relationship between sport and feature motion pictures are analyzed in the historical, social and cultural contexts.
- 426 **Methods of Coaching Basketball. 2 hrs. II.**
Different styles and systems of playing, methods of selecting and teaching players, scouting techniques and a scientific analysis of the player and the methods of playing basketball.
- 427 **Methods of Coaching Football. 2 hrs. II.**
Different styles and systems of playing, methods of selecting and teaching players, scouting techniques and a scientific analysis of the player and the methods of playing football.
- 433 **Methods of Coaching Track and Field. 2 hrs.**
Methods and coaching techniques in the fundamentals of track and field.
- 435 **Adapted Physical Education and Mainstreaming. 3 hrs.**
Theory of remedial exercise and individualizing of physical activities to meet the needs of the physically handicapped. (PR: PE 201)
- 448 **Therapeutic Modalities in Sports Medicine. 4 hrs.**
Investigation and analysis of therapeutic modalities including indications, contraindications, biophysics and procedures. Includes a lab. (PR: PE 201, PE 215 and permission)
- 449 **Therapeutic Exercise in Sports Medicine. 4 hrs.**
Investigation and analysis of current trends in rehabilitation exercise, muscle testing and evaluation. Includes a lab. (PR: PE 201, 215, and permission)
- 460 **Athletic Training Clinical Experience: Level IV. CR/NC**
To develop advanced evaluation and treatment skills of the student under the direction of NATA certified Athletic Trainer. Required 200 clinical hours. (CR: Admission to Athletic Training Program; at least a first semester senior; concurrently registered for PE 345, PE 321, HE 220, or HE 221)
- 469 **Curriculum Development in Physical Education. 3 hrs. I, S.**
A study of principles, objectives and procedures in curriculum construction in the elementary and secondary school programs. Typical programs studied and evaluated. (PR: Completion of Physical Education activity competencies)
- 476 **Theoretical and Practical Aspects of Coaching. 3 hrs.**

- 478 **An indepth study of the principles and problems of coaching. Energy Sources, Body Composition and Performance. 3 hrs.**
Consideration of the energy sources and requirements for various types of physical activity as well as the impact that physical activity can have on body composition and performance. (PR: PE 345)
- 479 **Trends in Athletic Training. 3 hrs. II.**
To provide an indepth analysis of current trends with regard to administration, liability, and insurance. Cover current standards in surgery, rehabilitation, and evaluation of sport related injuries.
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Physical Education majors only, with permission of department chairman)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 490 **Internship: Professional Student Experience. 3-8 hrs.**
Supervised clinical experience in an approved setting.
- 495H-496H **Readings for Honors in Physical Education and Sport. 1-3; 1-3 hrs.**

PHYSICAL SCIENCE (PS)

- 109 **General Physical Science. 3 hrs. I, S.**
The course covers the basic principles and concepts of the universe including energy, and its various forms. Force, motion, electricity, magnetism, the wave theory of light and sound and astronomy are also studied. (PR: CI 201 or mathematics 120. CR: PS 109L lab.) 3 lec.
- 109L **General Physical Science Laboratory. 1 hr. I, S.**
A laboratory course with experiments related to PS 109. (CR: PS 109)
- 110 **General Physical Science. 3 hrs. I, S.**
Course covers the basic principles of chemistry, applications of chemistry, and an introduction to earth science. Atomic theory, chemical reactions and structure, everyday chemicals, and basic concepts of geology are studied. (CR: PS 110L)
- 110L **General Physical Science Laboratory. 1 hr. II, S.**
A lab course with experiments related to PS 110. (CR: PS 110)
- 210 **Environment Science-Physical Aspects. 3 hrs.**
A survey of environmental science from the prespective of the Physical Sciences; natural resource development and use, expecially energy sources, pollution and waste problems. Lab activities and field trips included
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 400 **Astronomy. 3 hrs. I, II, S.**
A study of the stars, planets and galaxies, planetary motion, cosmology, cosmography. Designed to assist teachers and others to develop an interest in astronomy. (PR: PHY 200 or 203, or PS 109)
- 400L **Astronomy Laboratory. 1 hr. I, II, S.**
A computational and observational laboratory. Fundamental observations in astronomy and their interpretation through physical laws. Quantitative discussion of orbital motion, time, telescopes, solar system, stars, and galaxies. (PR or CR: PS 400)
- 425 **Development of Scientific Thought. 3 hrs. Offered on demand.**
A study of the people and ideas which have influenced science: the philosophy of their periods; the economic conditions leading to scientific advancement and the works of the foremost scientists in this field. (PR: A total of twelve hours in Physical Science, Physics, and Chemistry courses)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**

PHYSICS (PHY)

- 200 **Introductory Physics. 3 hrs. I, S.**
A course which covers the basic principles of classical and modern physics. This course is designed to introduce non-science majors to the applications of Physics in everyday life. Recommended for science students who never had Physics in High School. 3 lec. (PR: MTH 110 or 120 or the equivalent in high school math. CR: PHY 200L)
- 200L **Introductory Physics Laboratory. 1 hr. I, S.**
A laboratory course with selected experiments related to the materials in Physics 200. (CR: PHY 200) 2 lab.
- 201-203 **General Physics. 3; 3 hrs. I, II, S.**
A course in general physics for all science majors with the exception of physics and engineering majors. 3 lec. (PR: MTH 130 and MTH 122. CR: PHY 202 and 204 for 201 and 203, respectively; 201 must precede 203)
- 202-204 **General Physics Laboratory. 1; 1 hr. I, II, S.**
Required of all students taking Physics 201-203, unless exempt by special permission. 2 lab.
- 211-213 **Principles of Physics. 4; 4 hrs. I, II.**
A course in the basic principles of physics for physics, mathematics, and engineering majors. 4 lec. (PR: MTH 131. CR: MTH 230)
- 212-214 **Laboratory Methods in Physics. 1; 1 hr.**
A laboratory course to accompany Physics 211-213. 3 lab.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**

- 300 **Electricity and Magnetism. 3 hrs. I. (Alternate years)**
A course including the study of electrostatics, magnetostatics, electromagnetic induction, introduction to Maxwell's equations and electromagnetic waves. 3 lec. (PR: PHY 203 and MTH 231)
- 302 **Electricity and Magnetism. 3 hrs. II. (Alternate years)**
A study of Maxwell's equations and electromagnetic waves, radiation theory, optical phenomena, and electrodynamics. 3 lec. (PR: PHY 300)
- 304 **Optics. 3 hrs. II. (Alternate years)**
An intermediate course in geometrical and physical optics. 3 lec. (PR: PHY 203) See 405.
- 308 **Thermal Physics. 3 hrs. I. (Alternate years)**
A study of thermodynamics, kinetic theory of gases, and an introduction to statistical mechanics 3 lec. (PR: PHY 203 and MTH 231)
- 314 **Electronic Physics. 3 hrs. II. (Alternate years)**
A study of transistors, integrated circuits and their associated circuits. 3 lec. (PR: PHY 203 and 204) See 415
- 320 **Introductory Modern Physics. 3 hrs. I.**
An introductory study of atomic and molecular theories, relativity, quantum theory, and nuclear physics. 3 lec. (PR: PHY 203 and MTH 140 or MTH 230) See 421
- 330 **Mechanics. 3 hrs. I. (Alternate years)**
An intermediate study of the fundamental principles of statics of particles and rigid bodies, momentum and energy, dynamics of particles, harmonic oscillations, and wave motion. 3 lec. (PR: PHY 203 and MTH 231)
- 331 **Mechanics. 3 hrs. II. (Alternate years)**
A study of rigid-body dynamics, central force motion, accelerated systems, and an introduction to the equations of Lagrange and Hamilton. 3 lec. (PR: PHY 330 and MTH 335)
- 350 **Biomedical Physics. 4 hrs. II.**
A one-semester survey course in biomedical applications of physical principles designed for students in premedical, paramedical, and life sciences. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)
- 405 **Optics Laboratory. 2 hrs.**
A course in optical experiments encompassing geometrical and physical optics. This course is to be taken with Physics 304.
- 410 **Physics of Remote Sensing with Applications. 3 hrs.**
A study of the physical systems for collecting remotely sensed data. Statistical/spatial analysis and modeling using image processing/geographic information/spatial analysis computer software systems with earth resource applications. (PR: PHY 203 and 204; MTH 225 and 230; or permission)
- 411 **Digital Image Processing and Computer Simulation Modeling. 3 hrs.**
A study of image processing/geographic information and spatial analysis hardware/software systems, concurrent and parallel image processing modeling scenarios utilizing geobiophysical data for computer simulation modeling and practicum. (PR: PHY 410 or permission)
- 412 **Atmospheric Physics with Computer Simulation Modeling. 3 hrs.**
A general introduction to the earth's atmosphere. The physical and chemical dynamic behavior of the earth's atmosphere will be analyzed by comparing computer simulated profiles with in situ measurements. (PR: Permission of instructor)
- 415 **Electronics Laboratory. 2 hrs.**
A course in laboratory measurements encompassing transistors, integrated circuits, and their associated circuits. This course is to be taken with Physics 314.
- 421 **Modern Physics Laboratory. 2 hrs.**
Laboratory exercises on modern physics topics encompassing both experiments of historic significance and current applications. To be taken with Physics 320, or equivalent.
- 430 **Applied Electronics and Instrumentation. 4 hrs. (Offered on demand)**
A course applying electronic principles to instrumentation with emphasis on the medical and life sciences. The functions of instruments will be stressed. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)
- 431-432 **Seminar. 1 hr. each I, II.**
One semester required of physics majors.
- 440 **Optics with Life Science and Medical Applications. 4 hrs. (Offered on demand)**
A course emphasizing the application of optical principles in instruments dealing with biological and medical measurements. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)
- 442 **Quantum Mechanics. 3 hrs. (Alternate years)**
A study of waves and particles, the Schrodinger and Heisenberg formulations, particles in potential fields, scattering and perturbation theories, and applications to atomic and nuclear structure. 3 lec. (PR: PHY 445 or CHM 358 or consent of instructor)
- 445 **Mathematical Methods of Physics. 3 hrs. (Offered on demand).**
An introduction to theory of orthogonal functions, curvilinear coordinate systems, vector and tensor fields, and their applications in physics. Problems are drawn from different areas of physics. 3 lec. (PR: PHY 203 and MTH 335 or permission)
- 447 **Mechanics for Teachers. 4 hrs.**
An in-depth study of mechanics for education majors specializing in Physics with emphasis on problem solving techniques, demonstrations, experiments and computer applications. (PR: PHY 203, MTH

- 122, MTH 140)
450 Radiation Physics in Life Sciences. 4 hrs. II. (Alternate years)
 A course in radiation physics with emphasis on applications in the medical sciences. Designed for students interested in the life sciences. A field trip to the University of Michigan nuclear reactor is an integral part of the course. 3 lec-2 lab. (PR: PHY 203 and 204, or consent of instructor)
- 462 Nuclear Chemistry and Physics. 3 hrs. II. (Alternate years)**
 An introduction to the description of nucleons, electric and magnetic properties of a nucleus, nuclear energy levels, nuclear reactions including neutron activation, interaction of particles with matter, and nuclear forces. 3 lec. (PR: PHY 320 and MTH 231 or consent of instructor.) See 463.
- 463 Nuclear Physics Laboratory. 2 hrs.**
 Laboratory techniques for the measurement of nuclear properties, theory and characteristics of various detectors, statistics of counting, and energy determination of nuclear particles and radiation. This course is to be taken with PHY 462. A field trip to the University of Michigan Nuclear Reactor is an integral part of the course.
- 480-483 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II, S.**
 By permission of department chairman.
- 485-488 Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**

POLITICAL SCIENCE (PSC)

