

Rollins College

Rollins Scholarship Online

Hamilton Holt School Catalogs

College Catalogs

2010

Hamilton Holt School Undergraduate Catalog 2010-2011

Rollins College

Follow this and additional works at: https://scholarship.rollins.edu/catalogs_holt

Recommended Citation

Rollins College, "Hamilton Holt School Undergraduate Catalog 2010-2011" (2010). *Hamilton Holt School Catalogs*. 21.

https://scholarship.rollins.edu/catalogs_holt/21

This Catalog is brought to you for free and open access by the College Catalogs at Rollins Scholarship Online. It has been accepted for inclusion in Hamilton Holt School Catalogs by an authorized administrator of Rollins Scholarship Online. For more information, please contact rwalton@rollins.edu.

UNDERGRADUATE CATALOG



2010 - 2011





UNDERGRADUATE
CATALOG
2010-11

Rollins College • Hamilton Holt School
203 East Lyman Avenue
Winter Park, Florida 32789
407-646-2232

Copyright© 2010 Rollins College. All Rights Reserved.

CONTENTS

<i>CONTENTS</i>	1
<i>CONTACT INFORMATION</i>	2
<i>ACADEMIC CALENDAR</i>	4
<i>FREQUENTLY ASKED QUESTIONS</i>	7
<i>ADMISSION</i>	9
<i>SERVICES AND FACILITIES</i>	13
<i>TUITION AND FEES</i>	20
<i>FINANCIAL AID</i>	22
<i>THE CURRICULUM</i>	29
<i>REGISTRATION</i>	37
<i>ACADEMIC POLICIES</i>	39
<i>ACADEMIC CONDUCT</i>	48
<i>SOCIAL CONDUCT</i>	50
<i>ACADEMIC PROGRAMS</i>	58
BUSINESS ADMINISTRATION (Minor)	58
COMPUTER SCIENCE (Major, Minor).....	59
ECONOMICS (Major, Minor)	61
EDUCATION	61
ENGLISH (Major, Minor).....	65
ENVIRONMENTAL AND GROWTH MANAGEMENT STUDIES (Major, Minor)	66
HUMANITIES (Major, Minor)	67
INTERNATIONAL AFFAIRS (Major, Minor)	69
MUSIC (Major, Minor)	71
ORGANIZATIONAL BEHAVIOR (Major, Minor).....	72
ORGANIZATIONAL COMMUNICATION (Major, Minor).....	73
PSYCHOLOGY (Major, Minor)	74
WOMEN’S STUDIES (Minor)	75
WRITING (Minor)	75
<i>COURSE DESCRIPTIONS</i>	78
<i>BOARD OF TRUSTEES</i>	137
<i>ADMINISTRATION</i>	138
<i>INDEX</i>	139

Be advised that the provisions of this catalog are not to be regarded as an irrevocable contract between the student and Rollins College, its officers, or its faculty. The College reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, programs of study, academic grading policies, and general regulations.

CONTACT INFORMATION

Address

The Rollins College Hamilton Holt School office is located at 203 East Lyman Avenue, Winter Park.
Address all correspondence as follows:

Rollins College
Hamilton Holt School
203 East Lyman Avenue
Winter Park, FL 32789

Telephone

407-646-2232

Fax

407-646-1551

E-mail

holt school@rollins.edu

Website

www.rollins.edu/holt

Student Services Website

www.rollins.edu/holt/students

Frequently Called Numbers

Hamilton Holt School

Admission/Academic Advising/Student Services (**Undergraduate**)

407-646-2232

Academic Advising (**Graduate**)

Contact the appropriate graduate program coordinator.

Graduate Counseling Program (M.A.)

407-646-1568

rcordray@rollins.edu

Graduate Education/Teaching (M.Ed. or M.A.T.)

407-646-1568

rcordray@rollins.edu

Master of Human Resources (M.H.R.)

407-646-2653

cricaurte@rollins.edu

Master of Liberal Studies (M.L.S.)

407-646-2653

cricaurte@rollins.edu

Master of Planning in Civic Urbanism (M.P.C.U)
407-646-2232

Career Services
407-646-2232 or 407-646-2195
holtschool@rollins.edu

Office of Advancement
407-646-1577
psmith@rollins.edu

Bookstore
407-646-2133
www.rollins.edu/bookstore

Campus Security
407-646-2999
www.rollins.edu/campus_security

Cashier (Bursar's Office)
407-646-2252
www.rollins.edu/finance/bursar

Financial Aid
407-646-2395
www.rollins.edu/finaid

Information Technology (Student Help Desk)
407-646-2655
www.rollins.edu/it

Loans/Collections
407-646-2493
www.rollins.edu/finance/bursar

Olin Library
407-646-2521
www.rollins.edu/olin

R-Card Office (Student Identification Cards)
407-646-1564
www.rollins.edu/rcard

Thomas P. Johnson Student Resource Center
407-646-2308
www.rollins.edu/tpj

ACADEMIC CALENDAR 2010-11

FALL TERM 2010

Registration (new students)	July 26 - 30
Classes begin	August 23
Last day to withdraw without academic penalty	October 29
Thanksgiving Holiday	November 24 - 26
Classes end	December 9

SPRING TERM 2011

Registration (new students)	December 6 - 10
Martin Luther King Holiday January	17
Classes begin: Session I	January 3
Session II	January 10
Last day to withdraw without academic penalty (Withdrawal deadline varies for intensive courses.)	March 25
Spring break begins	March 7
Classes resume	March 14
DEADLINE for HOLT SCHOOL SCHOLARSHIP APPLICATION FOR 2011-12	March 15
Classes end	May 2
Comm encement	May 7

SUMMER TERM 2011

Registration (new students)	April 25 - 29
Classes begin	
First six-week session	May 16
Second six-week session	July 5
Twelve-week session	May 16
Last day to withdraw without academic penalty:	
First six-week session	June 10
Second six-week session	July 29
Twelve-week session	July 1
Independence Holiday July	5
Classes end	
First six-week session	June 27
Second six-week and 12-week sessions	August 15

ABOUT ROLLINS COLLEGE

Rollins College educates students for global citizenship and responsible leadership. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Rollins is a comprehensive liberal arts college. Rollins is nationally recognized for its distinctive undergraduate Arts and Sciences program. The Crummer Graduate School of Business offers a nationally ranked MBA program. The Hamilton Holt School serves the community through exceptional undergraduate and graduate evening degree and outreach programs. We provide opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. We value excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment.

Rollins College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097; telephone 404-679-4500) to award associate's, bachelor's, and master's degrees and by AACSB International—The Association to Advance Collegiate Schools of Business (777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602-5730, telephone 813-769-6559). Rollins College has been a full member of the National Association of Schools of Music since 1931 and has had a chemistry program accredited by the American Chemical Society since 1974. Its programs in education are approved by the Department of Education of the State of Florida, and its counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs.

Rollins also holds institutional memberships in the Association of American Colleges and Universities, the American Council on Education, the National Association of Independent Colleges and Universities, the Council of Independent Colleges, Associated Colleges of the South, the College Entrance Examination Board, the Florida Association of Colleges and Universities, the Association of Governing Boards of Universities and Colleges, and Independent Colleges and Universities of Florida, Inc.

HAMILTON HOLT SCHOOL

The Hamilton Holt School of Rollins College is committed to providing the best possible educational experience for students who live and work in the Central Florida community.

The Rollins College Hamilton Holt School features a wide range of bachelor's and master's degree programs, offered during evening hours, with small classes, dedicated faculty, and diverse students of all ages and backgrounds. The average age of Holt undergraduates is 29. Approximately 1,200 students enroll each year. Most work part or full time and have family responsibilities. Many receive scholarship support and other financial assistance.

The College is within easy commuting distance for most residents of Central Florida. The beautiful 70-acre campus is bounded by Lake Virginia to the east and south. Offices for the Hamilton Holt School are located at 203 East Lyman Avenue in Winter Park, and classes meet on the Rollins campus.

A great number of Hamilton Holt School students continue to live, work, and raise their families in Central Florida. Many of the Holt School's 15,500 alumni have earned advanced degrees and have gained prominence in their professions. Their Rollins education continues to make a positive difference, empowering them to lead meaningful lives and productive careers.



FREQUENTLY ASKED QUESTIONS

What programs does the Rollins evening studies division offer?

The Hamilton Holt School evening degree program offers the bachelor's degree in 10 different majors and master's degrees in liberal studies, human resources, teaching or education, mental health counseling, and planning in civic urbanism. To request complete information on graduate programs, contact the appropriate [program representative](#).

How do I get started?

We recommend that you speak with an adviser about your academic goals. Call 407-646-2232 to make an appointment. Advisers are available in person and by telephone.

If you are applying to a bachelor's degree program, you may complete an admission application and submit it along with your official college transcripts. An [admission application](#) is available online.

Can I take a course without applying to a degree program?

Yes, you may take credit courses for personal enrichment without formally applying to a degree program. You also can take courses on an audit (noncredit) basis if space is available or as a transient student if you are enrolled elsewhere.

When do classes begin? How do I register?

An academic-year calendar, which includes the dates for registration and the first day of classes, is provided in each term's schedule of courses. You may file an application any time during the academic year. Application deadlines are generally one month prior to published registration dates. Accepted new students may enroll during new student registrations held prior to the beginning of each term. These registrations take place July 26 - 30, 2010 (fall term), December 6 - 10, 2010 (spring term), and April 25 - 29, 2011 (summer term). Once you have completed a course, you may register in advance online.

Is my diploma a Rollins College diploma?

Yes. Your coursework in the Holt School leads to a degree and a diploma from Rollins College.

How much credit can I transfer from other colleges?

Up to 64 semester hours may be transferred from a lower-level institution. There is no limit on transfer credit at the upper-division level; however, the last nine courses (36 semester hours) for the bachelor of arts degree must be taken in residence at Rollins College. It does not matter how long ago you earned transfer credits. An academic adviser can evaluate your transcripts and show you how the acceptable courses will apply to your program at Rollins. The only courses that will not transfer are those in areas not typically offered by Rollins, such as vocational, technical or training courses, remedial courses, and physical education. Most academic courses in the social sciences, natural sciences, and humanities will transfer if you earned a "C-" or better in them.

How long does it take to obtain the bachelor of arts?

The B.A. requires 140 semester hours (35 courses). Completion time depends upon how many courses you can transfer, the major you select, and the number of courses you can complete each term. Most Rollins courses count for four semester hours of credit. You must complete at least 36 semester hours at Rollins for the bachelor of arts. One-fourth of the major and minor courses must be taken at Rollins.

Can I attend full time?

Yes. Three courses in the fall and spring terms and two in the summer are considered full-time attendance. We recommend, however, that students employed full time register for only two courses per term. This is not a requirement and may be adjusted according to individual aptitudes and circumstances. Students who enroll in at least three courses in the fall and spring are eligible for the Florida Resident Access Grant, a state financial aid program that provides about \$1,256 per semester for students who have been Florida residents for 12 consecutive months.

Is career counseling available?

Yes. The Hamilton Holt School provides a variety of services related to career transition and job search. Services include career advising, major selection, resume writing, job search strategies, and group workshops and individual consultation with the Holt School Career Counselor.

What if I have been away from college for a while?

Our programs are especially designed for students who may have been out of college for a while. We offer many support services to help you succeed. These include academic advising, academic skills development services, a writing center, and individual academic advisers. Returning to college is exciting and satisfying. Students usually find that their initial hesitation quickly disappears. Most individuals experience a sense of accomplishment, the enjoyment of learning new things, and the pleasure of meeting new friends with similar goals and values.



ADMISSION

Application

All new students must file an application form with a \$35 nonrefundable application fee. Applications should be filed at least one month prior to published registration periods. Official transcripts from all colleges previously attended by the student must be on file with the Hamilton Holt School by the published application deadline. Students who have not previously attended a college or university (first-time freshmen must provide an official high school transcript or official General Educational Development Test (GED) results prior to the published application deadline. Students are responsible for program requirements in effect at the time of their first registration in the Holt School. Applicants will be notified in writing of their acceptance, which is in effect for one calendar year from acceptance.

Eligibility

The Hamilton Holt School seeks to attract academically talented and motivated students. Admission to a degree program is based on the achievement of a minimum 2.5 cumulative grade point average (GPA) from previously attended, regionally accredited colleges (averages from multiple institutions may be combined) or high school as well as submission of college-level writing in the application process. Acceptance to enroll at the Hamilton Holt School does not guarantee admission into some majors. Students who have been dismissed from another institution for academic or conduct-related matters must file a formal request for application review through the admissions committee.

Applications for admission are considered on the basis of the qualifications of each applicant without regard to race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status. Rollins is an equal opportunity institution that adheres to a nondiscriminatory policy with respect to employment, enrollment, and programs.

Satisfactory Academic Progress Review

All students will be reviewed after their first semester in the Hamilton Holt School. Students with a cumulative grade point average (GPA) below 2.0 will be placed on academic warning and will be dismissed after two semesters if the GPA remains below 2.0.

All students are expected to complete ENG 140 Composition: Writing About Selected Topics as one of their first four courses at Rollins unless it is transferred from another institution. Students must also take INT 200 Introduction to the Liberal Arts as one of their first six courses unless they have completed the Associate of Arts degree or two humanities courses prior to entering Rollins.

The Hamilton Holt School is committed to providing students with opportunities for their academic success. Satisfactory progress toward achievement of academic goals is dependent upon consistent successful completion of courses. The Holt School encourages students to remain on a success-oriented path by requiring successful completion of a majority of the courses for which they register. Students must complete 67 percent of the term hours for which they register and achieve a minimum cumulative GPA of 2.0 in order to remain in good

academic standing and avoid administrative withdrawal from the institution. Please refer to the section entitled “Academic Probation and Dismissal.”

Readmission

A student who has not attended the Hamilton Holt School for a period of two or more years must file a new application form, pay the application fee, and follow the catalog and curricular policies and requirements in effect at the time of return.

Disability Policy

Rollins College is committed to providing equal access to its academic, social, and employment opportunities to all qualified persons with disabilities. While upholding this commitment, Rollins will also maintain the high standards of achievement and excellence that are essential to the integrity of the College’s programs and services. In advancing these aims, the College will ensure that its policies, practices, and procedures conform to federal and state statutes and regulations.

Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (“ADA”) define a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such an impairment, or (3) is perceived by others as having such an impairment. Title III of the ADA applies to independent colleges and universities, such as Rollins College, as places of public accommodation, and Title I of the ADA references the responsibility of the institution as an employer. Subpart E of Section 504 of the Rehabilitation Act of 1973 states that no “otherwise qualified person” with a disability can be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity within an institution that receives federal financial aid.

Beyond the legal responsibilities for promoting equal access, Rollins College is committed to making its campus and programs a welcoming environment for all individuals, regardless of disability, who choose to enroll, work, or visit here.

Students with disabilities should:

1. Contact the appropriate person from the Rollins College staff to discuss your disability-related needs. Initial contact must be made directly by the student and necessitates setting up an appointment with college personnel to discuss policies and procedures. Please contact the Disabilities Services Coordinator at the Thomas P. Johnson Student Resource Center for an appointment.
2. Provide the Disabilities Services Coordinator with written documentation from an appropriate professional of the nature of your disability and any consideration or accommodations that may be necessary. Such documentation must be current (usually not less than three years old) and provide a clear understanding of how the student is functioning at this point in time.
3. If you are requesting some form of accommodation or special arrangement in order to participate fully in institutional activities, please be sure to provide ample time for your request to be evaluated and for arrangements to be made prior to the anticipated need for

service/support. The institution cannot guarantee that appropriate accommodations/services can be put in place without sufficient lead time to make arrangements.

If a student is dissatisfied with the accommodations or services provided, he or she may appeal to the Dean or designee after first consulting with the Disabilities Services Coordinator.

ADMISSION WITH ADVANCED STANDING

Advanced Placement Credit

Students are awarded four semester hours of credit for each AP examination on which they earn a score of four or five. Students who present scores of four or higher on the AP English Language and Composition examination or the AP English Literature and Composition examination are exempt from satisfying the College's "W" (writing) general education curriculum requirement. Students who present scores of four or five on the AP Statistics examination are exempt from satisfying the College's "Q" (quantitative reasoning) general education curriculum requirement. Credit earned from other AP examinations does not exempt students from any other of the College's general education curriculum requirements.

Transfer Credit

Credit earned from previous educational experience at the college level is eligible for transfer credit. Courses completed with a grade of "C-" or better at regionally accredited colleges and universities are acceptable for transfer if they contribute to the student's proposed degree program. This means that some courses in vocational fields will not transfer. No more than 64 semester hours will be accepted as transfer credit from a two-year institution.

Students who enter the Holt School with an associate of arts degree that was earned after summer 1993 from a Florida community college may enter under the terms and conditions of the articulation agreement between the State Board of Community Colleges and the Association of Independent Colleges and Universities of Florida. Please see a Holt School program adviser for additional information.

Military Credit

Credit is given for USAFI or DANTES courses and some military specialty schools. Students seeking military course credit must submit Form DD214. Official transcripts for USAFI and DANTES should be obtained from the DANTES Contractor Representative, Educational Testing Service, P.O. Box 2879, Princeton, NJ 08541. Transcripts may also be ordered online at http://www.dantes.doded.mil/dantes_web/examinations/transcripts.htm.

College-Level Examination Program (CLEP)

CLEP examinations are offered on the Rollins College campus. Please contact the Holt School for a schedule of testing dates and times.

The Holt School has the following guidelines for awarding credit for CLEP General or Subject examinations:

1. A student must complete any examination, and official score results must be received prior to achieving junior status (64 earned semester hours) in the Holt School.
2. CLEP exams must be completed and official score results received prior to the term in which a student begins his or her residency in the Holt School.
3. CLEP General or Subject examinations will not be used to fulfill major or minor core or elective requirements. Such examinations may be used to fulfill general education (if appropriate) or general elective requirements. Students who receive a score of 65 or better on the English General Examination with Essay receive credit and are exempt from ENG 140 only.
4. Students who score within the acceptable guidelines on the CLEP General or Subject examinations may receive up to the equivalent of nine courses of credit. Examinations may not duplicate course material previously covered.

CLEP credit is recorded on the student transcript as examination/lower-level transfer credit and does not satisfy residential requirements for graduation or honors.

Credit for Training Programs

A maximum of eight semester hours of academic credit may be awarded for training courses in the subject areas contained in the College's curriculum. To be considered for credit, the training course must have been evaluated and recommended for credit by the American Council on Education. To be designated as partially fulfilling requirements for the major, the major department must approve such a training course.

ADMISSION TO OTHER DIVISIONS OF THE COLLEGE

Students in the Hamilton Holt School who wish to transfer to one of the other divisions in the College are required to submit the appropriate applications to the particular program admission office. Admission of a student to the Hamilton Holt School establishes no claim or priority for admission to one of the other divisions of the College.

INTERNATIONAL STUDENTS

The Hamilton Holt School of Rollins College welcomes applications from international students. Candidates for admission are required to submit evidence of successful completion of studies from accredited secondary schools or colleges. If the school records are in a language other than English, candidates for admission must submit an official evaluation of those records. Candidates whose native language is not English are required to submit an official score report from the Test of English as a Foreign Language (TOEFL). A score of 550 or better on the paper test or a score of 213 or better on the computer test or 80 or better on the Internet test is required for admission. Once admitted, the student will be processed through the normal admission procedures.

Accepted international students are required to advise Rollins College of their current immigration status. The I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status, is issued only after the student has submitted (1) an Application for Admission with the nonrefundable application fee; (2) all official transcripts (translated, if necessary); (3) a Statement of Financial Responsibility including appropriate documentation that sufficient financial resources are available to finance one full year in the Hamilton Holt School; and (4) a nonrefundable deposit of \$500, applicable toward tuition.

Accepted international students (with J-1 or F-1 visas) are required to purchase health insurance coverage that includes repatriation and medical evacuation. This requirement is not meant to be punitive, but is a protection for the international student against the high cost of medical care in the United States.

SERVICES AND FACILITIES

Advising Resources

Hamilton Holt School program advisers are available for academic counseling from 8:30 a.m. to 6:30 p.m., Monday through Thursday. Appointments are recommended. Degree-seeking students should schedule an advising appointment prior to beginning their coursework to have their program of study approved. Program advisers and trained peer advisers are ready to respond to the academic concerns of students, help those having difficulties in their program, and provide referrals to the Thomas P. Johnson Student Resource Center.

Career Services Center

Holt Career Services provides a full range of career planning services for undergraduate and graduate students. Services allow students to analyze interests and skills, explore options, and set goals through individual career counseling, job search strategies, group workshops, internship and job postings, and a career resource library. Career events are published throughout the academic year. Students may make an appointment (evening and weekend appointments available) to meet individually with a career counselor by calling the Holt School office at 407-646-2232 or by sending an e-mail to the Holt School Career Counselor.

Counseling

Students enrolled in Rollins College graduate programs in counseling or graduate students who have Rollins College Student Accident and Health Insurance may utilize Personal Counseling services at Rollins College. To make an appointment, call 407-628-6340. All other graduate and undergraduate students enrolled through the Hamilton Holt School may call the Cornell Counseling Center for an appointment or referral. The one-time cost is \$15, and day and evening appointments are available. Rollins graduate students in counseling provide services. For more information or to make an appointment, call 407-646-2134. All Rollins counseling services are closed during the summer. In the event of a crisis during the summer, students may wish to call “Lifeline” at 407-425-2624. To request information on Student Accident and Health Insurance, please call student services at the Hamilton Holt School at 407-646-2232.

Olin Library

When Rollins College was founded in 1885, its library collection consisted of a Bible and a dictionary. Today, students have at their disposal considerable library resources ranging from ancient tomes to the latest technology in information retrieval.

The Olin Library, a 4.7 million-dollar gift of the F.W. Olin Foundation, was dedicated in 1985. Rising impressively near the shores of Lake Virginia, the four-level, 54,000 square foot structure retains the Spanish Colonial architecture that dominates the campus. Open stacks with study areas throughout, conference rooms, group studies, and a tower lounge with exhibit space are

some of the features that provide an inviting research and study environment. Patrons are able to use individual and group media rooms for viewing and listening.

A second gift of \$2.7 million established the Olin Electronic Research and Information Center. The Center features the latest technology, including computer workstations, scanners, color printers, audio and video digitizers, compact discs, videodiscs, and videotapes. These tools facilitate creativity as students pursue research questions, prepare multimedia presentations, and create web pages.

The Library's collections reflect the liberal arts mission of the College and strongly support the curriculum through a generous budget. Holdings currently include more than 303,000 volumes, 1,600 periodical and serial subscriptions, 13,200 periodicals available through electronic resources, 42,000 government documents, a number of special collections, and hundreds of compact discs, digital video discs, and videotapes.

The College Archives and Special Collections Department, housed on the first floor of Olin Library, provides further opportunities for research in rare books and manuscripts and the historical records of Rollins College. Special collections emphasize the liberal arts character of the College. Examples include the William Sloane Kennedy bequest of Whitmaniana; the Jesse B. Rittenhouse library of modern poetry and literature, including her correspondence with many literary personalities; the Mead and Nehrling horticultural papers; and an outstanding collection of Floridiana. The Archives offer a wealth of information to local historians; as a collection of the documents of Rollins College, they also document much of the history of Winter Park.

The Library faculty are information professionals who, in addition to providing individual reference and research consultation, teach courses in research methods to Rollins undergraduate and graduate students. The Olin Library is an integral part of the instructional, intellectual, and cultural life of Rollins College.

For further information, call 407-646-2521 or visit the [Olin Library](#) website.

Information Technology

Rollins has made a significant investment in technology. All residence hall rooms as well as classrooms, labs, and offices are wired to the campus network and to the Internet. Major classroom buildings also have wireless access.

Several computer labs provide general and special-use facilities for students. Public labs are available in the Bush Science Center, Cornell Hall for Social Sciences, and the Olin Library's Electronic Research and Information Center. Computers are networked to printing facilities, the campus network, and the Internet. Computers for writing and quantitative learning instruction are available in the Thomas P. Johnson Student Resource Center in the Mills Memorial Center.

Additional computer labs are located in the physics department and several other departments on campus. Public computers are also available in the Olin Library and Cornell Campus Center to provide convenient Internet and e-mail access. Computer labs along with the student help desk

are available more than 90 hours a week, with 24-hour access in the Olin Electronic Research and Information Center.

A variety of microcomputer software is available in the labs, including word processing, multimedia and web design, programming languages, statistical packages, and discipline-specific software for individual courses. E-mail and web page storage for student websites is provided to all students and is accessible on the Rollins web server at <http://www.rollins.edu>.

The Department of Information Technology offers courses throughout the year, both credit and noncredit, on topics such as Using the World Wide Web for Research, Using Excel Spreadsheets Effectively, Digital Video, and Creating Home Pages on the World Wide Web. For further information, visit the [Information Technology](#) website.

For additional information, contact the Department of Information Technology at 407-628-6326.

The Thomas P. Johnson Student Resource Center (TJ's)

The [Thomas P. Johnson Student Resource Center](#), located on the second floor of the Mills Memorial Building, is a comprehensive academic support center with programs designed to challenge students to take responsibility for their own learning and to provide students with tools and feedback for developing learning strategies to achieve academic success.

The Writing Center, staffed by trained peer consultants from across the curriculum, welcomes writers at any stage of the writing process, from brainstorming to revising to final editing. Writers of all abilities benefit from putting their work before an audience. Through one-on-one conversations and occasional group sessions, consultants serve Arts and Sciences and Hamilton Holt School undergraduate and graduate students, sharing strategies, questioning rhetorical choices, and summarizing their discussions for both clients and faculty members.

The Peer Tutoring Program hires and trains faculty-nominated peer tutors to help students understand and improve learning in specific courses. Since peer tutors have recently succeeded in these courses, they can often convince student clients to try more effective and efficient reading, learning, and problem-solving techniques. They then monitor students' strategic use of these skills in later individual or group sessions. In addition, tutors give feedback on students' understanding of course concepts in the early stages of writing. Professors and student clients receive copies of tutoring notes made during each session.

Bookstore

The Charles Rice Family Bookstore and Café is an important campus resource that provides students and faculty with the tools of their work. In addition to textbooks, the Bookstore has a large and current stock of learning materials and books for general interest. It is located on Holt Avenue next to Carnegie Hall. Bookstore hours may be obtained by calling 407-646-2133. For more information, visit the [Bookstore](#) website.

Parking

All motor vehicles operated by students, faculty, and staff must be registered with the Rollins College Department of Campus Security. Holt students may obtain a permit in the Campus

Security Office, which is open 24 hours a day. Please see the [Campus Security](#) website for information on fees, citations, and other important parking information. Vehicle registration and an official Rollins College I.D. are required.

A brochure containing parking and traffic regulations enforced on College property by the Campus Security Office is available to all Holt students. These rules are enforced all year. Students should familiarize themselves with the Campus Traffic and Parking Regulations brochure issued with each decal. Contact the Campus Security Office at 407-646-2999 for any additional information.

Campus Security also offers an escort service to and from your vehicle 24 hours a day. Please call 407-646-2999 to coordinate pick up and drop off.

Dining Facilities

Rollins College offers an innovative dining program that promotes quality, variety, and value. Four dining locations, a convenience store, catering, “wellness” selections, theme meals, and holiday specials are among the features provided to satisfy the diverse requirements of the Rollins community. Menu selections are sold a la carte, and a 100-percent-satisfaction program allows for any unsatisfactory item to be immediately exchanged or refunded.

Rose Skillman Hall and Dave’s Down Under in the Cornell Campus Center house The Marketplace Servery, The Grille, and The C-Store. Located on the main level, the Marketplace features five specialty stations and is open for breakfast, lunch, and dinner Monday through Friday, and for brunch and dinner on weekends.

In Dave’s Down Under, the Grille serves charbroiled burgers or chicken breasts, steak sandwiches, salads, cheese and fruit platters, chips, and wings. Old-fashioned ice-cream parlor favorites include milk shakes, smoothies, ice-cream cones, sundaes, and banana splits. The C-Store, also located at Down Under, is a complete convenience store with made-to-order subs, snacks, groceries, sundries, and gifts.

The Cornell Café, in the courtyard of the Cornell Social Sciences Building, is a bistro-style café with Starbucks Coffee, fresh-squeezed lemonade, soup, sandwiches, and salads, made to order or grab-n-go. Dianne’s Café in the Charles Rice Family Bookstore serves Starbucks coffee and specialty drinks, sandwiches, desserts, gourmet soups, fresh lemonade, and frozen granitas. The Bookmark, located in the Olin Library, features Starbucks coffee, Odwalla drinks, and quick grab-n-go snacks, sandwiches, and salads.

Student Identification Cards

The R-Card is the official Rollins College ID card. It is used for identification purposes and for access to facilities and services on campus. You may voluntarily deposit money into your R-Card FLEX account to enjoy cashless purchasing campus wide.

R-Card Privileges

- Bookstore
- Building access

- Copy machines
- Dining services
- Library
- Parking garage
- Post office
- Publishing center
- Vending machines

R-Card Office Hours

Monday – Friday

- 8:30 a.m. – 5:00 p.m.
- No appointments needed.
- Or visit the [Online R-Card Office](#).

For additional information, please call 407-646-1564 or e-mail rcard@rollins.edu.

Sports and Recreation

Hamilton Holt School students are eligible to participate in the following varsity sports at Rollins: water skiing, sailing, and men's crew. Eligibility includes enrollment in 12 credit hours and maintenance of a 2.0 GPA. To participate, students should contact the appropriate coach for more information. Each sport may require up to 20 hours of practice per week during the competitive season as well as some travel expectations.

Students enrolled in classes at the Hamilton Holt School may use the Rollins fitness and recreational facilities, including the Tiedkte Tennis Courts, the Alford Pool, and the Alford Sports Center fitness facilities (after 9 a.m. daily) from the start date of the semester to the start date of the following semester. A valid R-Card is required.

Students with a Rollins identification card (R-Card) may attend basketball games, baseball games, soccer games, lacrosse, and other sporting events on campus for free. Children under the age of 12 are admitted for free. Children between the ages of 12 and 18 and spouses are charged a nominal fee for entrance.

For additional information, please call 407-646-2660, or 407-691-1735.

Art/Theater/Literature

The arts have always been a highly visible part of the Rollins experience. Each year the College calendar is filled with concerts, exhibitions, lectures, readings, and performances that draw audiences from campus and the larger Central Florida community.

The Department of Music offers an eclectic array of concerts and showcases each year featuring distinguished visiting artists, faculty, and students. More than a dozen student groups, such as the Rollins Singers, the Rollins College Choir, the 10 O'Clock Jazz Ensemble, and the Percussion Ensemble, provide performance experiences for majors and nonmajors. The Annie Russell Theatre and the Fred Stone Theatre present plays and dance productions throughout the academic year. Each February, Winter With the Writers, a Festival of the Literary Arts, brings distinguished authors to campus for readings, interviews, and master classes. The Cornell Fine Arts Museum presents several exhibitions each year and holds a collection of nearly 6,000 objects from ancient to contemporary.

Religious Life

The mission of Knowles Memorial Chapel and the United Campus Ministries, led by the Dean of the Chapel, is to nurture religious life in the Rollins community. The character and programs of the Chapel are interdenominational and interfaith, seeking to serve and support persons in a variety of faith traditions and to emphasize the conviction and commitments they share with one another. Each Sunday during the school year, there is a nondenominational Christian service at 11:00 a.m., and every Sunday evening at 8:30 p.m., there is a Roman Catholic Mass. Services of meditation, vespers, and gatherings for spiritual responses to special crises or celebrations, weddings, and memorial services are offered. The Dean of the Chapel is also available for personal pastoral counseling concerning personal or faith-related issues.

Hamilton Holt students and members of their immediate families may use the Knowles Memorial Chapel for weddings, baptisms, memorial or funeral services, and renewal of wedding vows. Contact the Chapel Office for details and reservations.