- 104 American National Government and Politics. 3 hrs.**
 The American federal government system, with emphasis on constitutionalism, governmental structure, and the political process. (Open to all students).
- 105 Fundamentals of Politics. 3 hrs.**
 General survey introducing the study of politics, its major concepts, processes, institutions, and fields of concern, with attention to the place of political science in the larger context of social science inquiry.
- 200 Models of Politics. 1-3 hrs.**
 Introduction to the use of theory in political science. Offered in one-credit (5-week) modules. Module I is prerequisite to all others. Designed to assist in the development of analytic and synthetic skills.
- 202 American State Government and Politics. 3 hrs. I, II.**
 Study of the institutions, processes, and significance of this level of political life in America.
- 207 Comparative Politics. 3 hrs.**
 Introduction to the field of comparative politics, stressing comparative concepts and approaches to the cross-national study of politics and government, with examination of political systems, ranging from democratic to non-democratic types.
- 211 Scope and Method in Political Science. 3 hrs.**
 Study of the development of political science as a distinct science and discipline, and of the fundamentals of research in political science, such as bibliographic techniques, use of scientific method, textual and case-study approaches and data analysis.
- 233 Introduction to Public Policy. 3 hrs.**
 Basic concepts and skills in the analysis of public policy problems. Use of policy as an instrument for solving problems. Application to selected fields, for example, environmental policy and urban policy.
- 280-283 Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
 To offer a course on some special topic not adequately treated in the regular course offerings
- 301 Urban Government and Politics. 3 hrs.**
 Political systems in American cities and metropolitan areas.
- 303 American Political Parties. 3 hrs.**
 Examination of the American party system, its origins, development and characteristics. Emphasis also on party organization, political ambition and recruitment, party impact on public policy, campaigns, elections, and voting behavior.
- 307 Public Opinion and Propaganda. 3 hrs.**
 Study of the processes by which individuals acquire politically relevant information, attitudes, values, and opinions; the consequences of these processes for political stability and conflict; and the linkage of mass opinions to elite behavior. (Same as Sociology 307)
- 309 Fundamentals of International Relations. 3 hrs.**
 Survey of major concepts and approaches in the study of international relations and analysis of processes, institutions, strategies, and trends in world politics.
- 311 Topics in Public Policy. 3 hrs.**
 A course devoted to a special topic of interest in the policy field, such as energy, health care, transportation, environmental concerns, etc.
- 325 Ancient and Medieval Political Thought. 3 hrs.**
 Selective study of classics of Western political theory from earliest times through the 15th century, such as that of Plato, Aristotle, the Romans, Augustine, and Aquinas.
- 326 Modern Political Thought. 3 hrs.**
 Selective study of classics of Western political theory from the 16th century through the 19th century, such as that of Machiavelli, Bodin, Hobbes, Locke, Rousseau, Hume, Burke, Mill, and Marx.
- 333 Introduction to Public Administration. 3 hrs.**
 Introduction to modern theories of administration; the relation of administration to the political system and process; and analysis of administrative organizations and functions, including planning, personnel,

- and finance. (PR: PSC 104, 202)
- 376 **Black Politics. 3 hrs.**
Study emphasizing power structures in black communities, dissent and protest, problems and trends, and the uniqueness of black politics as compared with the politics of other ethnic groups.
- 381 **The American Legislative Process. 3 hrs.**
Structure and behavior of American national and state legislative systems; the impact of constituencies, parties, interest groups, interpersonal relations, and other factors on the legislative policy-making process; the role of the legislature as a subsystem in the larger political system; and problems and trends. (PR: PSC 104, 202)
- 382 **Student Legislative Program. 1 hr. II.**
One week of intensive legislative observation designed to provide selected students an understanding of the organization and processes of the West Virginia legislature and its role in the making of public policy. (PR: Junior or senior standing, a Political Science course in American Government and permission)
- 383 **The American Executive Process. 3 hrs.**
Study of governmental executives in the American political system, with emphasis on the president, including analysis of constitutional status and powers, recruitment, administrative responsibilities, political and legislative leadership, accountability, and problems and trends. (PR: PSC 104, 202)
- 405 **International Organization. 3 hrs.**
Study of world and regional organizations as reflections of world politics, as instruments of foreign policy, and as forces for change and order, with emphasis on their role as channels for management of cooperation and conflict.
- 406 **International Politics. 3 hrs.**
Study of major issues in world politics, with emphasis on theoretical approaches, problems of war and peace, and contemporary trends.
- 407 **Asian Politics. 3 hrs.**
Study of such nations as India, China, Japan, and Korea in the contemporary setting.
- 408 **Middle Eastern Politics. 3 hrs.**
Study of the Arab States and such nations as Israel, Iran, and Turkey in the contemporary setting.
- 409 **Western Democratic Politics. 3 hrs.**
Study of such nations as Canada and those of Western Europe, particularly Great Britain and France.
- 410 **European Communist Politics. 3 hrs.**
Study of the Soviet Union and Eastern Europe.
- 411 **Latin American Politics. 3 hrs.**
Study of Latin American politics by sectors, such as landed elites, the military, the church, etc. Various styles of governance are considered. Case examples illustrate concepts discussed.
- 415 **International Law. 3 hrs.**
Study of theories, origins, sources, development, present state, and trends of international law as a factor in various aspects of international politics. (PR: PSC 309)
- 420 **Current World and Regional Issues. 3 hrs.**
An intensive study of specific world or regional problems, such as the politics of world hunger, the role of multinational corporations, imperialism, Third World Communist movements, etc.
- 422 **African Political Systems. 3 hrs.**
The study of political systems of selected countries, blocs, or regions.
- 423 **American Foreign Policy. 3 hrs.**
The study of descriptive, analytical, and normative aspects of United States foreign policy with emphasis on contemporary problems and issues.
- 424 **Comparative Foreign Policy. 3 hrs.**
Application of the comparative method to foreign policy decision-making and outputs. Comparisons within or between geographic regions.
- 428 **Islamic Political Ideas and Institutions. 3 hrs.**
Study of Islamic political ideas, practices, and institutions and their impact on the rise and development of contemporary Islamic movements, organizations, and states.
- 429 **The Politics of Conflict and Revolution. 3 hrs.**
Study of major theories of conflict and revolution with emphasis on cross-national explanations and outcomes.
- 431 **Political Theory and Public Problems. 3 hrs.**
Draws upon both classic and contemporary sources of political theory to address basic political issues inherent in public problems.
- 433 **Public Administration and Policy Development. 3 hrs.**
Examination of alternative theoretical approaches to the study of policy and administration and their implications for the use of policy to shape administrative practice.
- 436 **The American Judiciary. 3 hrs.**
Structure and behavior in American national and state judicial systems, including analysis of their decision making and policy making functions, their procedures and administration, and problems and trends.
- 440 **Power in American Society. 3 hrs.**
Examination of some of the major theoretical approaches — pluralistic, elitist, etc. — to the study of power. A major concern is the relationship between the distribution of political resources and the performance of political systems. Efforts to transform political systems are examined on the basis of cross-national research.

- 450 **Administrative Law. 3 hrs.**
A study of the basic legal framework of administrative organization, including the problems of administrative discretion, rule-making and adjudication, regulatory agencies, and administrative responsibility in the democratic state. (PR: PSC 333)
- 452 **Public Personnel Administration. 3 hrs.**
Survey of Public Personnel Administration with particular attention to various facets of the merit system concept. Psychological and human relations aspects of the work situation and supervisor-subordinate interaction emphasized. (PR: PSC 333 or permission)
- 453 **Governmental Budgetary Administration. 3 hrs.**
Study of organization, administration, and accountability in the management of public funds, with emphasis on the political decision-making processes of budget formulation, presentation and execution. (PR: PSC 333 or permission)
- 454 **Administrative Organization and Behavior. 3 hrs.**
A study of the contributions of the behavioral sciences to the study of organizations with stress on such concepts as leadership, motivation, power conflict, organizational design and decision making.
- 460 **Civil Rights and Liberties. 3 hrs.**
The basic substantive and procedural elements of American constitutional liberties and civil rights with emphasis on historical development as influenced by social and political forces.
- 461 **Urban Problems and Public Policy. 3 hrs.**
Study of policy problems of metropolitan areas in terms of structures, alternatives, and outcomes.
- 480-483 **Selected Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
To offer a course on some special topic which is not adequately treated in the regular course offerings.
- 484 **Constitutional Law. 3 hrs.**
Introduction to the principles of American constitutional law and analysis of constitutional issues, emphasizing leading Supreme Court cases. (PR: PSC 104)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
These numbers are reserved for tutorials, directed and independent readings, directed and independent research, problem reports, etc.
- 489 **Seminar in Public Service. 3 hrs.**
- 490 **Public Service Internship. 6 hrs.**
- 495H-496H **Readings for Honors in Political Science. 2-4; 2-4; hrs. I, II.**
Open only to political science majors of outstanding ability. Both courses must be taken to receive credit. See Honors Courses.

PSYCHOLOGY (PSY)

- 201 **General Psychology. 3 hrs.**
Principles and methods in the scientific study of behavior.
- 201H **General Psychology—Honors. 3 hrs.**
For the superior student. (PR: ACT score of 26 or GPA of 3.2)
- 204 **Psychology of Adjustment. 3 hrs.**
Modes of personal and social adjustment; assessment and treatment techniques.
- 223 **Elementary Behavioral Statistics. 3 hrs.**
Orientation to the philosophy of science; survey of methods in behavior study; elementary statistics.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 302 **Social Psychology. 3 hrs.**
Social determinants of individual behavior. (PR: PSY 201. Same as SOC 302)
- 311 **Developmental Psychology. 3 hrs.**
Psychological characteristics and personal and social problems of developmental periods. (PR: PSY 201)
- 312 **Psychology of Aging. 3 hrs.**
Study of the physiological, psychological, and social processes that occur with aging. (PR: PSY 201 or 311)
- 323 **Experimental Psychology. 3 hrs.**
Methodology and research in psychology. 2 lec-2 lab. (PR: PSY 223)
- 324 **Sensation and Perception. 3 hrs.**
Methodology and research in sensory and perceptual processes. (PR: PSY 223)
- 330 **Human Sexual Behavior. 3 hrs.**
A psychological approach to the functioning, attitudes, varieties and development of human sexual behavior. (PR: PSY 201)
- 350 **Animal Behavior. 3 hrs.**
A comprehensive study of the behavior of non-human animals. (PR: Nine hours of Psychology)
- 360 **Personality. 3 hrs.**
Personality structure, dynamics and development. (PR: PSY 201)
- 370 **Practicum in Child Psychology. 3 hrs.**
This course involves work and study in a day care center, including observation of cognitive and social development of children. (Graded CR/NC only; PR: PSY 311, 408)
- 380 **Introduction to Professional Psychology. 3 hrs.**
This course surveys the application of psychology to human problems in clinics, schools, consumer pat-

- terms, environmental matters, the legal system, health psychology, clinical neuropsychology and others. (PR: PSY 201)
- 391 **Psychology of Aggression. 3 hrs.**
A multifaceted study of aggressive behavior in humans and other animals. Topics include biological development of children. (Graded CR/NC only; PR: PSY 311, 408)
- 402 **Advanced Social Psychology. 3 hrs**
Advanced study of selected topics in social psychology. (PR: PSY 223, PSY 302 or consent of instructor)
- 403 **Applied Social Psychology. 3 hrs.**
Examination of the applications of social psychological methods, theories, principles and research findings to the understanding or solution of social problems. (PR: PSY 302)
- 406 **Psychometrics. 3 hrs.**
Mental test theory and applications. (PR: PSY 223)
- 408 **Abnormal Psychology. 3 hrs.**
An overview of the theories, assessment techniques, and treatment of maladaptive behavior. (PR: PSY 201)
- 416 **Psychology of Learning. 3 hrs.**
Critical study of the major theories of learning and the related research. (PR: PSY 201)
- 417 **Intermediate Behavioral Statistics. 3 hrs.**
An intermediate level presentation of descriptive and inferential statistics as applied in behavioral research. 2 lec-2 lab. (PR: PSY 201 and 223)
- 418 **Psychology of Personnel. 3 hrs.**
Psychological principles and methods applied to functions in personnel administration. (PR: PSY 201)
- 420 **Introduction to Industrial - Organizational Psychology. 3 hrs.**
A systematic study of the application of psychological methods and principles in business and industry. Emphasis is on research methods, motivation, training, leadership, personnel selection, employee safety, and job satisfaction.
- 427 **Computer Applications in Psychology. 2 hrs.**
An introduction to computer applications in psychology, emphasizing data collection, management, organization, analysis and reporting. (PR: PSY 201, 223; CSD 101)
- 440 **Physiological Psychology. 3 hrs.**
The relationships between physiological functions and biochemical processes and behavior. (PR: PSY 201)
- 441 **Laboratory Methods in Physiological Psychology. 3 hrs.**
Laboratory exercises involving the current surgical and behavioral testing methods used in biopsychology research. (PR: PSY 440)
- 442 **Drugs and Behavior. 3 hrs.**
A general survey of psychoactive drug action, therapeutics and use in the general population. (PR: PSY 201)
- 456-457 **Research in Psychology. 3; 3 hrs.**
Laboratory courses to give advanced students experience in conducting psychological research. (PR: Permission of instructor)
- 460 **History and Systems of Psychology. 3 hrs.**
An examination of the historical and philosophical antecedents of contemporary psychology. (PR: Twelve hours of Psychology)
- 470 **Practicum in Industrial-Organizational Psychology. 3 hrs.**
The course will offer students applied observational/research experience in Personnel/Human Resource Departments under the supervision of professionals within the fields of Industrial-Organizational Psychology and Human Resources. (PR: Either PSY 418 or 420; Major in Psychology; permission of instructor)
- 471 **Practicum in Clinical Psychology. 3 hrs.**
Students work 6 hours per week in a local clinical setting where they have the opportunity to observe individual and group therapy, psychological testing, staff meetings, etc. (PR: 12 hours of PSY including 408 and permission of instructor)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
A course or seminar on some aspect of Psychology not otherwise treated in regular course offerings (PR: Permission of instructor and department chairperson)
- 495H-496H **Readings for Honors. 2-4 hrs. each.**
Open only to students of outstanding ability. See Honors Courses.