The United Campus Ministry offers programs and a variety of religious services to Roman Catholics, Christians of all denominations, Jewish students, and Muslim students.

For further information, contact Dean of the Chapel Patrick Powers at 407-646-2115.

Nonsmoking Policy on Campus

The Florida Indoor Clean Air Act prohibits smoking in all public facilities, including educational institutions. Smoking is prohibited in all College buildings, including private offices, dining facilities, and residence halls. In addition, smoking is prohibited within 25 feet of any building entrance and on loggias and balconies.

STUDENT ORGANIZATIONS AND HONOR SOCIETIES

The Hamilton Holt School Student Government Association meets once each month to identify and discuss student issues. Notice of these meetings is published on a term basis, and

meetings are open to all Holt School undergraduate and graduate students. The Holt School Student Association conducts an election each year to select a faculty member to receive the Walter E. Barden Distinguished Teaching Award at commencement, organizes fundraising events in support of the Holt School Scholarship Program, and arranges social opportunities for student interaction outside of the classroom.

Communiqué is the Hamilton Holt School/Rollins College student chapter of the Florida Public Relations Association. As members of Communiqué, students attend monthly meetings to hear timely speakers, exchange experiences, and engage in career networking. Students may attend continuing education programs offering members the chance to develop professional skills. Members have the opportunity earn the designations of Accredited Public Relations (APR) and Certified Public Relations Consultant (CPRC) through professional accreditation and certification programs.

The Hamilton Holt School Academic Honor Council has two functions: (1) to educate the campus community about the Academic Honor Code (AHC) and (2) to follow the procedures of the AHC for disposition of cases (possibly including investigations and hearings to determine responsibility and assignments of academic penalties). Members of the Academic Honor Council serve a one-year appointment and are engaged in peer review of alleged Academic Honor Code infractions. Additional information is available at <http://www.rollins.edu/holt/ahc/>.

Holt students are welcome to join other student organizations on campus. A complete listing of current organizations is available at the Cornell Campus Center through the Office of Student Involvement and Leadership, or online at <http://www.rollins.edu/osil/>.

The **Alpha Sigma Lambda National Honor Society** was founded in 1945 to recognize adult students in higher education who have achieved academic excellence while fulfilling the many responsibilities of family, work, and community services. The following criteria apply to election of students to membership.

1. Members must be matriculated and have a minimum of 24 graded semester hours at the institution in an undergraduate degree program.
2. At least 12 credits should be earned in courses in Liberal Arts/Sciences, not including applied Arts/Science courses.
3. Members shall be selected only from the highest 10 percent of the class who have 24 graded credits and are matriculated in an undergraduate degree program.
4. Those selected must have a minimum GPA of 3.2 on a 4.0 scale or its equivalent.

Phi Beta Lambda (Future Business Leaders of America) is a nonprofit 501(c)(3) education association with a quarter million students preparing for careers in business and business-related fields. Exclusive membership and career recognition programs are designed for each division to provide additional personal and chapter development opportunities.

FBLA-PBL's National Awards Program recognizes and rewards excellence in a broad range of business and career-related areas. Through district and state-based competition at the spring State Leadership Conferences, students compete in events testing their business knowledge and skills.

Top state winners then are eligible to compete for honors at the National Leadership Conference each summer. FBLA-PBL has forged partnerships with industry leaders to underwrite competitive events and scholarships for students achieving national ranking.

Lambda Pi Eta is the official communication studies honor society of the National Communication Association. As an accredited member of the Association of College Honor Societies, LPE has more than 250 active chapters at colleges and universities worldwide.

Lambda Pi Eta represents what Aristotle described in his book *Rhetoric* as the three ingredients of persuasion: Logos (Lambda), meaning logic; Pathos (Pi), relating to emotion; and Ethos (Eta), defined as character credibility and ethics.

Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of promoting excellence in scholarship and advancing the science of psychology. Membership is open to graduate and undergraduate men and women who are making the study of psychology one of their major interests and who meet the qualifications. Psi Chi functions as a federation of chapters located at more than 1,000 senior colleges and universities and is a member of the Association of College Honor Societies (ACHS) and an affiliate of the American Psychological Association (APA) and the American Psychological Society (APS).

Sigma Tau Delta is the International English Honors Society. A member of the Association of College Honor Societies, it was founded in 1924 at Dakota Wesleyan University. The purpose of the society is (a) to confer distinction of high achievement in English language and literature in undergraduate, graduate, and professional studies; (b) to promote interest in literature and the English language on local campuses and their surrounding communities; and (c) to foster discipline of the English language in all its aspects, including creative and critical writing.

TUITION AND FEES

SCHEDULE OF FEES (2010-11)

Application Processing Fee (nonrefundable).....	\$35
Tuition	
Full course (4 semester hours) (\$390 per semester hour)	\$1,560
Half course (2 semester hours).....	\$780
Audited course (no academic credit).....	\$780
Graduation Fee (B.A.).....	\$60
Graduation Fee (A.A.)	\$25
Late Payment Fee.....	\$75

Tuition and fees are established by the Board of Trustees and are subject to change each fall. The tuition and fee schedule for graduate programs is published in relevant publications.

Students will be held financially responsible for registrations they initiate. Tuition is assessed on a term-by-term basis and is due by the published deadlines or at the time of new student registration. An initial late payment fee of \$75, then \$50 per month for each month in the

relevant academic term, will be assessed for current students paying after the published deadline. Financial aid recipients who have received their Rollins financial aid award letters may defer payment until their financial aid becomes available, but not past the end of the term. This deferment is a service to the student and does not constitute a guarantee of payment. Employer-sponsored students must have an original, approved corporate authorization form at the time of registration; otherwise, a 25 percent tuition deposit will be required.

The following College policies apply for delinquent student accounts, until payment is made in full:

- Late payment penalties include a fee of \$75 per month until the end of the term or the balance is paid in full.
- A hold is placed on transcripts and diplomas.
- Registration for an upcoming term is disallowed.

Accounts unpaid at separation from the College will be referred to an external collection agency with a collection fee of up to 50 percent added to the outstanding balance. This debt will be reported to credit bureaus by the external collection agency.

Monthly Payment Plan

The Hamilton Holt School provides a low-cost payment plan that divides tuition into affordable monthly installments with flexible payment options. The plan differs from a loan in that there is no interest rate, just a low \$25 enrollment fee each term. Students are required to enroll in the plan prior to published payment deadlines in order to avoid late payment penalties. Additional information is available on the Bursar's Office website at <http://www.rollins.edu/finance/bursar>.

For further information:

Bursar's Office
Rollins College
1000 Holt Avenue – 2716
Winter Park, FL 32789-4499
407-646-2252

ALUMNI, SENIOR CITIZENS, ADJUNCT FACULTY DISCOUNTS

Alumni

Persons holding a Rollins bachelor's or master's degree from any program are eligible for a 20 percent tuition discount on undergraduate credit courses, except for a second bachelor's degree program. An official transcript must be presented at registration to receive the discount. Alumni do not pay an application fee unless two years have elapsed from the date of graduation to re-enrollment.

Senior Citizens

Persons who are age 65 or over on the first day of class will receive a 20 percent discount on undergraduate course tuition. Proof of age must be presented at registration. The discount does not apply to audited courses or for a degree program.

Adjunct Faculty and Their Families

Adjunct faculty who are currently teaching in any academic program or who have taught a course within one full year prior to the first day of class, their legal spouses living under the same roof, and their dependent children (as defined in Section 152 of the Internal Revenue Code) are entitled to a 20 percent tuition discount on Holt School undergraduate tuition costs. The discount does not apply to audited courses or music lessons.

REFUND POLICY

During the fall and spring terms, refunds are made on the following basis: 100 percent before the first class meeting, 75 percent after the first class meeting through the first week of classes, 50 percent through the second week of classes, 25 percent through the third week of classes. The refund schedule for short (summer term) or intensive (nontraditional format) courses is 100 percent before the first scheduled course meeting or 50 percent before the second scheduled meeting.

Tuition refund dates and amounts are published online in each term schedule of courses and are strictly enforced. Refunds for withdrawals after the stated deadline will not be granted for: change in job assignment (duties, hours, travel, etc.), change in financial aid status and/or eligibility, lack of prerequisite knowledge or coursework, personal or family crisis or illness, relocation out of the area, or temporary duty assignment or transfer by the military.

Refunds will not be issued until the balance owed on a student account is paid in full, even if that balance includes charges for an upcoming term. Refunds will be based on the official date of withdrawal. In the case of withdrawal by mail, the postmark date on the envelope will be applied. If the letter is delivered to the office, the date of receipt of the letter will be used. Only official written withdrawals received will be considered.

In the event of withdrawal, Hamilton Holt School scholarship awards will be reduced by the same percentage of credit given against tuition. The percent of credit given against tuition is dictated by the College refund policy. Unused funds are returned to the general Hamilton Holt School Scholarship account and are not applicable to subsequent terms or registrations.

FINANCIAL AID

The goal of the Financial Aid Office is to assist students with managing the cost of a Rollins education. A variety of counseling services and financial aid programs are available. Students interested in contacting the Financial Aid Office are encouraged to call 407-646-2395 or visit the Rinker Building. Counselors are available Monday through Friday by phone or on a walk-in basis from 8:30 a.m. – 4:30 p.m. Students also may contact the [Holt School Financial Aid Facilitator](#) by calling 407-646-2232.

GENERAL APPLICATION PROCEDURES

- Apply and be accepted to the Hamilton Holt School.
- Complete a Free Application for Federal Student Aid (FAFSA) at

- <http://www.fafsa.ed.gov>. Be sure to follow the instructions and list **Rollins College, code 001515** as a recipient of the information. Allow four weeks for processing.
- Undergraduate Florida residents who will be full-time students (12 or more semester hours) should also submit a completed Florida Resident Affidavit (FRES) no later than October 1 of your first year at Rollins. This form is required only once and will not be required to renew the Florida Resident Access Grant in subsequent years. (View the form at <http://www.rollins.edu/finaid/>.)

Note: Some applicants for financial aid are selected for an accuracy review referred to as “Verification.” If your application is selected, you will be asked to provide additional information, including signed copies of applicable U.S. Income Tax Returns. All selected students must complete the Verification Review before being awarded financial aid.

Accuracy is very important, as corrections may add several weeks to the process. Be certain to answer all questions and print clearly. Remember to notify the Holt School if your name, address, or telephone numbers change.

DEADLINES

Florida Student Assistance Grant: Results of the FAFSA are required by May 15. Late applications will be considered if funding remains available.

Florida Resident Access Grant: October 1 for fall/spring, February 1 for students beginning in the spring semester. This form is required of first-time recipients of the award.

All other programs: Financial need must be established using the Free Application for Federal Student Aid (FAFSA). The FAFSA and all other application materials must be submitted at least 30 days prior to the first day of advertised registration for the term. Late applications will be accepted, but tuition payment will not be deferred at registration. **Late applicants must pay the tuition if financial aid eligibility has not yet been determined.** Most Federal Aid programs are available to students throughout the year.

AVAILABLE PROGRAMS

Federal Pell Grant

A federally awarded program for undergraduate students. Grant awards range from \$659 to \$5,550 per academic year and will be prorated according to enrollment status. The U.S. Department of Education determines the amount of the award.

Federal Academic Competitiveness Grant (ACG)

A federally awarded program for undergraduate students. Grant awards range from \$750 to \$1,300 per academic year. These grants are available to Pell eligible, full-time freshmen and sophomore students, and have various academic eligibility requirements. Please refer to the Financial Aid Office website for a more thorough description.

Federal National Science and Mathematics Access To Retain Talent Grant (SMART grant): A need-based federal grant awarded to certain Pell eligible, full-time junior and senior

students in the amount of \$4,000. This award is provided only to students in specific majors determined by the federal government.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A federally funded program for undergraduate students with exceptional financial need as demonstrated by the Free Application for Federal Student Aid. Applicants who have established financial need will be ranked according to the Expected Family Contribution index, and available funds will be distributed to those with the lowest Expected Family Contribution. Students are encouraged to apply early as funds are limited.

Florida Student Assistance Grant

A state-awarded program for undergraduate Florida residents who have financial need and enroll full time (12 semester hours). Applicants who have established financial need as of May 15 will be ranked according to the Expected Family Contribution index. Available funds will be distributed to those with the lowest Expected Family Contribution. Late applicants will be considered if funds are still available.

Florida Resident Access Grant

A state-awarded grant program for undergraduate Florida residents who enroll full time (12 semester hours). A Florida Resident Access Grant application must be submitted by the deadline. A completion rate of 12 hours per semester is required for renewal.

Federal Direct Student Loans

A federal loan program with a 5.6 – 6.8% interest rate range. Federal interest subsidies may be available to students with established financial need. Eligibility must be established using the general procedures previously described. A promissory note must be approved and the student must participate in an entrance counseling session prior to the receipt of the loan proceeds. It is the student's responsibility to notify the Financial Aid Office of his or her interest in this loan program. Requires a minimum enrollment of six semester hours.

Federal College Work Study

A federally funded employment program available on a limited basis. Students interested in working should contact the Financial Aid Office to inquire about eligibility.

GENERAL DEADLINES

Students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov at least six weeks in advance of registration. Be sure to follow the instructions and list **Rollins College, code 001515**, as a recipient of the information.

If mailed to the government's processing center, the results of Free Application for Federal Student Aid (FAFSA), and other supporting applications, must be received in the Financial Aid Office at least 30 days prior to the first day of registration. The Federal FAFSA process requires approximately four weeks in processing time. Therefore, the FAFSA should be completed and mailed six to eight weeks prior to the first day of registration. Late applications will be accepted, but tuition may not be deferred at registration. Late applicants should plan to pay their own tuition at registration. Reimbursement will be made if financial aid is approved at a later date.

Applications for the Florida Resident Access Grant will be accepted up until the deadline. Florida Resident Access Grants are available for fall and spring terms only. Late applications will be processed for subsequent semesters.

To receive a deferment of tuition pending receipt of financial aid, all steps in the application process including the Verification Review, if required, must be completed **at least 30 days prior to the first day of advertised registration**. If you are a late applicant, you must pay your tuition at registration. If you then qualify for late financial aid, your financial aid will be reimbursed to you. **A deferment of tuition is an extension of the payment due date. It is NOT a guarantee of eligibility for financial aid.** Students are ultimately responsible for payment of tuition.

SATISFACTORY ACADEMIC PROGRESS

Federal regulations governing financial aid programs require students to maintain satisfactory academic progress. A minimum of a 2.0 GPA is required at all times. GPAs are checked once a year at the end of the spring term. A student who fails to maintain a cumulative 2.0 GPA will be placed on **Financial Aid Warning** for the next year. Aid recipients must also complete a minimum number of credit hours each year. A student who does not complete at least 67 percent of the courses for which he or she is enrolled will be placed on **Financial Aid Warning** for the next year. A student who does not complete at least 50 percent of the courses for which he or she is enrolled will be placed on **Financial Aid Termination** for the next year. A withdrawal from a class constitutes a class that was not completed and will affect a student's completion standard. An "F" grade constitutes a class that was not completed and will affect the GPA and the completion standard. Incompletes will not be treated as a completed course until a grade has been recorded for the class and will affect the completion standard. Repeated courses may be used to improve the GPA and will be counted for the GPA and completion standard in a given year. Transfer courses will not affect the Rollins GPA and will be used simply to determine the grade level of the student.

Financial Aid Warning: A student placed on Financial Aid Warning will have one year in which to bring his or her progress up to standard. This means bringing the cumulative GPA up to a 2.0 and completing at least 67 percent of credit hours attempted. Failure to bring progress up to standard by the end of the Warning year will result in automatic **Financial Aid Termination**.

Financial Aid Termination: A student whose eligibility for financial aid has been terminated may choose to either enroll in courses without financial aid until progress is reestablished or appeal to the Student Aid Appeals Committee. Students terminated due to a deficient GPA may reestablish eligibility by bringing the GPA above a 2.0. Students terminated due to non-completion may appeal for reinstatement after completing the equivalent of one full-time semester without financial aid.

Appeals: The Student Aid Appeals Committee may approve exceptions to the policy based on individual mitigating circumstances. The circumstances should involve unique one-time occurrences and should not involve issues that are recurring. Examples of mitigating circumstances might include severe illness, death of a family member, etc. To appeal, students

must submit a letter of explanation along with copies of any documentation appropriate to support the appeal. Students are strongly encouraged to submit an appeal letter by the first day of the semester they are requesting aid. However, an appeal must be submitted 30 days prior to the semester end date. Appeals submitted after this point may only be considered for financial aid in subsequent semesters. A student whose appeal is approved will have one additional semester in which to reestablish satisfactory academic progress. A student whose appeal is denied may file a second appeal after completing the equivalent of one full-time semester **without** financial aid and making no grade less than a “C.” This coursework may be taken at Rollins College or at another accredited college whose courses will transfer to Rollins. The decision of the Student Aid Appeals Committee is final and may not be further appealed.

Renewal Requirements for State of Florida Programs

The state of Florida requires the completion of a minimum of 24 semester hours with a cumulative 2.0 GPA during the regular academic year to renew most state aid. Failure to meet the completion requirement will result in cancellation of the award for the following year. A one-year probationary award may be granted to students who completed 24 or more semester hours but did not achieve a cumulative 2.0 GPA. Failure to meet the GPA requirements by the end of the probationary period will result in the cancellation of the award for the following year. Florida Bright Futures scholarships have a more stringent GPA renewal requirement than those mentioned above. Additional information regarding specific Florida Bright Futures renewal requirements will be detailed in award letters and the financial aid website (www.rollins.edu/finaid).

Repayment Requirements for Federal Aid Recipients Who Fail to Complete a Semester

In the event that a student who received Title IV funds completely withdraws, is expelled, drops out, or otherwise fails to complete a period of enrollment for which charges are incurred, the College will first determine whether:

- the student did not attend any class and therefore overpayment provisions apply. In this situation, 100 percent of the aid funds would be returned to the Title IV, state, or Institutional programs; or
- the student attended at least one class and regulatory repayment requirements apply. In this situation, the College must calculate the amount of aid that was “unearned” at the time of departure from the College.

Unearned Title IV funds, other than Federal College Work Study, must be returned to the appropriate financial aid program. A student “earns” Title IV funds in direct proportion to the length of time he or she remains enrolled. The percentage of time during the period that the student remained enrolled is the percentage of aid for that period that the student earned. For example, if a student remains enrolled in 50 out of 100 calendar days for a semester, that student has earned 50 percent of his or her aid. Therefore, using this example, 50 percent of the aid must be returned to the appropriate aid program(s). A student who remains enrolled for at least 60 percent of the semester earns all of his or her aid for that semester.

A student who drops out of his/her classes without officially notifying the College will have a portion of aid cancelled and returned to the appropriate program. The midpoint of the semester will be used as the withdrawal date for students who fail to provide official notification.

According to Federal Guidelines, the responsibility for repaying unearned aid may be shared by the College and the student in proportion to the aid each is assumed to possess. The College share is the lesser of: (a) the amount of unearned aid or (b) institutional charges multiplied by the percentage of aid that was unearned. The student's share is the difference between the total unearned amount and the institution's share.

Unearned Title IV aid will result in a reduction to each aid program in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Perkins Loan
- Federal Direct PLUS/Grad Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Academic Competitive Grant
- National Smart Grant
- Federal Supplemental Educational Opportunity Grant

Reduction of the above programs may create a balance that will be due from the student to the College. Any amount to be repaid directly by the student on a grant will be reduced to half. The student's share of a returned loan will be paid according to the terms of the promissory note. Aid from the institution will be reduced by the same percentage of credit given against tuition. The percent of credit given against tuition is dictated by the College refund policy. Rollins College policy does not include state programs in the return of Title IV aid, however, pending state legislation changes may require the return of Florida aid programs as well. State of Florida grant and scholarship programs will be finalized at the end of the drop/add period.

Rights and Responsibilities of Student Aid Recipients

Students receiving aid have the right to:

- Confidentiality: the privacy of files is protected.
- Appeal financial aid application decisions. Written appeals should be submitted to the Student Aid Appeals Committee in care of the Office of Financial Aid.
- Information about the terms and conditions of financial aid programs. The information is provided in this catalog and in the Student Aid Award Notice enclosures.
- Inspect educational records and request amendment of those records, if inaccurate, by contacting the Dean of the Faculty.
- File a complaint with the Department of Education if the student believes his or her right to confidentiality has been compromised.
- Defer direct loan payments for Peace Corps or other volunteer service after graduation.

Students are responsible for:

- Submitting accurate applications and forms before the deadlines.

- Following instructions for application, renewal of aid, or resolving problems.
- Providing the Holt School office with accurate permanent and local addresses and telephone numbers.
- Notifying the Office of Financial Aid of changes in their family financial situation.
- Notifying the Office of Financial Aid of assistance from an outside source.
- Reading the provided information about the terms and conditions of all aid programs.
- Requesting special assistance when it is needed.
- Maintaining satisfactory academic progress according to the policies established for financial aid recipients.

For further information, please contact Terrie Cole, the [Hamilton Holt School Financial Aid Facilitator](#), at 407-646-2232.

Short-Term Loans

A no-interest, short-term loan program provided by the University Club of Orlando assists Holt students. Students must have recently completed a minimum of one semester in the Holt School and be in good financial and academic standing in order to apply. The loan, as funding permits, will provide tuition for one-half of the student's total tuition payment or up to \$75 per course for books and other expenses related to attending Rollins. Available fall and spring terms only, these loans must be repaid by the end of the semester.

To apply:

1. Contact the Hamilton Holt School office to receive proper forms.
2. Upon receipt of loan authorization from the Holt School, contact the loans and collection office for an appointment time to sign appropriate agreements.

DEADLINE: Published each term in the online class schedule.

Hamilton Holt School Scholarships

The Hamilton Holt School Scholarship Program provides financial assistance to qualified students. Central Florida businesses, individuals, and alumni of the Holt School fund the program. Most of the awards are based on past academic achievement, academic promise, leadership and service potential, and financial need.

To apply:

1. Individuals must apply before March 15 of each academic year.
2. Contact the Holt School office or visit the [Student Services](#) website to receive guidelines and appropriate forms.

Study Abroad Opportunities and Grants

As part of the institutional mission of Rollins College, the Hamilton Holt School is committed to the education of students for global citizenship ([Rollins College Mission Statement](#)).

International travel grants are available, on a competitive basis, to Holt School students participating in Rollins-sponsored travel courses offered through the International Programs Office, approved independent study and internship courses, and approved travel courses offered through other accredited institutions. Students must be currently enrolled in a degree program and be in good academic and social standing. Funding is limited, so students are advised to apply as early as possible in the academic year (specific application deadlines are posted for Rollins-sponsored travel experiences). Additional information is available at <http://www.rollins.edu/holt/schedule/offcampus.shtml> or by contacting Assistant Dean Sharon Lusk.

THE CURRICULUM

Through the Hamilton Holt School, Rollins College extends quality education to students who prefer the flexibility of part- or full-time study and the convenience of late-afternoon, evening, and weekend classes. The courses and programs of study are designed to meet the interests and needs of professionals and other adult learners.

The Rollins College liberal arts curriculum is designed to develop and refine analytical and critical skills. Small classes permit an active learning experience stressing problem-solving and organizational abilities. Students learn how to express and defend reasoned points of view both orally and in writing.

Students may either study for a bachelor of arts degree or take courses for career development and personal enrichment. Students will be held responsible for requirements that are in effect at the date of entrance into the Holt School. If students do not attend for a period of two years or more, they will be held responsible for the requirements in effect at the time of their reentry.

Master's degree programs available through the Hamilton Holt School are described in separate graduate publications.

GENERAL EDUCATION REQUIREMENTS

Students need both breadth and depth in their learning experience. By majoring in at least one area of knowledge, students gain the depth necessary for disciplinary expertise. The general education curriculum at Rollins College exposes students to varied perspectives and domains of knowledge, fosters critical thinking, and encourages students to consider the ways various areas of knowledge may reinforce and enrich each other.

The Arts and Sciences faculty have identified a set of core competencies within the general education program:

1. To obtain knowledge of the distinctive methodologies and subject matter of the sciences, social sciences, arts, and humanities.

2. Ability to read, think, write, and speak critically and analytically.
3. Ability to identify and articulate ethical dimensions of a personal or social issue.

To be eligible for a bachelor of arts degree, students must complete one course from each of the general education areas listed below:

Expressive Arts (A)

Artistic creation is a central and enduring activity in all cultures. The arts attest to the fundamental human need for self-expression and for the transformation of human experience into lasting symbolic form. Furthermore, the great diversity of art forms across cultures is evidence of the degree to which human experience, while shared, is also culturally determined. Expressive arts classes provide students with an appreciation for aesthetic experience by teaching the skills necessary for individual aesthetic expression or by focusing on acquiring a critical vocabulary with which to articulate aesthetic experience, or both, depending on the discipline. The expressive arts thus encompass both primary aspects of artistic creation: its practice and its scholarly study.

Knowledge of Other Cultures (C)

Humans have adapted to a wide range of habitats and developed a variety of ways of interpreting and understanding the world. The diversity of these interpretations is part of what defines our species. By analyzing a non-Western culture, students will better understand what is common to human nature, how societies differ from each other, and how our lives are shaped by our cultural beliefs. They will also understand that culture is not an arbitrary construct, but rather consists of systems of beliefs and institutions that typically serve some purpose. Non-Western cultures are those that are not European derived, or that may be European derived but include a substantial cultural component from African, Native American, Asian, Australian Aboriginal, or Pacific Island sources.

Knowledge of Western Culture (H)

The ideas, arts, and institutions that define Western society and culture have emerged from a rich historical process. In order to understand, appreciate, and critically evaluate any aspect of this culture, one must have an understanding of the context from which it arose. By studying the Western heritage in its historical development, students will be encouraged to see the historical dimensions of the issues they face as engaged citizens today.

Introduction to the Liberal Arts (I)

The objective of this requirement is to enable students to develop a heightened appreciation of the human condition through interdisciplinary liberal arts study. The course is designed to introduce new students to the liberal arts and to prepare them to engage fully in the conversation inherent in a liberal arts education. This requirement is fulfilled by completing INT 200 Introduction to the Liberal Arts, which is required during the first six courses at Rollins. Students who hold the associate of arts degree or have completed two or more humanities courses prior to admission to Rollins are exempt from this requirement.

Awareness of Literature (L)

The L requirement seeks to develop lifelong readers sensitive to the richness of literary texts and to the pleasure of exploring that richness. In support of this goal, the L requirement develops students' ability to discover and articulate the ways in which literature imaginatively reflects the human condition.

Oral Communication (T)

Oral Communication is the process of sending and receiving verbal and nonverbal messages to create shared meaning. Students graduating from Rollins College will be able to use oral communication skills to shape public dialogue by offering perspectives, sharing facts, raising questions, and engaging others in discussion. To achieve this goal, students will be able to organize ideas and concepts persuasively, tailor messages to a particular audience, adapt to listener feedback, and—employing appropriate technology—make effective oral presentations.

Scientific Perspective (P)

Humans live in and are part of the natural world. Our survival and success depends on our ability to understand, draw sustenance from, and sustain this world. These courses focus on understanding the nature of science: its discovery process, the scientific method, and the historical sequence leading to major discoveries. Where possible, these courses discuss the social context of the science courses, and give examples of the interplay between science and society. A laboratory experience is required.

Quantitative Thinking (Q)

Quantitative methods have become increasingly important in the natural and social sciences, business, government, and in many other activities that directly affect our lives. Furthermore, with the advent of fast computers with huge storage capabilities, it has become possible to collect, process, and disseminate large amounts of data. Playing an active role in the decision-making that shapes our society requires us to be able to interpret, analyze, and draw sound conclusions from the standard representations of data.

Writing Reinforcement (R)

In a contemporary global society, one must be able to write coherently and thoughtfully in both public and professional spheres. To master the skills and rhetorical practices of writing within a given discipline, students must move beyond basic instruction to the complexities of audience analysis and engagement in the larger queries of an informed citizenry. These courses require students to produce a series of written assignments intended both to extend facility in English composition and to deepen understanding of course content. This 300-level advanced writing requirement has a prerequisite of Freshman Composition and must be completed at Rollins College.

Written Communication (W)

The communication of ideas, information, poetry, stories, intent, and even culture itself has been dependent on the ability of humans to effectively store facts and convert thoughts to written language. The ability to communicate ideas and information in writing is at the core of a liberal arts education and is essential for active citizenship. In covering both academic and (to a lesser degree) familiar writing, the W course focuses on understanding rhetorical strategies. Students

will read the texts of others and learn to shape their own meanings by writing and editing a variety of forms.

This requirement may be fulfilled by a score of 500 or more on the College Entrance Examination Board (CEEB) Achievement Test in English Composition, by scoring 65 or better on the English Composition with essay General Examination of the CEEB's College Level Examination Program (CLEP), or by completing ENG 140 Composition: Writing About Selected Topics with a grade of "C" or better.

All students are expected to complete ENG 140 Composition: Writing About Selected Topics as one of their first four courses at Rollins unless it is transferred from another institution.

Note: Courses designated to meet two general education or institutional requirements may be used to satisfy one or the other, but not both, requirements.

BACHELOR OF ARTS DEGREE REQUIREMENTS

To be eligible for the bachelor of arts degree a student must complete the following requirements:

General Education Requirements

All general education requirements must be fulfilled.

Residence

The last 36 hours (nine full-credit courses) for the bachelor of arts degree must be taken at Rollins College Hamilton Holt School. At least one-fourth of a student's major and minor courses must be taken at Rollins.

Credit

Students must complete a minimum of 140 semester hours of academic work, at least 44 of which must be at the upper-division (300-400) level. Lower-level transfer courses may not be substituted for upper-division requirements unless approved by the appropriate academic department. Students may be required to take a number of overall elective courses in order to meet the semester-hour or upper-division requirement. A minimum of 16 semester hours must be from courses not used to meet either a general education or major requirement. No more than 25 percent of a student's courses may bear a business administration prefix.

Grade

Students must earn a minimum grade point average (GPA) of 2.00 ("C") for all courses taken at Rollins and achieve a minimum GPA of 2.00 for all courses taken to fulfill major and minor requirements.

Major/Minor

Students must satisfactorily complete the courses required for a major. The number of courses required varies between 12 and 17. Minors, consisting of six (6) to eight (8) courses, are

optional. Students must earn a minimum GPA of 2.00 (“C”) in the courses approved for the major and minor as accepted on the senior audit.

Majors

Majors are offered in the following fields of study. Individual programs of an interdisciplinary nature may also be designed. See Self-Designed Majors.

- Computer Science
- Economics
- English
- Environmental and Growth Management Studies
- Humanities
- International Affairs
- Music
- Organizational Behavior
- Organizational Communication
- Psychology

In addition to the majors listed above, students may pursue combined undergraduate/graduate study in the area of elementary education through the Accelerated Program for Learning to Educate (APLE). Further details are provided in the Academic Programs section.

Minors

Students have the option of completing any one minor consisting of eight courses in a specified area other than the student’s major. A minor is not a requirement for graduation. A student may select a minor from the above list of majors or may minor in:

- Business Administration
- Women’s Studies
- Writing

Self-Designed Majors

Self-Designed Majors are intended for disciplined and highly motivated students who are clearly focused in their interests. These majors reflect the College’s recognition that not every student’s area of special interest will always fall neatly within the bounds of a single discipline as traditionally defined.

The Self-Designed Major is not intended as a way for a student to avoid the intellectual focus and methodological rigor required in the normal departmental major or to avoid certain difficult courses within majors. It should not be used to concentrate work in a narrowly pre-professional way. On the contrary, by successfully completing the courses and integrative research project that constitute the Self-Designed Major, the student is expected to achieve a depth of focused reflection and understanding at least comparable to that of a traditional major.

Guidelines for Submission of a Self-Designed Major Proposal

1. Students proposing a self-designed major must have a grade point average of 3.33 or better.
2. The proposal must include the names of three faculty members willing to serve on the senior research project committee. The faculty must represent the three disciplines represented in the major. The student must select a director, from among these three, who works with the student and the other committee members in preparing the proposal. The director also serves as an advocate in the approval process. Once the proposal has been approved, the director serves as the student's academic advisor, monitors the student's progress in completing the major, and chairs the committee that reviews the senior research project.
3. The proposed major program must have a coherent theme or topic that integrates at least three traditional disciplines. It must be different enough from a regular major that some combination of major and minor would not substantially achieve the same result. The student must include a rationale for choosing a self-designed major rather than a conventional major.
4. The proposal must include a list of courses, all related to and converging on the theme of the proposed major, from at least three disciplines.
5. The major must include a two-term, eight-semester-hour independent research project, (or combination of a four-semester-hour upper-level seminar and a one-term, four-semester-hour research project) integrating the major, to be completed in the senior year.
6. The program must be at least 64 semester hours (including the senior project) in length, of which 32 semester hours must be at the **300 level** or above.

The proposal must be submitted to the Dean of the Faculty for approval by September 1 for fall consideration, or by February 1 for spring consideration. (Proposals received during the summer term will be held for fall consideration.) The Dean then submits the proposal to the Academic Affairs Committee for final approval. An Amendment Form must be submitted to approve any changes from the original proposal.

Declaring a Major

Selection of a major does not imply a career choice. Concentration in a major field of study is designed to give a student command of the content and methods of one discipline or field, acquaintance with recognized authorities in the field, and general competence in dealing with sources of research or analysis. A decision as to a declaration of major is strongly encouraged by the second term of the sophomore year.

Students who withdraw from Rollins and who return after two or more years may be required to follow any curricular policies in effect at the time of their return.

Responsibility for Requirements

A student is responsible for becoming familiar with and meeting all graduation requirements listed in the Holt School academic catalog. Academic advisers assist in this process, but it is ultimately the student's responsibility to ensure that all necessary requirements have been met. Questions concerning the requirements should be addressed to an academic adviser.

SPECIAL CURRICULAR OPPORTUNITIES

INDEPENDENT STUDY

Independent studies, classified as either research or internship, offer students an opportunity for specialized study meant to encourage intellectual curiosity, initiative, and sustained effort. An independent study cannot normally duplicate a course that is regularly offered. Students are not eligible to participate in independent study until they have successfully completed the academic review process that follows admission to the program.

Students may apply no more than three independent study (research and/or internship) course units to the bachelor's degree, of which no more than two may be internships. No more than two independent studies may be within one's major area of study. Independent studies may not be used to fulfill major/minor core or general education requirements.

Research

To qualify, students already must have acquired the knowledge and skills necessary to do the research. This implies that the research is in the major (or in a closely allied field) and that students have achieved junior or senior status. Such projects usually involve original research with primary materials or original work in the laboratory or studio.

The purpose of the approval process is to ensure that independent studies are compatible with the philosophy and overall nature of the entire curriculum and to give the student adequate time to formulate a well-defined study before the beginning of the term in which the study will be conducted.

The deadline dates are published in each term schedule of courses and **are strictly enforced**. Students are responsible for completing the project proposal form, signing the form, obtaining the signatures of the faculty sponsor and the academic department chair, and returning the final, completed proposal form to the Holt School prior to the deadline. The Holt School will not accept incomplete forms. An authorized original copy of the independent study form is required prior to registration.

Please note that some academic departments have departmental expectations relevant to independent studies and internships that may include earlier submission or approval deadlines. Students will be held responsible for these expectations.

Internship

To qualify, a student must have successfully completed the academic review process that follows admission to the program, must be of junior standing, and have a minimum 2.5 cumulative GPA.

Students register for INT 395 Hamilton Holt Internship and participate in a mandatory orientation. Internships may be taken for two, three, or four semester hours of credit. Two semester hours of credit requires 80 hours of work, three semester hours of credit requires 120 hours of work, and four semester hours of credit requires 160 hours of work at or related to the internship site. In addition, students will be required to develop five learning objectives, maintain a weekly journal, and submit a final paper. Internships are offered on a credit/no-credit basis only, and generally fulfill overall elective credit only. Academic departments must approve internships to fulfill major or minor elective credits. Internships will not be approved as part of a course overload.

Leadership Distinction Program

The Leadership Distinction Program is designed for students who want to excel beyond their degree requirements to develop their leadership potential.

Students become familiar with leadership concepts and theories and are able to apply and relate this understanding to themselves, their majors, and their communities. This program gives students extra opportunities to explore leadership development as they complete their undergraduate degrees at the Rollins College Hamilton Holt School. Through engagement with peers, faculty, and community mentors, students gain awareness of themselves and their ability to transform their lives and the lives of others through leadership application and service. Students who successfully complete the leadership program and their degree requirements earn recognition of their achievements through the “Distinction in Leadership” transcript designation.

Required Courses (5):

- INT 260 Foundations of Leadership (two-semester-hour course)
- INT 261 Leadership and Citizenship in Action (two-semester-hour course)
- Leadership Across the Curriculum (eight semester hours) – students choose two courses from a variety of designated and approved leadership courses on a semester basis. Courses from multiple fields, focusing on specific areas of faculty expertise, address leadership concepts as applied to the various disciplines.
- INT 390 Personalized Leadership Capstone (four-semester-hour course)

SECOND BACHELOR’S DEGREE

The admission requirements for students seeking a second bachelor’s degree differ from first degree requirements in that they are based upon selective rather than performance criteria.

Candidates for a second bachelor’s degree must have the approval of their academic adviser and the Dean of the Faculty. Approval of a second degree will be based on the following criteria:

1. A student should have obtained a minimum cumulative GPA of 3.0 in his or her first bachelor’s degree.

2. The intended major of the second degree should be clearly different and distinct from the major of the first degree.

Students must be approved for a second degree prior to completion of their second term of attendance. All students are reviewed after their first semester in the Hamilton Holt School. Students with a cumulative grade point average (GPA) below 2.0 will be placed on academic warning and dismissed after two semesters if the GPA remains below 2.0.

Students who are not approved for candidacy to a second degree may submit a written appeal within 10 days of notification of the decision.

REGISTRATION

A period is set aside each term for students to consult with academic advisers and prepare registration materials. The class schedule provides details concerning registration procedures, withdrawal and payment deadlines, and refund periods. Students are expected to register by the published deadlines in accordance with published policies and procedures.

PAYMENTS

Tuition and fees are the responsibility of the student and are due at the time of registration or by the published payment deadline. Methods of payment include cash, check, Discover, MasterCard, American Express, and authorized forms of financial aid. Late payment fees will be assessed for payments received after the published deadlines. A monthly payment plan is also available. (Please refer to the section on Tuition and Fees for additional information.)

It is important for students to note that deferment of tuition for financial aid applicants is an extension of the payment due date, granted as a service to the student. It is NOT a guarantee of eligibility for financial aid. (Please refer to the section on Registration for Financial Aid Applicants in the term schedule.) Students will be held personally and financially responsible for registrations they initiate, whether or not aid is ultimately approved.

CHANGES IN REGISTRATION

All changes to course registrations must be submitted **in writing** to the Holt School office by the deadlines published in the term bulletin. **Verbal notification of the instructor or failure to attend class does not constitute withdrawal.** Students will be held academically and financially responsible for registrations they initiate.

AUDITORS

Audit registrations are accepted on a space-available basis. At the discretion of the instructor, some courses may be closed to auditors. Students who register as auditors will be charged 50 percent of the tuition for the course. Although regular attendance is expected of auditors, they are not liable for quizzes, examinations, and other assigned work, and they receive no credit for the course.

Students not originally enrolled as auditors who wish to change their status to that of auditor must do so in writing before the last published date to withdraw without penalty. They will not receive a tuition discount.

INTERNATIONAL AND OFF-CAMPUS STUDY

The Office of International Programs administers a range of semester off-campus programs and provides academic support for students who participate. Programs are available in Sydney, Australia; London, England; Münster, Germany; Osaka, Japan; Shanghai, China; and Asturias, Spain. Additionally, students can participate in affiliated programs offered in cooperation with other colleges, universities, and associations: the Global Partners Program in Turkey; College Year in Athens, Greece (under the sponsorship of Southwestern University); Hollins University in Paris, France; Hong Kong Baptist University; the Intercollegiate Center for Classical Studies in Rome, Italy (through Associated Colleges of the South, ACS, affiliation); Lancaster University, England; American University's Washington Semester; SIT – Brazil & SIT-Morocco (School for International Training/World Learning); and Duke University Marine Lab.

Students pay specified tuition, room, board, and fees to participate. All programs receive at least 15-18 semester hours of credit. Such credit may be applied toward the major or minor and/or general education requirements as appropriate.

A number of two- to four-semester-hour short courses (Field Studies) are offered in December, January, over the Spring Break, and during the summer. These courses present an opportunity to study and travel internationally with a Rollins faculty member for one to four weeks. Costs vary between \$1,100 and \$3,500, excluding tuition. Travel opportunities have included courses in Costa Rica, Scotland, Guatemala, Peru, Bahamas, Mexico, Germany, Greece, France, Los Angeles, Dominican Republic, Nepal, China, Morocco, and New York. A six-week intensive language program is also available every summer in Madrid, Spain, as well as a six-week sustainable development program in Costa Rica.

International travel grants are available, on a competitive basis, to Holt School students participating in Rollins-sponsored travel courses offered through the International Programs Office, approved independent study and internship courses, and approved travel courses offered through other accredited institutions. Students must be currently enrolled in a degree program and be in good academic and social standing. Funding is limited, so students are advised to apply as early as possible in the academic year. Additional information is available at <http://www.rollins.edu/holt/schedule/offcampus.shtml> or by contacting Assistant Dean Sharon Lusk.

The Office of International Programs, located in Carnegie Hall on the Rollins Campus, is the starting point for any student considering off-campus study. Students are encouraged to visit the [International Programs](#) website. To apply for a program, complete the RIPA (Rollins International Programs Application). RIPA is located on your FoxLink account, under the student tab.

ACADEMIC POLICIES

THE ACADEMIC CALENDAR

The academic calendar consists of a 15-week fall term, a 16-week spring term, one 12-week and two six-week summer terms. Students may select from traditional courses, intensive intersession courses, independent study, and international or off-campus study courses conducted by Rollins faculty members. These off-campus studies require supplemental funds.

THE CREDIT SYSTEM AND COURSE SCHEDULING FORMAT

Academic credit at Rollins is awarded in terms of semester hours.

The standard Holt School course is defined as four semester hours, which normally includes 150 minutes of in-class instruction per week. In addition, Rollins faculty expect students to spend considerable time outside of class each week working on course-related activities. It is appropriate for faculty to assign such work as part of the course requirements. The work that occurs outside of and in preparation for class is essential for the learning that occurs in class. Students should expect to spend at least three hours out of class for every hour in class.

Classes are generally scheduled Monday through Thursday and on weekends. A class typically meets once per week from 4:00 – 6:30 p.m. or from 6:45 – 9:15 p.m. Hours vary for the weekend and intensive classes and summer terms.

Some classes involve laboratories and are offered for more semester hours. Other classes that normally meet for fewer hours during a semester are offered for less academic credit.

COURSE LOAD

Fall and Spring Terms

It is highly recommended that fully employed students take no more than eight (8) semester hours per term. Three courses (12 semester hours) are considered to be a full-time course load. A 3.0 grade point average and the written permission of the adviser and Dean are required for a course overload (17 – 20 semester hours). Students who have incomplete grades from previous semesters are not eligible for approval of a course overload.

Summer and Intensive Terms

A full-time course load during the 12-week or the two six-week summer terms is eight (8) semester hours. A 3.0 grade point average (GPA) and the written permission of the adviser and Dean are required for a course overload (9 – 12 semester hours). Students who have incomplete grades from previous semesters are not eligible for approval of a course overload.

Although the Holt School makes recommendations regarding student course loads, some forms of financial aid are awarded contingent upon student enrollment in a specified number of hours. It is the student's responsibility to know and abide by course load requirements.

Class Attendance

Holt School students are expected to attend all scheduled classes. Each instructor publishes a course absence policy related to the goals and format of the course. At the instructor's discretion, a student's grade may be lowered as a penalty for absences.

Students are expected to ascertain the absence policy for each course and to arrange with the instructor to make up any work missed. Students who must be absent from the course for an extended period of time should contact the instructor and a Holt School adviser; however, arranging make-up work is always the student's responsibility. Some assignments, by their very nature, cannot be made up in another setting at another time.

Adding a Course

Generally, students may add a course if they have not missed more than the first week of class or the equivalent for weekend courses.

Published Prerequisites

Some courses require completion of previous courses prior to registration. These prerequisite courses are published in each term schedule. It is the responsibility of the student to ensure that prerequisite requirements have been satisfied prior to registration. Instructors may require unprepared students to withdraw from courses.

Withdrawal from a Course

It is the responsibility of the student to withdraw **in writing** to the Holt School office prior to the deadline published in each term schedule of courses (approximately midway through the term).

Student-initiated withdrawals. The student must withdraw in writing to the Holt School office by means of a drop/add form that must be initialed by a Holt School staff member. While it is expected that the student will extend the courtesy of informing the instructor, this will not suffice as an official withdrawal. A withdrawal in writing by mail is acceptable, provided that the Holt School office receives it by the last day to withdraw. Students who withdraw after the published dates or stop attending class at any time without notifying the Holt School will receive a "WF" for the course. This grade is equivalent to a failure. In rare instances, appeals may be made in writing and supported by documentation to the Student Appeals Committee of the Hamilton Holt School. Possible reasons for appeal include medical reasons, a transfer by the employer to another area, and other circumstances that are beyond the control of the student (see Hardship Withdrawals below). This appeal must be made within 90 days of completion of the course.

Faculty-initiated withdrawals. A faculty member may withdraw a student from his or her course without academic penalty if a student has abandoned a course. An abandoned course is one in which the student has: (a) failed to ever attend the course; or (b) ceased to attend after having attended one or two or three sessions. It is up to the instructor to interpret these guidelines in deciding whether or not to assign a faculty initiated "W." For a faculty-initiated "W" to take effect, the instructor must indicate a "W" on the midterm rosters that are sent by the Holt School and returned to that office. A faculty-initiated "W" takes effect only if it is indicated on the midterm roster. After that date, only the Student Appeals Committee, with

the approval of the Dean of the Faculty and the instructor, may authorize a “W.” Please note that while a faculty member may, as a service to the student, initiate such a withdrawal, it is not required that the instructor do so. The failure of an instructor to do so does not exempt a student from the responsibility to initiate such action on his or her own behalf. There is no refund for a faculty-initiated “W.”

Hardship Withdrawal

It is the practice of the Holt School to adhere strictly to the withdrawal and refund schedules published in each term’s schedule of courses. Exceptions due to extreme circumstances beyond the control of the student (e.g. death in the immediate family or job relocation that can be substantiated in writing by an employer) may be considered on a rare basis. In such cases, students should submit to the Student Appeals Committee a written request to be withdrawn without academic penalty from all courses attempted during the term. This appeal must be made within 90 days of completion of the course. Original copies of supporting documentation should be attached to the appeal. The appeal should explain why the student did not withdraw during the published withdrawal period and should be submitted before the last week of classes for the term in question. Typically, no refund is provided for hardship withdrawals. The Student Appeals Committee may approve a partial refund as appropriate in exceptional cases.

Medical Leave

A student may request a medical leave of absence in cases when serious physical health issues or significant mental health issues prevent the student from continuing classes and “incompletes” or other arrangements with instructors are not possible. Such requests must be made in writing and submitted to the Dean of the Faculty. Consideration is for complete withdrawal from all classes; partial withdrawals are not permitted. Requests for a medical leave require thorough and credible documentation by the appropriate healthcare provider. If approved by the Dean of the Faculty, the student will leave campus (or study group), be granted grades of “W” in all enrolled courses (even if the normal deadline for withdrawal without penalty has passed), and the student will be obligated to adhere to the readmission requirements outlined below if he or she desires to return to Rollins after the problem has been treated and resolved.

Similarly, the College may require a student to take a medical leave of absence if, in the judgment of the Dean of the Faculty, the student (a) poses a threat to the lives or safety of himself/herself or other members of the Rollins community, (b) has a medical or psychological problem which cannot be properly treated in the College setting, or (c) has evidenced a medical condition or behavior that seriously interferes with the student’s ability to function and/or seriously interferes with the educational pursuits of other members of the Rollins community. For both voluntary and required leaves, the policy on refunds as posted by the Bursar will apply.

Readmission Requirements for Medical Leave

If a student must leave Rollins for medical reasons, he or she must take sufficient time away to adequately address the issues that necessitated the leave. Students who depart the College after the tenth week of classes in any semester may not return until after the expiration of both the semester during which leave was taken and the next full fall, spring, or summer semester.

During this absence, the College expects the student to undergo professional healthcare treatment as the primary method of resolving the problem. Failure to seek ongoing treatment of a kind appropriate to the health problems will raise serious doubt as to the student's readiness to resume student status. In such a case, the College may withhold admission until such time that appropriate treatment has been received.

A student on medical leave who wishes to return must initiate a request for readmission by writing a letter to the Dean of the Faculty detailing what has been accomplished during the absence. The student must also provide supporting documentation from a **healthcare professional** that addresses the following: the specific diagnosis that precipitated the need for care; the treatment plan; gains that were made as a result of the treatment; the readiness of the student to return to Rollins and the potential impact of the intellectual, physical, and personal demands of being a student; any special conditions under which the student should be readmitted; and a recommended treatment plan to support the student's transition back to campus. To facilitate the decision for readmission, the student must grant permission for the off-campus healthcare provider to consult with the appropriate professional at Rollins, i.e., the Director of Counseling and Psychological Services or the Director of Health Services. Requests for readmission and the supporting documentation are due no less than three weeks prior to the first day of classes for the fall and spring semesters.

The information gathered is reviewed by a committee comprised of the Dean of the Faculty, the Director of Counseling and Psychological Services, the Director of Health Services, and the Director of Student Services. When a student is permitted to return, special conditions or requirements may be outlined, and upon return, the student is expected to adhere to the prescribed conditions or requirements. Failure to do so may result in the student's dismissal from the College. The decision to readmit a student from a health leave of absence is a provisional judgment which may be reversed if a student fails to be a responsible member of the Rollins community.

HAMILTON HOLT SCHOOL STUDENT APPEALS COMMITTEE

The Student Appeals Committee of the Hamilton Holt School generally meets at the end of each month for the purpose of reviewing student appeals related to policy and procedures. Student appeals must be submitted in writing by the fifteenth of the month to be considered at the next meeting. (Forms are available in the Holt School office.) Such appeals should reflect college-level writing and detail the circumstances or the issues, clearly state the student's request, and include **original copies** of substantiating documentation on official letterhead as appropriate (e.g., physician statements, employer verifications, etc.). The Committee reserves the right to discuss the contents of an appeal with academic or administrative personnel as deemed appropriate and necessary for fair consideration. The Committee will review the merit and determine the appropriate resolution of student appeals. In most cases, decisions by the Committee are considered final. The Committee may refer exceptional cases to the Provost or other administrative officials for review and/or resolution. Students will be informed in writing as to the outcome of their appeal.

REPEATED COURSE

Students may repeat courses regardless of the grades earned; however, students will only earn credit hours for the course one time. In most cases, repeated courses will not be covered by financial aid. All grades will be calculated in the GPA, and all courses and grades will be part of the official academic transcript.

CREDIT/NO-CREDIT OPTION

The credit/no-credit option is used for certain preparatory courses and internships and to allow students to learn without the pressure of working toward a specific grade. Some courses will be graded on a credit/no-credit basis only. Students electing to take a graded course on a credit/no-credit basis must notify the Holt School in writing no later than two weeks after the beginning of the fall or spring terms, and one week after the beginning of the winter or summer term. The grade of credit will not be included in the GPA but will be given academic credit. A student may not subsequently receive a grade for a course elected to be taken credit/no credit. To receive a credit, a student must earn at least a “C-” in the course. Courses in the major/minor field and courses used to fulfill general education requirements may not be taken credit/no credit unless an exception has been approved and all students in the course are graded on that basis.

Generally, no more than one course per term may be taken on a credit/no-credit basis, and a maximum of four such courses (the equivalent of 16 semester hours) will count for graduation. Music majors/minors are exempt from this limitation based upon the requirements of their program. All other exemptions must be requested and approved in writing.

ONE-TIME LATE CREDIT/NO-CREDIT DECLARATION

Students may also exercise a one-time option of late credit/no credit. In this option, students are permitted to declare a class late credit/no credit before the final exam period for the term in which they are enrolled. This option is available for one course, and for one time only during a student’s career at Rollins.

CLASSIFICATION OF STUDENTS

Second Year (Sophomore)	30 semester hours
Third Year (Junior)	60 semester hours
Fourth Year (Senior)	100 semester hours

PERMISSION TO TAKE COURSES IN ANOTHER PROGRAM

Holt School students who are degree seeking may request permission from their advisers to take a specific course in another program conducted by the College under the following conditions:

1. Only one course per year after being a Holt School student for at least one year. The Dean of the Faculty in exceptional cases may waive this rule.
2. Only up to five Holt School students per day course will be permitted on a space-available basis.
3. A student must be concurrently enrolled in Holt School courses in order to take a day course in the Arts and Sciences program, unless special permission is obtained from the

Dean of the Faculty. If a student subsequently withdraws from all Holt School courses, he or she must also withdraw from the Arts and Sciences course.

Courses taken in another program to complete a student's requirements will be charged at the Holt School rate. This policy does not apply to cross-listed courses that are open to all students at the tuition of the division in which they are enrolled. (Cross-listed courses are designated with an "X" suffix in the section number.)

Students with senior ranking and with a 3.3 or better cumulative GPA may enroll for one Master of Liberal Studies elective course each semester provided that they maintain a "B" or better in each attempted course. Graduate tuition fees will be applied.

Students from other Rollins programs taking Holt School courses for completion of general education or major requirements should obtain written approval from their program prior to registration for Holt School courses. Consult a program coordinator for further details. Students from other Rollins programs must have a 2.0 institutional GPA and be in good academic standing to participate in Holt School courses.

GRADING SYSTEM

A student's work in a completed course is evaluated and recorded by letters based upon the following principles:

Grade A is reserved for work that is exceptional in quality and that shows keen insight, understanding, and initiative.

Grade B is given for work that is consistently superior and that shows interest, effort, or originality.

Grade C is a respectable grade; a "C" average (2.00) is required for matriculation and for graduation. It reflects consistent daily preparation and completion in a satisfactory manner of all work required in the course.

Grade D is the lowest passing grade. It is below the average necessary for meeting graduation requirements and ordinarily is not accepted for transfer by other institutions.

Grade F is failing.

The letter grades are assigned quality points as follows:

Grade	Quality Points	Grade	Quality Points
A	4.00	D-	.67
A-	3.67	F	0
B+	3.33	HF	0 Honors Failure
B	3.00	WF	0 Withdrew Failing
B-	2.67	I	Incomplete
C+	2.33	R	Deferred
C	2.00	W	Withdrew Passing
C-	1.67	NC	0 No Credit
D+	1.33	CR	0 Credit
D	1.00		

Incomplete Work

The grade “I” is assigned temporarily if the work is incomplete at the end of the course because of circumstances beyond the control of the student. Only the Dean of the Faculty and the Student Appeals Committee, with the approval of the instructor, may change a grade to “I” after formal grades have been received. Such a change would be approved only in the most exceptional of circumstances. It is the responsibility of the student to complete and submit a *Contract for an Incomplete Grade* prior to the conclusion of the course. The contract specifies the work that is to be done and the deadline for submission (up to 60 days from the last published date of the term). Instructors may, in exceptional circumstances, grant an extension of up to 60 additional days. Incompletes that are unresolved or unreported at the end of the deadline will automatically change to “F.”

GRADE CHANGES

Only an instructor may change the grade given in a course with the exception of a “WF.” The Student Appeals Committee with the approval of the Dean of the Faculty and the instructor may change a “WF.” Any such request for a change of “WF” must be written and submitted by the student within 90 days of the last day of the term, and will be approved only in an extraordinary circumstance.

It is the responsibility of the student to contact his or her instructor to discuss any grade change, and the instructor must submit grade changes in writing within 90 calendar days of the last day of the term.

GRADE APPEAL PROCESS

Students wishing to appeal a grade will first consult with their instructor. If the student is dissatisfied with the results of that consultation and wishes to pursue the matter further, the student will meet with the chair of the department, who in turn must inform the instructor of the substance of the student’s appeal. The department chair acts as a mediator to attempt to resolve any disagreements and consults with the instructor about the grading process. Only the course instructor has the authority to change the grade. (Should the instructor be the chair of the

department, a tenured member of the department will be selected by the department to serve as mediator. If this is not possible, then the Dean of the Faculty will serve in this capacity.)

Perceived or actual differences in grading policies or standards between instructors that are not a violation of College policies are not a basis for further appeal. Further appeals beyond the chair of the department will be allowed only when the student can furnish evidence that the final grade was affected by the student's opinion or conduct in matters unrelated to academic standards, bias based upon matters unrelated to academic standards, or the failure of the instructor to follow his or her own stated policies or College policies.

If these conditions are met, the student may proceed with the appeal to the Student Appeals Committee by submitting a letter describing the situation to the Holt School Assistant Dean. This appeal must be made within 90 days of completion of the course. The Assistant Dean will request from the department chair a written account of the mediation process described above and its results, if any. The Assistant Dean may also request any other appropriate documentation. The Assistant Dean prepares all documents related to the case for submission to the Student Appeals Committee. The Dean of the Faculty shall receive the recommendation of the Student Appeals Committee, review all documents, and make additional inquiries if necessary before reaching a decision. After such review, the decision of the Dean is final.

DEAN'S AND PRESIDENT'S LISTS

Once students successfully complete the satisfactory academic progress review, they are eligible for Dean's and President's list consideration. Students taking two or more graded courses through the Holt School who achieve a 3.50 – 3.74 average with no incomplete or reserved grades for any given semester will be placed on the Dean's List if their cumulative GPA is 2.0 or higher. Students meeting the same criteria with a semester GPA of 3.75 or above will be placed on the President's List. Dean's and President's List recognition is noted on the student's transcript. Names of current Dean's and President's List students are prominently displayed in the Hamilton Holt School office.

GRADUATION

There are three graduation dates per academic year (August 31, December 31, and the date of commencement in May). All graduates receiving the Bachelor of Arts degree within an academic year are invited and encouraged to participate in the annual May commencement. Participation in the annual commencement is limited to those students completing all degree requirements as of May.

Graduation with Distinction

Students completing the final 70 semester hours of degree requirements in residence (institutional hours) at Rollins College may qualify for graduation with honors provided that the appropriate cumulative GPA is achieved. Honors are as follows:

3.50 – 3.66	Cum Laude
3.67 – 3.83	Magna Cum Laude
3.84 – 4.00	Summa Cum Laude

A student's transcript will bear the appropriate honors designation, and it will be announced at Commencement.

ACADEMIC PROBATION AND DISMISSAL

Satisfactory Academic Progress

Hamilton Holt School students are expected to maintain an overall course completion rate of 67 percent and a minimum cumulative grade point average (GPA) of 2.0 to remain in good academic standing and demonstrate progress toward accomplishment of academic goals.

Academic Warning

All students will be reviewed after their first semester in the Hamilton Holt School. Students with a GPA below 2.0 will be placed on academic warning and will be academically dismissed after two semesters if the GPA remains below 2.0.

Students who, at any time, fail to show academic progress by completing at least 67 percent of the hours for which they register will be placed on academic warning. A second term on academic warning will result in the loss of priority registration privileges for a period of two consecutive terms. Three terms on academic warning for failure to meet completion expectations will result in administrative withdrawal from the institution.

Academic Probation

Students who have attempted three or more semesters at Rollins College and have a cumulative GPA of below 2.0 will be placed on academic probation.

Dismissal

1. A student who has been placed on academic probation must raise his or her cumulative GPA to 2.0 or be eligible for dismissal from the College. The probationary student must attain this average by the end of the third consecutive regular term after being placed on probation (regular terms are fall, spring, and summer); **or** by the end of his or her fifth course after being placed on probation—whichever comes first. (Note: Students receiving Federal Veterans' aid must attain a 2.0 cumulative GPA by the end of the second consecutive regular term after being placed on probation or the VA will be notified of unsatisfactory progress so the VA can terminate benefits.)
2. A probationary student becomes eligible for dismissal if in any term he or she fails to show progress toward achieving a 2.0 by failing to maintain at least a 2.0 term-GPA during that term.
3. Students on academic warning for failure to meet the course completion expectation (67 percent of the hours for which they register) must demonstrate successful completion for a period of two consecutive terms after being placed on warning in order to avoid academic dismissal. Registration privileges are restored after two consecutive terms without completion violations.

4. Students dismissed from the Holt School or any other College program are dismissed from all programs of the College.
5. Students who are academically dismissed have 10 days to appeal the decision in writing.

Academically dismissed students may apply for readmission after one calendar year has elapsed. Dismissed students are strongly encouraged to complete at least one year of acceptable coursework at another accredited institution of higher education prior to requesting readmission to the Holt School. They should discuss this option with their Holt School program adviser to ensure that appropriate courses are completed. The Dean of the Faculty must approve all readmissions.

ACADEMIC CONDUCT

ACADEMIC HONOR CODE

The Philosophy of the Academic Honor Code

Integrity and honor are central to the Rollins College mission to educate its students for responsible citizenship and ethical leadership. Rollins College requires adherence to a code of behavior that is essential for building an academic community committed to excellence and scholarship with integrity and honor. Students, faculty, staff, and administration share the responsibility for building and sustaining this community.

Each student matriculating into Rollins College must become familiar with the Academic Honor System. The College requires that students be able and willing to accept the rights and responsibilities of honorable conduct, both as a matter of personal integrity and as a commitment to the values to which the College community commits itself. It is the responsibility of instructors to set clear guidelines for authorized and unauthorized aid in their courses. It is the responsibility of students to honor those guidelines and to obtain additional clarification if and when questions arise about possible violations of the Honor Code.

The Honor Pledge and Reaffirmation

Membership in the student body of Rollins College carries with it an obligation, and requires a commitment, to act with honor in all things. The student commitment to uphold the values of honor—honesty, trust, respect, fairness, and responsibility—particularly manifests itself in two public aspects of student life. First, as part of the admission process to the College, students agree to commit themselves to the Honor Code. Then, as part of the matriculation process during Orientation, students sign a more detailed pledge to uphold the Honor Code and to conduct themselves honorably in all their activities, both academic and social, as a Rollins student. A student signature on the following pledge is a binding commitment by the student that lasts for his or her entire tenure at Rollins College:

The development of the virtues of Honor and Integrity are integral to a Rollins College education and to membership in the Rollins College community. Therefore, I, a student of Rollins College, pledge to show my commitment to these virtues by abstaining from any lying, cheating, or plagiarism in my academic endeavors and by behaving

responsibly, respectfully, and honorably in my social life and in my relationships with others.

This pledge is reinforced every time a student submits work for academic credit as his/her own. Students shall add to the paper, quiz, test, lab report, etc., the handwritten signed statement: "On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work." Material submitted electronically should contain the pledge; submission implies signing the pledge.