RELIGIOUS STUDIES (RST)

The department participates in the undergraduate Basic Humanities program. Students who wish to develop a major concentration in Religious Studies may consult a member of the departmental faculty. Students are encouraged to explore the possibilities of a dual major.

- 150 **Orientation in Humanities. 3 hrs. 1.**
An interdisciplinary course to introduce students to the elements of a humanistic education. (Same as Classical Studies 150 and Philosophy 150; PR or CR: ENG 101)

- 205 Egypt, Canaan, and the Hellenistic world
Introduction to Religion in the Modern World. 3 hrs. I or II.
 A correlation of religion with the different areas of life: natural sciences, humanities, social sciences, philosophy, ethics, education. Also an introduction to world religions.
- 280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
 Research adaptable to the needs of the individual student.
- 300 **The Nature of Religion.** 3 hrs.
 An analysis of the nature of religious personalities, institutions, literature, philosophies, experiences, and education.
- 304 **The Teachings of Jesus.** 3 hrs. I, II.
 An analysis of early Christian writing and a systematic study of the message of the historical Jesus that stands behind it.
- 305 **Early Christianity.** 3 hrs.
 Traces the background, birth, and development of Christian thought from Paul through Augustine.
- 310 **The Hebrew Prophets.** 3 hrs. I or II.
 The rise of the office of prophet and the contributions of prophecy to religion.
- 320 **Literature of the Old Testament.** 3 hrs. I or II.
 Traces the origins, growth, and development of the literature of the Hebrew people to the Greek period. Includes an introduction to and application of modern tools of biblical study.
- 321 **The Protestant Faith.** 3 hrs.
 An examination of the distinctive historical and theological features of the Protestant movement in Western Christendom, with special attention to the distinctive beliefs and practices of contemporary American denominations.
- 322 **The Catholic World.** 3 hrs.
 An exploration of the origin and development of the Catholic World in all of its multiple expressions: theology, politics, liturgy, and the arts.
- 323 **Religion in America.** 3 hrs. I, II.
 The rise and development of religious thinking in America. (Same as History 323)
- 324 **The Jewish Way of Life.** 3 hrs.
 An exploration of the distinctive features of the heritage of modern Judaism. An integrated approach to the study of Jewish religious practices, teachings, literature, and contributions to contemporary life.
- 325 **Literature of the New Testament.** 3 hrs. I or II.
 Traces the origins, growth, and development of the literature of the early Christian church. Includes an introduction to and application of modern tools of biblical study.
- 350 **Basic Humanities.** 3 hrs. II.
 A structured interdisciplinary study offered by the departments of Classical Studies, Philosophy and Religious Studies in the foundations of Western thought: its myth, literature, religion, philosophy, art. (Same as Classical Studies 350 and Philosophy 350)
- 351 **Classics of Religious Literature.** 3 hrs.
 A contextual analysis of selected popular religious classics, e.g., Foxe's *Book of Martyrs*, Bunyan's *Pilgrim's Progress*, St. Augustine's *Confessions*, *Bhagavad-Gita*, and the like.
- 419 **Religious Thought in the Western World.** 3 hrs.
 An analysis of the major schools of religious thought as they have developed in the West.
- 450 **Sociology of Religion.** 3 hrs.
 An investigation into religion as a social phenomenon. (Same as Sociology 450)
- 480-483 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
 485-488 **Independent Study.** 1-4; 1-4; 1-4; 1-4 hrs.
 495H-496H **Readings for Honors in Religious Studies.** 4; 4 hrs.
 Open to students with permission of the department chairman. See Honors Courses.
- 499 **Humanities Seminar.** 3 hrs.
 Designed for majors as the culminating interdisciplinary study in the Basic Humanities program. (Same as Classical Studies 499 and Philosophy 499)

SAFETY EDUCATION (SED)

- 101 **Learning to Drive.** CR/NC. 1 hr.
 An introduction to traffic safety: emphasis is placed on the fundamentals of driving, pedestrian and cycle safety. 2 lab. per week.
- 235 **Introduction to Safety Education.** 3 hrs. II, S.
 The child accident problem: basic courses, types, and areas of accidents; home, farm, recreation, school and vacation accidents; safe practices, control and prevention in the school and the general environment.
- 280-283 **Special Topics.** 1-4; 1-4; 1-4; 1-4 hrs.
 340 **Industrial Fire Prevention.** 3 hrs.
 An introductory course that explores the relationship between engineering and fire prevention. Topics include: sprinkler systems, water supplies, behavior of fire and materials, fire protection, extinguishers and other systems.
- 372 **Safety and Industrial Technology I.** 3 hrs.
 Industrial processes, graphics, materials, and dynamics, instrumentation, and design factors involving

- safety. (PR: SED 235)
- 373 **Safety and Industrial Technology II. 3 hrs.**
Continuation of SED 372 with focus on general industrial manufacturing complex. (PR: SED 372)
- 375 **Construction Safety I. 3 hrs.**
Basic construction site safety focus on site preparation, planning, and inspection for safe operations. (PR: SED 372)
- 376 **Construction Safety II. 3 hrs.**
Continuation of SED 375 with focus on system safety techniques applied to the construction industry. (PR: SED 375)
- 378 **Safety Evaluation and Measurement. 3 hrs.**
Methodologies of safety performance and evaluation for accident prediction and control.
- 385 **Traffic Safety and Driver Education. 3 hrs.**
An introductory course in the teaching of safety and driver education, including techniques of classroom and behind-the-wheel instruction. 2 lec-2 lab. (PR: SED 235, ability to drive an automobile, and possession of a valid driver's license)
- 400 **Traffic Law and Enforcement. 3 hrs. II, S.**
A course designed to study and evaluate the varied and complex system of laws governing the control of all forms of traffic and the influences and responsibilities of traffic law enforcement in present-day society.
- 410 **Problems and Practices in Traffic Safety and Driver Education. 3 hrs.**
A survey course designed for supervisors of traffic accident prevention programs. Examines and evaluates problems, attitudes, philosophies, activities and administrative practices in school, city and state traffic safety programs. Supplements basic teacher training courses in traffic safety. (PR: SED 235)
- 420 **Teaching Driver Education to the Handicapped. 3 hrs.**
A survey of driver education for the handicapped, including physical, mental and social aspects. The course is recommended for students preparing to teach driver education or other related safety subjects.
- 440 **Teaching Driving: Range, Multimedia, Simulation. 3 hrs.**
A basic course of study designed to provide the student with insight into the technology of range, multimedia and simulation instruction through hands-on and practical learning experiences.
- 450 **Traffic Engineering. 3 hrs.**
Concerned with traffic and pedestrian flow, channelization, light coordination, intersection control, and devices related to safe, convenient and economical transportation of persons and goods.
- 451 **Occupational Safety and Health Management. 3 hrs.**
Emphasis is placed on principles, facts, and methodology rather than on incidental detail concerning safety management. (PR: SED 497)
- 454 **Industrial Environmental Protection. 3 hrs.**
Environmental protection as related to industrial settings. Air/water quality, noise and chemical pollution and hazardous material control.
- 465 **Accident Investigation/Reconstruction. 3 hrs.**
An introductory course in traffic accident investigation designed to give insight into the recognition and collection of evidence, collecting and recording data and reconstructing the accident based on the facts.
- 475 **Systems Safety. 3 hrs.**
Introduction to and application of concepts and methods of system safety techniques. (PR: PSY 223)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Students with specialization in safety education only, with permission of department chairman.
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
- 489 **Occupational Hazard Control. 3 hrs.**
A study of the latest industrial safety information which will assist the student in designing a program to reduce or eliminate all incidents which downgrade the system.
- 490 **Safety Internship. 3 hrs.**
Supervised experience on the job site. (Permission of Instructor)
- 491-494 **Workshop. 1-4; 1-4; 1-4; 1-4 hrs.**
Workshop in selected areas of occupational safety and health.
- 497 **Occupational Safety and Health Programs. 3 hrs.**
Safety functions in industry. Principles of organization and application of safety programs. Prevention, correction and control methods are outlined and evaluated.
- 498 **Occupational Safety and Health Legislation. 3 hrs.**
A survey of the legislation that has affected the safety movement with special emphasis on the 1969 Coal Mine Health and Safety Act and the 1970 Occupational Safety and Health Act.
- 499 **Organization, Administration and Supervision of Safety Programs. 3 hrs.**
A study of safety programs at the state and local levels including the administrative, instructional, and protective aspects of a comprehensive safety program in schools, occupations, home and public.

SCIENCE EDUCATION

Listed under Teacher Education

SOCIAL STUDIES (SOS)

- 207 **Problems of a Multicultural Society. 3 hrs. I, II, S.**
An interdisciplinary analysis of the multicultural nature of American society and its problems, with emphasis on the problems of minority groups.
- 208 **Social Problems in a Global Context. 3 hrs. I, II, S.**
An interdisciplinary analysis of the growth of global interdependence and the nature of major global problems.
- 404 **Senior Seminar. 3 hrs. I or II.**
A capstone course designed for those preparing to teach social studies in the middle school and the high school. (PR: Admission to teacher education; CR: An educational methods course)

SOCIAL WORK (SWK)

(The Bachelor of Social Work program is housed in the School of Medicine.)

- 203 **Introduction to the Field of Social Work. 3 hrs.**
Introduction to the field of social work.
- 250 **Volunteerism and Social Work. 1 hr.**
Examination of social issues, social activism, civic responsibility, values, historical perspectives, and strategies for social change with 40 hour community service component.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Selected topics not covered in regular course offerings. (PR: Majors only)
- 307 **Child Welfare. 3 hrs.**
Examination of child welfare issues, services, and interventions. (PR: SWK 203, or permission of instructor)
- 310 **Human Behavior and Social Environment I. 3 hrs.**
Integration of biological, psychological, social and cultural aspects of the individual's growth and development from prenatal period through adolescence including the impact the social environment has on the individual. (PR: BSC 105, SOC 200, PSY 201, SWK 203 or permission of instructor. CR: SWK 320, 330, 340, or permission of instructor)
- 312 **Human Behavior and the Social Environment II. 3 hrs.**
Integration of biological, psychological, social and cultural aspects of the individual's growth and development from early through later adulthood including impact of social environment on the individual. Organizational theory included. (PR: BSC 105, SOC 200, PSY 201, SWK 203, 310, 320, 330, 340, or permission from instructor; CR: SWK 322, 332, 370, or permission from instructor)
- 320 **Social Work Practice I. 4 hrs.**
Generalist Social Work Practice with populations and institutions of Appalachia. Professional development, information gathering, and assessment across various size systems (PR: SWK 203 or permission of instructor. CR: SWK 310, 330, 340 or permission of instructor) For Social Work majors only.
- 322 **Social Work Practice II. 4 hrs.**
Generalist Social Work Practice with populations and institutions of Appalachia. Planning, intervention evaluation and termination across various size systems. (PR: SWK 203, 310, 320, 330, 340 or permission of instructor. CR: SWK 312, 332, 370 or permission of instructor) For Social Work majors only.
- 330 **Social Welfare Issues in Appalachia. 3 hrs.**
The development of Social Welfare as a continuing institution. Rural poverty and other critical social issues in Appalachia. (PR: ECN 250, PSC 202, SWK 203, or permission of instructor. CR: SWK 310, 320, 340, or permission of instructor)
- 332 **Social Welfare Policy and Legislation. 3 hrs.**
Policy formulation, implementation and analysis. Examination and critical analysis of social welfare policies, legislation, and administration. (PR: ECN 250, PSC 202, SWK 203, SWK 330, SWK 340 or permission of instructor. CR: SWK 312, 322, 370 or permission of instructor)
- 340 **Social Work Research. 3 hrs.**
Introduction to Social Work Research with preparation for evaluation of generalist practice. (PR: SWK 203 or permission of instructor. CR: SWK 310, 320, 330)
- 370 **Practicum I. 3 hrs. CR/NC**
Supervised field experience in a social agency or organization for minimum of 100 clock hours. Regular conferences with instructor and weekly seminars. (PR: SWK 203, 310, 320, 340. CR: SWK 312, 322, 332)
- 473 **Practicum II. 12 hrs. CR/NC**
Supervised field experience in a social agency or organization for minimum of 400 clock hours. Regular conferences with instructor and weekly seminars. (PR: SWK 203, 310, 312, 320, 322, 330, 332, 340, 370)
- 475 **Social Work Capstone Seminar. 3 hrs.**
A capstone course integrating course work and field work as preparation for beginning level of generalist