Definitions of Academic Honor Code Violations

Students are expected to conduct themselves with complete honesty in all academic work and campus activities. Violations of the Academic Honor Code include, but are not limited to the following:

1. **PLAGIARISM.** Offering the **words, facts, or ideas** of another person as your own in any academic exercise.
2. **CHEATING.** Using or attempting to use unauthorized materials, information, or study aids in an academic exercise. This includes sharing knowledge of previously administered or current tests. The keeping of tests, papers, and other assignments belonging to former students is prohibited. Use of external assistance (e.g., books, notes, calculators, conversations with others) in completing an "in class" or "take home" examination, unless specifically authorized by the instructor, is prohibited.
3. **UNAUTHORIZED COLLABORATION.** Collaboration, without specific authorization by the instructor, on homework assignments, lab reports, exam preparations, research projects, take home exams, essays, or other work for which you will receive academic credit.
4. **SUBMISSION OF WORK PREPARED FOR ANOTHER COURSE.** Turning in the same work, in whole or in part, to two or more instructors, without the consent of the instructors in both courses.
5. **FABRICATION.** Misrepresenting, mishandling, or falsifying information in an academic exercise. For example, creating false information for a bibliography, inventing data for a laboratory assignment, or representing a quotation from a secondary source (such as a book review or a textbook) as if it were a primary source.
6. **FACILITATING ACADEMIC DISHONESTY.** Helping another student commit an act of academic dishonesty.
7. **VIOLATION OF TESTING CONDITIONS.** Looking at other students' answers, allowing other students to look at your test, and working past allotted time are just a few examples where test conditions may be considered to be violated.
8. **LYING.** Lying is the making of a statement that one knows to be false with the intent to deceive. It includes actions such as (a) lying to faculty, administrators, or staff; (b) falsifying any College document or record by mutilation, addition, deletion, or forgery; or (c) lying to a member of the Honor Council or judicial affairs officer.
9. **FAILURE TO REPORT AN HONOR CODE VIOLATION.** Failure to report occurs when a student has knowledge of or is witness to an act in violation of the Academic Honor Code and does not report it within five class days.

Reporting a Violation

Because academic integrity is fundamental to the pursuit of knowledge and truth and is the heart of the academic life of Rollins College, it is the responsibility of all members of the College community to practice it and to report apparent violations. All students, faculty, and staff are required to report violations in writing to the Academic Honor Council for disposition. Referrals will be made through the Dean of the Faculty's office.

1. If a faculty member has reason to believe that a violation of the Academic Honor Code has occurred, he/she may have an initial meeting with the student to determine if a violation has occurred. If the faculty member believes that a violation has occurred, he/she is required to report it. This initial meeting is to clarify if a violation has occurred and not to determine if a known violation is to be reported.
2. If a student has reason to believe that a violation of academic integrity has occurred, he/she is required to report it to the Academic Honor Council. The student that has witnessed a violation can, but is not required to, encourage the student suspected of the violation to self-report. If the student refuses to self-report, then the student that witnessed the violation must report it to the Academic Honor Council.
3. Staff members that believe they have witnessed a violation must refer the case to the Honor Council for disposition.

Complaints must be made in writing and filed through the Office of the Dean of the Faculty. These complaints are then forwarded to the Academic Honor Council. Allegations must be submitted in writing within 10 days of the discovery of the alleged violation. Complaints against graduating seniors must be submitted by the date senior grades are due to allow time for an investigation before graduation. The complaint should indicate all relevant details, including names of witnesses and must be signed. Submissions may also be made online.

For additional information, please visit the Holt Academic Honor Code website:
<http://www.rollins.edu/holt/ahc>.

SOCIAL CONDUCT

Rollins College is dedicated to fostering social responsibility as well as intellectual achievement and personal growth. For students to learn to live and work successfully with others, they must have respect for and be responsible to other members of the community, including other students, members of the faculty and staff, and residents of Winter Park.

Jurisdiction

Although the College is not responsible or liable for student off-campus events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off campus that violates College expectations and policies and when the College's interests as an academic community are clearly involved. College policies govern students participating in Rollins or Rollins-affiliated study abroad programs during the regular terms or the Winter Intersession.

Social Conduct, Rules, and Regulations

As responsible members of the Rollins College community, students are expected to maintain the College's highest ideals of social conduct and are responsible for knowing and abiding by College policy and reporting violations to Campus Safety or a Holt School staff member. Prohibited conduct includes but is not limited to the following:

1. Intentional disruption or obstructions of teaching, research, administration, disciplinary proceedings, or other institution activities and operations.
2. Physical, mental, or verbal abuse of any person on institution premises or at institution-sponsored or supervised functions.
3. Theft of, or damage to, property on institution premises.
4. Failure to comply with directions of institution officials acting in performance of their duties.
5. Violation of any local, state, or federal law.
6. The possession, use, or sale of firearms, ammunition, combustibles, fireworks, explosive devices, or other dangerous weapons on campus.
7. Theft or other abuse of computer time. Includes but is not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or College official.
 - Use of computing facilities to interfere with normal operation of the College computing system.
 - Use of computing facilities to violate federal, state, or local laws or College policy.
8. Misuse of campus facilities. Access to Rollins College facilities is limited to Rollins students, faculty, staff, and authorized visitors. Student organizations must be registered with the Holt School office in order to access facilities without being charged. Unauthorized or illegal use of the facilities is prohibited.
9. Excessive drinking and intoxication, or any violation of laws regarding alcohol and/or illegal substances.
10. Discrimination and harassment. The College values an atmosphere that is free of all forms of discrimination and harassment and will endeavor to prevent discrimination because of race, color, religion, gender, sexual orientation, national origin, age, handicap, or military service. A Grievance Procedure has been established to respond to allegations of discrimination and harassment.

11. Misuse of identification cards. Lending of Rollins identification cards for any purpose to anyone, failure to present it when requested by a College official, or falsification/alterations of identification cards is prohibited.

Judicial Authority

The Dean of the Faculty is responsible for student discipline. This authority shall not be construed to remove the institution's right to impose reasonable academic sanctions, sanctions involving contractual agreement between the student and the institution, or sanctions because of conviction for criminal offense or civil matter.

Emergency Suspension

The Dean of the Faculty may suspend a student from the College for a period of up to two calendar weeks if such action is deemed appropriate for protecting the health, safety, or welfare of the College or any member of the College. Persons under suspension shall not be allowed on campus without written permission from the director of campus safety.

The Dean of the Faculty may refuse further enrollment to any person who has been cited by a campus safety officer with a trespass warning at a time when the person is not duly enrolled for credit in a credit-bearing course in the Hamilton Holt School.

Administration of Student Social Conduct

A. Reporting Infractions

1. Any student, faculty, or staff member of Rollins College may report a rule infraction or disturbance of campus life to the Dean of the Faculty.
2. The Dean shall review such reports and shall decide if the report is substantive. The appropriate administrative action will be determined.
 - a. Referral to the appropriate committee of the College governance.
 - b. Administrative action by the Dean of the Faculty.
3. If the Dean or the committee cannot agree on a method of disposition, the Dean shall consult the Provost who will decide the method of disposition.

B. Penalties

Penalties for infractions shall be determined by the office or body to which a case has been referred.

Sanctions that may be imposed include but are not limited to:

1. A written statement of admonition to a student that he or she is violating or has violated institution rules. A copy of this statement will be placed in the student's file.

2. A written warning that continuation or repetition of conduct found wrongful, within a prescribed period of time, may be cause for more disciplinary action. A copy of this statement will be placed in the student's file.
3. Restitution or reimbursement for damage to or misappropriation of property.
4. Suspension from classes and other privileges or activities for a period not to exceed two years.
5. Termination of student status.

C. Appeals

1. All appeals must be submitted by the student in writing within two calendar weeks to the Dean of the Faculty. Decisions may be appealed to the Provost.
2. Appeals shall be based only upon the following grounds:
 - a. Procedural conduct which may have been prejudicial to the defendant.
 - b. The imposition of sanctions disproportionate to the offense.
3. Appeals based upon new evidence shall not be granted. New evidence shall be treated as grounds for a new processing by the original body or Dean.
4. The Provost may:
 - a. uphold the original decision,
 - b. acquit the defendant,
 - c. refer the case to the original body or Dean for a new hearing with instructions regarding errors of procedure or disproportionality of sanctions as appropriate.
5. The decision of the Provost regarding the disposition of the appeal is final.

STUDENT DISCRIMINATION GRIEVANCE PROCEDURE

A discrimination grievance is a complaint or report of an injury, injustice, or wrong in which the grounds for complaint are based on race, color, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or gender identity and expression.

Rollins College is committed to creating and maintaining a community in which students, faculty, and administrative and academic staff can work together in an atmosphere free from all forms of discrimination. Specifically, every member of the College community should be aware that Rollins is strongly opposed to discrimination, including sexual harassment, and that such behavior is prohibited by College policy. It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior that violates this policy.

Eligibility and Time for Filing

All students may use this procedure for discrimination-related grievances, except those involving

grade appeals. Faculty and staff must use the procedures outlined in the appropriate handbook. Grievances should be reported immediately upon occurrence of the events leading to the complaint, injury, or wrong, and, in any event, must be reported within 180 days of such event unless the College determines that good cause for an extension has been established.

Overview

Many complaints can be resolved through open discussion between the parties involved. Individuals are encouraged to engage in direct consultation with each other so the problem can be solved through conciliation, if possible. An individual is in no way required to directly approach an offender and may initiate the grievance procedure by reporting to the appropriate Dean. The Assistant Vice President of Human Resources and Risk Management (or his/her designee) will act as resource for the Dean and may take part in the investigation of the complaint. The Assistant VP is also available for questions and information about discrimination and harassment. When a student believes the Dean is involved in the alleged discrimination, the student must report the actions to the Provost. In the event a grievance is filed with the Provost, then the Provost or the Provost's designee will take the role of the Dean described herein.

If a student seeks the advice of the Dean on a matter of sexual harassment, sexually inappropriate behavior, or any kind of discriminatory behavior, the Dean must report this behavior to the Provost. Every effort will be made to insure the confidentiality of the complainant. No student shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior.

Any student who believes that he/she is the victim of discrimination or inappropriate behavior may elect to follow the procedures detailed below. If a student files a complaint under a procedure other than the Discrimination Grievance Procedure, he/she cannot elect to have the same complaint heard under the Discrimination Grievance Procedure. However, if a student believes he/she has been discriminated against on the basis of race, gender, color, religion, national origin, disability, age, military service, marital status, or sexual orientation during the process of a complaint other than under the Discrimination Grievance Procedure, he/she may file a complaint under the Discrimination Grievance Procedure.

If a student exercises his/her rights to file a complaint with a government agency or files a court action, the College reserves the right to terminate the grievance process. In the event that a student has already commenced his/her grievance procedure at the time the student files a complaint with any governmental agency, including a state or federal court, the student shall notify the appropriate Dean of that fact. If the College chooses to terminate the grievance process, the Dean will notify all parties involved.

Files on the grievance procedure maintained by the appropriate Dean will only be released to others with the written permission of the appropriate Provost.

Reprisals

Any retaliatory action of any kind taken by a member of the College community against the complainant or any other person as a result of efforts to secure redress under this procedure, or to cooperate in any inquiry, or to participate in any activity governed by this procedure is prohibited

and shall be regarded as a separate and distinct violation of College policy. No student shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior. It is a violation of this policy for anyone to knowingly make false accusations of discrimination or sexual harassment. Failure to prove a claim of discrimination or sexual harassment is not necessarily equivalent to a false allegation. Sanctions may be imposed for making false accusations of discrimination or sexual harassment.

Confidentiality

The College cannot make an absolute guarantee that information that is provided regarding possible discrimination or sexual harassment will remain confidential. To the extent permitted by law, the confidentiality of each party involved in a discrimination or sexual harassment investigation, complaint, or charge will be observed, provided it does not interfere with the College's ability to investigate the allegations or take corrective action.

Burden of Proof

In all cases, the burden of proof rests with the complaining party. The appropriate Dean will be available to assist in fact finding but in no way will be responsible for proving the complainant's charge.

Mediation

Students may elect to utilize the Mediation Program. This program is designed to help resolve disputes in a more informal way than through the grievance process. It facilitates solutions without having to file a formal grievance. A mediation does not impose any solution but helps parties reach a mutually agreed upon solution.

Mediation is a nonadversarial process that does not guarantee a resolution but is a good way to discuss disputes. Participation in a mediation process does not mean that an individual gives up any rights to file a grievance or any other formal procedure. Further, both parties must agree to mediate a dispute. No one can be forced into mediation. Mediation is not a process that imposes punishment, determines facts, or decides who is right or wrong. Mediation is a process whereby miscommunication can be cleared up, individuals agree on solutions, and people are empowered to make changes.

If Mediation between the parties is (a) not appropriate or (b) not possible, or (c) does not lead to resolution, the appropriate Dean shall proceed to investigate the report or complaint. Mediation does not preclude the College from conducting an investigation of a complaint or taking such disciplinary action as it determines is appropriate or necessary.

Grievance Investigation

Both Complainant and Respondent shall have the option of assistance by an Individual of their choice from the College faculty, staff, or student body during all portions of the Grievance procedure, provided that the chosen faculty, staff, or student is willing to participate in the process. Third parties shall not be allowed to participate except where otherwise explicitly permitted by this policy.

When a grievance is filed (verbally or in writing), the appropriate Dean will notify the person named in the complaint (“Respondent”) and provide the Respondent with the information regarding the complaint. The Respondent may submit to the appropriate Dean a written response to the complaint within five (5) working days.

As soon as is practical, the appropriate Dean, or individual(s) appointed by the Dean, will initiate an investigation of the complaint and, where possible, attempt to reach conciliation between the parties. During this period, the Dean will have access to all information pertinent to the case, may meet with any individual with information related to the case, and will inform the Provost. Upon the conclusion of the investigation, assuming all reasonable efforts to conciliate have been exhausted, the appropriate Dean will present a report to the Provost. The appropriate Dean shall make a recommendation for resolution to the Provost, who will strive to make a final determination within 30 working days. All the time limits here may be extended at the discretion of the appropriate Dean.

Appeals

If the Provost’s determination is not acceptable to either the Complainant or Respondent, the decision may be appealed within ten (10) working days to the Provost. The Provost will then convene a grievance committee.

The grievance committee shall be formed as follows. The Provost, with the assistance of the appropriate Dean, will select a list of 10 faculty, staff, or student members. A list of these 10 individuals will be provided to the Complainant and Respondent. The grievance committee shall consist of one individual chosen by the Complainant, one individual chosen by the Respondent, and a third chosen by mutual agreement of the two parties. If mutual agreement is not reached, the Provost will select the third member of the grievance committee. The grievance committee shall review the complaint, any response, any report of the appropriate Dean or his/her agent, any documents provided by Complainant or Respondent, and all other documents it deems appropriate. The grievance committee shall also have the option, but not the obligation, to schedule a hearing and take testimony from the parties and other witnesses. Upon conclusion of its review and/or investigation, the hearing committee will deliberate and shall make a written report, including its conclusions and recommendations to the Provost. The Provost shall then have the option of amending his/her determination based on the recommendations of the grievance committee. The Provost’s determination shall then be final.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

In compliance with the Drug Free School and Communities Act of 1989, the philosophy and educational services provided by Rollins College are located on the website of the [Office of Human Resources](#). All members of the academic community—students, faculty, administrators, and staff—share in the responsibility for protecting and enhancing an environment committed to the pursuit of this objective while maintaining the highest standards of professional and personal conduct. The illegal and/or abusive use of drugs or alcohol by any member of the academic community adversely affects the educational environment. Rollins College is therefore committed to having a campus that is free of illegal drug use and drug or alcohol abuse.

THE GRADUATE RECORD EXAMINATION

All students who are interested in graduate schools are urged to take the Graduate Record Examination (GRE) during their final year of study. Many graduate schools either require or request candidates to take this examination. For more information on the GRE, call KAPLAN at 800-527-8378.

INTELLECTUAL PROPERTY POLICY

The College's policy on intellectual property can be found in the Rollins College Faculty Handbook located on the website of the [Office of the Vice President for Academic Affairs and Provost](#). This policy is meant to encourage and support faculty, staff, and student research; to protect the rights and interests of College constituents as well as the College itself; and to provide College constituents with information that will guide understanding of intellectual property and its application at Rollins College. All faculty (full-time and adjunct), staff, student employees, and students, as well as non-employees who participate or intend to participate in teaching and/or research or scholarship projects at Rollins College are bound by this policy.

Rollins College is committed to complying with all applicable laws regarding copyright and other forms of intellectual property. Furthermore, this policy shall not be interpreted to limit the College's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements, and the like.

Questions of ownership or other matters pertaining to materials covered by this policy shall be resolved by the Provost (or his or her designee) in consultation with others, as appropriate. In the event that resolution of such matters becomes controversial, the Provost (or his/her designee) will convene an Intellectual Property Committee as described in Section B, Patents.

TRANSCRIPTS

Requests for official transcripts must be made in writing to the Holt School office, Rollins College, 203 East Lyman Avenue, Winter Park, FL 32789-4499. Transcripts cannot be issued for students who have an outstanding balance in their College account.

The fee for each transcript requested is \$5.00. Rush and express mail services are available for an additional fee. Automated instructions for ordering transcripts are available by calling 407-646-2269, or students may download a copy of the form from the [Student Services](http://www.rollins.edu/holt/forms/HoltTranscriptRequestForm.pdf) website at <http://www.rollins.edu/holt/forms/HoltTranscriptRequestForm.pdf>.

Please note that transcripts will not be issued for persons on Bursar Hold or in default on any student loan.

ACCESS TO STUDENT EDUCATIONAL RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended (often referred to as the "Buckley Amendment"), currently enrolled and former students have the right to review, inspect, and challenge the accuracy of their Rollins educational records. Educational records are maintained in the offices of the Holt School, Student Records, Bursar, and Financial

Aid. A more thorough explanation of a student's rights and privileges under this law is available upon request.

The Family Educational Rights and Privacy Act (FERPA) permits the release of certain directory information: name, class, hometown and state, telephone listing, major field of study, participation in the officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and honors achieved in the curricular and co-curricular life of the College, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited or maintained directly by Rollins as part of the educational record. Rollins College will make the educational record available to parents or guardians when the student is claimed as a dependent with the Internal Revenue Service.

Records are not released without the **written consent** of the student, except in the following situations:

- To school officials who have legitimate educational interest or need to know.
- Where the information is classified as "directory information." Students who do not wish to have such information released without their consent must submit a written request to the Holt School office.
- Third parties as permitted by FERPA statute number 99.31, such as financial aid auditors, accreditation agencies, and in health or safety emergencies.

RETENTION OF RECORDS

Rollins College keeps records and registration documents according to the guidelines established by the American Association of Collegiate Registrar and Admissions Officers (AACRAO). Academic records, change-of-grade forms, original grade sheets, and graduation lists are considered permanent and are not discarded. Some records are kept for one year and others for five years after graduation or date of last attendance. Questions about specific documents should be addressed to the Assistant Dean.

ACADEMIC PROGRAMS

BUSINESS ADMINISTRATION (Minor)

The Business Administration minor can be combined with any academic major. Business courses are open to anyone (regardless of major or minor) with an interest in business. The courses emphasize setting objectives, processing information, making decisions, implementing strategies, and evaluating consequences. Each course integrates appropriate historical, economic, social, legal, ethical, political, international, and multicultural issues. The courses provide students opportunities to participate in discussions, make oral presentations, write reports, conduct library and original research, and use personal computers.

The Business Administration minor requires six courses.

Requirements for the Minor (6 courses)

Students are required to complete five (5) core courses:

- BUS 260 Financial Accounting
- BUS 280 Managerial Accounting
- BUS 336 Management and Leadership
- BUS 337 Marketing
- BUS 338 Financial Management

Students must also select at least one of the following courses as an elective:

- BUS 317 Personal Finance
- BUS 342 Human Resource Management
- BUS 348 Investments
- BUS 369 International Business
- BUS 375 Advertising and Promotion

Consistent with the accreditation requirement of the AACSB International—The Association to Advance Collegiate Schools of Business—no more than eight undergraduate business administration courses may count toward the bachelor’s degree.

COMPUTER SCIENCE (Major, Minor)

The Computer Science (CS) curriculum for the Holt School reflects the focus and content recommended for computer science curricula at liberal arts institutions by the Association for Computing Machinery (ACM) in *Computing Curricula 2001 for Computer Science*. The CS major provides students with a strong foundation of computer science coursework emphasizing software development. Completion of this major prepares students to design and implement computer-based solutions in a variety of areas, e.g., knowledge management, e-commerce, or client-server applications.

Admission to the Computer Science Major: Students may not accrue more than 12 semester hours in computer science without declaring computer science as a major or minor. Upon declaring computer science as a major, students must complete all lower-level (i.e., 100- and 200-level) core courses with a grade of “C” or higher. If a student receives a grade in any of these courses lower than a “C,” the student must retake the course and pass it with a grade of “C” or higher prior to enrolling in any other computer science course. Lower-level core courses may be repeated a maximum of one time to satisfy this requirement. If a student does not receive a grade of “C” or higher on the second attempt, the student will not be permitted to continue in the major. Students will receive credit hours for one attempt only. In most cases, financial aid does not apply to repeated courses. Students must maintain a major GPA of 2.0 or higher at all times.

Students may not enroll in more than two core courses in any given semester. Students will not be permitted to take any CS course without first having completed or transferred in the appropriate prerequisite(s). If the prerequisites are satisfied with transfer credits, a student may be required to take a proficiency exam (at the program coordinator’s discretion) to prove an adequate level of foundational knowledge and skills to proceed.

All core courses must be completed **prior** to enrolling in CMS 484.

Requirements for the Major (12)**Core Courses (10)**

CMS 150	Introduction to CS Mathematics
CMS 167	Introduction to Computer Programming
CMS 170	Computer Science Principles I
CMS 201	Applied CS Mathematics
CMS 230	Introduction to Computer Systems
CMS 270	Computer Science Principles II
CMS 330	System Software Principles
CMS 375	Database Design
CMS 450	Computer Networks
CMS 484	Senior Computer Science Capstone

Elective Courses (2)

CMS 310	Software Engineering and Professional Practices
CMS 340	Developing GUI Applications
CMS 371	Developing Database Applications
INT 381	Computer Law and Ethics
CMS 395	Special Topics
any 300- or 400-level MAT course	

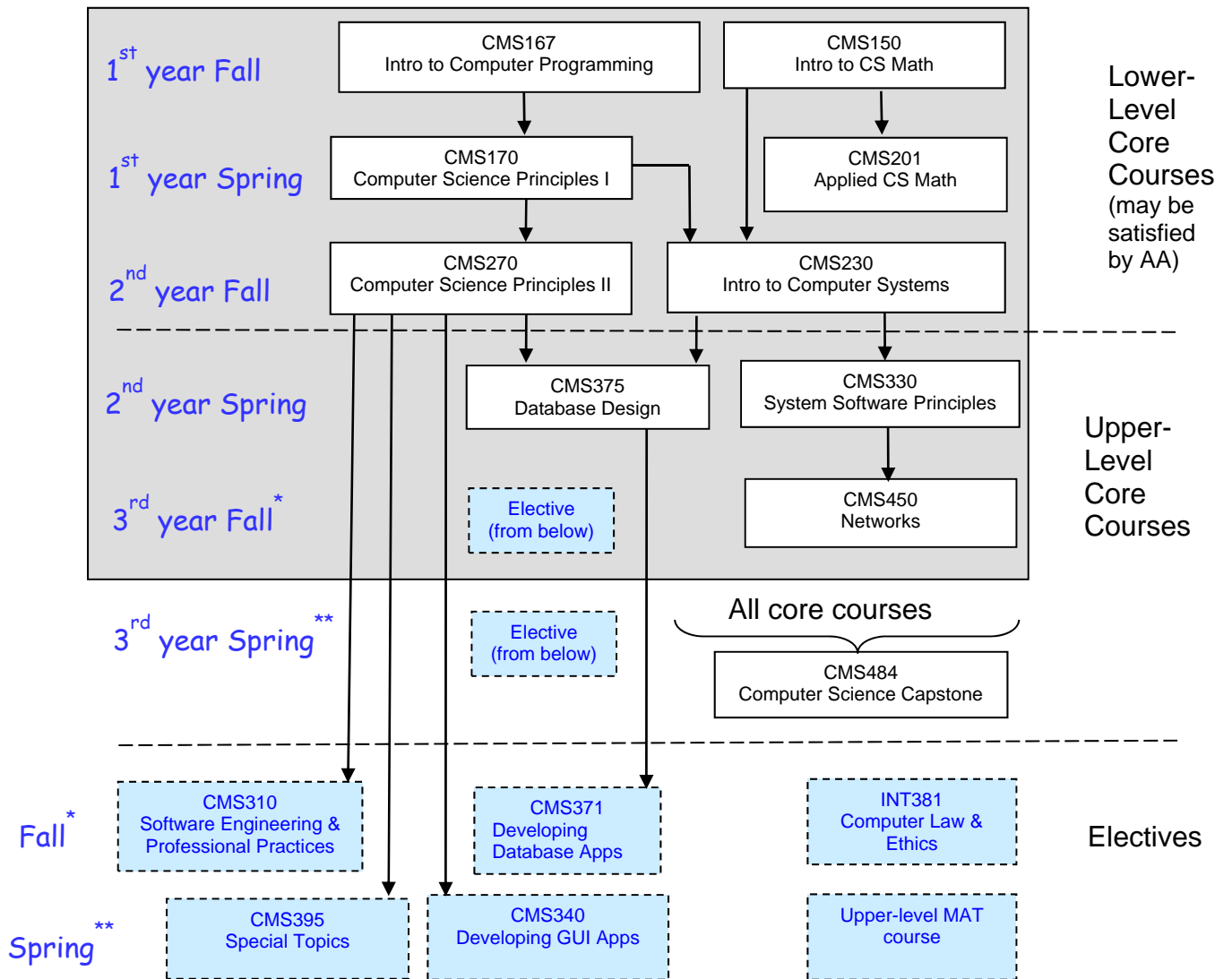
Requirements for the Minor (8)

Students must complete CMS 150, 167, 170, and 270 with a “C” or higher prior to being accepted into the Computer Science minor. The CS minor requires four additional courses chosen from the core or elective requirements for the major.

Computer Science Course Flow

The following chart graphically depicts the order that courses are to be taken along with the term/year (assuming starting the program in the fall term).

Revised
Mar 2010



ECONOMICS (Major, Minor)

Economics students receive a sound foundation in both macroeconomic and microeconomic theory. They also learn about the evolution of the discipline and the important controversies that have influenced the character and style of economic thinking. Critical thinking skills acquired from studying economics are highly valued in business, government, and organizations.

The Economics major/minor is limited in access. Admission to the Rollins College Hamilton Holt School does not guarantee admission into the Economics major. Interested students may apply for admission to the major or minor upon completion of the following courses taken either at Rollins or as transfer equivalents from a previous institution:

ECO	108	Quantitative Methods for Economics
ECO	212	Principles of Economics I (Micro)
ECO	213	Principles of Economics II (Macro)
INT	221	Statistics for the Social Sciences

Major/minor admission requirements:

- Submission of the application to the Economics major/minor (deadline for fall admission is August 15; deadline for spring admission is December 15).
- A minimum GPA of 3.0 in the required four courses is generally expected for admission.
- A minimum GPA of 2.5 for all coursework is the general expectation.

Requirements for the Major (12)

Remaining Core Courses

ECO	303	Intermediate Microeconomics
ECO	304	Intermediate Macroeconomics

Electives

Six additional courses in economics, four of which must be taken at the 300/400 level. (All 300 level courses have ECO 108, 212, and 213 as prerequisites.)

Requirements for the Minor (6)

Admission to the Economics minor

Two electives in economics at the 200, 300, or 400 level

Note to Majors: The department recommends the following courses for students preparing for graduate programs:

MAT 111 & 112 Calculus I and Calculus II
MAT 219 Probability and Statistics

EDUCATION

The Hamilton Holt School and the Department of Education offer two options for students who wish to enter the teaching profession. The Department of Education offers certification in

selected secondary (6 – 12) subjects (Music, Social Science, and English/ESOL) and the Accelerated Program for Learning to Educate (APLE) for students who plan to teach in grades kindergarten through six. Admission to the Teacher Education Program requires a passing score on the General Knowledge Test of the Florida Teacher Certification Examination (FTCE) and a cumulative grade point average (GPA) of 2.5 or higher.

I. Certification in Selected Secondary (6 – 12) Subjects

As soon as a student decides to seek certification, he or she must apply for admission to the Teacher Education Program. Applications (Form I-S) are available in the office of the Hamilton Holt School and on the departmental website. A student must be admitted to Teacher Education before enrolling in 300 or 400 level courses for certification.

Course of Study

Students seeking teacher certification at the secondary level must see Scott Hewit, Director of Teacher Education, for advisement before being admitted to the Teacher Education Program. They must then complete the major in Music or English, or a series of courses in the Social Sciences.

- A. Core courses in professional education
- B. Appropriate secondary course sequence
- C. Clinical experience, including Student Teaching

A. Core Courses

- EDU 271 School and Society
- EDU 272 Educational Psychology
- EDU 280 Diversity in American Education
- EDU 324 Curriculum Development for Diverse Learners

B. Secondary Course Sequence

- EDU 335 Content Area Reading in Secondary Schools
 - EDU 407 Teaching and Learning in Diverse Secondary Schools
 - EDU 417 Teaching (Particular Subject) in Middle and Secondary School
 - EDU 417L Teaching (Particular Subject) in Middle and Secondary Schools Lab
- *EDU 417 and 417L must be taken concurrently

Students pursuing certification in Music (K – 12) must also complete EED 317 Music for Elementary Schools.

By completing this sequence, English majors seeking certification in English 6 – 12 also complete the coursework required for the ESOL endorsement.

C. Student Teaching

A teaching internship in the area in which the student is to be certified is required. All requirements and prerequisites must be met before placement as a student teacher, including the

submission of passing scores on the General Knowledge (GK) and Professional Education (PED) tests of the Florida Teacher Certification Exam (FTCE), a minimum GPA of 2.5, and satisfactory progress toward completion of the Expanded Teacher Education Portfolio (ETEP). Students are encouraged to complete the Subject Area Exam (SAE) prior to Student Teaching. Information and applications for Student Teaching are available in the Holt School and Department of Education offices and on the departmental website. To ensure placement, the application for Student Teaching must be completed and submitted to the Department of Education by the following dates:

February 20	Fall Placement
September 20	Spring Placement

The forms are filed with and reviewed by the Director of Student Teaching.

Students seeking secondary certification and who are approved for Student Teaching must enroll in EDU 491 Student Teaching: Secondary. The Student Teaching experience consists of placement as a full-time teacher for a 14-week period in an approved area school. All student teachers must also take EDU 470 Competencies for the Beginning Teacher, with the student teaching experience. Students seeking certification must pass all sections of the Florida Teacher Certification Examination (FTCE), including the General Knowledge Test (GK), the Professional Education Exam (PED), and Subject Area Exam (SAE), prior to graduation.

II. The Accelerated Program for Learning to Educate (APLE)

This program represents a joint effort between the Hamilton Holt School and Graduate Studies in Education. It provides students the opportunity to earn credits toward Florida Teacher Certification in Elementary Education/ESOL (K – 6) while completing their bachelor of arts degree in a Holt School major area of study.

A. Course of Study: Professional Education Courses*

Sophomore/Junior Year

EDU 271	School and Society
EDU 272	Educational Psychology
EDU 280	Diversity in American Education
EDU 324	Curriculum Development for Diverse Learners

Senior Year

A maximum of six (6) credit hours in undergraduate methods courses.

Selections include either:

EED 363	Social Studies for Elementary Schools and
EED 364	Social Science for Elementary Schools
or:	
EED 317	Music for Elementary Schools (2) and
EED 318	Art for Elementary Schools (2) and
EED 367	Health and Physical Education Programs in Elementary Schools (2)

*These courses are cross-listed with evening graduate courses.

Undergraduate students must apply to the Teacher Education Program (Form I-S) and submit passing scores on the General Knowledge (GK) test of the Florida Teacher Certification Exam (FTCE) before completing their first course in the Department in order to take courses toward Florida Teacher Certification in Elementary Education/ESOL (K – 6). Formal application to the Master of Arts in Teaching (MAT) in Elementary Education will be made in the student’s senior year. (Please see the Graduate Studies Coordinator for admission procedures.)