- Social Work practice. (PR: SWK 203, 310, 312, 320, 322, 330, 332, 340, 370, 473, writing requirements). This course is taken the last regular semester before graduation.
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of topics of interest not covered in regularly scheduled classes. (PR: Senior majors only)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Individual study of topics not offered in regularly scheduled courses. Advance permission required. (PR: Senior majors only)
- 495H-496H **Readings for Honors in Social Work. 2-4; 2-4 hrs.**
Open only to social work majors of outstanding ability. See Honors Courses

SOCIOLOGY (SOC)

- 108 **Marriage Relations. 3 hrs.**
A functional course in the personal, social, and cultural factors involved in courtship and marriage.
- 200 **Introductory Sociology. 3 hrs.**
Introduction to the study of human society.
- 200H **Introductory Sociology, Honors. 3 hrs.**
Introduction to sociology for the superior student. (PR: ACT scores of 26+ or a GPA of 3.2)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Selected topics not covered in regular course offerings. (PR: SOC 200)
- 297-298 **Instructional Television Course. 1-4 hrs.**
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.
- 300 **Social Organization. 3 hrs.**
Analysis of sociological conceptual systems and theories. (PR: SOC 200)
- 310 **Individual and Society. 3 hrs.**
Study of sociological perspectives on social interaction and the relationship between the individual and society. (PR: SOC 200)
- 311 **Deviance and Social Control. 3 hrs.**
Study of the basic concepts and theories regarding deviant behavior and the mechanisms of social control. (PR: SOC 200)
- 313 **Contemporary Social Issues and Problems. 3 hrs.**
Analysis of current social issues and problems from a variety of sociological perspectives. Issues and problems will vary from semester to semester. (PR: SOC 200)
- 330 **Sociology of Community Health. 3 hrs.**
An investigation of those social institutions and environmental, social, and personal factors in the community to maintain health and provide support in illness as related to social theory. (PR: SOC 200)
- 342 **American Society. 3 hrs.**
Sociological analysis of the basic social and cultural features of contemporary American society. (PR: SOC 200)
- 344 **Social Research I. 3 hrs.**
Introduction to systematic social research methodology. (PR: SOC 200)
- 345 **Social Statistics I. 3 hrs.**
Introduction to statistical analysis of social data.
- 360 **Sociological Perspectives. 3 hrs.**
Introduction to the dominant theoretical perspectives in sociology examining the assumptions about human nature, society and sociology that constitute each theoretical tradition. (PR: SOC 200)
- 375 **Social Stratification. 3 hrs.**
Introduction to the analysis of structured social inequality with emphasis on the dimensions of social class, race and gender (PR: SOC 200)
- 401 **Population and Human Ecology. 3 hrs.**
The course focuses on population and its relation to characteristics of environment. Specifically, it is designed to discuss the interaction of population processes and resources. (PR: SOC 200)
- 403 **Social Research II. 3 hrs.**
Intermediate social research methodology with emphasis on research design. (PR: SOC 344 and 345, or departmental permission)
- 408 **The Family. 3 hrs.**
Theoretical analysis of the family as a primary social institution. (PR: SOC 200)
- 413 **Social Movements and Social Change. 3 hrs.**
Analysis of large-scale social change, including intentional social movements and revolutions. (PR: SOC 200)
- 420 **Criminology. 3 hrs.**
An overview of sociological criminology, including an examination of explanations of criminal behavior, types of criminal activity, and an analysis of the criminal justice system. (PR: SOC 200 and 311 or permission)
- 421 **Sociological Theory. 3 hrs.**
Examination of the emergence and development of theoretical orientations in Sociology (PR: SOC 200)
- 423 **Social Class, Power and Conflict. 3 hrs.**

- Theoretical analysis of economic and political inequality and the role of social conflict in the process of large-scale social organization. (PR: SOC 200)
- 425 **Race and Ethnicity. 3 hrs.**
Diverse theoretical approaches to the meaning of race and ethnicity and the character of racial/ethnic relations, with substantive focus primarily on the U.S. (PR: SOC 200)
- 428 **Medical Sociology. 3 hrs.**
Analysis of the social organization of medicine and related health delivery services. (PR: SOC 200)
- 432 **Sociology of Appalachia. 3 hrs.**
Study of the economics, politics, and social relations of Appalachia, including contemporary debates over development in the region. (PR: SOC 200)
- 433 **Industrial Sociology. 3 hrs.**
Study of the organization and structure of the work place as a social system; the meaning and organization of work; managerial functions; management-labor relations; and human relations in industry. (PR: SOC 200)
- 435 **Juvenile Delinquency. 4 hrs.**
A sociological analysis of juvenile crime, including a review of the origins of juvenile delinquency, an evaluation of causal theories, and an overview of the juvenile justice system. (PR: SOC 200, SOC 311 or permission)
- 440 **Introduction to the Sociology of Aging. 3 hrs.**
An introduction to the social processes and consequences of growing older for both the individual and society. (PR: SOC 200)
- 442 **Urban Sociology. 3 hrs.**
The sociology of urban and metropolitan communities. (PR: SOC 200)
- 443 **Evaluation Research. 3 hrs.**
Analysis and application of theories and methods for assessing the outcomes of applied organizational services and programs to affect change in people and/or social conditions. (PR: SOC 200 or 201)
- 445 **Social Statistics II. 3 hrs.**
Intermediate level statistical analysis, including analysis of variance and covariance. 2 lec-2 lab. (PR: SOC 345 or departmental permission)
- 450 **Sociology of Religion. 3 hrs.**
Sociological analysis of religion as a social institution. (PR: SOC 200. Same as Religious Studies 450)
- 452 **Sociology of Death and Dying. 3 hrs.**
Study of death and dying as a societal and cultural phenomenon. Explores how institutions within our society deal with death. (PR: SOC 200)
- 455 **Sociology of Sex and Gender. 3 hrs.**
Analysis of social differentiation and inequality by gender, with a focus on the contemporary U.S. (PR: SOC 200)
- 464 **Complex Organizations. 3 hrs.**
Analysis of complex organizations with special attention given to bureaucratic organization. (PR: SOC 200)
- 470-471 **Field Experience in Applied Sociology. 3; 3 hrs.**
Supervised field work in public or private agencies affording students an opportunity to apply sociological knowledge and skills in addressing practical problems. (PR: SOC 200)
- 475 **Senior Seminar. 3 hrs.**
A capstone course drawing together the major areas of sociology to form an integrated picture of the field. (PR: Graduating senior in sociology)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Study of topics of interest not covered in regularly scheduled courses. (PR: Permission)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
Individual study of topics not offered in regularly scheduled courses. Advance permission required. (PR: Permission)
- 495H-496H **Readings for Honors in Sociology. 2-4; 2-4 hrs. I, II.**
Open only to sociology majors of outstanding ability. See Honors Courses.
- 497-498 **Instructional Television Course. 1-4 hrs.**
A course based upon an Instructional Television Series broadcast by public television. The student is responsible for viewing the series on the air and satisfying all course requirements announced by the department.

SPANISH (SPN)

- 101-102 **Elementary Spanish. 3; 3 hrs. I, II, S.**
Pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 102: Spanish 101 or one unit of high school Spanish or departmental examination)
- ¹161R-162R **Elementary Spanish Reading Approach. 3; 3 hrs. I, II.**

¹Anyone who opts for Reading Approach course 161R must continue through the sequence or start again with the regular 101.

- Emphasis on rapid development of reading and comprehension skills through the recognition of patterns based on the act of reading Spanish itself and intensive word study. Taught in English. Not open to majors. (PR for 162R: SPN 161R)
- 203 **Intermediate Spanish. 3 hrs. I, II, S.**
Continuation on the intermediate level of the basic language skills: pronunciation, conversation, reading, and composition with emphasis on aural/oral development. (PR for 203: SPN 102 or two units of high school Spanish or departmental examination)
- 204 **Intermediate Spanish. 3 hrs. I, II, S.**
Development of practical conversational skills, reading for comprehension, and directed compositions. (PR for 204: SPN 203 or three or four units of high school Spanish or departmental examination)
- 240 **Spanish Society and Life. 3 hrs. I or II.**
Study of selected topics relating to culture and life in the Spanish-speaking countries. Lectures, readings, and discussions in English. No prerequisite.
- ¹263R **Intermediate Spanish Reading Approach. 3 hrs. I.**
Emphasis on rapid development of reading skills in magazines, newspapers, and journals, accompanied by review of verb systems and advanced grammatical principles. Not open to majors. (PR: for 263R: SPN 162R)
- ¹264R **Intermediate Spanish Reading Approach. 3 hrs. II.**
Emphasis on reading for comprehension in short stories, periodicals, and technical journals according to student interest. Not open to majors. (PR for 264R: SPN 263R)
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: SPN 204)
- 310-311 **Advanced Conversation. 3; 3 hrs. I, II.**
Conversation and discourses in Spanish on selected topics. Courses conducted in Spanish. (PR for either 310 or 311: SPN 204)
- 314 **Studies in Language Laboratory Techniques. 3 hrs. II.**
Training in the use of laboratory equipment. Clinical practice in the use of laboratory facilities. 2 hour lab to be arranged. Open to education majors only. (PR: SPN 204)
- 315 **Advanced Grammar and Composition I. 3 hrs.**
A detailed analysis of Spanish syntax and shades of meaning, with the writing of original compositions in Spanish to perfect the student's own style. (PR: SPN 204)
- 316 **Advanced Grammar and Composition II. 3 hrs.**
A detailed analysis of Spanish syntax and shades of meaning, with the writing of original compositions in Spanish to perfect the student's own style. (PR: SPN 204)
- 318 **Survey of Spanish-American Literature. 3 hrs.**
Readings from representative Spanish-American authors with reports and class discussions; from the Colonial period to the present. (PR: SPN 204)
- 319 **Survey of Spanish Peninsular Literature. 3 hrs.**
Readings from representative Spanish authors with reports and class discussions; from El Cid to the present. (PR: SPN 204)
- 321 **The Spanish Short Story. 3 hrs.**
A study of the short story form, from the medieval tales to the present, through readings, lectures and reports on selected authors. (PR: SPN 204)
- 402 **Contemporary Latin American Prose Fiction. 3 hrs.**
Readings, lectures, discussions, and reports in Spanish on the major figures in contemporary Spanish American prose. (PR: SPN 204)
- 403 **Twentieth Century Spanish Drama. 3 hrs.**
A survey of the developments in the Spanish Theatre dealing essentially with the readings and analytical study of the most representative works of leading dramatists during the Twentieth Century. Spanish focus will be devoted to the Theatre of Paradox and Social Protest, Theatre of Absurd, Theatre of Evasion and Underground drama. (PR: SPN 319)
- 405 **Latin American Civilization. 3 hrs. I.**
A study of the civilization of the Latin-American countries and their contributions to world culture. Lectures, discussions and reports. This course is taught strictly in Spanish. (PR: SPN 204)
- 406 **Hispanic Civilization. 3 hrs. II.**
A study of the civilization of Spain and its contributions to world culture. Lectures, discussions, and reports. This course is conducted strictly in Spanish. (PR: SPN 204)
- 480-483 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs. I, II.**
Independent research for qualified students who are interested beyond the other courses in the catalog. (PR: SPN 204 and permission of instructor)
- 485-488 **Independent Study. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: SPN 204 and permission of instructor)
- 495H-496H **Readings for Honors in Spanish. 4; 4 hrs. I, II.**
Open only to outstanding majors. See Honors Courses.

¹Anyone who opts for Reading Approach course 161R must continue through the sequence or start again with the regular 101.

SPEECH PATHOLOGY AND AUDIOLOGY (SPA)
(See Communication Disorders)

THEATRE (THE)

- 101 **Introduction to Theatre.** 3 hrs.
Fundamentals of theatre arts.
- 112 **Theatre Appreciation.** 2 hrs. I, II, S.
Development of an appreciation and an understanding of theatre as a fine art. For non-theatre majors.
- 150 **Introduction to Technical Theatre.** 2 hrs.
Introduction to scene design, lighting, set construction, and other aspects of technical production. 150 and 151 should be taken concurrently. 152 should be taken the following semester.
- 151-152 **Introduction to Technical Theatre Laboratory.** 1; 1 hr.
Practical experience in building, painting, dressing, and lighting scenery. Work in conjunction with Marshall University Theatre productions.
- 220 **Stage Movement.** 3 hrs.
Exercises for flexibility and control; stage terms and techniques; pantomime; improvisation; manners and dances from major theatrical periods; and acting scenes with usual movement.
- 221 **Stage Voice and Dialects.** 3 hrs.
Vocal techniques for the actor, including the study of dialects
- 222 **Acting III: Scene Study.** 3 hrs.
Development of skill through exercises and analytical study of scenes. (PR: THE 220 and 221 or permission of instructor)
- 225 **Creative Dramatics.** 3 hrs.
Methods and techniques of creation of informal drama for all ages.
- 230 **Auditioning Techniques.** 3 hrs.
Techniques of auditioning for stage plays and musicals. (PR: THE 222)
- 250 **Introduction to Costuming.** 3 hrs.
The history, design, and construction of theatrical costumes.
- 255 **Stage Makeup.** 2 hrs.
Techniques in the use of makeup for the theatre, including corrective, straight, aged, and character makeup.
- 260 **Theatrical Drafting and Rendering.** 3 hrs.
Drafting and rendering conventions used in the various stages of planning and executing theatrical productions. (PR: ART 217, THE 150, 151)
- 261 **Stage Decor.** 3 hrs.
An historical view of period, style, and motif as related to interior decoration and architecture. (PR: THE 150, 151)
- 270 **Theatre Practicum.** 1 hr.
Acting, directing, or technical work in Marshall University Theatre productions. Register only with permission of instructor. Open to all students. May be repeated for a total of four hours.
- 310 **Theatre Management.** 3 hrs.
Theories and practices in performing arts management. An exploration of fiscal and physical management techniques, including budgeting, box office procedures, promotion, and staffing. (PR: THE 101, 150, 151)
- 320 **Acting Styles.** 3 hrs.
Interpretation of roles from classical, romantic, neoclassical, and modern plays. (PR: THE 222)
- 322 **Advanced Stage Dialects and Accents.** 3 hrs. I.
Study and practice of dialects and accents that are commonly used in acting plays. (PR: THE 221)
- 325 **Readers Theatre.** 3 hrs.
Oral interpretation of dramatic text with emphasis on public performance. (PR: THE 220, 221)
- 350 **Stage Lighting I.** 3 hrs.
Theories and practices of modern stage lighting, instruments, control, color and their use on the stage. Student lighting plots required. (PR: THE 150, 151, 152)
- 360 **Scene Design I.** 3 hrs.
The aesthetic and technical principles of staging. Specific attention is given to the generation of a design from the play manuscript. (PR: THE 150, 151, 152)
- 370 **Theatre Practicum.** 1 hr.
Acting, directing, or technical work in Marshall University Theatre productions. Register only with permission of instructor. (PR: Open only to Theatre Majors.) May be repeated for a total of four hours.
- 410 **Playwriting.** 3 hrs.
Study of dramatic structure, characterization, dialogue, themes, sounds, and spectacle, including the writing of one-act plays. (PR: THE 101 or permission of instructor)
- 420 **Acting for Musical Theatre.** 3 hrs.
Analysis of musical scripts, study of spoken and musical scenes, staging musical numbers, and preparation of audition material. (PR: THE 222)
- 421 **Acting for the Camera.** 3 hrs.
Projects in acting for the camera. Video taping of selected acting exercises. (PR: THE 222)
- 423 **Stanislavski System Acting.** 3 hrs.

- Study of the Stanislavski System of acting and using it in preparing and performing excerpts from plays. (PR: THE 222)
- 436 **Children's Theatre. 3 hrs.**
Theory, direction, and staging of plays for children.
- 437 **Directing I. 3 hrs.**
Introduction to theories, principles, techniques, and history of directing. (PR: THE 150, 151, 152 and 222)
- 438 **Directing II. 3 hrs.**
In-depth study of directorial approaches. Analysis of contemporary movements and leaders in the field. Students must stage productions as part of class requirement. (PR: THE 437)
- 439 **Directing for the Camera. 3 hrs.**
Projects in directing for the camera. Video taping of selected directing exercises. (PR: THE 437)
- 440 **Theatre History to 1660. 3 hrs.**
Survey of man's activities in the theatre from primitive times to 1660. (PR: THE 101 or permission of instructor)
- 441 **Theatre History Since 1660. 3 hrs.**
Survey of man's activities in the theatre from 1660 to present. (PR: THE 101 or permission of instructor)
- 450 **Stage Lighting II. 3 hrs.**
Advanced study in the aesthetic principles of lighting design. Emphasis on design principles in non-proscenium theatres. (PR: THE 350)
- 460 **Scene Design II. 3 hrs.**
Advanced work in the process and styles of design for the stage. Emphasis on abstraction, different materials, and designing for various theatre forms. (PR: THE 261, 360)
- 480 **Special Topics in Theatre. 1-4 hrs.**
Program of study not normally covered in other courses. Topics vary from semester to semester.
- 485-488 **Independent Study. 1-4; 1-4; 1-4 hrs.**
Courses taught by tutorials; directed independent readings or research; problem reports, and other activities designed to fill the needs of individual students. (PR: Permission of chairman)
- 490 **Theatre Internship. 1-4 hrs.**
Supervised off-campus contractual work-study arrangement with external agencies or theatrical institutions. (PR: Permission of chairman)
- 491-494 **Theatre Workshop. 1-4; 1-4; 1-4; 1-4 hrs.**
Practical, participatory courses for advanced students and professionals. Experience in new techniques, theories, and principles. (PR: Permission of instructor)
- 495H-496H **Honors in Theatre. 1-3; 1-3 hrs.**
Readings for honors in theatre. (PR: Permission of chair)
- 499 **Course by Television. 1-3 hrs.**
Course taught by instructional television. (PR: Permission of instructor)

UNIVERSITY HONORS (HON)

Honors Seminar Substitution for a Department Major Requirement or a College General Education Requirement. Substitution of an Honors seminar for a department major requirement or a college general education requirement should be requested before the course begins, or no later than the completion of the course. No such request will be honored during the second semester of the senior year. See the Executive Director, CAE (Old Main 230), for instructions and necessary forms.

- 101 **Introduction to Honors. 1 hr. 1.**
Students meet their peers, learn about the Honors Program, and through small group discussion about college life and planning their academic future. Enriched section of New Student Seminar. (PR: ACT 26 and 3.3 GPA)
- 150 **Critical Issues. 4 hrs. II.**
Study and critical analysis of thought-provoking reading material. Examination of logical reasoning versus fallacious reasoning. Designed to prepare the student for critical thinking in subsequent honors courses. (PR: 3.3 GPA)
- 195-197 **Interdisciplinary Honors. 4; 4; 4 hrs.**
(195, Science and the Arts; 196, The American Experience; 197, Ideas in Social Sciences). These courses are subject to periodic changes in content. (PR: 3.3 GPA)
- 294 **Interdisciplinary Honors. 4 hrs.**
Ideas in Social Science. This course is subject to periodic changes in content. (PR: 3.3 GPA)
- 295 **Interdisciplinary Honors. 4 hrs.**
Ideas in Natural Science. This course is subject to periodic changes in content. (PR: 3.3 GPA)
- 296 **Interdisciplinary Honors. 4 hrs.**
Ideas in the Humanities. This course is subject to periodic changes in content. (PR: 3.3 GPA)
- 395-396 **Interdisciplinary Honors. 4; 4 hrs.**
Open to distinguished sophomores and upperclassmen of the undergraduate colleges and schools. Course content varies each semester. (PR: 3.3 GPA)
- 480-483 **Special Topics. 1-4 hrs.**
A study of special topics not listed under current course offerings. (PR: 3.3 GPA)

495H-496H Departmental Readings for Honors.

See individual departmental listings.

VOCATIONAL AND TECHNICAL EDUCATION (VTE)

- 280-283 **Special Topics. 1-4; 1-4; -14; 1-4 hrs.**
400 **Philosophy of Vocational Education. 3 hrs. I, II, S.**
An overview of the historical origins of vocational education and their relationship to major educational philosophies; study of the philosophical foundations of each area of vocational education; analysis of questions fundamental to an overall philosophy of vocational education.
- 406 **Vocational Education Legislation. 3 hrs.**
An overview of the historical evolution of vocational education legislation; analysis of Vocational Education Acts as they relate to state and local planning of vocational education programs.
- 422 **Coordination of Cooperative Programs in Vocational Education. 3 hrs.**
Study of the types of data needed for planning a cooperative program within one or more service areas of vocational education, operational procedures for implementing the plan, and techniques for evaluating the program and individual progress; each student will conduct a study of the community to identify appropriate work stations for a specified level and develop a detailed plan for utilization of such facilities; for maximum credit, the student will implement and evaluate the program he/she designed throughout an academic year.
- 425 **Computer Applications in Business and Marketing Education. 3 hrs.**
Study of the computer applications and software for Business and Marketing Education. (PR: CIS 101)
- 430 **Vocational Education for the Disadvantaged and Handicapped. 2-3 hrs.**
Study of conditions which militate against success in school for students of all ages; emphasis on the potential of vocational education programs for assisting such students to achieve employability and to achieve a higher level of academic achievement; emphasis on cooperative planning and teaching involving academic teachers and counselors.
- 440 **Developing Computer Assisted Instruction. 3 hrs.**
Provides competencies to develop interactive computer assisted instruction consisting of behavioral objectives, lessons, and evaluations for students of varying learning abilities, motivation, and prior achievement. (PR: Course in Curriculum Development)
- 460-463 **Professional Development. 1-4 hrs.**
Courses and activities designed to meet specific inservice needs of public school personnel. Credit in these courses may be used for certificate renewal and salary upgrading, if approved, but not in degree programs. Specific course titles will vary with subject. CR/NC grading.
- 470 **Practicum in Vocational Education Programs. 1-4 hrs.**
Individually designed to provide field experience under supervision of the faculty; such experience to be related to the student's projected role in vocational education (instruction, administration, program planning, research).
- 480-483 **Special Topics. 1-4; ½-4; 1-4; 1-4 hrs.**
485-488 **Independent Study. 1-4 hrs.**
Focused study of a topic in vocational or technical education to be selected cooperatively by student and faculty advisor; hours of credit to be determined by magnitude of the project and number of hours commitment the student makes to its completion.

YEAGER SCHOLARS (YGS)

- 161 **Seminar in Communications and Computers. 5 hrs.**
Development of skills in oral communication; knowledge of the nature and impact of the mass media; ability to use the computer as a tool of communication and research.
- 162 **Seminar in Humanities, Texts, and Values. 5 hrs.**
Explores values in the life of the individual and society; examines ideas and modes of inquiry common to the humanities by exploring the works of selected Western thinkers.
- 271 **Seminar in Theories of Natural and Social Sciences and Statistics. 5 hrs.**
Introduction to the nature of scientific thought, methods, and theories in the natural and social sciences; explores concepts in statistics relevant to the development of hypotheses and theories.
- 272 **Seminar in Arts and History. 5 hrs.**
Introduction to the nature of the arts and their role in societies; understanding the nature and value of history.

Community and Technical College

AVIATION TECHNOLOGY (AVT)

- 100 **Introduction to Aviation Technology. 3 hrs.**
Designed to provide the student with the basic knowledge, skills, and attitudes about aviation that will enable him to function in an aerospace society.
- 125 **Aviation Meteorology. 3 hrs.**
Designed to give the student an understanding of weather phenomena as it affects the aviation environment. (AVT 100 or permission)
- 210 **Airport Management and Operations. 3 hrs.**
Designed to give the students the fundamentals of management in the aviation environment. (PR: BUS 202 or permission)
- 280-283 **Special Topics. 1-4 hrs.**

BUSINESS (BUS)

- 101 **Introduction to Business. 2 hrs.**
Study of the nature of business activities and problems regarding ownership, organization, management, and control. Course content is designed to emphasize business vocabulary and explore personal characteristics and training most desirable for various areas of specialization in business.
- 102 **Basic Economics. 3 hrs.**
Fundamental principles of economics, including the institutions and practices by which people gain a livelihood. Included are a study of the law of supply and demand and the principles bearing upon production, exchange, distribution, and consumption in relation to the individual enterprise and to society at large.
- 104 **Records Management. 3 hrs.**
Fundamental principles of records management including the creation, storage, retrieval, deletion, filing, and the organization of information in a records management system. Applicable database management software will be introduced. (PR: OT 101 or 113 or permission)
- 108 **Accounting for Business. 3 hrs.**
The basic structure of accounting is presented. Accounting concepts and general principles are integrated with application of the accounting cycle to the single proprietorship enterprise. Emphasis on recording, classifying, and summarizing phases. Attention to procedures related to secretarial work, such as payroll, bank reconciliation, and customer collection.
- 122 **Intermediate Accounting Principles. 3 hrs.**
Study of accounting practices and procedures with emphasis on accounting theory as related to the preparation and analysis of the four basic financial statements for corporate commercial enterprises. (PR: BUS 206 or BUS 108 or ACC 215)
- 130 **Fundamentals of Marketing. 3 hrs.**
Study of the marketing process as it relates to the problems and policies of profitable operation of a business enterprise. Attention is given to the role and significance of middlemen, evaluation of consumer needs, price determination, promotional and sales strategy, and governmental regulations.
- 141 **Real Estate Principles and Practices. 3 hrs.**
General introduction to real estate as a business and as a profession. Designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals includes the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance development, appraising and state license law. Approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission and the Ohio Real Estate Commission.
- 142 **Building Materials and Methods. 3 hrs.**
Study and analysis of physical characteristics of property to be listed, such as residential, small apartment buildings, small office buildings, single unit industrial warehouses, strip commercial centers and shopping centers. Includes a study of building components, materials and assembly components (structural, electrical, heating and cooling, plumbing). (PR: BUS 141)
- 144 **Real Estate Finance. 3 hrs.**
Study of the institutions involved in real estate financing, procedures and techniques requisite to the analysis of risks involved in financing real estate transactions, and an examination of instruments used in financing, terminology and real property taxation. Approved as a prerequisite for licensure examination as a broker by the West Virginia Real Estate Commission and Ohio Real Estate Commission. (PR: BUS 141)
- 151 **Principles of Bank Operations. 3 hrs.**
Fundamentals of bank functions presented in a descriptive fashion so that the beginning banker may acquire a broad perspective of the banking operation so as to prepare for career advancement in the banking industry.
- 152 **Money and Finance. 3 hrs.**