Remaining graduate courses after completion of the bachelor’s degree:

- EDU 500 Pre-Internship Field Experience (1)
- EDU 509 Foundations of Reading (3)
- EED 512 Instructional Strategies for the Diverse Elementary School (3)
- EDU 533 Student Teaching: Elementary (one Semester – nine semester hours of credit)
- EDU 536 Research in Elementary Education (3) Prerequisite: 9 credits in the program
- EDU 540 Seminar in Classroom Management (3), taken with EDU 533
- EDU 575 Diagnostic Techniques in Reading (3)
- EED 560* Laboratory in Elementary School Music (2)
- EED 561* Laboratory in Elementary Art (2)
- EED 563 Teaching Mathematics in Elementary School (3)
- EED 563L Elementary School Mathematics Lab (1)
- EED 564* Teaching Elementary School Science (3)
- EED 566* Teaching Elementary School Social Studies (3)
- EED 567* Health and Physical Education Programs in Elementary Schools (2)
- EED 568 Language Arts and Content Area Instruction (3)
Prerequisite: EDU 509
- EED 569 Literature for the Elementary School Child (3)
- EDU 575 Diagnostic Techniques in Reading (3)

*May be taken as undergraduate courses in the APLE Program

Course descriptions for graduate-level courses may be found in the Graduate Studies Catalog. Undergraduate students interested in the APLE should first consult with Scott Hewit, Program Adviser, in order to develop an individual plan of study.

All APLE students and English majors with teacher certification must successfully complete the coursework required for the ESOL endorsement. Coursework for APLE students includes, but is not limited to EDU 271, EDU 280, and EDU 324. ESOL coursework for English majors with teacher certification includes EDU 271, EDU 280, EDU 324, EDU 335, and EDU 407. These courses are part of the state-approved teacher certification programs in Elementary Education and English with teacher certification.

ENGLISH (Major, Minor)

Students who study English learn to read critically, think logically, and speak and write effectively. The English curriculum also offers skills that can be used as an essential part of pre-professional training or for access into government or business. English majors often go on to graduate work in English, law, or business. Others pursue careers in writing, publishing, and management.

Twelve courses are required for the English major.

Requirements for the Major (12)

Core Courses (6)

ENG 201 Major English Writings I
ENG 202 Major English Writings II
ENG 221/321 Selected Studies in World Literature
ENG 303 Historical Approaches to American Literature
ENG 304 Genre Study in American Literature
ENG 374 Editing Essentials OR ENG 380 Language Studies

Electives in Literature, Writing, or Film (6)

Two at any level
Three at the 300 level or higher
One at the 400 level or higher

Note: ENG 140 Composition: Writing about Selected Topics, ENG 225 Practices of Effective Writing, and ENG 300 Expository Writing may not be used as electives in the English major.

Policies for the Major

Students majoring in English may take up to two (2) approved literature electives outside the Rollins College Department of English after matriculating. (Transfer students majoring in English must take at least one-half of their English major requirements at Rollins and must have their programs approved by the Department Chair before taking additional electives outside Rollins.) Students in both the English major and the writing minor may count only one (1) course toward both programs.

Requirements for the Minor (6)

Core Courses (2)

ENG 201 Major English Writings I
ENG 202 Major English Writings II
ENG 221/321 Selected Studies in World Literature
ENG 303 Historical Approaches to American Literature
ENG 304 Genre Study in American Literature

Electives in Literature, Writing, or Film (4)

Two at any level
Two at the 300 level or higher

Note: ENG 140 Composition: Writing about Selected Topics, ENG 225 Practices for Effective Writing, and ENG 300 Expository Writing may not be used as electives in the English minor.

Policies for the Minor

Students wishing to take ENG 303 Historical Approaches to American Literature or ENG 304 Genre Study in American Literature without first taking a 200-level literature course must obtain the consent of the instructor.

Honors in the Major Field

Honors in English provides for independent research or special study during the senior year under the supervision of a three-member committee. To be eligible for Honors in English, students must:

- achieve a minimum overall GPA of “C+” (2.33) for all courses at Rollins,
- achieve a minimum overall GPA of “B+” (3.33) for all courses taken in the major at Rollins, and
- receive endorsement of the committee for participation in the program.

Satisfactory performance on an approved thesis or individual project (two terms, four semester-hours each), an oral examination, and maintenance of the above averages qualifies a student for Honors in English, which is shown on the student’s official academic transcript. Interested students are advised to consult a full-time English faculty member for additional information.

ENVIRONMENTAL AND GROWTH MANAGEMENT STUDIES (Major, Minor)

The Environmental and Growth Management Studies major analyzes the origins, processes, problems, and possibilities of creating a more sustainable society.

The Orlando Metropolitan Region offers an ideal laboratory for these tasks. Nationally recognized projects, such as the Wekiva GeoPark, Celebration, and Baldwin Park, have placed Central Florida in the forefront of environmental protection and sustainable design. In addition, Rollins lies in the heart of Winter Park, one of America’s signature traditional towns. These opportunities offer students valuable learning experiences with full-time faculty and adjuncts in the environmental, planning, legal, and design professions.

Students may major in one of two tracks: Environmental Studies or Growth Management Studies.

Requirements for the Major (12)

Core Courses (4)

- ENV 189 Environmental Crisis
- ENV 220 Field Botany **or** ENV 325 Natural Habitats of Central Florida
- ENV 300 Land Use Controls
- ENV 389 Environmental Planning

Students select four elective courses from either the Environmental Studies or Growth Management Studies tracks, one at the 300 level.

Environmental Studies track

- ENV 120 Biosphere
- ENV 130 Geosphere
- ENV 216 Ecology
- ENV 270 Environmental Literature

Growth Management Studies track

- ENV 289 Nature in the City
- ENV 302 Traditional Town Planning
- GMS 191 Humanscapes: The Urbanization Process
- GMS 200 Pursuing the American Dream: Housing In America **or**
- GMS 201 Historic Preservation
- GMS 302 Citizen Participation and Community Dynamics

Four GMS, ENV, PSY, or ECO elective courses selected in consultation with an adviser, two of which must be at the 300/400 level.

Requirements for Minor (7)

Students complete the core and three ENV or GMS courses.

HUMANITIES (Major, Minor)

The Humanities major provides insight into the complexity of humanity and human achievement in the arts, literature, philosophy, religion, history, and politics. Students obtain a broad vision of the history and culture of Western civilization, which is integral to a liberal arts education. Combined with a minor in Business Administration, the Humanities major provides students with an excellent background for a business career.

Twelve courses must be completed for the major; however, since there is no rigid sequence of requirements, students may design an individual program within the course offerings.

Requirements for the Major (12)

Core Courses:

- HUM 303 Humanities: Ancient
- HUM 304 Humanities: Medieval and Renaissance
- HUM 305 Humanities: Classicism and Romanticism
- HUM 306 Humanities: Modern Period

Plus two designated courses (one of which must be at the 300-400 level) in each of the following areas presenting the topic in its historical context:

- Expressive arts
- Literature studied in any language
- Philosophy/Religious Studies
- History

Portfolio

Each student will be required to keep a portfolio of critical essays, research papers, essay examinations, and other material from different courses that contains material from each year the student has been a major. The student will collect the material to demonstrate the growth of his or her intellectual skills and an understanding of the interdisciplinary relationships of the disciplines within the Humanities major. The portfolio will be examined by the program director at the conclusion of the student's undergraduate years to determine if the student can demonstrate an ability to develop an interdisciplinary synthesis of the materials presented in the Humanities program. Submission of the portfolio is required prior to graduation. Students will be provided with a detailed description of the portfolio when they declare a Humanities major.

Final Project

Each student must complete a research project in connection with the last required core course in which he or she enrolls during the student's senior year. This project will be in lieu of other major writing assignments or research papers for the course. The project will consist of an extensive research paper that will incorporate material from the course and at least one other non-core course taken for the Humanities major. The project must integrate material from various disciplines. A student must inform the Holt School adviser at the time of registration that this course is the last needed for graduation. At the time, the student will be given guidelines for the final project. The student must notify the core-course instructor at the first class meeting of the student's intention to complete this requirement. Additionally, the student must meet with the director of the Humanities major to make certain that the proposed project fulfills the requirement of the major. Students who have completed the core requirements at another institution or who are unable to enroll in the final core course during the senior year must arrange to complete the project requirement through an independent study supervised by one of the full-time Rollins faculty teaching a core course. This independent study would be in addition to the other courses required for the major.

Because the final interdisciplinary project for the Humanities major requires an extensive amount of research, reflection, and writing, some students may find it difficult to complete the project during the summer semester. A student whose last core course is offered during the summer semester may have the option therefore of completing the final project as an independent study during the fall or spring semester of the senior year. The requirements for independent study would be the same as for students who have completed the core requirements at another institution or who are unable to enroll in the final course during the senior year. This independent study would represent a thirteenth course in the major and could not be used to substitute for other requirements of the program.

Requirements for the Minor (8)

Students minoring in Humanities will take the four core humanities courses plus one in each of the areas specified above. Students completing the minor in Humanities must fulfill the same requirement for the portfolio and final project as majors.

INTERNATIONAL AFFAIRS (Major, Minor)

The growing international interdependence among nations makes a significant impact on the daily lives of U.S. residents, many of whom are uninformed about the cultural, political, economic, and business institutions of other countries. The International Affairs (IA) major provides a multinational perspective to a liberal arts education. The program prepares students for careers in government and industry, for more informed citizenship, and for graduate studies.

Requirements for the Major (15)

A minimum of 15 courses must be taken, of which at least eight must be at the 300 level or above. At least five (5) of these courses must be from the cultures and languages area; at least four (4) must be from history and politics; and three (3) must be from economics and business. Three (3) additional courses are also required, and these may come from any of the three areas listed above. All IA majors who are not bilingual or polylingual must take at least one (1) language-learning class at the 200 level or above (e.g., SPN 201 or JPN 201). The language-learning course can count toward the cultures and languages area requirement. One of the upper-division courses must be an approved seminar. A copy of the seminar paper is to be submitted to the IA Director before graduation. This paper is used for evaluation of the IA Program. Additional courses, including one independent study and/or one internship, may be substituted for those listed below if approved by the Director of the International Affairs Program.

Cultures and Language (5)

ANT	200	Cultural Anthropology
ANT	252	Cultures of China
ANT	254	Cultures of Japan
ANT	305	Cinema and Society in China
ANT	340	Vietnam: A Cultural War
ANT	426	Youth Cultures
INAF	125	Politics and Culture of the Middle East
INAF	322	Islam, Culture & Politics
INAF	358	Vietnam War in Film
JPN	101	Elementary Japanese I
JPN	102	Elementary Japanese II
JPN	201	Intermediate Japanese I
MUS	260	Music of the World's Peoples
REL	113	World Religions: Far Eastern
REL	114	Jews, Christians, Muslims
RSN	205	Land of the Firebird: The Art and Culture of Russia
RSN	230	Great Russian Writers
SPN	101	Elementary Spanish I
SPN	102	Elementary Spanish II
SPN	201	Intermediate Spanish I
SPN	202	Intermediate Spanish II

In addition to the five required courses in this area, all majors must take at least one semester of a foreign language at the 200 level. As of this publication, the Hamilton Holt School offers courses in Japanese and Spanish. Students who are already bilingual (or polylingual) may have the

language requirement waived at the discretion of the director of the International Affairs Program.

History and Politics (select 4)

At least one (1) course must be taken in history **and** one (1) in politics at the 300 level or above.

HIS	308	World War II
HIS	328	European Diplomacy, 1848 to World War II
HIS	336	The Dictators of Modern Europe, 1920–1930
HIS	362	History of American Foreign Policy
HIS	363	Hitler and Nazi Germany
HIS	365	The Holocaust
HIS	368	Anatomy of a Revolution
HLR	101	Library Research: England & America in the 20 th Century
INAF	100	Introduction to Comparative Politics
INAF	125	Politics and Culture in the Middle East
INAF	130	Introduction to International Politics
INAF	200	International Relations
INAF	215/315	Topics in International Relations
INAF	310	Terrorism: A Global Challenge
INAF	322	Islam, Culture & Politics
INAF	340	U.S. Foreign Policy in the Middle East
INAF	356	Asia in International System
INAF	384	East Asian Politics
INAF	386	South Asian Politics
PHI	321	Ethics & Political Realism

Economics and Business (select 3)

BUS	369	International Business
ECO	212	Principles of Economics I (Micro)
ECO	213	Principles of Economics II (Macro)
ECO	237	International Economic Relations
ECO	307	International Economics
ECO	318	Economic and Monetary Integration of the European Community
ECO	327	Comparative Economic Systems
ECO	325	Distribution of Income & Wealth
ECO	351	Economic Development
ECO	370	Economics of Piracy
ECO	407	International Finance
INAF	320	International Business Development

Three (3) additional courses are also required, and these may come from any of the three areas listed above.

Requirements for the Minor

A minimum of eight courses must be taken, of which at least four (4) must be taken at the 300 level or above, and divided between the following academic areas: economics and business (3), foreign cultures and languages (2), and history and politics (3).

MUSIC (Major, Minor)

Offered by the Virginia S. and W.W. Nelson Department of Music at Rollins College, the Music major provides a realistic approach to gaining the knowledge and perfecting the skills and talents necessary to succeed in the competitive field of music. The faculty's goal is to provide the best possible musical education in performance, historical literature, and theory within the scope of a quality liberal arts education.

Acceptance into the Hamilton Holt School does not guarantee acceptance into the Music program. An audition is required for acceptance into the Music major or minor.

To be a Music major in the Holt School, a student must be accepted through audition. Students are accepted as a major based not only on talent and academic potential, but also on the department's needs as determined by the tenured faculty of the Department of Music.

Previous acceptance as a Music major in Rollins A & S program or any other institution's music program does not guarantee admission to the Holt School Music major. Status as a Music major in the Holt School may be revoked at any time at the discretion of the tenured faculty, should the student fail to perform at standard in either applied or academic courses.

Non-Music majors may not take applied lessons at the 201, 301, or 401 level, nor MUS 152, 251, 252, 361, 362. Any student wanting to take courses usually reserved for the Music major must have permission from the Chair of the Department. Without the aforementioned courses, a degree in music at Rollins College is not possible.

Requirements for the Major (14)

Core Courses (7)

MUS	151	Theory 1 (Harmony) with Lab
MUS	152	Theory 2 (Harmony) with Lab
MUS	190	Introduction to Music & Technology
MUS	251	Theory 3 (Counterpoint)
MUS	252	Theory 4 (Chromatic Harmony & Introduction to Analysis)
MUS	361	Music History: Renaissance/Baroque
MUS	362	Music History: Classic/Romantic

Performance Courses (3)

MUA	200	Music Ensembles: One per term at Rollins College/four terms minimum *Note: Not all ensembles will be offered every semester.
MUA	201/301/401	Applied Music for the Major/Minor (2 semester hours credit) One per term at Rollins College/four terms minimum

Elective Courses (4)

Four electives, at least three at 300/400 level

Requirements for the Minor (7)

MUS 151/152 Theory I and II (Harmony) with Lab

MUA 200 Music Ensembles (four terms at Rollins College at 1 semester hour credit each)

MUA 201/301/401 Applied Music (2 semester hours credit each)

One per term at Rollins College/four terms minimum

Two electives, at least one at 300/400 level

ORGANIZATIONAL BEHAVIOR (Major, Minor)

Organizational Behavior involves the application of psychology to the workplace. Drawing on psychology and other social sciences, Organizational Behavior addresses areas such as leadership, group dynamics, personnel selection, worker motivation, and training. The Organizational Behavior program is designed for people with career interests in human resources, organization development, consulting, training, and related areas.

Organizational Behavior majors must complete 12 courses.

Requirements for the Major (12)**Core Courses (8)**

PSY	101	Introduction to Psychology
PSY	211	Social Psychology or
PSY	317	Group Dynamics
PSY	301	Research Methods
PSY	304	Statistics and Decision Making
PSY	306	Tests and Measurements
PSY	330	Organizational Behavior
PSY	407	Organization Development
PSY	316	Ethics or
BUS	336	Management & Leadership or
COM	340	Organizational Law

Interdisciplinary and Application Courses (select 4)

BUS	336	Management and Leadership
BUS	342	Human Resource Management
COM	301	Designing Effective Organizations
COM	305	Listening
COM	315	Topics: Any course
COM	340	Organizational Law
COM	421	Organizational Communication
PSY	315	Topics: Any course (with exception of 315V American Red Cross)
PSY	316	Ethics

PSY	422	Advanced Organizational Leadership
PSY	480	Senior Research Seminar

Students majoring in Organizational Behavior may not minor in Psychology.

Requirements for the Minor (8)

Core Courses (5)

PSY	101	Introduction to Psychology
PSY	211	Social Psychology or PSY 317 Group Dynamics
PSY	301	Research Methods
PSY	330	Organizational Behavior
BUS	336	Management & Leadership or COM 340 Organizational Law

Interdisciplinary and Application Courses (3)

Students may choose three (3) courses from the Interdisciplinary and Application Courses listed for the major (above).

Students who are majoring in Psychology may not minor in Organizational Behavior.

ORGANIZATIONAL COMMUNICATION (Major, Minor)

Organizational Communication is the study of the exchange and interpretation of information between and within organizations. Communication is important to both organizations and to the people in them because an individual's ability to succeed in the workplace is determined largely by appropriate communication skills. The Organizational Communication major is designed to prepare students to communicate more effectively in any organizational environment. Thirteen courses are required for the major.

Requirements for the Major (13)

Core Courses (8)

COM	110	Public Speaking
COM	220	Interpersonal Communication
COM	300	Communication Theory
COM	303	Communication Ethics
COM	305	Listening
COM	395	Communication Research
COM	421	Organizational Communication
COM	480	Seminar in Organizational Communication

Elective Courses (select 5):

Five elective courses in Organizational Communication

Requirements for the Minor (8)

The minor in Organizational Communication consists of the following courses: COM 110, COM 220, COM 300, COM 421, and any four elective courses in Organizational Communication.

PSYCHOLOGY (Major, Minor)

The Psychology program of the Hamilton Holt School provides an overview of the diverse field of psychology along with opportunities for application and demonstration of important principles. The program supports learning objectives suggested by the American Psychological Association, thus preparing students to enter graduate programs in psychology as well as careers in research, counseling, and education.

Admission to the Psychology Major/Minor: Students may not accrue more than 12 semester hours in psychology without declaring Psychology as a major or minor. Upon declaring Psychology as a major or minor, students must complete with a grade of “C-” or higher PSY 101, PSY 301, and PSY 304. Although PSY 101 is a prerequisite for most Psychology courses, PSY 301 and 304 may be taken concurrently with other courses. However, both PSY 301 and 304 must be completed within the first two semesters of coursework following declaration of the major in Psychology. If a student receives a grade in any of these courses lower than a “C-,” the student must retake the course and pass it with a grade of “C-” or higher prior to enrolling in any other psychology course. Core courses may be repeated a maximum of one time to satisfy this requirement. If a student does not receive a grade of “C-” or higher on the second attempt, the student will not be permitted to continue in the major. Students will receive credit hours for one attempt only. In most cases, financial aid does not apply to repeated courses.

Requirements for the Major (48 semester hours)

Core Courses (12 semester hours)

PSY	101	Introduction to Psychology
PSY	301	Research Methods
PSY	304	Statistics and Decision Making

Major Options (12 semester hours)

Select any three from the seven listed below. Courses not used as major options may be used as major electives.

PSY	211	Social Psychology
PSY	354	Personality
PSY	261	Learning and Behavior Change
PSY	303	Lifespan Development
PSY	306	Tests and Measurements
PSY	310	Psychopathology
PSY	335	Clinical Psychology

Major Electives (24 semester hours)

Six electives in Psychology, at least four at the 300/400 level.

Requirements for the Minor (8)

Persons planning to minor in Psychology will take PSY 101, PSY 301, PSY 304, one 200-level core course, two 300-level core courses, and two Psychology electives, one of which must be at the 300/400 level.

WOMEN'S STUDIES (Minor)

Women's studies explores the nature and creations of women often neglected in traditional academic offerings. The multidisciplinary curriculum draws faculty from many departments—anthropology, biology, economics, religion, history, English, political science, sociology, and other disciplines.

Women's studies minors learn to evaluate cultural forces that have formed contemporary perceptions and expectations of women. Students investigate biological sexual differences, culturally assigned gender roles, theories about female consciousness and behavior, and restraints imposed by law and social conventions. The field covers an exciting range of topics, from the history of feminism to women's art and literature.

Requirements (6)

Core Courses (3):

WMS	205	Introduction to Women's Studies
PHI	314A	Topics in Philosophy: Feminist Theory
WMS	350	Feminist Methodology or an independent research project

Three (3) Women's Studies electives (at least one at 300+ level)

WRITING (Minor)

Students seeking personal enrichment through writing as well as those seeking skill and versatility in professional arenas will be well served with a minor in Writing. In addition to its emphasis on expressive and creative writing, the selection of courses for the writing minor offers training and practice in writing skills and discourse forms found in public, professional, and academic contexts. Students minoring in writing may choose one of two concentrations: creative writing or professional writing.

I. CREATIVE WRITING CONCENTRATION

The concentration in creative writing complements Rollins' mission of liberal education by providing a sequence of courses emphasizing the writing of fiction, poetry, and creative nonfiction. For English majors and other appreciators of literature, the concentration provides a bridge between students' study of the literary canon and their understanding of the creative process that produced it. For students in any major, the literary genre-based courses of this curriculum examine the art and craft of producing good writing and, in addition, provide close study of the work of successful contemporary authors. The creative writing concentration makes use of the workshop method, giving students extensive practice in producing and critiquing texts. Among the practicing writers teaching the courses of this minor are two writers-in-residence whose published works are nationally acclaimed.

Students seeking a minor in writing with a concentration in creative writing take three (3) core courses and three (3) electives:

Core Courses (3)

ENG 167 Introduction to Creative Writing

ENG 367 Creative Writing Workshop OR ENG 360 Creative Nonfiction Workshop
ENG 475 Creative Writing Colloquy (must be taken in the senior year)

Electives (Select 3)

ENG 260 Writer's Studio
ENG 267 Topics/Techniques in Writing
ENG 271 Personal Writing
ENG 295/395 Studies in Nonfiction
ENG 360 Creative Nonfiction Workshop
ENG 367 Creative Writing Workshop
ENG 374 Editing Essentials
ENG 467 Advanced Creative Writing Workshop
ENG 482 Writing for Publication
ENG 397/497 Internship in Writing
ENG 498/499 Independent Study: Writing Projects

II. PROFESSIONAL WRITING CONCENTRATION

The concentration in professional writing offers courses for students interested in writing in the public arenas of civic life, the academy, and the professional world. Grounded in rhetorical theory, the courses provide humanistic, critical, and practical study of writing in specific genres, disciplines, and media. Over the last half-century technological developments have provided radical new means of communication and led to significant cultural shifts. More than ever, writers need a critical understanding of the rhetorical processes underlying communication in various media and the problem-solving skills to face continual technological and cultural change. In addition to obtaining a rhetorical understanding of communication, students will gain basic practical knowledge of how new communication technologies work and hone their writing skills through practice in specific genres and disciplines. Successful students will emerge as reflective and articulate writers able to contribute effectively to civic, academic, and professional endeavors in the twenty-first century.

Students seeking a minor in writing with a professional writing concentration take three (3) courses and three (3) electives.

Core Courses (3)

ENG 210 Language and Power

ENG 211 Visual Rhetoric for Writers
ENG 276 Writing for the Future OR ENG 277 Writing in the Community

Electives (Select 3)

ENG 273 Journalistic Writing I
ENG 267 Topics/Techniques in Writing
ENG 277 Writing in the Community
ENG 295/395 Studies in Nonfiction
ENG 361 Writing for the Professions
ENG 373 Journalistic Writing II

ENG 374 Editing Essentials
ENG 375 The Critic's Role -- Review Writing
ENG 397/497 Internship in Writing
ENG 459 The Writer's Portfolio



COURSE DESCRIPTIONS

Descriptions of courses offered through the Hamilton Holt School are listed first in alphabetical order by discipline prefix, then numerically. The following key may be used to identify the disciplines represented.

Course Prefix	Discipline
ANT	Anthropology
ARH	Art History
ART	Studio Art
ASL	American Sign Language
BIO	Biology
BUS	Business
CHM	Chemistry
CMS	Computer Science
COM	Communication
DAN	Dance
ECO	Economics
EDU	Education
ENG	English
ENV	Environmental Studies (includes Geology and Geography courses)
GMN	German
GMS	Growth Management Studies
HIS	History
HUM	Humanities
IFT	Information Technology
INAF	International Affairs
INT	Interdisciplinary Studies
JPN	Japanese Language
LAC	Latin American/Caribbean Studies
MAT	Mathematics
MUA	Applied Music
MUS	Music Theory
PED	Physical Education
PHI	Philosophy
POL	Political Science
PSY	Psychology
REL	Religion
RSN	Russian
SPN	Spanish
THE	Theater
WMS	Women's Studies

ANT 203 Contemporary Problems of Indigenous Cultures of North America

Provides an anthropological perspective on current and/or recurring problems facing Indigenous Cultures of North America. Examines the social and economic impact of these issues on indigenous people as well as the potential implications for the Nation. Study includes both emic and etic views. Formerly ANT 205P.

ANT 205/305 Topics in Anthropology

Introduces subdisciplines. Varies from year to year. May be repeated for credit.

ANT 206 Anthropological Perspectives on Love and Marriage

Investigates patterns of courtship and marriage from a cross-cultural perspective. Explores the biological/evolutionary bases of male-female relationships. Includes two texts on love and marriage in non-Western cultures and one non-Western example of fiction pertinent to courtship and marriage.

ANT 210 Human Evolution

Introduces physical anthropology. Reviews genetics, including evolution, then turns to non-human primates as models for human physical and cultural evolution. Examines human fossils and changes in human form and material culture. Dissects debates among paleontologists to illuminate how science works. Suitable for nonmajors.

ANT 215 Human Ecology

Introduces the ecological and anthropological study of human adaptation in tropical and subtropical regions. Special emphasis on the ecology of Latin America (the Amazon and Caribbean Basins), but also includes studies of other tropical and subtropical regions of the earth.

ANT 252 Cultures of China

Surveys the cultures, peoples, and history of mainland China from primitive times until the present. Suitable for nonmajors.

ANT 254 Cultures of Japan

Surveys Japanese culture from its origins to present configurations, touching upon social institutions such as the family, traditional and modern state systems, and the modern Japanese corporation. Evaluates the effects of modernization, influence of the West, and predictions about the future of Japanese society. Suitable for nonmajors.

ANT 261 Anthropological Perspectives on Women

This course will examine women's experiences cross-culturally. It will explore the diversity of women's roles in areas such as politics, economics, family, marriage, kinship, religion, class, health, and gender socialization. Anthropological writings, films, and personal accounts of women's lives will be used to understand the historical and cultural issues that shape the experiences of women. Previously offered as ANT 205/305 Topic.

ANT 275 Culture, Biology, & Society

Weighs the extent to which sex roles are culturally or genetically determined. Draws on biology, sociology, psychology, and anthropology. Examines gender roles in different cultures, including

non-Western societies, and applies insights to contemporary American culture. Suitable for nonmajors.

ANT 280 Social Gerontology

Anthropological and sociological perspectives on the elderly in various societies, from "primitive" to industrialized; what human behaviors are universal in the culture of the elderly; the elderly's living environments (i.e., the nursing facility, the rehabilitation hospital, and the retirement community); the effects of aging on sex and skills; the psychopathology of human aging; and death and bereavement.

ANT 300 Development of Anthropological Thought

Traces the development of classic anthropological thought. Prerequisite: Major and junior/senior status or consent.

ANT 305 Topics in Anthropology

Introduces subdisciplines. Varies from year to year. May be repeated for credit.

ANT 340 Vietnam: A Cultural War

An exploration of the cultural differences between the United States and Vietnam in the context of the Vietnam War. The cultural differences between the United States and Vietnam led Americans to misunderstand Vietnamese culture and the nature of the Vietnamese resistance to French colonialism and the American intervention. This class will focus on the cultural basis for going to war in the context of the differences in what Vietnamese and Americans were fighting for and why. Formerly ANT 305D.

ANT 426 Seminar: Youth Cultures

Explores values, norms, and social behavior of adolescents and young adults in tribal, agrarian, and urban societies, both Western and non-Western. Compares patterns of development in youth cultures of modern Europe, North America, and Asia, especially twentieth-century student cultures. Also considers gender differences. Prerequisite: ANT major/minor and junior/senior.

ANT 452 Seminar: Cinema & Society in China

Chinese society in the twentieth century has experienced tumultuous change. Since the 1920s, much of this change has been mirrored in the feature films produced by Chinese directors. In addition to serving as a mirror offering changing visions of Chinese society, the film industry has itself been subject to the economic and political pressures characterizing this society. This course considers such issues as changes in the family system, gender roles, ethnic identities, class relationships, and the urban-rural dichotomy in modern China as these are portrayed in Chinese film. It also analyzes the distortions and interpretations in these portrayals as they reflect responses by the film industry to economic and political forces in the People's Republic of China, Taiwan, and Hong Kong.

ARH 101 Introduction to Visual Culture

Focuses on thematic and critical rather than historical approaches to visual arts and architecture. Slide lecture.

ARH 201 Introduction to Art History I

Outlines the history of Western visual art, architecture, sculpture, and painting from ancient times through the Middle Ages. Includes illustrated lectures, discussions, and outside reading reports.

ARH 202 Introduction to Art History II

Outlines the history of Western visual art from the Renaissance to the present. Includes illustrated lectures, discussions, and outside reading reports.

ARH 220 Castles and Cathedrals: Medieval Art

Covers architecture, sculpture, painting, and minor arts circa 300-1300 AD including the decline of classical art, emergence of Early Christian and Byzantine art, and relationship between arts of East and West. Examines development of Romanesque and Gothic styles as symbols of human life, belief, and ideas. Formerly ARH 309. Prerequisite: Sophomore status.

ARH 230 Italian Renaissance Art

Focuses on art and architecture in Italy from 1400-1530, with attention to social influences on the subject and style of the artists and with emphasis on Leonardo, Raphael, and Michelangelo. Formerly ARH 311.

ARH 231 Northern Renaissance Art

Follows evolution of painting techniques and styles during fifteenth and sixteenth centuries north of the Alps. Touches upon iconography and analogies between visual arts and contemporary humanist ideas. Formerly ARH 310.

ARH 240 Baroque and Rococo Art

Pursues seventeenth-century Baroque style in Italy, Holland, Flanders, France, England and Spain from Renaissance and Mannerist sources, through termination in eighteenth century Rococo style, circa 1750.

ART 221 Drawing and Composition

Expands the basic drawing skills of intermediate students with an emphasis on form and concept. Examines universal and personal themes in contemporary drawing. Required for majors, but suitable for nonmajors.

ART 222 Introduction to Design

Provides a foundation for painting, sculpture, and graphics. Discusses applied design and pure design principles.

ART 232 Special Studies in Painting and Drawing

Fosters technical improvement and critical thinking among intermediate and advanced painters and drawers. Studio work, individual and group critiques, and individual research. Prerequisite: ART 221 or consent.

ART 241 Sculpture I

Introduces three-dimensional techniques and issues as a foundation for later specialization. Highlights addition and subtraction in traditional figurative studies, relief sculpture, and still lifes. Required for majors, but suitable for nonmajors.

ART 243 Human Figure Drawing I

Challenges intermediate and advanced students to incorporate human figures into artwork. Stresses studio exercises, such as gesture drawings and in-depth anatomical studies, as well as individual and group critiques, and discussions with individual research.

ART 251 Introduction to Painting

Drills the basics (technical aspects of medium, design elements, and compositional methods) as the foundation for individual creativity. Intensive studio work, individual and group critiques, and individual research. Prerequisite: ART 221 or consent.

ART 293 Photography I

Introduces camera operation, films, papers and developers, and darkroom printing. Considers visual, stylistic, and conceptual issues of contemporary photography. Suitable for majors and nonmajors.