- Stresses the practical aspects of money and finance and emphasizes the basic monetary theory needed by the banking student to apply knowledge acquired on the job. Emphasis on problems such as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange, showing their effect on the banking industry in affecting yield curves and structuring portfolios. (PR: BUS 102)
- 163 **Trust Functions and Services. 3 hrs.**
Provides a complete picture of the services rendered by institutions engaged in trust business. Gives an introduction to the services and duties involved in trust operations and is intended for all banking majors. Offers a clear distinction between business and legal aspects of trust functions. (PR: BUS 151)
- 181 **Retailing I. 3 hrs.**
Introduction to retailing with managerial and supervisory insights. Includes topics of franchising, location and layout, organization, sales and customer services.
- 201 **Human Relations in Business. 3 hrs.**
Human interpersonal relations in business organizations, emphasizing personal/interpersonal attitudes, employment selection, job satisfaction, techniques of applying for and retaining employment, and personal qualities essential for business success.
- 202 **Business Organization and Management. 3 hrs.**
Designed to develop an understanding of management concepts through the study of planning, organizing, leadership and control functions. (PR: BUS 101 and COM 112)
- 204 **Principles of Public Relations. 3 hrs.**
Guide to good public relations, how images are created, public relations practices, special events, ideas, attitudes, advertising, and customer relations. (PR: BUS 101 and COM 112)
- 206 **Basic Accounting. 4 hrs.**
Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Also an introduction to accounting procedures for small corporate organizations.
- 221 **Concepts of Computerized Accounting. 3 hrs.**
Application of the small business computer and existing spreadsheet programs to the solution of accounting problems. Emphasis on extension of previously learned accounting principles. (PR: CT 105, CT 106, OT 107 and BUS 206, or permission)
- 223 **Advanced Accounting Principles. 3 hrs.**
Study of advanced accounting practices and procedures to establish major concepts related to partnership, corporation, branch, and manufacturing accounting; consignment and installment sales; consolidated financial statements; present value; and price level changes. (PR: BUS 206 and BUS 122)
- 224 **Accounting for Costs. 3 hrs.**
Basic principles of cost accounting, including job order, process, and standard costs systems and their applications to all types of business enterprises. (PR: BUS 206 or BUS 108 or ACC 215)
- 225 **Auditing Principles. 3 hrs.**
Principles of conducting audits and investigations; development of audit work papers, specific audit procedures, conduct of the audit, and functioning as a member of the audit team. (PR: BUS 122)
- 226 **Commercial Papers and Transactions. 3 hrs.**
Gives a basic understanding of various business forms and of laws governing businesses and business transactions. Students learn to analyze business transactions such as those dealing with sales, insurance, real estate, bankruptcy, and financial statements, with emphasis on commercial documents.
- 231 **Business Finance. 3 hrs.**
Survey of the field of finance, both private and public. Emphasis on basic principles as well as current problems. Financial institutions and the instruments and procedures used for loans and investments to meet demand for funds are described, and loan and investment practices are analyzed. (PR: BUS 206 or BUS 108)
- 233 **Personnel Management. 3 hrs.**
Designed to acquaint the student with principles of managing personnel in business. Recruitment, selection, and evaluation; job analysis and evaluation; management, supervision, and training; employee motivation; communications, transfer and promotion; wage and salary administration; and labor relations and legislation are studied. (PR: BUS 101 and COM 112)
- 234 **Taxation. 3 hrs.**
Study of federal, state, and local taxes: deductions, depreciation, investment credits, income, forms and schedules prescribed. (PR: BUS 206 or BUS 108)
- 240 **Real Estate Office Management and Brokerage. 3 hrs.**
Examines the nature of managerial responsibility and how to develop and maintain a sound organization utilizing effective planning and financial resources. Covers the organization and conduct of real estate brokerage, legal licensing and ethical responsibilities of the real estate broker with attention to both farm and urban brokerage and their differences. (PR: BUS 141)
- 241 **Real Property Valuation I. 3 hrs.**
Examination of the nature of real property value, functions and purposes of appraisal, functions and methods of estimating value with emphasis on residential market value. This course is approved as a prerequisite for licensure examination as a broker by the West Virginia Real Estate Commission and Ohio Real Estate Commission. (PR: BUS 141)
- 242 **Real Property Valuation II. 3 hrs.**
Advanced course to prepare students in the techniques and art of real property appraising. Application of case studies of valuation procedures via the cost, market and income approaches to property values.

- Emphasis on techniques applicable for processing income forecasts into present worth estimates for investment properties. (PR: BUS 241)
- 243 **Property Management. 3 hrs.**
Practices and procedures for real estate salespersons, brokers and others in management of income producing real estate property in organization leases, contracts, merchandising, tenant selection, relations with owners and tenants, collections, maintenance, accounting, ethics, legal and professional relationships.
- 248 **Real Estate Law. 3 hrs.**
Study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and state and federal regulations thereof. This course is approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission and the Ohio Real Estate Commission.
- 250 **Microcomputer Applications to Banking. 3 hrs.**
Designed to show why and how banks are utilizing microcomputers. Study of programs applicable to current banking systems. (PR: CT 105, 106, OT 107 or permission)
- 252 **Law and Banking. 3 hrs.**
Introduction to basic American law presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title and secured transactions. Emphasis is on the Uniform Commercial Code. (PR: BUS 151)
- 253 **Bank Management. 3 hrs.**
Covers new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. The case study technique is utilized as an effective management learning technique. (PR: BUS 151)
- 254 **Bank Investments. 3 hrs.**
Describes the nature and uses of primary reserve needs of commercial banks. Sources of reserves and their random and cyclic fluctuations are analyzed in relation to their influence on investment policy. Included is a study of yield changes as they affect a bank's long term holdings. (PR: BUS 151)
- 255 **Bank Public Relations and Marketing. 3 hrs.**
Studies the basis of public relations, both internal and external, and seeks to explain the why, what and some of the how of public relations and marketing. Intended as an overview of what everyone in banking should know about the essentials of bank public relations and marketing. (PR: BUS 151)
- 258 **Home Mortgage Lending. 3 hrs.**
Designed for mortgage loan offices from the viewpoint of developing a sound mortgage portfolio. Overview of the mortgage market, acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and obligations of the mortgage loan offices in portfolio management are covered. (PR: BUS 151)
- 264 **Analyzing Financial Statements. 3 hrs.**
Acquaints student with basic considerations in statement analysis, details of financial statements, basic ratios, analysis of internal comparison, analysis by external comparison, consolidated statements, budgets and projections. (PR: BUS 206 or BUS 151)
- 270 **Principles of Wholesaling. 3 hrs.**
Analysis of the development of wholesaling. Trade vocabulary. Technological changes and their impact upon methods of wholesaling. (PR: BUS 101 and COM 112)
- 271 **Special Problems in Retailing. 2 hrs.**
Student applies his knowledge of retailing to specific area on his job and submits reports to his instructor. (PR: BUS 181)
- 272 **Consumer Credit Management. 3 hrs.**
Principles and practices in the extension of credit, including revolving credit card systems. Collection procedures and laws pertaining to credit extension and collection. (PR: BUS 101)
- 279 **Advertising, Merchandising and Sales Promotion. 3 hrs.**
Advertising and sales-promotion methods and procedures employed by stores. Course includes techniques of budgeting and planning, evaluation and selection of media, steps in producing an advertisement, and methods of determining what, how, and when to promote. (PR: BUS 181)
- 280-287 **Special Topics. 1-4 hrs.**
Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
- 295 **Small Business Seminar. 2 hrs.**
Development of managerial skills and knowledge through creation of a simulated business and case studies. (PR: BUS 279)
- 299 **Cooperative Work Experience. 1-9 hrs. CR/NC.**
Supervised on-the-job training for business students. 1 lec; 5-45 lab. (PR: Permission of coordinator)

COMMUNICATIONS (COM)

- 094 **Developmental Communications. 3 hrs.**

- To prepare students for the level of writing competence necessary in COM 095. The graduation requirement is increased by six hours for students who complete both courses. (PR: TASK or ACT scores)
- 095 **Developmental Writing. 3 hrs.**
To prepare students for the level of writing competence necessary in ENG 101 or COM 111. The graduation requirement is increased by three hours for students who complete this course. (PR: TASK or ACT scores)
- 096 **Conversational Grammar. 3 hrs.**
A self-help course for students who need to improve oral grammatical skills. Emphasis will be on improving spoken grammar to adhere to the principles of Standard American English. (PR: Completion with passing grade of one college English course or permission)
- 111 **Communications I. 3 hrs.**
Designed to improve the student's writing, listening and oral communication skills. Correlates the study of communication to the degree area. (PR: TASK or ACT scores)
- 112 **Communications II. 3 hrs.**
Process of transferring a message within the business framework. Reading, analysis, and construction of common business communication types using basic principles and requirements of the oral and written communication processes. (PR: COM 111 or permission)
- 221 **Business Correspondence and Report Writing. 3 hrs.**
Composition of business memos, letters, reports, and resumes; participation in group discussions and oral reports. (PR: COM 112; ENG 102 for legal assistants; PERM)
- 231 **Technical Report Writing. 3 hrs.**
Study of the preparation of technical reports. Emphasis on good writing principles and the use of supplementary illustrations as they apply to technical reports. Review of mechanical features is given as warranted. (PR: COM 112)
- 280-283 **Special Topics. 1-4 hrs.**

COMPUTER TECHNOLOGY (CT)

- 104 **Fundamentals of Computer Technology: Databases. 1 hr.**
An introductory computer technology course designed to provide fundamental knowledge of databases and database manipulation through the utilization of a current database software package.
- 105 **Fundamentals of Computer Technology: DOS. 1 hr**
An introductory computer technology course designed to provide fundamental knowledge of DOS concepts.
- 106 **Fundamentals of Computer Technology: Spreadsheets. 1 hr.**
An introductory computer technology course designed to provide fundamental knowledge of spreadsheets through the utilization of a current electronic spreadsheet package.
- 115 **Introduction to Basic. 3 hrs.**
Use of the small business computer to teach the BASIC language from a problem oriented approach. Emphasis on the professional way to design and write programs with microcomputers. (PR: CT 105, 106, OT 107 or permission)
- 150 **Applications to Spreadsheets. 3 hrs.**
Application of the microcomputer and current market programs to the solution of business problems. Emphasis on numerical analysis, forecasting, and business graphics. (PR: CT 105, 106, OT 107 or permission)
- 215 **Advanced BASIC. 3 hrs.**
Study in the application of advanced BASIC language concepts and programming skills. (PR: CT 105, 106, OT 107 and CT 115)
- 250 **Applications to Databases. 3 hrs.**
Study of the development of information - retrieval systems and databases and their application to business problems. (PR: CT 105, 106, OT 107 and CT 150 or permission)
- 260 **Microcomputer Hardware and Software Selection. 3 hrs.**
Basic skills necessary to select the microcomputer, peripheral equipment, and software based on availability needs and within the restrictions of the individual or business. (PR: CT 105, 106, OT 107 or permission)
- 270 **Small Business Computer Repair. 3 hrs.**
Basic electronic solid state technology utilized in the small business computer. Emphasis is on techniques for isolation and replacement of faulty units.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
(PR: Permission of Program Coordinator or Instructor)
- 299 **Microcomputer Internship. 3 hrs.**
Places the student in a work situation for a specific period of time for practical work experience prior to seeking permanent employment. Correlates classroom instruction with actual experience. (PR: Permission)

ELECTRONICS TECHNOLOGY (ELT)

- 110 **Basic Electronics. 3 hrs.**
Focus of course is fundamental concepts of electronics. Course is designed for the first-time student of