ART 300 Digital Color Photography

Introduces digital photography and the dry darkroom. Explores stylistic and conceptual directions in contemporary color photography. Includes digital camera images and scanned images, management and enhancement of images utilizing PhotoShop, and printing from digital printers. Prerequisite: ART 293 or equivalent (with instructor consent).

ART 342 Sculpture II

Builds upon concepts covered in Sculpture I. Explores different techniques, styles, and materials, many not traditionally associated with sculpture. Combines perceptual and conceptual study of form. Prerequisite: ART 241 or consent.

ASL 100 American Sign Language I

This course is designed as an introduction to the principles of American Sign Language (ASL) and deaf culture. The student will be instructed in the study of ASL linguistic structure and develop a 600+ conceptually accurate sign vocabulary. Emphasis will be placed on conversational expressive/receptive skills and protocol.

ASL 200 American Sign Language II

In this course, the deaf culture and principles related to an intermediate level of conceptual sign language will be emphasized. Complex grammatical structure and construction will be introduced. Students will develop advanced receptive and expressive conversational skills. Prerequisite: ASL 100 or equivalent.

ASL 300 American Sign Language III

Designed to increase competence in American Sign Language. Receptive and expressive skills further developed. Topics include sign syntax, analysis, neurobasis of sign, sign linguistics,

community of the deaf, educational effects, deaf history, and accommodations for the deaf.
Prerequisite: ASL 200.

BUS 260 Financial Accounting

Exposes students to theory and methods of using accounting information to solve problems throughout the business cycle. Emphasizes decision making based on financial statements. Utilizes computers. Prerequisite: Sophomore status.

BUS 280 Managerial Accounting

Explores accounting's role in providing managers accurate and timely information for planning, controlling, and decision making. Covers budgeting, profit planning, and statement analysis, as well as theory and application of managerial accounting in production. Utilizes computers. Prerequisite: BUS 260 and Sophomore status.

BUS 317 Personal Finance

Outlines a wide variety of financial instruments available for managing money. Touches upon personal financial statements, insurance, social security, investments, tax, retirement, and estate planning. Also introduces personal financial planning as a profession. Prerequisite: Junior status.

BUS 336 Management and Leadership

This course focuses on the processes of planning, organizing, influencing, and controlling that leaders use to achieve their objectives in organizational settings. Topics include the human, operational, and structural issues involved in managerial decision making using a variety of methods to develop analytical skills. Prerequisite: Junior status.

BUS 337 Marketing

Presents theories, applications, and case studies of marketing goods and services in public, private, and nonprofit sectors. Looks into interpreting market demands; designing and managing products; establishing distribution channels and pricing policies; communicating with consumers; and analyzing, planning, and controlling marketing activities in a socially responsible context. Prerequisite: Junior status.

BUS 338 Financial Management

Focuses on the role of the financial manager in corporate decision making. Deals with analysis of the corporate financial structure, asset management, capital budgeting, and debt versus equity financing. Prerequisite: BUS 280 and Junior status.

BUS 342 Human Resource Management

Examines how to optimize human resource strategies and the people who work for an organization. Links human resource strategies to organizational goals. Provides an overview of the main functions of human resources: employee and labor relations, staffing, development, compensation, and separation. Prerequisite: Junior status.

BUS 348 Investments

Explores theories and techniques of investing, especially in the stock and bond markets. Highlights basic security analysis and portfolio management, as well as financial planning in a changing economic environment. Prerequisite: BUS 338 and Junior status.

BUS 369 International Business

Details strategies U.S. firms can use to compete globally. Covers international competition, competitive advantage, international trade, international political economy, importing, exporting, licensing, foreign direct investment, and globalization. Prerequisite: Junior status.

BUS 375 Advertising and Promotion

Examines marketing communication, advertising, publicity, and promotion; management of that process; and effects on consumer behavior. Focuses on current issues. Prerequisite: BUS 337 and Junior status.

CHM 110 Chemistry and the Environment with Lab

Applies concepts and methods of chemistry to environmental problems such as global warming and ozone depletion. Weighs quantitative and qualitative data gathered from historical sources, demonstration, and lab experiments. For nonscience major with limited background in chemistry. Lab required.

CMS 150 Introduction to Computer Science Mathematics

Develops the essential mathematical foundations for the theory and practice of computer science. No programming required. Topics include, but are not limited to, elementary symbolic logic; set theory; proof strategies, induction and recursion; computer number systems and arithmetic; introduction to formal symbolic systems and grammars; elements of the theory of computing.

CMS 151 Fundamentals of Programming

An introduction to the central themes of computing with the emphasis on creating machines that will solve a problem. This course will focus on problem-solving techniques coupled with programming robots. Includes the use of both a graphical software development system and the writing of simple programs using the Java language. No prior programming skills required. Does not count toward requirements for the CMS major or minor.

Old description: An introduction to major areas of computer science. Includes information representation, hardware, programming, operating systems, applications, and communications. Prerequisite: High school algebra; basic computer usage skills.

CMS 167A/B Introduction to Computer Programming

Introduction to fundamental aspects of programming, focusing on problem solving, software design concepts, and their realization as computer programs. Topics include: variables, procedural abstraction, control structures, iteration, representation of numbers, and data types. Introduction to high-level programming language to gain mastery of these principles provided in classroom activities and closed laboratory experiences. Five semester-hour course.

CMS 170 Computer Science Principles I

Develops discipline in program design, problem solving, debugging, and testing, with an introduction to data structures. Topics include: abstract data types, complexity analysis, and recursion. Basic data structures (queues, stacks, trees, and graphs) and transformations (sorting and searching) are introduced as representative of the fundamental tools that are used to aid in software development. A high-level programming language is used to construct programs of a moderate size. Prerequisite: CMS 167A/B.

CMS 201 Applied Discrete Mathematics

Greatly extends the groundwork laid in CMS 150. Includes a programming component. Systematic treatment of material from discrete mathematics as it relates to computer science. Topics include algebraic structures; combinatorics and probability; graph theory; Boolean algebra; digital logic circuits; functional programming; modern theory of computing; introduction to design and analysis of algorithms. Includes a computing project. Prerequisite: CMS 150.

CMS 230 Introduction to Computer Systems

Introduction to the study of how software controls the critical hardware components of a computer's architecture – the CPU and RAM. Topics include development of C language programs, comparison of high-order procedural languages to machine language programs, CPU organization and functionality at the register/bus level, instruction formats, and development of machine language and assembly level programs using multiple addressing modes, flow-of-control branching and subroutine calls. Prerequisite: CMS 170 and MAT 140 or CMS 150.

CMS 270 Computer Science Principles II

Object-oriented programming, event-driven programming, UML, unit testing, virtual machines, design patterns, exception handling, and user interfaces. Uses Java and assumes knowledge of a procedural or object-oriented language. Prerequisite: CMS 170.

CMS 310 Software Development and Professional Practice

Combines a range of topics integral to the design, implementation, and testing of a medium-scale software system with the practical experience of implementing such a project as a member of a programmer team. In addition to topics on software engineering, this course also includes material on professionalism and ethical responsibilities in software development and human-computer interaction. Prerequisite: CMS 270.

CMS 330 System Software Principles

Short history of programming languages and their construction. Techniques of language translation including lexical analysis, grammars, and parsers. Analysis of the structure and functionality of modern operating system software, with emphasis on concurrent processes. Topics include: process scheduling, communication, and synchronization; API services; and, design and development of concurrent program using OS features. Prerequisite: CMS 230.

CMS 340 Developing GUI Applications

Covers program design and implementation of Graphical User Interface (GUI) programs. Topics include program organization, APIs, controls, screen design considerations, and event-driven

program design. Students need access to a PC on which to load Microsoft Visual Studio.NET software which is used in the programming projects. Prerequisite: CMS 270 or CMS 170 and consent.

CMS 371 Developing Database Applications

Applies previous programming methodologies to developing database centric applications in a distributed, multi-user environment. Topics include ODBC methodologies, thin versus thick client considerations, programmatic manipulation of database objects, and security issues in a heterogeneous database environment. Students will need access to a PC on which to load the Microsoft software that will be used in the course. Prerequisite: CMS 375 or consent.

CMS 375 Database Design

An introduction to the design and management of database systems. Using relational database as a backdrop, this course addresses design issues, structured query language (SQL), data integrity, normalization, transaction processing, and distributed database concepts. Students will need access to a PC or PC emulator on which to load the Microsoft software that will be used in the course. Note: System requirements may vary from year to year.) Prerequisite: CMS 170 and 230.

CMS 395 Topics in Computer Science

Provides students with an intensive introduction to specialized areas, such as computer simulation, assembler construction, computer architecture, symbolic computation, parallel and distributed processing, computer communication networks, computer security, VLSI system design, and programming tools. CMS 270 and consent.

CMS 450 Networks

Study of the technology, architecture, and software used by systems of network-connected computers. Topics include data transmission, local area network architectures, network protocols, inter-networking, distributed systems, security, and network applications such as email, WWW, and FTP. Students will develop programs that run concurrently on multiple computers. Prerequisite: CMS 330.

CMS 484 Senior Computer Science Capstone

The Senior Capstone course provides a culminating and integrative educational experience. While participating on a team with other students, students will design and implement a large-scale software project. Class meetings will be used for teams to demonstrate the progress of their project as well as for the teams to meet and work. Team meetings outside of class will be required. Prerequisite: One 400-level CMS course.

COM 110 Public Speaking

This course explains research, organization, writing, delivery, and critical analysis of oral presentations with attention to individual needs.

COM 220 Interpersonal Communication

This course explores communication strategies to interact more effectively in everyday, one-on-one relationships with family, friends, and co-workers.

COM 300 Communication Theory

This course provides insight to the theoretical framework that provides an in-depth understanding of the field of communication.

COM 301 Designing Effective Organizations

The study of organizational design and its impact on the efficiency and effectiveness of modern organizations. Students explore and discuss issues such as strategic planning and management, organizational effectiveness, power and politics, organizational culture and communication, and the designing of organizations for the information age.

COM 303 Communication Ethics

This course challenges students preparing for professional and business careers to make moral choices and develop questions when confronted by ethical dilemmas in real-life case studies.

COM 305 Listening

The study of the art of listening and its importance in our personal and professional lives. Students learn to analyze, assess, and improve their own listening abilities.

COM 308 Gender Communication

Examines communication about and between men and women. Biological, cultural, and social influences are analyzed and discussed in the course including the role of gender in the workplace. Solutions to improving communication between men and women are examined through the exploration of theories, case studies, and introspective exercises.

COM 310 Family Communication

This course explores communication within the family unit, specific family relationships, and elements inherent in relationships. Activities are designed to improve specific communication skills and positively guide family communication behavior. Previously offered as COM 315 Topic.

COM 313 Mass Media and Society

This course is a study of the impact of the media on the habits, customs, and thinking of our times. Students explore topics that include: the relationships between mass media and society, social and ethical issues, and the media's role in the nation's history. Formerly COM 315K.

COM 314 Communication and the Media

An evaluation of media relations in contemporary organizations, both government and private. This course will focus on ways the media influences and is influenced by these groups.

COM 315 Topics in Organizational Communication

The study of selected areas of organizational communication taught in seminar fashion designed to promote maximum interaction between students and the instructor. Topics for consideration are at the discretion of the instructor and will change with each course offering. This course may be repeated for general credit but can fulfill the requirements of the major one time.

COM 316 Training and Development

Focuses on the role of communication in the training and development of human resources. Topics include: the role of training and development; identifying training needs; adult learning theory; instructional design; training evaluation; and approaches to work-force development. Case analysis and work in small groups is used extensively. This is offered on credit/no-credit basis only.

COM 318 Public Relations

The course explores the study of public relations principles applied to organizations. This course examines the ways in which public relations theories and principles are applied to specific business situations.

COM 319 Leadership and Effective Communication

The course is the study of leadership, leadership styles, and leadership effectiveness in organizations. Students explore the connection between leadership and organizational communication.

COM 321 Small Groups and Leadership

This course examines communication, leadership, participation, and decision making within groups and teams in all types of organizations.

COM 322 Computer Mediated Communication

This course addresses the study of the communication processes affected by our interactions with technologies. Students analyze the benefits and challenges that modern technology creates for effective human communication.

COM 324 Self-Leadership and Communication

This course explores the many ways that self-leadership skills may be enhanced through effective communication principles, strategies, and techniques. Topics to be discussed include rebuilding personal infrastructures, establishing high standards and wide boundaries, eliminating tolerations in life, competing with the past, developing reserves, making the present perfect, becoming a problem-free zone, and much more. Offered on a credit/no- credit basis only.

COM 325 Communication Campaigns

Communication campaigns are focused, large-scale efforts to exert social influence. This course covers the planning, organizing, implementation, and evaluation of various educational, political, religious, and commercial campaigns. Students will analyze both classic and current communication campaigns.

COM 340 Organizational Law

Examines the law on national and local levels, focusing on the relationship between effective communication and legal problems.

COM 345 Leadership, Film, and Communication

The course initiates a thoughtful consideration of the nature of leadership as depicted in film. Through seeking understanding in dialogue with fellow learners, students are encouraged toward

greater discernment of the person, the collective, and the context with regard to the dynamic systems involved in leadership. Film provides unique insights to investigate character and motive, as well as culture, allowing us to access meaning and significance through theoretical, analytic and dialogic inquiry.

COM 350 Communication Presentations

This course addresses the communication opportunities encountered in professional situations. This course analyzes communication objectives and emphasizes the preparation of oral presentations.

COM 395 Communication Research

This course is the investigation of qualitative and quantitative communication research, focusing on its practices, ethics, and consequences.

COM 412 Conflict and Communication

This course studies human behavior with particular attention to the role of conflict across various contexts (interpersonal relationships, group/team, organizational settings, and multi-cultural settings).

COM 418 Advanced Public Relations

This course addresses the advanced study of the discipline of public relations. Students learn the basic communication theories and professional practices necessary in a wide range of roles from publicity to promotion to public information, counseling, and management. Students develop skills in written and oral communication, critical thinking, problem solving, research, and strategic planning. Prerequisite: COM 318 or consent.

COM 480 Senior Seminar in Organizational Communication

This capstone course, taken in the senior year by students majoring in Organizational Communication, provides an end-of-the-program opportunity for the advanced study of communication in organizational environments. Prerequisite: Senior status and major in Organizational Communication.

DAN 170 Ballet I

Introduces fundamental concepts and historical background. Presents positions and barre exercises to build correct alignment, flexibility, strength, coordination, and ballet vocabulary.

DAN 177 Jazz I

Introduces fundamental concepts and historical background. Works in studio on body placement and alignment through highly structured classical jazz warm-up (LUIGI). Values clarity and quality of movement, rhythm, style, and use of dynamics.

ECO 108 Quantitative Methods for Economics

Certain quantitative concepts and skills are necessary for economic analysis. This course introduces these concepts and develops the applied quantitative skills needed for a more complete comprehension of economics. Demonstration of the applicability of these concepts to

economic topics such as economic growth, cost of living, inflation, investment decision-making, and market supply and demand are illustrated.

ECO 121 Economics of Contemporary Issues

Applies elementary tools of economic analysis to issues of national and social importance. Not open to students who are enrolled in or have completed ECO 212 or ECO 213.

ECO 126 Economics and Public Policy

Examines U.S. macroeconomic policies and effects on inflation, unemployment, rate of growth of GDP, budget deficit, and other current policy questions. Not open to students who are enrolled in or have completed ECO 212 or ECO 213.

ECO 130 Democracy and Economics

Assesses difficulties, successes, and potentials of economic institutions with democratic rules. Evaluates the nature of democratic control both for economic efficiency and alternative criteria. Highlights traditional analysis based on property rights.

ECO 135 The Global Economy

Explores multilateral and bilateral political economy relationships. Touches upon the historical development of global economic integration, global economic geography, major institutional features of contemporary international economic relations, current conflicts of interest, and the likely future evolution of world systems. Not open to students who are enrolled in or have completed ECO 212 or ECO 213.

ECO 140 Nonprofit Economics: Analysis of the “Third Sector”

Analyzes organizations that are neither government nor privately controlled for the profit of owners, including charities, foundations, membership associations, cooperatives, mutuals, and other third-sector entities. Requires volunteer work at a local third-sector organization.

ECO 142 Political Economy of the Media

Dissects print, film, broadcast, cable, and new electronic media in U.S. today. Questions economic structure of media institutions, differing viewpoints of media sources, and role of media in resolving current political/economic issues. Reviews journalistic and academic works, as well as video and audio recordings (including international short-wave news and program broadcasts), newspapers, magazines, and publications of citizen and government groups.

ECO 212 Principles of Economics I: Introduction to Microeconomics

Introduces neoclassical theories of consumer behavior and of the firm. Covers supply and demand, utility, cost and production, structure of markets, and resource allocation. Suitable for nonmajors. Prerequisite: Sophomore status and ECO 108.

ECO 213 Principles of Economics II: Introduction to Macroeconomics

Explains aggregate economic phenomena and policy alternatives, including determination of national income, inflation, unemployment, international economics, banking system, economic growth, income distribution, and national debt. Suitable for nonmajors. Prerequisite: ECO 212.

ECO 237 International Economic Relations

An introduction to international trade and financial systems as practiced in the world today. Emphasis will be placed on trade and financial policies of both developed countries and less-developed countries, as well as the international institutions created to accommodate international trade and finance. Prerequisite: ECO 212 and 213.

ECO 239 Women and Work

Explores the effects of increasing numbers of working women on households and employment policies, earning differentials, company and government policies, comparison of women's work issues with those of minorities, and valuation of household work. Suitable for nonmajors. Prerequisite: Sophomore status or consent.

ECO 303 Intermediate Microeconomics

Continues with neoclassical theories of consumer behavior and of the firm, using mathematical as well as graphic techniques. Probes topics similar to those in ECO 212 but more intensively. Prerequisite: ECO 108, 212 and 213.

ECO 304 Intermediate Macroeconomics

Uses mathematical and graphic techniques to analyze behavior and relationships among broad aggregates of economic activity. Pushes beyond topics of ECO 213 to an in-depth discussion of economic policy, policy alternatives, and alternative economic models of macroeconomy. Prerequisite: ECO 108, 212 and 213.

ECO 305 Topics in Economics

Introduces subdisciplines. Varies from year to year. May be repeated for credit. Prerequisite: ECO 108, 212 and 213.

ECO 306 Monetary Economics

Examines financial markets and institutions, monetary theory, and macroeconomic implications. Charts the relationship between Federal Reserve and depository institutions, as well as the effects of monetary and fiscal policies on economic performance. Prerequisite: ECO 108, 212 and 213.

ECO 307 International Economics

Focuses on the theory and practice of international trade: comparative advantage, economies of scale, trade policy, international labor and capital movements, economic integration, and foreign exchange rates. Prerequisite: ECO 108, 212 and 213.

ECO 315 Radical Political Economics

Outlines the economic analysis of capitalism given by Karl Marx and other modern socialist theorists. Covers the evolutionary rise of capitalism, alienation and other behavioral traits of people living in capitalist systems, labor theory of value, concentration of capital, causes of capitalist economic crises, capitalist imperialism, and socialism as an alternative economic system. Prerequisite: ECO 108, 212 and 213.

ECO 318 Economic and Monetary Integration of the European Community

Concepts will be developed to examine the different levels of economic integration. The experience of the Community in the completion of the customs union will be compared with the expectations of theory. Moreover, the move towards EMU will be examined in the light of various theories. The aim of the course is to provide students with an understanding of how and why different countries might wish to integrate economically. Prerequisite: ECO 108, 212 and 213.

ECO 321 Labor Economics

Highlights trends in employment, problems of unemployment, relevance of markets for labor services, and issues of wages, hours, and working conditions. Also covers labor unions, labor disputes and methods of settlement, and the theory and practice of collective bargaining. Prerequisite: ECO 108, 212 and 213.

ECO 325 Distribution of Income and Wealth

Studies distribution of income and wealth among families and individuals by race, sex, age, occupation, and class in the U.S. and other countries. Offers alternative theories and views on how best to achieve desirable distribution with public policy tools. Prerequisite: ECO 108, 212 and 213.

ECO 327 Comparative Economic Systems

Examines similarities and differences among ideal types of economic systems: capitalist, centrally planned socialist, decentralized market socialist, and communist. Undertakes case studies of individual countries (Japan, Sweden, Russia, China, and Yugoslavia) to compare and contrast real versus ideal. Prerequisite: ECO 108, 212 and 213.

ECO 330 Rationality and Economic Behavior

Explores various conceptions of rationality as these relate to our economic behavior and the efficacy of market allocation. Students will engage in class games analogous to formal economic experiments in order to deepen understanding of rationality concepts and resulting market behaviors, both expected and anomalous. Prerequisite: Junior/senior status, ECO 108, 213, and INT 221.

ECO 339 Women & Work

ECO 340 Classic Works in Economics

Focuses on works that helped shape modern economics. Draws upon such primary sources as Adam Smith's *The Wealth of Nations*; David Ricardo's *Principles of Political Economy and Taxation*; John Stuart Mill's *Principles of Political Economy*; Karl Marx's *Das Kapital*; Alfred Marshall's *Principles of Economics*; and J. M. Keynes's *The General Theory of Employment, Interest and Money*. Prerequisite: ECO 108, 212 & 213.

ECO 351 Economic Development

Traces evolution in attitudes, institutions, and policies that accompany and define permanent economic change within countries. Assesses current economic conditions and future prospects in

less-developed countries through theoretical models and actual data. Prerequisite: ECO 108, 212 and 213.

ECO 355 Environmental Economics

The course will examine the economics and scientific basis of environmental issues and the policies that are used in addressing them. The advantages and disadvantages of different regulatory responses will be discussed. We will also discuss methods for valuing the benefits of environmental amenities that do not have an observable value in the marketplace, including the approach used more recently in “ecological economics.” The use of economics in regulating a natural resource (commercial marine fisheries) will be evaluated. Prerequisite: ECO 108, 212 and 213.

ECO 361 Urban Economics

Stresses location theory and application of microeconomic theory to analysis of urban policy issues. May cover land-use controls, housing, urban poverty, transportation, and urban public finances. Prerequisite: ECO 108, 212 and 213.

ECO 365 Economic Democracy and Economic Theory

Contrasts alternatively structured organizations—especially those based on one-person/one-vote—with traditional capitalistic firms of the West, which base control on property ownership with the primary goal of profit maximization. Examines democratic worker-managed firms, nonprofit and volunteer organizations, consumer or producer-controlled cooperatives, and publicly controlled enterprises or financial institutions. Prerequisite: ECO 108, 212 and 213.

ECO 370 Economics of Piracy

From the high seas to digital video discs (DVDs), piracy surrounds us. Piracy evolves with changing technology and legal innovations. Explores economic implications of, and rationale for, piracy in detail. Prerequisite: ECO 108, 212 & 213.

ECO 371 International Economic History

Traces the evolution of economic institutions from antiquity to the present. Applies diverse approaches to understand historical processes and structures, concentrating on those relevant to current debates. Prerequisite: ECO 108, 212 and 213.

ECO 381 Introduction to Econometrics

Presents regression theory, multiple regression, simultaneous equations, identification problems, time-series problems, selected estimating techniques, and basic econometric models. Prerequisite: ECO 108, 212, 213 and INT 221.

ECO 403 Applied Microeconomics

Synthesizes microeconomic theory and methodology for decision making. Emphasizes problem formulation, analysis, and solution. Prerequisite: ECO 108, 212, 213 and 303.

ECO 404 Senior Seminar in Economics

Probes theoretical applied, or policy economics, as well as issues in historical, institutional, or critical economics studies. May be repeated for credit with consent of the department chair. Prerequisite: ECO 221, 303, and 304, or consent.

ECO 407 International Finance

Considers balance-of-payments adjustment mechanisms and impact on national economies. Looks at alternative exchange-rate regimes, international movements of capital, foreign-exchange intervention, impact of exchange-rate variations, and objectives and effects of international monetary standards and financial institutions. Prerequisite: ECO 304 or 306.

ECO 448 Alternative Economic Theories

Surveys Marxism, Austrianism, institutionalism, feminism, bioeconomism. Contrasts methodology, analysis, and policy prescriptions with those of classical and Keynesian theories that guide economic orthodoxy. Prerequisite: ECO 303, 304 and INT 221.

EDU 271 School and Society

Chronicles the social, political, economic, and historical background of the contemporary American school system. Demonstrates how social forces have shaped the curriculum, organization, and purposes of formal education. ESOL infused course. Prerequisite: APLE or secondary certification only.

EDU 272 Educational Psychology

Covers child development; learning, evaluation, and assessment; and psychology of teaching. Focuses on motivation, perception, personality, intelligence, and learning. Prerequisite: APLE or secondary certification only.

EDU 280 Diversity in American Education

Examines cultural pluralism in the classroom: multicultural education, diversity and teaching, bilingual education, racism, tracking, and teacher preparation. ESOL stand-alone course. Prerequisite: APLE or secondary certification only.

EDU 309 Foundations of Reading

Examines the foundations of reading instruction from historical, linguistic, social, psychological, cognitive, and curricular perspectives. Theoretical base for reading and language arts methodology courses. Explores basic phonics instruction, reading programs in use, nature of reading and writing processes, and balanced approach to reading instruction.

EDU 311 Teaching Writing in Elementary Schools

The primary purpose of this course is to learn about the nature of the writing process and how to develop learning activities where the development of good writing will be facilitated. In that the course deals with the "writing process," there will be an emphasis on what skillful writers actually do when creating a written work. The developmental nature of learning how to write will be a major consideration in this course.

EDU 324 Curriculum Development for Diverse Learners

Addresses organization and curriculum development in elementary and secondary schools, including instructional goals and basic teaching strategies. ESOL stand alone course.

Prerequisite: APLE or secondary certification only.

EDU 335 Content Area Reading in Secondary Schools

This course is designed to prepare teachers in content areas with the tools needed to help students with reading skills. Pre-service teachers will learn strategies to improve vocabulary, comprehension, and writing skills so students can better learn content materials. ESOL infused course. Prerequisite: Secondary certification only; two courses from among EDU 271, 272, 280 and 324.

EDU 350 Strategies for Classroom Management

Practical classroom management based on a variety of models being used in schools today.

Video observations and critiques, reading and sharing ideas, and the development of a classroom management notebook may be incorporated into a seminar-type format.

EDU 385 Teaching Children with Special Needs

Emphasizes useful strategies for teaching special populations, including students with learning disabilities, mental disabilities, emotional disabilities, physical disabilities, sensory disabilities, communication disabilities, and giftedness. Includes field component.

EDU 407 Teaching and Learning in Diverse Secondary Schools

Emphasizes planning, implementing, and evaluating instruction in an increasingly diverse school environment based on current research. Includes teaching field experience. ESOL infused course.

Prerequisite: Secondary certification only; two courses from among EDU 271, 272, 280 and 324.

EDU 417 Teaching (Particular Subject) in Middle and Secondary Schools

Explores selection, evaluation, and use of instructional materials to adapt a college major to middle and secondary school. Prerequisite: Secondary certification only. Corequisite: EDU 417L.

EDU 417L Teaching (Particular Subject) in Middle and Secondary School Lab

Requires preinternship field experience of at least four hours weekly in middle and secondary school. Corequisite: EDU 417.

EDU 444 Educational Statistics

Focuses on the basic concepts of educational statistics with applications to the theories of tests and measurements. Topics include descriptive statistics, inferential statistics, correlation and prediction, and test theory.

EDU 470 Competencies for Beginning Teacher

The survey course, taken during the student teaching semester, helps to prepare future teachers in the planning of instruction, organization of classrooms, and the management of student learning. Not only are day-to-day items facing the teachers explored, but also the course examines topics pertaining to teaching such as child abuse, assessments, and job-hunting skills. The ETEP

portfolio based on the Florida Competencies must be completed at the performance beginning teacher level. Corequisite: EDU 491.

EDU 491 Student Teaching-Secondary

Provides full-time experience integrating and applying skills in an approved local school under direction of a master teacher. Corequisite: EDU 470.

EED 317 Music for Elementary Schools

Presents basic concepts, literature, and methods for teaching music in the elementary classroom. Workshop. Required for certification in music. Prerequisite: Music certification or APLE only.

EED 318 Art for Elementary Schools

Examines use of art to foster child development and supplement learning in curricular areas. Explores sensory experiences, aesthetics and aesthetic education, management of classroom art center, and adult's role in child art. Participants experience an array of media and conduct art activities with children. Prerequisite: Art certification or APLE only.

EED 363 Social Studies for Elementary Schools

Delves into foundations for social studies, exploring human experience, environmental studies (including conservation), teaching strategies for inquiry learning, problem solving, and concept development. Prerequisite: APLE only; two courses from among EDU 271, 272, 280 and 324.

EED 364 Science for Elementary Schools

Stresses major concepts and processes of science: process skills, inquiry strategies, problem solving, environmental and ecological issues, and science in today's society. Prerequisite: APLE only; two courses from among EDU 271, 272, 280 and 324.

EED 367 Health and Physical Education for Elementary Schools

Discusses methods for physical activities for children, concepts and materials of health education, and values underlying programs of personal fitness for children. Prerequisite: APLE only.

EED 369 Literature for the Elementary School Child

Survey of the genres of literature for elementary school-aged children. Emphasis on techniques used to implement literature across the elementary school curriculum. Reviews recent research, major authors and illustrators, and literature circles as means of instruction.

ENG 140 Composition: Writing About Selected Topics

Develops students' ability to write college-level essays by practicing strategies of argumentation and by refining skills of invention, revision, and critical thinking. Leads to writing essays characterized by unity, order, coherence, completeness, clarity, and mechanical correctness. In order to satisfy the College's general education requirement for writing (W), students must receive a grade of "C" or better in the course. Section topics are designated by individual instructors. This course (or an equivalent) must be taken during the first semester at Rollins. Formerly ENG 101. Does not count as elective credit in the English Major or Minor or the Writing Minor.

ENG 167 Introduction to Creative Writing

Requires writing in a variety of genres including fiction, creative nonfiction, and poetry. Emphasizes peer evaluation, thus requiring that students learn to evaluate the writing of others, as well as their own writing. Prerequisite: ENG 140 or equivalent.

ENG 190 Literature and Experience

Aids students in developing the means to discover and write about the ways in which literature imaginatively reflects the human condition. Each section offers a distinct focus and content. Appropriate for nonmajors and also for potential English majors.

ENG 201 Major English Writings I

Covers writers of the Medieval and Renaissance periods, including the *Beowulf* poet, Chaucer, Spenser, Shakespeare, Donne, Jonson, and Milton from critical and historical approaches. Prerequisite: ENG 140 or equivalent.

ENG 202 Major English Writings II

Covers 18th-century romantic, Victorian, and 20th-century writers: Pope, Swift, Johnson, Wordsworth, Coleridge, Shelley, Keats, Tennyson, Browning, Arnold, Hopkins, Yeats, Joyce, and Eliot. Prerequisite: ENG 140 or equivalent.

ENG 204 African Literature

Introduces major writers and literary movements of Africa. Suitable for nonmajors. Prerequisite: ENG 140 or equivalent.

ENG 210 Language and Power

A survey of rhetorical tools leaders have used throughout history to change their societies. Students will analyze how these tools function within speeches, letters, essays, and other literary texts that have persuaded audiences to think, feel, and act in new ways. By modeling such writing in their own essays, students will practice using these tools to address contemporary social issues while discussing the ethical concerns that responsible citizens must consider whenever they use rhetoric. Prerequisite: ENG 140 or equivalent.

ENG 211 Visual Rhetoric for Writers

Investigates how visuals (pictures, graphics, color, and layout) interact with words to add or disrupt meaning in texts. Studies cutting-edge research on visual perception. Practices document design using InDesign software. Prerequisite: ENG 140 or equivalent.

ENG 221 Selected Studies in World Literature

Introduces major writers and theoretical approaches in one or more more literary traditions other than—or in combination with—British and/or American. Specific topics vary. Prerequisite: ENG 140.