- the principles and applications of electricity and electronics. (PR: MAT 145)
- 149 **Electricity Capstone I. 1 hr.**
Review of ELT 111, direct current, and ELT 121, alternating current; comprehensive testing on same. (PR: ELT 111 and ELT 121)
- 179 **Analog Circuits/Capstone II. 1 hr.**
Review of ELT 131, analog circuits I, and ELT 141, analog circuits II: comprehensive testing on same. (PR: ELT 131 and ELT 141)
- 249 **Logic Circuits/Capstone III. 1 hr.**
Review of ELT 211, combinational logic, and ELT 221, sequential logic; comprehensive testing on same. (PR: ELT 211 and ELT 221)
- 279 **Electronic Communication/Capstone IV. 1 hr.**
Review of ELT 231, electronic communication I, and ELT 241, electronic communication II; comprehensive testing on same. (PR: ELT 231 and ELT 241)
- 280-283 **Special Topics. 1-4 hrs.**

EMERGENCY MEDICAL TECHNOLOGY (EME)

- 105 **First Responder Course. 3 hrs.**
Provides training in emergency medical care for those who are likely to be the first persons responding to an accident.
- 109 **Emergency Medical Technician. 5 hrs.**
Didactic and practical sessions to prepare the student for certification exams at the EMT level of emergency care provider. Prehospital assessment and treatment of the sick or injured patient is emphasized.
- 120 **Emergency Medical Technical Paramedic I. 8 hrs.**
This course is the primary phase towards certification as an EMT-Paramedic within the health care delivery system. Didactic sessions include prehospital environment, preparatory, trauma, obstetrics, neonatal, behavioral and pediatrics. (PR: EME 109 or permission; CR: EME 121)
- 121 **Emergency Medical Technical Paramedic, Clinical I. 2 hrs.**
This experience will expose the student to illnesses and injuries in professionally supervised clinical settings providing opportunities for development of specific Emergency Medical Services psychomotor skills competency. (PR: EME 109 or permission; CR: EME 120)
- 240 **Emergency Medical Technician Paramedic II. 8 hrs.**
The final phase of prehospital advanced life support enabling EMT-Paramedic certification eligibility. This course concentrates on medical emergencies related to respiratory, cardiovascular, endocrine and nervous systems. (PR: EME 120, 121; CR: EME 241)
- 241 **Emergency Medical Technical Paramedic, Clinical II. 2 hrs.**
Provides the student with clinical experiences for skills development related to critical medical emergencies. This experience will be conducted in supervised clinical settings under the direction of health care professionals. (PR: EME 120, 121; CR: EME 240)
- 242 **EMT-Paramedic V. 5 hrs.**
Allows the student the opportunity to function at the terminal competency level. Involves the student in clinical/field experience. Experience offered through two wide ranges of health care providers. (PR: EME 233)
- 244 **Vehicle Rescue Operations. 3 hrs.**
Develops the knowledge, skills and attitudes necessary to plan, prepare and perform vehicle rescue operations quickly, efficiently and safely. Includes, besides the utilization of various tools, the development, organization and management of a rescue squad, as well as management of various hazardous situations, size up, support operations and response. Deals with both theory and practice.
- 280-283 **Special Topics. 1-4 hrs.**

ENGINEERING TECHNOLOGY (EGT)

- 101 **Introduction to Industrial Technology. 3 hrs.**
Designed to assist students in making an analysis of their interests, abilities and aptitude for the purpose of confirming program choice or of finding a more suitable program major.
- 116 **Manufacturing Processes. 3 hrs.**
Survey of manufacturing processes, machines, tools, devices with regard to their capabilities, capacities, tolerances, finishes, etc. Product design, materials utilized, and nomenclature.
- 117 **Systems and Technologies. 3 hrs.**
Introduction to automation development procedure: factors of automation; distribution; part transfer devices; part positioning devices; loading devices; prime movers; controls; continuous production; automated assembly; future of automation; advantages of automation. (PR: ELT 110 or permission)
- 119 **Production Activity Control. 3 hrs.**
Instruction in the purpose, principles, policies, and procedures of production control; practical application of production control; factors affecting production control; major functions of production control.
- 134 **Master Planning. 3 hrs.**
Perspective of the several functions within an individual organization and how the coordination of such functions contributes to an effective enterprise.

- 210 **Introduction to Robotics. 3 hrs.**
Designed to teach the student terminology, functional parameters, and uses of industrial robots. Emphasis is given to the designed component makeup and microprocessor skills needed for its control. (PR: CT 115, ELT 110 or permission)
- 220 **Introduction to CAD for Technicians. 3 hrs.**
An introductory course designed to familiarize technicians with computer aided drafting (CAD) hardware and software. Review of applications and systems management. (PR: EG 101)
- 225 **Computer Numerical Control Programming. 3 hrs.**
Introduction to computer numerical control programming, utilizing processor languages and techniques. Of particular value to technicians and others interested in scientific and mathematical computer applications. (PR: EGT 116 or permission)
- 230 **Advanced CAD for Technicians. 3 hrs.**
Designed to expand on 2D and 3D applications of Computer Aided Drafting techniques and interfacing problems with microcomputers and professional workstations. (PR: CT 115, EGT 220 or permission)
- 231 **Inventory Management. 3 hrs.**
Current information about materials and their manufacturing processes and flow, relation of substituted materials to process, problems involved in material use. (PR: MAT 145 or permission)
- 234 **Material and Capacity Requirements Planning. 3 hrs.**
Procedures and techniques in scheduling, manpower planning, and utilization. Control of production flow from raw material receipt to produce shipment. (PR: MAT 145 or permission)
- 237 **JIT Manufacturing Strategies. 3 hrs.**
Modern methods of advanced planning and forecasting techniques and control; routing with break-even analysis of alternatives; mathematical loading and scheduling, using index and linear programming methods. (PR: MAT 145 or permission)
- 240 **Statics for Technicians. 3 hrs.**
Applications of force equilibrium, vector operations, couple and moment, resultants, centroid and pressure center, moment of inertia, friction, free body diagrams, equilibrium, trusses and frames. (PR: MAT 205, PHY 200, PHY 200L or permission).
- 245 **Mechanics of Materials for Technicians. 3 hrs.**
Solid body stress, deformation and failure under force action, internal force resultants, stress, strain, Mohr's circle, material's mechanical properties, Hooke's law, axial bending and buckling and combinations. (PR: EGT 240, PHY 200, PHY 200L or permission).
- 250 **Engineering Materials for Technicians. 3 hrs.**
Introduction to Materials Science in Engineering; fundamentals of crystal lattices and metallic structure; elastic and inelastic behavior; corrosion; fatigue; alloys; diffusion, grain growth, heat treatment; inorganic materials; polymers and wood. (PR: MAT 146, CHM 203, or permission)
- 277 **Flexible Manufacturing Systems. 3 hrs.**
This course will introduce the student to basic knowledge and application skills dealing with the FMS environment to include the integration of CAD, robotics, CNC machine operations. (PR: EGT 210, 220)
- 280-283 **Special Topics. 1-4 hrs.**
- 299 **Engineering Technology Internship. 1-4 hrs.**
Places the student in a supervised work situation for a specific period of time for practical work experience prior to seeking permanent employment. (Orientation plus 75 clock hours per credit hour. PR: Permission)

HEALTH INFORMATION TECHNOLOGY (HIT)

- 201 **Introduction to Health Information Technology. 4 hrs.**
Introduction to the health information profession, hospital organization, and the medical staff. Emphasis on health record design, content, and analysis. 3 lec-2 lab. (PR: Admission to the HIT program)
- 202 **Health Information Technology II. 4 hrs.**
Continuation of HIT 201 with emphasis on record completion, retention, and release of information. Includes study of indexes and registers. (PR: HIT 201)
- 203 **Basic ICD-9-CM Coding. 4 hrs.**
Introduction to various classification systems with an in-depth study of ICD-9-CM coding principles and techniques. Review of coding practices under the Medicare payment system. Laboratory devoted to coding practice (PR: Admission to the HIT Program or Permission)
- 204 **Advanced Coding Concepts. 2 hrs.**
Continuation of HIT 203 with emphasis on inpatient coding and CPT coding using patient records. Includes sequencing, DRG determination and optimization techniques. (PR: HIT 203, HIT 205)
- 205 **Principles of Disease. 4 hrs.**
The nature, cause, diagnosis, and treatment of diseases. (PR: BSC 227)
- 206 **Hospital Rates and Percentages. 2 hrs.**
An in-depth study of various hospital rates and percentages including bed occupancy rates, census, death rates and infection rates. Includes data presentation and display methods. (PR: HIT 201)
- 208 **Quality Improvement/Risk Management in Healthcare. 2 hrs.**
Provides student with skills necessary to evaluate the quality of care and potential for liability in various healthcare settings. Emphasis on evaluating healthcare in light of accrediting and licensing require-

- ments. (PR: HIT 201)
- 210 **Computerized Health Information System. 3 hrs.**
Evaluation of hardware and software components of computers for health information systems. Emphasis on computerized health records, record linkage, and methods of controlling accuracy and security. (PR: HIT 201, 203)
- 212 **Seminar. 2 hrs.**
Familiarizes students with alternative employment opportunities. Students learn methods of preparing resumes and interviewing techniques. Includes a comprehensive review for the ART examination. (PR: HIT 201, 203)
- 214 **Directed Practice I. 2 hrs.**
Places the student in an approved clinical site in a hospital or other health facility providing the opportunity for practical application of classroom knowledge and skills. (PR: HIT 201).
- 215 **Directed Practice II. 3 hrs.**
Continuation of Directed Practice I. Students must complete this clinical experience in a facility other than the Directed Practice I site. (PR: Hit 202, 203, 204, 206, and 214)

INDUSTRIAL SUPERVISION AND MANAGEMENT (ISM)

- 133 **Principles of Supervision and Management. 3 hrs.**
Fundamental phases of administrative, staff, and operating management with organizational structures, operative procedures, and systems emphasized. Includes responsibilities, duties, and relationships of foremen and supervisors.
- 232 **Manufacturing Cost Control. 3 hrs.**
Procedures and techniques in standard cost control, scrap, waste, control of labor, time and maintenance costs. (PR: BUS 206)
- 236 **Supervisory Decision-Making. 3 hrs.**
Problem solving procedures, decision-making, and situational analysis with attention to conditions and activities that tend to create conflict, approaches to conflict resolution, and conflict management. Emphasizes human relations involved in decision making. (PR: ISM 133)
- 239 **Labor Law and Labor Relations. 3 hrs.**
History of labor legislation, labor laws, and practices to aid in understanding labor-management.

LEGAL ASSISTANT (LAS)

- 101 **General Law I. 3 hrs.**
Designed to teach the art of legal reasoning and analysis. Appellate court opinions are briefed in order to discern the legally relevant facts, the legal issues involved, the decision of the court and the reason for that decision.
- 102 **General Law II. 3 hrs.**
Continuation of General Law I, with emphasis on the general practice of law within the State of West Virginia, designed to give a broad overview of the various law specializations. (PR: LAS 101)
- 103 **Legal Assisting. 3 hrs.**
Study of the various roles played by paralegals in the legal system and skills required to work as a paralegal in several major areas of law. Also, structure of the West Virginia Judicial System, ethics as they apply to paralegals, and the art of interviewing.
- 110 **Business Organization and Governmental Regulations. 3 hrs.**
Procedural information on such topics as corporations, partnerships, agencies, business trusts, and other business vehicles. Survey of the fundamental principles of law applicable to each area, including the law of bankruptcy. (PR: LAS 101 or permission)
- 209 **Administrative Agency Advocacy. 3 hrs.**
Techniques of legal interviewing and details of case preparation and presentation before state and federal governmental agencies which allow non-lawyer advocacy. (PR: LAS 102, LAS 103)
- 211 **Legal Research and Writing I. 3 hrs.**
Basic legal research sources and methods. Techniques of legal analysis, with emphasis on specific cases or issues, research, introduction to legal writing. Introduces students to the use of the law library. (PR: LAS 101 or permission)
- 212 **Legal Research and Writing II. 3 hrs.**
Intermediate legal research methods, analysis, and writing methods. Court rules and introduction to new research methods. (PR: LAS 211)
- 231 **Estate Planning and Probate Administration. 3 hrs.**
Overview of the transferring of assets, including trusts, wills and gifts, and a review of typical documents. Includes administration of decedents' estates, including probate procedure, federal and state death and income taxes, and fiduciary (administrators') accounting and responsibilities. (PR: LAS 102 or permission)
- 235 **Civil Litigation. 3 hrs.**
Overview of civil case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance. (PR: LAS 101 or permission)
- 240 **Criminal Litigation. 3 hrs.**
Overview of criminal case preparation before trial, including examination of various procedures to be

- completed and documents to be filed; working up trial documents for counsel's assistance. (PR: LAS 102)
- 244 **Laws of Domestic Relations. 3 hrs.**
Prepares the student to undertake tasks associated with the laws of domestic relations, including preparation of documents of complaint, answer and summons; pleas; research reports, conclusions of law, and the judgment order. (PR: LAS 102 or permission)
- 248 **Medical Law. 3 hrs.**
Introduction to the basic concepts of tort liability of physicians, surgeons, and health professionals and vicarious liability of hospitals.
- 280-283 **Special Topics. 1-4; 1-4; 1-4; 1-4 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
- 290 **Internship. 1-6 hrs. CR/NC**
Places student in work situation for a specific time period for work experience prior to employment. Correlates classroom instruction with experience. One hour of academic credit per 75 hours of internship. (PR: Permission)

MATHEMATICS (MAT)

- 096 **Developmental Mathematics. 4 hrs.**
To help students develop mathematical skills. Topics in arithmetic and elementary algebra, with lab. The graduation requirement is increased four hours for students who complete this course. (PR: ASSET or ACT scores)
- 097 **Developmental Algebra. 4 hrs.**
To help students develop algebra skills. Topics include factoring, rational expressions, quadratics, logarithms, graphing, systems of equations/inequalities. Graduation requirement is increased four hours for students upon completion of course. (PR: ACT 14, ASSET, or MAT 096)
- 098 **Developmental Geometry. 3 hrs.**
Essentially a high school equivalent geometry course for potential bachelor's degree students who do not meet the University's mathematics admissions requirements and for Community College students needing additional geometry skills. (PR: ACT scores)
- 115 **Business Mathematics. 3 hrs.**
Mathematical operations applied to negotiable instruments, payroll, discounts, interest, merchandising, commissions, depreciation, and other business topics. Calculators will be used in making computations. (PR: MAT 096, or MAT 097 or ASSET/ACT score)
- 116 **Business Mathematics II. 3 hrs.**
Mathematical operations applied to mortgages, insurance, inventory, taxes, depreciation, and other business topics. Calculators will be used in making computations. (PR: MAT 115).
- 145 **Technical Mathematics I. 3 hrs.**
Basic mathematical topics needed by technicians: signed numbers, operations with fractions, non-fractional and fractional equations, graphing, formula derivation, number system, powers of ten, estimation, scientific calculator operations, ratio and proportion, percent, measurement concepts, and geometric formula. (PR: MAT 096, and/or MAT 097 or ASSET/ACT score)
- 146 **Technical Mathematics II. 3 hrs.**
Continuation of Technical Mathematics I. Covers intermediate topics needed by technicians, including systems of three equations, quadratic equations, variations, introductory geometry, triangles, the circle, geometric solids and introductory trigonometry. (PR: MAT 145 or permission)
- 205 **Technical Mathematics III. 3 hrs.**
Basic applied statistics with emphasis on understanding sampling and hypothesis testing. Types of hypothesis testing include binomial one and two-sample tests of sample means; chi square. (PR: MAT 146 or permission)
- 280-283 **Special Topics. 1-4 hrs.**

MEDICAL RECORD TECHNOLOGY (MRT) See Health Information Technology (HIT)

OFFICE TECHNOLOGY (OT)

- 101 **Keyboarding. 2 hrs. CR/NC**
A self-paced course designed to teach alpha/numeric keyboarding skills for the typewriter and microcomputer. Graded Credit/No Credit.
- 102 **Fundamentals of the Windows Environment. 1 hr.**
Introduces the Windows environment. The graphical user interface, integrated environment, memory manager, and accessory programs will be presented.
- 107 **Fundamentals of Computer Technology: Word Processing. 1 hr.**
An introductory computer technology course designed to provide fundamental knowledge of word processing.

- 111 **Shorthand I. 4 hrs.**
Introduction to shorthand theory and practice, development of rapid reading and writing ability on familiar materials, and introduction of new matter dictation on easy material. Students may be referred by the instructor to designated laboratory hours for additional and supplementary work. 3 lec-2 lab.
- 112 **Shorthand II. 3 hrs.**
Comprehensive review of basic shorthand principles; development of speed in taking shorthand dictation, and transcription at the typewriter. Students may be referred by the instructor to designated laboratory hours for additional and supplementary work. 1 lec-4 lab. (PR: OT 111)
- 113 **Typewriting I. 3 hrs.**
Development of the fundamental techniques for touch typewriting. Elementary business letter typing and adaptation of typing skill to personal use. 1 lec-4 lab.
- 114 **Typewriting II. 3 hrs.**
Training in typing business letters, manuscripts, tabulated reports, and special business forms. Attention to building speed with control. 1 lec-4 lab. (PR: OT 113)
- 115 **Machine Transcription I. 3 hrs.**
Development of transcription skill (typing in a continuous flow from material dictated on tapes). Includes operation of machine transcription equipment; art of machine transcription; punctuation, grammar, and vocabulary review; proofreading and editing techniques and practice; transcription practice. Deepens communication skills through exposure to specialized terminology and typing techniques. 1 lec-4 lab. (PR: OT 113, or permission)
- 151 **Medical Terminology I. 3 hrs.**
Survey of the language of medicine and health technologies. Emphasis on building of medical terms from word parts. Includes terminology related to human tissues, organic systems, and disease processes.
- 152 **Medical Terminology II. 3 hrs.**
Continuation of Medical Terminology I with special emphasis on terms related to ciliologic disorders, supplementary terms pertaining to oncology, anesthesiology, physical therapy, nuclear medicine, drugs, laboratory and operative reports. (PR: OT 151 or permission)
- 233 **Machine Transcription II. 3 hrs.**
Continuing development of transcription skill (typing in a continuous flow from material dictated on tapes). Further skill development in punctuation and grammar review, transcription practice, proofreading, editing, and formatting techniques, work organization procedures and techniques, additional specialized terminology. (PR: OT 115 or permission) 1 lec-4 lab.
- 236 **Introduction to Word Processing. 3 hrs.**
Emphasis on word processing history, terminology, equipment, systems, and careers, and written language skills. Provides background in concepts and basic hands-on training. 2 lec-2 lab.
- 237 **Advanced Word Processing. 3 hrs.**
Advanced course in word processing to further develop hands-on skill on word processing equipment and to enhance grammar, punctuation, and proofreading skills through practical applications. 2 lec-2 lab. (PR: OT 236)
- 242 **Legal Terminology and Transcription. 3 hrs.**
Designed for Legal Secretarial students to provide a survey of the terminology used in a legal office and training in legal transcription. 1 lec-4 lab. (PR: OT 114)
- 253 **Medical Transcription. 3 hrs.**
Training in machine transcription for Medical Secretarial students through the typing of medically-related material. 1 lec-4 lab. (PR: OT 152 or permission)
- 255 **Desktop Publishing Software. 3 hrs.**
Study of the applications and fundamental operations of desktop publishing software. (Not a course in journalism) 2 lec-2 lab. (PR: CT 105, 106, OT 107)
- 257 **Introductory Anatomy/Physiology. 3 hrs.**
Covers the general features of the anatomy of the human body and the general aspects of physiology. Form and function are related throughout.
- 261 **Typewriting III. 3 hrs.**
Emphasis on production typing, problems and speed building. Attention to development of ability to function as an expert typist. 1 lec-4 lab. (PR: OT 114)
- 263 **Shorthand III. 3 hrs.**
Emphasis on advanced vocabulary, phrase building, sustained dictation and transcription. 1 lec-4 lab. (PR: OT 112)
- 265 **Office Procedures and Practices. 3 hrs.**
To promote understanding of office procedures in a business establishment, provide background information of business principles, and develop a high standard of ethics applicable to any business office. (PR: OT 114)
- 280-287 **Special Topics. 1-4 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
- 290 **Internship. 3 hrs.**
Supervised on-the-job training for Office Technology students. Student must have completed at least 48 hours toward degree in Office Technology. CR-NC (PR: OT 265)

POLICE SCIENCE (PST)

- 111 **Law Enforcement Orientation. 1-3 hrs.**
Philosophy, history and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field.
- 113 **Police Defense Tactics. 1-2 hrs.**
Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection.
- 115 **Psychology for Law Enforcement Officers. 3 hrs.**
Designed to familiarize the student with human behavior and how it relates to the duties and responsibilities of the law enforcement officer. Students will become aware of individual personality differences and their relationship to crime and develop an understanding of basic human emotions and psychological needs.
- 120 **Patrol Operations and Procedures. 1-3 hrs.**
Covers the duties, extent of authority and responsibilities of a uniformed law enforcement officer. Patrol philosophy and practices are outlined, and field techniques and their practical application are presented.
- 122 **Police Arsenal and Weapons. 1-3 hrs.**
Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point and defense shooting.
- 231 **Fundamentals of Criminal Law. 1-3 hrs.**
Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state and federal laws are covered.
- 233 **Fundamentals of Criminal Investigation. 1-3 hrs.**
Analysis of theory and techniques of an investigation; conduct at crime scenes; collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints, ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator.
- 235 **Police Organization and Administration. 1-3 hrs.**
Principles of organization and management of law enforcement agencies. Concepts of organizational behavior and an understanding of the departmental planning process. The role of and components involved in responsible planning and executing procedures related to personnel, equipment, budget, records, communications and management.
- 237 **Police Role in Crime and Delinquency. 3 hrs.**
Study of the development and causes of criminal behavior, social deviancy and crime. Criminological theories and the extent, variation and patterns of crime. Crime prevention techniques and specific pathological problems related to enforcement. Individual personality differences and their relationship to crime as well as handling and recognizing emotionally and mentally disturbed persons.
- 239 **Criminal Evidence and Procedure. 1-3 hrs.**
Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, Constitutional law and criminal procedure most often affecting police personnel.
- 242 **Police-Community Relations. 3 hrs.**
General orientation to the concepts of police and community relations and the need to establish good working relations between the police and the public. Offers an understanding of the complex factors involved in human relations: The nature of prejudice and discrimination, its effects, the interactions of a changing society, the requirements of individual rights, the maintenance of peace and order, and the changing police role.
- 244 **Introduction to Criminalistics. 1-4 hrs.**
Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence; and techniques of examining physical evidence.
- 246 **Police Records and Reports. 1-3 hrs.**
Comprehensive familiarization with types and functions of police records, the role of research in the planning process and establishment and administration of a record bureau in enforcement agencies. Includes: form records, analysis and report writing; role and use of uniform crime reporting system forms; and essential data required. Review of electronic data processing and the computer as related to police planning and operation.
- 248 **Traffic Administration and Enforcement. 1-3 hrs.**
History, development and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement and enactment.
- 280-283 **Special Topics. 1-4 hrs.**
Content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor.
- 290 **Law Enforcement Internship. 3 hrs. CR/NC**

May be elected after successful completion of basic law enforcement courses. Placement with area law enforcement agencies is designed to blend classroom education with practical experience. Students must secure approval from the instructor prior to enrolling. Flexibility of designing individual programs for students is accomplished through the development of a cooperative training agreement between the agency and training station supervisor and the College. The instructor conducts an arranged seminar once each week with internship students to assure accomplishment of course objectives, provide related instruction and maintain constant evaluation of internship experiences in conjunction with training station visits.

READING (REA)

- 098 **Reading Improvement. 3 hrs.**
To help students improve reading proficiency by emphasizing vocabulary development, comprehension improvement, and textbook reading. Group and individualized instruction. Additional laboratory work assigned when indicated as a result of reading evaluation. The graduation requirement is increased three hours for students who complete this course.
- 099 **Independent Study Skills. 1-3 hrs. (CR/NC)**
Individualized self-paced course providing instruction through specific learning modules. Students may register at any time in the Learning Center. Learning modules are available in writing, spelling, vocabulary, reading, study skills, math, specialized terminology, and college preparatory tests.
- 128 **Speed Reading. 1 hr.**
Eight-week course to help the good reader increase speed of comprehension by learning reading strategies and knowing when to apply them. (PR: Adequate reading ability)
- 138 **Academic Skills Review. 3 hrs.**
Academic preparation to help students improve study methods, textbook reading skills, listening and notetaking procedures, test taking skills, and composition skills through the technique of analytic questioning.
- 280-283 **Special Topics. 1-4 hrs.**

SCIENCE (SCI)

- 090 **Developmental Physical Science. 3 hrs.**
A course for potential bachelor's degree students who do not meet science admissions requirements. Designed to give students experience and skills in physical science, emphasizing lab experiences. (PR: high school algebra or mathematics 097)

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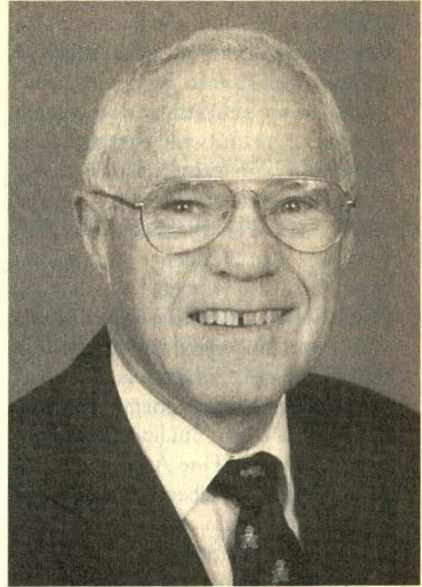
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