ENG 225 Practices of Effective Writing

Helps students refine writing skills by developing sound rhetorical practices and editing strategies. In order to earn credit for this course, students must receive a grade of “C” or higher. Note: A mandatory pre-course assessment will be required. The results of this assessment may

exempt some students from the need to complete the course. Students who do not take the assessment will be required to complete the course. Prerequisite: ENG 140 or equivalent.

ENG 230 Literary Nonfiction

Allows students to sample a wide array of writing forms and strategies under the heading of "creative nonfiction." Examines the personal essay, memoir, travel writing, literary journalism, nature writing, and social criticism. Prerequisite: ENG 140.

ENG 231 The Bible as Literature

Considers the Old and New Testaments as works of creative literature and includes frequent excursions into poems, plays, music/musicals, and novels influenced by the Bible. Prerequisite: ENG 140 or equivalent.

ENG 232 Literature and Experience

This genre course may focus on drama, poetry, fiction, and/or prose. Suitable for nonmajors. Prerequisite: ENG 140 or equivalent.

ENG 233 Women Writers

Focuses on literary works by women writers. Authors, genres, and historical periods vary. Suitable for nonmajors. Prerequisite: ENG 140 or equivalent.

ENG 234 Selected Studies in Literary Themes

Focuses on drama, poetry, fiction, and prose. Suitable for nonmajors.

ENG 235 Selected Studies in Environmental Literature

Focuses on poets, novelists, and essayists who have spoken out strongly for the preservation of the environment. Readings may include works by Whitman, Thoreau, Emerson, Burroughs, Muir, Austin, Rawlings, Hurston, and Abbey. Suitable for nonmajors. Prerequisite: ENG 140 or equivalent.

ENG 241 Film and Literature

Focuses on the history and aesthetics of film and its relationship to literature. Suitable for nonmajors. Prerequisite: ENG 140 or equivalent.

ENG 242 Contemporary American Short Fiction

Covers short stories written since 1975 by key contemporary authors of short fiction. Topics may include civil rights, feminism, the legacy of Vietnam, or the mundane challenges of simply getting out of bed in the morning and going to work.

ENG 245 Selected Studies in Popular Culture

Topics vary. May focus on theories, historical periods, themes, and/or genres that reflect and are representative of popular culture. Suitable for nonmajors. Prerequisite: ENG 140 or equivalent.

ENG 249 Darkness Visible: Radio Drama

Studies the almost nonexistent art of radio drama. Students are responsible for writing, directing, producing, and starring in their own weekly radio drama show on Rollins' WPRK (Tuesdays, 9:00 p.m.). Prerequisite: ENG 140 or equivalent.

ENG 260 Writer's Studio

In this course, you will learn about your creative potential and how to nurture it. You will take up a writing "practice" that includes regular writing and attention to the conditions under which you are most creative and productive. You will learn how to respond effectively to the writing of others. And you will be introduced to some basic techniques of craft that good writers use to achieve effect and meaning. Prerequisite: ENG 140 or equivalent.

ENG 264 Exploring the Fringe

Provides an immersion in the Orlando International Fringe Festival (OIFF), an internationally known alternative theater festival. Students attend performances; meet with performers, directors, and playwrights; and write reviews. Discussions cover historical, technical, cultural, and performance issues. Class size is limited to twelve (12) students. Although there are no required texts, a nonrefundable lab fee (covering fringe membership and tickets for all performances) must be paid in full by March 31st. Nota Bene: Because fringe performances often explore controversial topics, the class will encounter adult language, ideas, and situations. Prerequisite: ENG 140 or equivalent.

ENG 267 Topics/Techniques in Writing

The topics version of this course offers an introduction to a very specific genre of writing (fiction, autobiography, humor writing, etc.), giving close attention to the defining characteristics of the genre and offering a sequence of short reading and writing assignments designed to develop facility in producing the genre. The techniques version of this course offers a close study of a specific literary technique (point of view, character/dialogue, narrative design, voice), and requires practicing the technique in short, focused writing assignments with emphasis on both literary and technical excellence. Prerequisite: ENG 140 or consent.

ENG 268 Writing Intensives

Seven (7) intensive experiences in specific genres: memoir, short-short story, profile, sonnet, and writing about art. Each session introduces students to a particular type of writing and leads them in a series of exercises to practice writing the genre. Sessions are designed to be fun, informative, and inspirational. Instructors provide specific strategies for tackling a type of writing and for deepening and extending daily writing practice.

ENG 271 Personal Writing

Explores writing as self-discovery and self-expression as a means of discovering thoughts, feelings, and intuitions that would otherwise remain inchoate. Prerequisite: ENG 140 or equivalent.

ENG 273 Journalistic Writing

This writing-intensive course is designed to introduce students to the various kinds of journalistic writing: basic news pieces, features, editorials, and reviews. It will provide them with the skills

necessary to produce well-written, accurate, insightful stories and develop the skills necessary to do journalistic investigation and research. Through classroom workshops, students will also learn the basics of story editing and the way in which generalized themes can be turned into specific, clearly defined journalistic pieces. In addition, they will become familiar with contemporary journalistic practices and issues involving ethics and standards in the media. Students in Journalistic Writing I will be encouraged to submit stories to *Sandspur* and join *Sandspur*'s staff. Prerequisite: ENG 140 or equivalent.

ENG 275 Selected Studies in Minority Literature

Minority literary studies. Offerings vary year to year. Suitable for nonmajors. Prerequisite: ENG 140 or equivalent.

ENG 276 Writing for the Future

How do we depict ourselves when we're communicating on the Internet? How does our understanding of audience shift? This course in the genre of cyberspace writing explores how our own personal reading and writing are being changed by advances in technology, as well as how online forms and practices are reshaping corporate and academic writing. Focusing on new skills we'd like to master, we'll consider whether our ability to learn is affected by our uses of technology. Previous experience is **not** a prerequisite. Prerequisite: ENG 140 or equivalent.

ENG 277 Writing in the Community

How do we give voice to private and public concerns in shaping the places we live? How do we become active members influencing decisions in our various communities (political, environmental, religious, social, or intellectual)? This course in the genre of civic writing lets students develop selected forms (letters to the editor, fact-finding summaries, field studies, proposals, documentaries, and other persuasive public project pieces that organizations use to develop cases and gain support), write for a not-for-profit organization, and practice service learning. Formerly ENG 295. Prerequisite: ENG 140 or equivalent.

ENG 291 Magical Realism

When a love story filters through the centuries or a man awakens as a giant cockroach (this could happen in Florida); when an owl perches on a window crying sweet warnings or a baron lives his life in the treetops; when a dead baby rises from the grave or the local shopping mall draws us into fairyland—what are we to think? Exploring several works of magical realism, this course offers delightful metaphors, strange dreams, strategies for reading literature, and a whole new way of understanding experience. Prerequisite: ENG 140 or equivalent.

ENG 295/395 Studies in Nonfiction

Focus on forms, themes, and techniques of specific nonfiction prose genres (biography, environmental writing, etc.). Students study closely both peer and professional examples of the genre, learning to develop their own style and voice in practicing the form. Prerequisite: ENG 140.

ENG 300 Expository Writing

Assumes that writing is a primary way to understand, organize, and give meaning to experience, and is thus an integral part of a liberal arts curriculum. Stresses the need to examine specific

rhetorical contexts and develop strategies for writing. In a workshop setting, students study and analyze both professional and student essays, as well as their own. Assumes basic competency in conventional syntax, usage, punctuation, mechanics, and organization. Prerequisite: ENG 140 or equivalent.

ENG 303 Historical Approaches to American Literature

Explores representative works from the beginnings of American literature to the present, covering the evolution of literary periodization and changes in literary form, against their historical and cultural backgrounds. Prerequisite: ENG 140 and one 200-level ENG course or consent.

ENG 304A Genre Study in American Literature: Drama

Examines drama in American literature, emphasizing the changing forms and conventions of the genre. Playwrights discussed include Treadwell, Miller, Williams, Hansberry, Shepard, Mamet, and Finley. Prerequisite: *ENG 140*.

ENG 304B Genre Study in American Literature: Fiction

Examines fiction in American literature, emphasizing the changing forms and conventions of the genre. Focus varies, sometimes by broad literary movement (American Renaissance, Realism, Naturalism, Modernism, Postmodernism), sometimes by theme (race, gender, experimentation, the West). Prerequisites: ENG 140 and one 200-level ENG course or consent..

ENG 304C Genre Study in American Literature: Poetry

Examines poetry in American literature, emphasizing the changing forms and conventions of the genre. Focus varies, sometimes by broad literary movement (American Romanticism, Modernism, Postmodernism), sometimes by theme (race, gender, experimentation). Prerequisites: ENG 140 and one 200-level ENG course or consent.

ENG 305 American Literature I: Beginnings through 1865

Explores representative works of the period, focusing on the evolution of American literary consciousness and shifting literary strategies, against their historical and cultural backgrounds. Includes traditional canonical works, as well as works that expand that canon. Prerequisite: ENG 140 and one 200-level ENG course or consent.

ENG 306 American Literature II: 1865 to Present

Explores representative works of the period, focusing on the evolution of American literary consciousness and shifting literary strategies, against their historical and cultural backgrounds. Includes traditional canonical works, as well as works that expand that canon. Prerequisite: ENG 140 and one 200-level ENG course or consent.

ENG 307 American Literature IV: African American Literature

Surveys African-American literary forms from the seventeenth century through the present time while emphasizing the social, historical, economic, and cultural politics of literary production. Prerequisite: ENG 140 or equivalent.

ENG 310 Studies in Early English Literature

Studies literature in the historical context of the Anglo-Saxon and/or Middle English periods, from 600 to 1500, in England. Emphasizes the history of the language, cultural diversity, and the oral-formulaic nature of the poetry. Possibilities for primary focus include *Beowulf*, *Sir Gawain and the Green Knight*, *The Canterbury Tales*, and/or *Le Mort d'Arthur*. Prerequisite: ENG 140 or equivalent.

ENG 311 Studies in Renaissance Literature

Examines English literature of the sixteenth and seventeenth centuries, excepting the works of Shakespeare, in the context of the times. Focus varies, sometimes by genre (prose, lyric, epic, drama), sometimes by theme. Prerequisite: ENG 140 or equivalent.

ENG 312 Studies in Shakespeare

Focuses on selected plays and/or poems by Shakespeare, examined in the context of history and culture. Satisfies “Major Author” requirement for English Majors. Prerequisite: ENG 140 or equivalent.

ENG 314 Topics in Restoration and Eighteenth-Century Literature

Examines major writers and writings of the Restoration and neoclassical periods. Prerequisite: ENG 140 or equivalent.

ENG 315 Studies in Nineteenth-Century British Literature

Examines major writers and writings of the Romantic and/or Victorian periods. Specific writers, works, and/or genres vary. Prerequisite: ENG 140 or equivalent.

ENG 319 Studies in Twentieth-Century British Literature

Examines major writers and writings of the Modernist, Contemporary, and/or Postmodern periods. Specific writers, works, and/or genres vary. Prerequisite: ENG 140 or equivalent.

ENG 321 Selected Studies in World Literature

Explores representative works of literatures other than British and American. Specific writers, works, and/or genres vary. Prerequisite: ENG 140 or equivalent.

ENG 324 Selected Studies in Minority Literature

Focuses on writers and literary works that represent minority groups and/or cultures. Specific topics vary. Possibilities include Native American literature, African-American literature, the literature of British Colonialism and/or Post-Colonialism, Latin American literature, Asian-American literature, gay/lesbian literature. Prerequisite: ENG 140 or equivalent.

ENG 325 Modern Drama

Focuses on American, British, and Continental plays written/produced from 1890 to 1945. Representative playwrights include Ibsen, Chekhov, Strindberg, Shaw, Synge, O'Neill, Treadwell, Pirandello, and Eliot. Emphasizes critical analysis, historical significance, and issues of performance. Satisfies “Genre Study” requirement for English Majors. Formerly ENG 363. Prerequisite: ENG 140 or equivalent.

ENG 326/426 Southern Writers

Studies selected Southern writers, including novelists, dramatists, and poets. Prerequisite: Junior/senior status.

ENG 328 Contemporary American Literature

Focuses on American literature in the last half of the twentieth century, from the end of World War II and the emergence of the Beats, through the tumultuous '60s and '70s, and into the fin de siècle. Prerequisite: ENG 140 or equivalent.

ENG 329 Selected Studies in American Literature

Explores one or more specific topics in the American literary tradition. Writers, works, periods, and/or genres vary. Prerequisite: ENG 140 or equivalent.

ENG 335 Critical Approaches to Literature

Focuses on major works of critical theory as well as applications of critical theory to literary texts. Includes emphasis on literary terminology. Prerequisite: ENG 140 or equivalent.

ENG 336/436 Twentieth-Century English and American Poetry

Seminar on British and American poets of the 20th century, with emphasis upon the major poets.

ENG 341 Film and Literature

Focuses on the history and aesthetics of film and its relationship to literature. Specific topics vary. Prerequisite: ENG 140 or equivalent.

ENG 342 Speculative Fiction

Specific topics vary. May focus on science fiction, fantasy, utopias/dystopias, horror and the occult, magical realism, other, or a combination thereof. Prerequisite: ENG 140 or equivalent.

ENG 344 Literature and Cultural Studies

Specific topics vary. Possibilities include The Postmodern, Visual Culture, Media Mixtures, Interactive Literary Venues, or some combination thereof. Prerequisite: ENG 140 or equivalent.

ENG 345 Classical Rhetoric: The Art & Science of Persuasion

A close study of the classical tradition of rhetoric. Students will become familiar with the work of the major figures of classical rhetoric (Aristotle, Plato, Cicero, Quintilliam), their theories of rhetoric, how those theories differ and overlap, and how they have influenced modern notions of persuasiveness. Fulfills elective requirements in classical studies and communication.

ENG 360A Creative Nonfiction Workshop: Autobiography

Advanced writing course for upper-level students who wish to extend the basic intellectual, rhetorical, and composition skills necessary to compose clear and substantive prose. Studies various ways that autobiographical sketches, stories, and essays have been structured by contemporary American writers. Develops students' single autobiographical text. Emphasis on a workshop approach to drafting, revising, and critiquing student writing. Prerequisite: ENG 300.

ENG 360B Creative Nonfiction Workshop: Travel Writing

Students consider the nature of travel and reflect on their journeys while trying out strategies of travel writing in this workshop course. Through conversation, campus (or central Florida) trips, and the shaping of a polished piece of travel writing, the class looks at creation of people and place. Exploring the journey as both meaning and metaphor for the lived experience of travel writers, students recall previous travels or write about their own locales. Extensive travel not expected. Prerequisite: ENG 300.

ENG 360C Creative Nonfiction Workshop: Literary Journalism

This course introduces advanced techniques of nonfiction writing in the tradition of Truman Capote, Tom Wolfe, John McPhee and Susan Orlean. Students will become familiar with applying descriptive writing techniques and developing character and plot through a variety of nonfiction writing projects, including first-person narratives and personality profiles. Prerequisite: ENG 300.

ENG 361 Writing for the Professions

Make the transition from student to professional. This course gives students experience in developing the writing and presentation skills expected of them in their careers. They will learn and apply specific communication principles underlying the forms and practices of professionals. Appropriate for all majors. Prerequisite: ENG 140 or equivalent.

ENG 367 Creative Writing Workshop

Alternates focus among various writing genres including fiction, poetry, creative nonfiction, screenwriting, children's literature. Requires strong, established creative writing skills and experience in writing workshops. Refer to the online Schedule of Courses for topics currently being offered. Prerequisite: ENG 140 or equivalent.

ENG 367A Creative Writing Workshop: Poetry

Focuses on the writing of poetry through workshops run by the student participants and supervised by the professor in a conventional creative writing format. Includes some reading and discussion of contemporary poets. Prerequisite: ENG 167.

ENG 367B Creative Writing Workshop: Children's Writing

Workshop course in the writing of poetry or short fiction. Students will complete writing exercises, discuss structures of poems and stories, and make presentations of their original work. Prerequisite: ENG 167.

ENG 367C Creative Writing Workshop: Fiction

Focuses on the writing of short fiction through writing workshops run by the student participants and supervised by the professor in a conventional creative writing format. Includes some reading and discussion of contemporary short story writers. Prerequisite: ENG 167.

ENG 367D Creative Writing Workshop: Screenwriting

Through the reading of screenplays, watching of films, and multiple workshops, students write a full-length screenplay. Prerequisite: ENG 167.

ENG 369 Classical Rhetoric: Persuasion

This course offers a close study of the classical tradition of rhetoric. Students will become familiar with the work of the major figures of classical rhetoric (Aristotle, Plato, Cicero, Quintilliam), their theories of rhetoric, how those theories differ and overlap and how they have influenced modern notions of persuasiveness. Prerequisite: ENG 140 or equivalent.

ENG 370 Spiritual Autobiography

Examines autobiographies by persons who have successfully fostered both social activism and profound spirituality in their own lives. Readings include works by Mahatma Gandhi, Malcolm X, Thomas Merton, Frederick Buechner, Elie Weisel, Viktor Frankl, and Annie Dillard. Prerequisite: ENG 300.

ENG 372 Winter With the Writers

Conducted in conjunction with the visiting authors' series, whose work will be the focus of study. Includes biographical research and critical studies in papers and panels in advance of the writers' visits. Provides opportunity to meet these writers and discuss their work in Master Classes. Offers opportunity to combine an academic experience with a deeper involvement in the literary community on the campus. Prerequisite: ENG 140 or equivalent.

ENG 373 Journalistic Writing II

This course extends and deepens the skills and approaches introduced in Journalistic Writing I. Prerequisite: ENG 273.

ENG 374 Editing Essentials

A close study of syntax, i.e., how the various components of a sentence combine to create meaning and effect. Focuses on editing for correctness (grammar, usage, punctuation, mechanics) and on editing for precision (unity, order, coherence, emphasis, diction). Prerequisite: ENG 300. Priority to English Majors/Minors and Writing Minors.

ENG 375 The Role of the Critic: Writing Reviews

Examines the role of professional critics as reviewers and shapers of culture. Writing assignments include reviews and review-essays about art, music, cinema, and literature, as well as review essays based on economic and social policies. Prerequisite: ENG 300.

ENG 380 Language Studies

Investigates the dynamics of language from historical, sociological, and rhetorical perspectives. Students will learn the best tools for understanding language and for editing their own work and that of others. Prerequisite: ENG 140 or equivalent.

ENG 385 Prose Style

Provides practice in the use of stylistic features that help writers achieve desired rhetorical and/or aesthetic effects. Builds on techniques developed in ENG 260 (Writer's Studio) and language skills introduced in ENG 374 (Editing Essentials). Prerequisite: ENG 374.

ENG 390 Major Author(s)

Focuses on the works of a single author (excluding Shakespeare) or a group of closely connected authors. Assigned texts may include secondary sources as well as primary works. Prerequisite: ENG 140 or equivalent.

ENG 392 Environmental Writing

Fosters skills in writing argumentative essays, technical reports, book reviews, and personal essays about nature and the environment. Suitable for nonmajors. Prerequisite: ENG 140 or consent.

ENG 395 Studies in Nonfiction

Challenges writers to experiment with various forms, themes, and genres of nonfiction prose including biography, environmental writing, food writing, etc. Suitable for nonmajors. Prerequisite: ENG 140 or equivalent.

ENG 397 Internship in Writing

Interns assist in a variety of activities related to the Rollins Writing Program, i.e., Winter With the Writers, annual student readings, First Friday workshops, and other promotions. Interns are appointed by faculty selection committee. Prerequisite: Junior status and consent.

ENG 410 Studies in Anglo Saxon and Medieval Literature

Studies literature in historical context of Anglo-Saxon and Middle English periods, from 600 to 1500, in England. Emphasis on the history of the language, the cultural diversity, and the oral-formulaic nature of the poetry. Primary focus: *Beowulf*, *Sir Gawain and the Green Knight*, and Chaucer's *Canterbury Tales*.

ENG 411 Studies in Renaissance Literature

Examines English literature of the 16th and 17th centuries, excepting Shakespeare, in the context of the times. Focus varies from term to term, sometimes by genre (prose, lyric, epic, dramatic), sometimes by theme.

ENG 412 Studies in Shakespeare

Topical course on Shakespeare's works, for advanced students. Topic to be advertised in advance of registration. Prerequisite: English major or consent. Prerequisite: ENG 140 or equivalent. Junior status. English major.

ENG 414 Topics in Restoration and 18th-Century Literature

Examines major writers and writings of the Restoration and neoclassical periods. Focus on novel as a literary genre, comic potential of the war between the sexes, and poets' efforts to offer the emerging middle class a sense of both the past and the world of ideas.

ENG 415 Studies in 19th-Century British Literature

Examines major writers and writings of the Romantic and Victorian periods. Emphases may include works of either period, the forms of lyric poetry, the rise of the novel, or literary movements in their cultural contexts.

ENG 417 Studies in 20th-Century British Literature

Examines major writers and writings of the modern and contemporary periods. Emphases may include movements in poetry, fiction, or drama -- especially those that represent experiments in new modes of expression at the beginning and end of the century.

ENG 428 Contemporary American Literature

Studies American literature in the last half of the 20th century, from the end of World War II and the emergence of the Beats, through the tumultuous '60s and '70s, and on into the fin de siècle.

ENG 429 Selected Studies in American Literature

Studies forms, traditions, themes, and genres, varying from year to year. Prerequisite: junior/senior standing.

ENG 440 Topic in World Literature

Specific topics vary. Possibilities include a theme, a period, a selection of authors. Prerequisite: ENG 140 or equivalent. Junior status.

ENG 459 The Writer's Portfolio

Examines issues for students serious about keeping writing in their lives. Assists students in defining themselves as writers, framing their work for the public, and balancing the desire for voice with the need for professionalism. May also introduce an editing process for correctness (grammar, punctuation), precision (unity, coherence, emphasis), and style (syntax, voice, tone). Required for the minor in writing. Prerequisite: ENG 140 or equivalent. Junior status.

ENG 467 Advanced Creative Writing Workshop

Requires strong, established creative writing skills and experience in writing workshops. Encourages submission of selected pieces to appropriate publications. This course may be taken three (3) times for credit. Prerequisite: ENG 367 or ENG 360; or consent.

ENG 475 Creative Writing Colloquy

Capstone course that engages writing minors in a culminating workshop, facilitates an edited compilation of best work from the minor, and prepares them to continue writing and market their work. Prerequisite: must have completed the twenty (20) semester hours required for the creative writing minor except for this final course. By permission, a student may take this course concurrent with one other course to fulfill the minor.

ENG 482 Writing for Publication

Identifies the requirements and restrictions of various publications and venues (newspapers, magazines, journals, contests, calls for papers). Requires self-selection of target publications, then queries, proposals, and submission of at least two pieces written during the course. Prerequisite: ENG 360 or ENG 367.

ENG 490 Advanced Major Author(s) Study

Focuses on the works of a single author (excluding Shakespeare) **or** a group of closely connected authors. Assigned texts include secondary sources as well as primary works. Prerequisite: ENG 140 or equivalent. Junior status.

ENG 497 Internship in Writing

Interns assist in a variety of activities related to the Rollins Writing Program, i.e., Winter With the Writers, annual Student Readings, First Friday workshops, and other promotions. Interns are appointed by faculty selection committee. Prerequisite: Senior status and consent.

ENG 498/499 Independent Study/Research

To be eligible for independent study, students must have completed a minimum of 30 semester hours at Rollins College. Prerequisite: Approval.

ENV 115 Oceanography

A study of oceanography with special emphasis on seawater composition and circulation, marine geology, marine biology, and economic resources. Includes a history of ocean studies, present development, and the future potentials of the oceans.

ENV 120 The Biosphere With Lab

A survey of biological principles which include the structure and function of cells; plant and animal physiology and anatomy, development, genetics, diversity of forms, ecology, and evolution.

ENV 130 The Geosphere With Lab

Introduces the study of geology, earth science, and ecological systems.

ENV 189 The Environmental Crisis in its Cultural Context

Weighs humanity's responsibility to nature, technocratic drift of society, and conflicts between material and environmental values. Traces development of a mechanistic worldview and re-emergence of an organic or holistic perspective.

ENV 212 Florida Water Resources

Florida water resources are most important ecologically as well as economically. What are the characteristics of Florida's varied water resources? How fragile are they? Can we safely develop adjacent to these resources? These questions will be considered for Florida's lakes, rivers, groundwater, swamps, marshes, and estuaries. The physical, chemical, and biological properties of Florida's water resources along with how Florida's weather and climate affect those resources will be explored. Also water resource laws and policies will be covered. With field trips.

ENV 215 Topics in Environmental Studies

Introduces subdisciplines. Varies from year to year. May be repeated for credit.

ENV 216 Ecology With Lab

Explores relationships of organisms and environments, including population, community, and ecosystem ecology. Focuses on aquatic and terrestrial systems of Central Florida. Lab required. Prerequisite: Junior/senior status. ENV 120 and ENV 130.

ENV 220 Field Botany With Lab

Examines taxonomy, evolution, ecology, and the environmental significance of local flora through directed observation, identification, and experimental analysis. Students describe and

identify plant specimens obtained in the field and interpret evolutionary and ecological relationships among plant groups. Mandatory field labs in Florida's natural environment and climate.

ENV 270 Environmental Literature

Features poets, novelists, and essayists who have spoken out strongly for preservation of the environment: Whitman, Thoreau, Emerson, Burroughs, Muir, Austin, Carson, and Abbey.

ENV 284 Marine Biology

Introduces ecology, systematics, biogeography, and behavior of marine organisms from floating (planktonic) organisms through swimming and bottom-dwelling forms, with emphasis on organisms of Florida coasts and the Caribbean. Includes lab and fieldwork.

ENV 289 Nature in the City

Takes up the problems of environmental degradation and alienation—separation of humans from nature—in American cities. Traces efforts of design professionals beginning with Frederick Law Olmsted to harmonize urban and natural worlds.

ENV 300 Land Use Controls

Law defines both property rights and the limitations placed on property use. This course analyzes how our growth can best be managed to promote the public welfare, reduce social costs and protect property rights. Florida's Growth Management Act and its application in Central Florida will provide a major focus for the class. Emerging techniques, including new urbanism, sustainable communities, transit-oriented development, and fiscal impact analysis, will also be introduced.

ENV 302 Traditional Town Planning

Explores the historical basis, principles and practice of Traditional Town Planning as an alternative to conventional, auto-oriented development, and suburban sprawl. Examines the importance of neighborhood structure, transportation alternatives, and community identity as essential components of sustainable development. Includes field trip to model communities. Prerequisite: Two ENV or GMS courses.

ENV 320 Aquatic Biology with Lab

Develops an awareness of the complex nature of the aquatic environment and the diversity of life in this medium. It starts with an exploration of the physical and chemical factors operating in the aquatic environment; then the most important groups of plants and animals are studied. Finally, the individual groups are put together as populations and communities, and the applied side of biology is examined through a short study of water-pollution biology. With laboratory and field trip. Prerequisite: Two ENV or GMS courses.

ENV 325 Natural Habitats of Central Florida

Investigates complex interactions between climate, landforms, soils, plants, and animals. Teaches ecosystem mapping techniques. Prerequisite: ENV 120 or ENV 130

ENV 327 Principles and Methods in Environmental Analysis

Introduces students to techniques of environmental field analysis and regulatory requirements. Covers regulatory criteria (i.e. wetland delineation), standards and guidelines for environmental assessments, and site analysis and sampling techniques. Students will also critique project case studies in groups to emphasize the problem-solving techniques employed at environmental firms and agencies. Prerequisite: ENV 220.

ENV 348 Sustainable Development

Explores both theoretical and actual development strategies that are ecologically and socially acceptable.

ENV 362 Environmental Politics

This course will examine the diverse influences and interests that shape environmental policy, with special emphasis on the role of the media. The presidential election will provide a unique opportunity to see how these influences and interests actually play out in the present political climate.

ENV 380 American Environmental History

Follows the changing patterns of land and resource use. Examines the displacement of Native Americans, expansion of the frontier, the progressive conservation movement, and development of contemporary environmentalism. Previously offered as ENV 280. Prerequisite: ENV 189.

ENV 386 Environmental Law

Introduces the interpretation and application of federal, state, and local environmental regulations in the U.S. Focuses on national and local land-use planning and federal judicial response to environmental problems past and present. Covers air and water pollution, dredge-and-fill laws, historic preservation, toxic waste, and growth management regulations. Recommended: ENV 120 and 189.

ENV 389 Environmental Planning

Provides an understanding of competing demands for urban growth and development and needs to conserve and protect limited natural resources. Concludes with environmental issues in Central Florida. Prerequisite: Junior/senior status. ENV 189 and 220.

GMN 221 Germany Today: East Meets West

Examines German society in twentieth century: political institutions, political parties, educational system, media, industry and trade unions, role of women, youth, foreign workers, and cultural developments.

GMS 191 Humanscapes: The Urbanization Process

Humanscapes is a study of the environmental and psychological factors that we rely on to make sense of our cities and neighborhoods. This course also examines the failure of modern communities to provide a common life that connects humans to each other and the landscape. The steps needed to rectify this dilemma and create communities that are easy to understand, yet continually stimulating, is the final component of this course.

GMS 200 Pursuing the American Dream: Housing in America

This course provides an overview of housing issues, with an emphasis on affordable housing. Students analyze the political, cultural, and economic components that influence the provision of the nation's housing. In examining the many facets involved in the provision of the American home, this course also reveals the nature and reality of the American dream.

GMS 201 Introduction to Historic Preservation

This course provides an introduction to issues of historic preservation. Topics include the history and language of the movement, governmental agencies and their activities, adaptive reuse, and architectural history. Research involving historical written sources, maps, photos, and oral history will be used in class assignments.

GMS 215 Topics in Urban and Growth Management Studies

An exploration of selected topics in urban and growth management studies. May be repeated for credit if topics vary.

GMS 302 Citizen Participation and Community Dynamics

This course examines the components that make a community work. Case studies and local projects are studied to find out how communities function and what makes them unique. Since citizen participation operates at the most fundamental level of American democracy, students are also introduced to the communication tools and techniques for resolving conflict and building consensus. Previously GMS 202.

GMS 324 Statistics for Urban Affairs

Public officials often need to evaluate policy options objectively. The evaluation process, including the identification and ranking of alternatives, and common analytical methods used during the process are presented. Surveying methods, such as preparing a sampling plan and designing survey instruments, are also covered, as are statistical techniques for analyzing data collected. The course is applications oriented, using examples as much as possible to illustrate how officials use the evaluation process and analytical methods in real world situations.

HBR 101 Introduction to Hebrew I

Aims for basic knowledge of modern Hebrew in both oral and written forms. Assigns readings on Jewish culture and history.

HIS 212 Zhong Guo: Journey to the Middle Kingdom

This course consists of two components: one is Chinese history and the other is Chinese language. For Chinese history, students will be introduced to an outline history from the Imperial China to the present with important political, economic, and social themes and features. For Chinese language, students will get acquainted with major characteristics of the Chinese language and its writing system including its ideographs and their structure, the use of character dictionaries and the cultural significance of the Chinese characters.

By the end of the semester students will be able to identify a broad outline of Chinese history and achieve understanding of major features of Chinese culture. They will also be able to identify 150 common characters, know how to look up characters in Chinese English dictionaries, and

make informed deductions about the probable meanings and pronunciations of unfamiliar characters.

HIS 336 The Dictators of Modern Europe 1920-1939

During the period between the two World Wars, most of the European nations came under the control of totalitarian regimes. The list includes some of the most notorious dictators of human history: Adolf Hitler, Joseph Stalin, and Benito Mussolini. This course will examine how these men and others attained and maintained power and how they changed the course of European history. In particular, the course will assess the impact these dictatorships had on European culture and society in the interwar period.

HIS 362 History of American Foreign Policy

Presents patterns, themes, and developments in foreign policy, with an emphasis on the twentieth century.

HIS 363 Hitler and Nazi Germany

Through lectures, readings, and video presentations, this course explores the life, career, and "meaning" of Hitler. Special emphasis is given to aspects of Nazi racial policies, Hitler's foreign policy goals, and his role in World War II.

HIS 365 Topics in History

Probes narrow topic in American or modern European history. May be repeated for credit.

HIS 368 Anatomy of a Revolution

A comparative study of revolutionary activity in England during the seventeenth century and America and France in the eighteenth century. The impact of intellectual, social, and political forces in each instance will be analyzed and contrasted with the other revolutionary movements. Suitable for nonmajors.

HIS 375 Aspects of War

This course examines the political, social, economic, and personal impact of war. What has caused and resulted from this most brutal of human struggles? The conflict under consideration will vary according to the instructor as will the particular emphasis of the material covered.

HIS 383 The Decline of Europe

Explains the cultural and intellectual impact of Europe's loss of equilibrium and hegemony after 1914. Touches upon the effect of WWI, rise of totalitarianism, sensation of anomie, disintegration of colonial empires, WWII, and Holocaust. Suitable for nonmajors.

HIS 462 Modern Germany

A study of the political, social, and cultural trends in Germany since Bismarck, with special emphasis on the Wilhelmina era, the Third Reich, and conditions in the two Germany's from 1945 to reunification.

HLR 101 Library Research: America and England in the Eighteenth Century

The purpose of Library Research is to help students become more sophisticated users of the library. Focusing on an examination of the history of England and her American colonies during

the revolutionary era, this course will illustrate how print, nonprint, and electronic information is systematically gathered, stored, and retrieved and how a variety of library services help make that information available to users. In the process of gathering resources and information for research projects dealing with the American Revolution, students will learn about the research process and the critical thinking skills needed to create efficient and effective research strategies and to evaluate the information found. Credit/no credit only.

HUM 300 Public Art, Private Lives

Considers the intersection of the public and private lives and works of the Bloomsbury Group, a collection of artists, writers, and social scientists who, in the early twentieth century, changed intellectual thought in Britain. Formerly HUM 315A.

HUM 303 Humanities: Ancient

Western Civilization has its inception in the ancient world. We will study the art, architecture, philosophy, and literature of classical Greece, seeing how they differed and developed from previous cultures, how they were transformed in Roman civilization, and what impact they have made on the modern world.

HUM 304 Humanities: Medieval and Renaissance

The close of ancient Roman civilization corresponds to the rise of Christian culture in Western Europe. This time, which we call the beginning of the Middle Ages, saw the Christian Church, with its changing theological positions, become the sole arbiter of style, techniques, and subject in the arts and literature. This aesthetic dynasty began to diminish in the late Middle Ages until classicism and humanism reemerged in the Western civilization during the Italian Renaissance. In this course, students will investigate the development of Medieval theology and Renaissance humanism to determine how this changing relationship between mankind and its god influenced Western creativity. Prerequisite: ENG 140 or equivalent.

HUM 305 Humanities: Classicism and Romanticism

Between 1650 and 1850, two conflicting modes of thought influenced the humanities. Prior to 1790, the classical tradition predominated, while after 1790, the romantic came to prominence; yet neither succeeded in overwhelming the other. This course explores the impact of these two traditions on the history of the period 1650-1850, especially on art, music, literature, and philosophy. First, we will explore the underlying philosophy of these two traditions and their various means of expression. We will then observe the impact of classicism on the enlightenment and the factors which created a shift to romanticism in post-revolutionary Europe.

HUM 306 Humanities: Modern Period

This course will focus on the art, literature, music, and philosophy of the twentieth century. We will cover early modernism, postwar existentialism, the avant-garde as well as new voices in poetic protest.

HUM 315 Topics in Humanities

Introduces subdisciplines. Varies from year to year. May be repeated for credit.

IFT 101 Information Fluency: Library & Web Research

This course is an introduction to library and web research resources. Through discussions, exercises and class projects, students will develop fluency with information and research processes. (1 semester hour of credit)

IFT 106 Using the World Wide Web for Research

Designed to help students learn how to find information for academic research. Also explores Web resources for professional and personal use. Objectives are to sharpen research abilities, critical thinking, and term paper writing skills by researching, selecting, and evaluating websites. Exercises require use of the library and WWW resources. Assumes knowledge of basic Windows functions including use of scroll bars, mouse, and menus. (1 semester hour. CR/NC.)

IFT 107 Using PowerPoint and Computer Graphics

Students will learn to use Microsoft PowerPoint and graphics techniques for creating effective classroom presentations. Final project: classroom presentation. Assumes knowledge of basic Windows functions including use of scroll bars, mouse, and menus. (1 semester hour. CR/NC.)

IFT 109 Using Access for Data Collection and Analysis

Microsoft Access will be used to show how information is stored and retrieved for use in data collection and analysis. Assumes knowledge of basic Windows functions including use of scroll bars, mouse, and menus. (1 semester hour. CR/NC)

IFT 110 Using Excel Spreadsheets Effectively

Students will learn how to use Microsoft Excel to solve problems that might be expected in liberal arts courses. Basic math skills required. Final project. Student cannot receive credit for both IFT 110 and Spreadsheets for Accounting. Assumes knowledge of basic Windows functions including use of scroll bars, mouse, and menus. (1 semester hour. CR/NC)

IFT 112 Creating Web Home Pages

Students will learn the basic skills necessary to create web pages, including the incorporation of computer graphics into pages. Students will create their own home pages as a final project. Assumes knowledge of basic Windows, Netscape and Rollins Novell systems. (1 semester hour. CR/NC)

IFT 113 Creating Home Pages for the World Wide Web II

Students will use high-level web tools such as FrontPage, Dreamweaver and others to create advanced web applications. Prerequisite: IFT 112 or consent.

IFT 116 Special Topics/Information Technology

Students will work independently with an instructor to develop specialized skills such as database, Perl, CGI, other web programming tools, or other topics as agreed to by student and instructor.

IFT 120 Design with Photoshop

Students will learn to use the features of Adobe Photoshop image-editing software to create and manipulate graphics for print and the web. Format will be class meetings and online assignments. Students will be expected to work independently. Final project. (1 semester hour. CR/NC.)

IFT 130 Information Technology Lab 1

Course will provide instruction to student employees on the operation of the campus network, e-mail, web systems, as well as general computer knowledge. It will also help students to cope with working in stressful situations, responding to requests for assistance by phone and in person, and research problems. (1 semester hour. CR/NC.) Prerequisite: IT assistants only.

IFT 300 Digital Video I

Explores video capturing, editing, and exporting through hands-on integrated use of digital cameras, VHS, CDs and DVDs. Video editing software will be used to create transitions and effects.

IFT 301 Digital Video II

Presents advanced video editing techniques using industry standard software, as well as nonlinear and nonliteral use of images and video. Prerequisite: IFT 300.

INAF 125 Politics and Culture in the Middle East

An introduction to the politics and social organization of the Middle East, including North Africa, studied in its Islamic cultural setting. The course deals with a contiguous group of countries, from Morocco to Pakistan. Their political systems vary, but they share a common history, culture, and values based on the religion of Islam. The course examines the Islamic cultural heritage and the dilemmas for Islamic peoples caused by twentieth-century social and political change. Change is particularly difficult for these peoples since there is no separation between church and state. The impact of change on them will be studied through an analysis of specific change agents: technology, foreign political control, secular ideologies (e.g. Marxism), and Western-model materialism. Not available to students who have completed POL 125.

INAF 200 International Relations

This is an introductory course in international relations. Its main objectives are (a) to examine and understand the international system—its main actors, basic elements like power, national interest and foreign policy process, dynamics and institutions; and (b) to analyze some current substantive issues including the “new world order.” This being a very complex subject, emphasis will be placed on questions of war and peace, arms control, the North-South relations, and future of the state and states system. (This course must be taken prior to INAF 201 International Organization and INAF 303 Diplomacy.)

INAF 232 World Issues of Our Times

A forum for the development of informed attitudes and opinions on issues of international significance, evaluated from the viewpoint of American foreign policy and national interest. Both a substantive and a geographical approach are used, including development, globalization, terrorism, energy, environment, trade, defense, and security, and in the context of the foreign

relations of the U.S. with different regions of the world. The core readings and materials are derived from the yearly national Foreign Policy Associations' Great Decisions program

INAF 301 International Relations: 21st Century Challenges

This course covers contemporary international relations, including the reaction to terrorism in 2001, economic globalization and international trade, human rights and immigration issues, and concerns about climate change.

INAF 303 Diplomacy and Negotiation

This course explores the evolution of diplomacy as an institution and as an art. Students explore the origin, development, comparison of old and new diplomacy; its functions, types, value; its relationship to power, ideology, and culture; and the qualities and criticisms of diplomats. The definitions, prerequisites, and elements of negotiation process as well as the factors that impede negotiation also will be examined. This is a quasi-seminar course, beginning with lectures to lay the groundwork and then becoming a seminar course that incorporates student presentations on topics of interest. Previously offered as POL 315 Topics. Prerequisite: INAF 200 recommended.

INAF 310 Terrorism: A Global Challenge

This course traces the evolution of terrorism and considers its impact on international relations and other global interactions and relationships. Formerly INAF 315F.

INAF 320 International Business Development

Details the elements required to market a product or service internationally. Covers international business development, market selection, country research, sales channel options, and international business law issues. Formerly offered under INAF 315 Topics: International Trade. Prerequisite: Junior status.

INAF 322 Islam, Culture and Politics

During the last eight years, America has pursued a policy of democratization in the Muslim world, but the results predictably failed to bring to power forces aligned with U.S. interests. It is important to understand the cultural context of Muslim politics which has, for at least three decades, followed a popular Islamist trend moving in an anti-U.S. direction. This point is best understood by reviewing the diverse phenomena of political Islam in several countries of the Middle East, North Africa, and South Asia.

INAF 340 U.S. Foreign Policy Strategy in the Middle East

The nature, origin, and historical development of conflict between the Arab nations and Israel and the role of outside powers in conflict management relative to Arab-Israeli relations. This course will examine and compare Zionism and Arab nationalism as political/ideological movements, and deal with such topics as the role of the U.S., Britain, and other major powers in the Middle East; Soviet-American rivalries in the region; the international structure of the Israeli state; Palestinian irredentism; Arab-Israeli wars; and the peacekeeping process.

INAF 356 Asia in the International System

A survey and critical evaluation of the international status of the nations of East, West, South, and Southeast Asia. Both the relationships among the nations of Asia and between these nations

and the rest of the international community will be covered. Special attention will be given to the relationships between the U.S. and Asia as well as to the political, economic, and military issues and trends within this region.

INAF 358 The Vietnam War in Film

This seminar will cover the basic history of the Vietnam War, especially as it reflects conflicting cultural values and interpretations. From the American point of view, these interpretations will be analyzed mainly through their expression in major films about this war. The cinematic features and styles of these major films will also be analyzed. Prerequisite: INAF or ANT Senior.

INAF 384 East Asian Politics

Compares the political systems of China, Vietnam, Japan, and the Koreas. Looks into key regional issues and East Asia in post-Cold War global order. Not available to students who have completed POL 384.

INAF 386 South Asian Politics

This course presents a comparative analysis of the political systems including political culture of South Asia, including India, Pakistan, Bangladesh, Sri Lanka, Nepal, and Bhutan. Topics include: ancient civilization; the traditions of spiritualism, tolerance of ambiguity, and ideological flexibility in contrast to Western thinking; Mahatma Gandhi's message of nonviolence and public aspect of 'dharma' and 'atma'; caste system and its challenge to national integration; and the role/exploitation of religion in the politics of South Asian countries. A special emphasis will be placed on Afghanistan, Pakistan nuclear deterrents, and the war on terrorism.

INT 200 Introduction to Liberal Studies

An interdisciplinary approach to the liberal arts, this course will introduce the liberal arts through a single theme examining the human predicament. It will consider the way artists, writers, composers, and philosophers have approached the topic and through artistic expression provide a deeper understanding of the human condition. This course is required as one of the first four courses unless students have completed the associate of arts degree and/or two humanities (HUM) courses prior to entering Rollins. Prerequisite: ENG 140 or equivalent.

INT 215/315 Interdisciplinary Topics

Study of selected topics offered across a range of academic disciplines. May be repeated for credit provided that topics vary in content.

INT 221 Statistics for the Social Sciences

Introduction to statistics for social science students with the major emphasis on the concepts of statistical inference. Topics covered include distributions, probability, the testing of hypotheses, estimation, nonparametric methods, correlation, and regression. Computer programs and self-instructional media support the course. Prerequisite: HS Algebra or equivalent.

INT 246 Visions of Florida

Using a wide variety of writings from the anthology *The Florida Reader, Visions of Paradise* will explore the ways different individuals and groups have attempted to describe the meaning of

the Florida experience. From Spanish explorers and Seminole Indians to yuppie vacationers and college students on spring break, groups coming to the state have envisioned it as a paradise. What happens when their visions encounter reality will be the subject of this course. Readings will include fiction by Ring Lardner, Zora Neale Hurston, and Marjorie Kinnan Rawlings, essays by Ralph Waldo Emerson, and Harriet Beecher Stowe, journals by Jonathan Dickinson, and John James Audubon, and selections from travel guides and guidebooks. Prerequisite: ENG 140.

INT 260 Foundations of Leadership and Citizenship

Foundations of Leadership and Citizenship introduces students to the study of leadership, social change, and service learning from both theoretical and practical perspectives. The course explores leadership in relation to individuality, group dynamics, social justice, and community engagement. Through readings, case studies, reflective journals, and group work, students examine leadership as an inclusive, relational process through which individuals, organizations, and systems can create social change. This course culminates in a portfolio demonstrating the student's personal assessment and experiential understanding of leadership and citizenship.

INT 261 Leadership and Citizenship in Action

This course builds upon a theoretical understanding of leadership, social justice, social change, and service by fostering collaboration among students in the class and with their communities through diversity and community education, community service, skills training, and facilitation opportunities. Students continue to synthesize their concepts of leadership through portfolios, reflection journals, and papers that describe their personal leadership models and gain the additional knowledge, skills, and resources to function as responsible leaders and engaged members of the Rollins College and Central Florida communities. This course culminates in a portfolio demonstrating the student's personal assessment and experiential understanding of leadership and citizenship. Prerequisite: INT 260.

INT 340 Great Trials of the Century

A study of the cases that made headlines and influenced our lives in the twentieth century: the Lindbergh Kidnapping, the Rosenberg Spy Case, the Leopold-Loeb Murder trial, the trials of Dr. Spock, Father Berrigan, and the famous "Chicago Seven," the McCarthy hearings, the Nuremberg Trials, the trial of Adolf Eichmann, the trial of Lee Harvey Oswald for the murder of President Kennedy, the trial of Sirhan for the assassination of Robert Kennedy, the "Anarchy" trials of Sacco and Vanzetti, and a host of other famous cases. Prerequisite: At least one course in sociology, politics, history, or consent.

INT 381 Computer Law and Ethics

Examines the ethical and legal aspects of information technology, with an in-depth analysis of the intellectual property protection afforded to computer hardware, software, patent copyright, and trade secrets. Includes an overview of ethical theory, legal principles, and their application to the computer age. Topics include copyrights, patents, trade secrets, trademarks, computer crimes, hacker activities, and censorship.

INT 390 Personalized Leadership Capstone

This capstone experience synthesizes student understanding of leadership and citizenship and incorporates a service-learning experience focusing on student's personal concept of leadership and its application through a sustainable community project. With the guidance of a faculty

advisor and a community mentor, each student designs and implements a community-based project demonstrating the application of responsible leadership and engaged citizenship. Students finalize their portfolio from previous leadership courses. Additionally, students present their projects to an applicable audience. Prerequisite: INT 260 (3.0 GPA), INT 261, and Leadership Across the Curriculum coursework.

INT 395 Hamilton Holt School Internship Program

An academic internship is a temporary work experience that contains sufficient academic content and rigor to merit the granting of academic credit. It is supervised both by the Holt School Internship Coordinator and by an onsite representative of the employing firm. The student must pay tuition and fees for the number of hours for which he/she expects to receive academic credit (2, 3, or 4 semester hours). Prerequisite: Satisfactory completion of the academic review process, Junior standing, 2.5 or better cumulative grade point average, good social standing, and participation in mandatory orientation.

INT 399 Holt School Peer Advising Program

This scholarship program permits selected academically talented students to serve as peer mentors to new and returning Holt School students. Intensive training emphasizes interpersonal, organizational, and interviewing skills, as well as knowledge of the curriculum and the institution. This two-term experience (fall and spring) awards 2.0 semester hours of credit per term.

INT 400 Death and Dying

An examination of the legal and ethical issues in the practice of withholding treatment from terminally ill patients, the “Baby Jane Doe” cases, the concept of “mercy killing,” active euthanasia, suicide, capital punishment, and the implications of surviving death. In addition to case studies and professor’s lectures, guest lecturers from various related disciplines and survivors of the Holocaust, Hiroshima, and recent terrorist activities will meet in workshop sessions with the class.

JPN 101 Elementary Japanese I

An introduction to the Japanese language, stressing speaking, listening, and writing systems. JPN 101 assumes no previous study of the language.

JPN 102 Elementary Japanese II

An introduction to the Japanese language, stressing speaking, listening, and writing systems. Prerequisite: JPN 101.

JPN 201 Intermediate Japanese I

An intermediate-level language course which provides practice in conversation and a grammar review within the framework of the three basic skills: speaking, reading, and writing. Prerequisite: JPN 102.

JPN 202 Intermediate Japanese II

This course presents more intricate concepts of Japanese grammar, stresses reading for comprehension, expansion of vocabulary, and improvement of oral and written proficiency. Prerequisite: JPN 201.

MAT 103 Quantitative Reasoning

Covers collection of data and analysis of everyday quantitative information using spreadsheets or statistical packages. Touches upon population versus sample, parameter versus statistic, variable type, graphs, measures of center and variation, regression analysis, and hypothesis testing.

MAT 140 Discrete Mathematics

Introduces the foundations of discrete mathematics as they apply to computer science, focusing on providing a solid theoretical foundation for further work. Topics include functions, relations, sets, simple proof techniques, Boolean algebra, propositional logic, digital logic, elementary number theory, and the fundamentals of counting. Prerequisite: Math preparation sufficient to take calculus at the college level.

MUA 101 Applied Music

Involves twelve 30-minute lessons in any applied area. No recital or jury performance required. May be repeated for credit. Does not count toward major/minor. One semester hour credit. Graded CR/NC. Appropriate for beginners. Fee course.

MUA 200A Rollins Chamber Singers

Emphasizes the performance of high-quality literature for large choral ensemble.

MUA 200B Rollins Singers

Concentrates on contemporary, popular, and early music pieces for several small choral ensembles. Prerequisite: Audition. Corequisite: MUA 200A.

MUA 200C Rollins Concert Choir

Focuses on music for the most select choral ensemble. Corequisite: MUA 200A. Prerequisite: Audition.

MUA 200D Women's Ensemble

Spans a wide variety of styles, especially composers who specialize in music, in this voicing. Prerequisite: Audition.

MUA 200E Rollins Brass Ensemble

Joins students and community members in performing brass music from the Renaissance through the twentieth century. Prerequisite: Audition.

MUA 200F Rollins Jazz Ensemble

Performs jazz from all periods. Prerequisite: Audition.

MUA 200G Flute Choir

Combines students and community members in performing flute ensemble music. Prerequisite: Audition.

MUA 200H Percussion Ensemble

Emphasizes music for percussion instruments. Prerequisite: Audition.

MUA 200I Small Chamber Ensembles

Includes small vocal and instrumental ensembles. Varies from term to term. Prerequisite: Audition.

MUA 200J Bach Festival Choir

Joins students and community members in performing primarily oratorio works. Prestigious, historical music organization. Prerequisite: Audition.

MUA 200K String Ensemble

Tailors string literature from all periods to ensemble's instrumentation. Prerequisite: Audition.

MUA 200L Horn Ensemble

Teams students with community members in performing horn music from the Renaissance through the twentieth century. Prerequisite: Audition.

MUA 200M Opera Workshop

Delves into the study and performance of opera roles and scenes. Prerequisite: Audition. Corequisite: MUA 200A.

MUA 200N Mallet Ensemble

Performs music for marimba, glockenspiel, xylophone, vibraphone, and chimes. Prerequisite: Audition.

MUA 200O Pep Band

Performs at college athletic events. Winds, brass, and percussion. Prerequisite: Audition.

MUA 200P Sightsinging

Additional training for the musical ear. Involves elements of association, habit, memory, theoretical understanding, and imagery. Prerequisite: MUS 152.

MUA 200Q Orchestra

Performs orchestral literature including concertos and symphonies. Prerequisite: Audition.

MUA 200R Wind Ensemble

Performs wind ensemble and light classics literature. Prerequisite: Audition.

MUA 200S Guitar Ensemble

Consisting of four guitars (and possibly bass), concentrates mainly on arrangements from the standard jazz repertoire, as well as some classical and popular selections. Prerequisite: Audition.

MUA 200T Acoustic Ensemble

Enjoy and explore Bluegrass, Old Time, World Beat and Original music through your acoustic instrument. Although the Acoustic Ensemble is steeped in tradition, a strong emphasis is also

placed on the creation and performance of new music. All instruments welcome. Prerequisite: Audition.

MUA 200U Woodwind Quintet

The study and practice in performing the standard woodwind quintet literature for the modern woodwind quintet. A performance based quintet, made up of students, that focuses on the literature composed specifically for the quintet. Prerequisite: Audition.

MUA 201 Applied Music for the Music Major/Minor

Involves twelve 45-minute lessons in any applied area. No recital or jury performance required. May be repeated for credit. Does not count toward the major/minor. Two semester hours credit. Letter grade. Appropriate for those continuing studies. Fee course.

MUA 202 Applied Music

Involves twelve 45-minute lessons in any applied area. No recital or jury performance required. May be repeated for credit. Does not count toward the major/minor. Two semester hours credit. Graded CR/NC. Appropriate for those continuing studies. Fee course.

MUA 301 Applied Music for the Music Major/Minor

Involves twelve 45-minute lessons in any applied area by juried petition only. May be repeated for credit. Two semester hours credit. Graded on a letter basis. Prerequisites: excellent performance skills and admission audition. Fee course.

MUA 401 Applied Music for the Music Major/Minor

Involves twelve 45-minute lessons in any applied area by juried petition only. May be repeated for credit. Two semester hours credit. Graded on a letter basis. Prerequisites: excellent performance skills and admission audition. Fee course.

MUS 120 Musical Awareness

Presents aspects of Western art music, jazz, rock, and non-Western music. Emphases will vary according to professor teaching the course. Designed for nonmusicians. Does not fulfill elective credit for music major.

MUS 140 Introduction to Music Theory

Builds skills in notation, scales, harmony, and elementary sight-singing for those with little or no musical experience. Suitable for nonmajors. May not count toward the major in music.

MUS 151 Theory 1: Harmony

Develops skills in notation, scales, and elementary harmony, as well as sight-singing and ear-training. Corequisite: MUA 101B or 202B Applied Music: Piano.

MUS 152 Theory 2: Harmony

Explores perceiving and writing music through simple exercises in traditional harmony and voice leading in the context of historical examples. Keyboard Harmony/Secondary Piano laboratory required. Prerequisite: MUS 151 or consent.

MUS 160 History of Jazz

Examines American popular musical styles from 1930 to the present—from musical components to musicians. Touches upon cultural, social, and historical milieu. Materials fee.

MUS 165 History of Rock and Roll

Probes the sociological, cultural, political, and musical impact of rock and roll. Samples the diverse styles of "pop" music and discusses the technology of electronic music. Materials fee.

MUS 190 Introduction to Music and Technology

An introduction to the musical uses of computers, synthesizers, and sound design. The student will learn how to sequence, edit, mix, notate and arrange music using modern techniques and computer applications. These applications include: Digital Performer, Sibelius and Pro Tools. Knowledge of both computers and music is imperative. Prerequisite: MUS 151.

MUS 220 The Marriage of Music and Poetry

Compares music ("language" of sound) and poetry ("music" of language) as expression: form, structure, syntax, articulation, and influences. Ponders how the combination of music and poetry often results in a more expressive and fused art form.

MUS 223 Singing Diction

Applies International Phonetic Alphabet to languages sung on lyric stage: English, Italian, Latin, Spanish, French, and German. Examines vowel and consonant formation and problems of intelligibility in different pitch ranges.

MUS 225 Topics in Music

Ranges from popular music to masterworks of European art music. Varies from term to term.

MUS 230 Rhythm of Music and Life

This course provides an understanding of rhythms from different cultures and how societies are shaped by cultural and artistic beliefs. Examines rhythms from Africa, South America, and world cultures, provides basic percussion instruction on a variety of instruments. Does not fulfill elective credit for the music major or minor.

MUS 251 Theory 3: Counterpoint

Expands writing skills in species counterpoint in two and three voices. Includes analysis of contrapuntal forms - invention and fugue. Prerequisite: MUS 152 or consent.

MUS 252 Theory 4: Chromatic Harmony and Introduction to Analysis

Highlights writing more chromatic harmonic accompaniments to melodies (Neapolitan 6th chords, 9th, 11th, 13th chords), as well as analyzing varied music. Prerequisite: MUS 152 or consent.

MUS 260 Music of the World's Peoples

Familiarizes students with African, Native American, African-American, Asian, and Eastern European music—both as sound and as historical, social, and cultural product. Emphases will vary according to professor. Materials fee.

MUS 280 Masterpieces of Choral Music

Surveys history and performance practices of masterworks of choral literature from the Renaissance to the twentieth century.

MUS 285 Music Business and Technology

This course is designed to familiarize the student with the many aspects of business and technology associated with the contemporary music industry. Topics covered will include: MIDI, notation printing, royalties, web applications, marketing, recording techniques, and common music business structuring. Prerequisite: MUS 152 or consent.

MUS 286 Intro to Sound Recording

Examines the methods and technologies used to record, edit, format, manufacture and distribute music. Students gain an understanding of how to produce their own recordings. Formerly MUS 225H. Prerequisite: MUS 152

MUS 290 Basic Conducting

Includes baton technique and basic score reading. Lab format. Prerequisite: Music major and Sophomore status, or consent.

MUS 310 The Art of Performing

Explores etiology and elimination of stage fright. Presents methods for reducing anxiety and communicating with confidence.

MUS 314 Improvisation

Presents the rudiments of jazz idiom improvisational techniques. Discussion, demonstration, and performance of scales, harmonic devices, and forms. Prerequisite: MUS major or consent

MUS 320 Writing About Music

Discusses how to describe subjective experience in simple, declarative prose. Students review off-campus and out-of-class concerts and recitals while developing sources for bibliography. Event admission fees required.

MUS 325 Love! Death! Opera!

Traces inspiration of specific operas—original novels and plays, as well as librettos derived from them. Video performances reveal transformations of written word to lyric stage. Suitable for nonmusic majors.

MUS 330 Bach's Back!

A writing-intensive course keyed to the music performed by the Bach Festival Society during the spring term of each year. Readings focus on the cultural, social, and historical contexts of the musical works. Prerequisite: MUS 152 or consent.

MUS 340 Methods: Percussion

Study, discussion, and analysis of methods and techniques of all instruments in the brass family; development of experimental studies for each instrument separately and together; development of playing and teaching skills. Music major/minors only.

MUS 341 Methods: Brass

Study, discussion, and analysis of methods and techniques of all instruments in the brass family; development of experimental studies for each instrument separately and together; development of playing and teaching skills. Music major/minors only.

MUS 342 Methods: Strings

Study, discussion, and analysis of methods and techniques of all instruments in the string family; development of experimental studies for each instrument separately and together; development of playing and teaching skills. Music major/minors only.

MUS 343 Methods: Woodwinds

Study, discussion, and analysis of methods and techniques of all instruments in the woodwind family; development of experimental studies for each instrument separately and together; development of playing and teaching skills. Music major/minors only.

MUS 351 Seminar in Composition I

Emphasizes the development of a solid compositional craft to be attained through writing projects for a variety of media. Recent musical trends and literature will be discussed. Each semester will culminate in a recital of student works. Prerequisite: MUS 152.

MUS 352 Seminar in Composition II

Students will be encouraged to undertake projects of a larger scope than previously attempted, and to write for larger ensembles. Each semester will culminate in a recital of student works. Prerequisite: MUS 351.

MUS 355 Practicum: Composition

Practicum: Composition offers students interested in more advanced study the opportunity to continue to receive instruction in composition beyond MUS 351/352 Seminar in Composition I and II. May be repeated. Prerequisite: MUS 352.

MUS 361 Music History: Renaissance/Baroque

Spans the Renaissance (1450-1600) through the Baroque (1600-1750). Prerequisite: MUS 152 or consent.

MUS 362 Music History: Classic/Romantic

Spans the Classic era (1750-1820) through the Romantic era (Nineteenth Century). Prerequisite: MUS 152 or consent.

MUS 363 American Music

Chronicles styles, periods, and performers: Tin Pan Alley; jazz mixed with blues; classical; Broadway and Bop; Copland, country, and Coltrane. Exposes students to a wealth of musical culture through recordings, videos, and live concerts.

MUS 364 Music History: Twentieth Century Music

An historical survey of concert music styles of the twentieth century and their reflection of society and events of the time. Music reading skills preferred.

MUS 372 Survey of Jews and Music: From Sinai to Symphony

Surveys some of the definitions of what is “Jewish” in music, from liturgical chant, to folk songs, to music of the concert hall and Tin Pan Alley. Prerequisite: Sophomore status.

MUS 380 Literature of the Instrument

Surveys major works of a particular instrument. Requires historical research, examination, and performance of scores, and extensive listening to recordings. Music majors or minors.

MUS 385 Piano Accompanying

Emphasizes planning, implementing, and evaluating instruction based on current research. Includes teaching field experience. Prerequisite: Consent.

MUS 386 Advanced Sound Recording

Advanced Sound Recording investigates intermediate and advanced concepts related to recording music. This course explores the field's methodologies and applies these concepts with hands-on recording studio projects. Topics include microphone techniques, stereo and multi-track recording, digital signal processing, and cd mastering. Formerly MUS 225M.

MUS 388 Advanced Music Technology

Advanced Music Technology investigates intermediate and advanced concepts related to the creation of music with computers. This course explores the field's methodologies and applies these concepts with hands-on lab projects. Topics include digital audio workstations, MIDI sequencers, software synthesis, digital signal processing programs, and music distribution on optical disc and other computer based mediums. Formerly MUS 225B. Prerequisite: MUS 190 or consent.

MUS 390 Advanced Conducting and Repertory

Features preparation and performance of compositions from the standard repertory. Prerequisite: MUS 290.

MUS 391 Practicum: Conducting

A practicum for advanced conducting students to further develop their knowledge of repertoire, performance practices, aural discrimination, and conducting technique. Prerequisite: MUS 390 or consent.

MUS 392 Introduction to Arts Management

Introduces topics required to operate an arts organization, including (but not limited to) public relations; financial management and accounting; marketing, fundraising, and intellectual property; culminating in presentation of a business plan. Prerequisite: Junior standing and consent.

MUS 393 Piano Pedagogy I

Introduction to the problems and psychology of teaching the beginning piano student. Emphasis will be on practical applications of pedagogical principles. Discussions of current methods and beginning materials, adaptation of the child to the instrument, the development of the techniques and musicianship at the elementary level. Prerequisite: Applied piano 201 or consent.

MUS 394 Piano Pedagogy II: Practicum

Observation of private and group instruction at the Community School of Music and opportunity to teach private lessons under supervision of the instructor. Continuing discussions of appropriate teaching materials for the more advanced student. Prerequisite: MUS 393.

MUS 395 Pedagogy for the Singing Voice

Details the anatomy and operation of laryngeal and respiratory apparatus as applied to the singing voice. Examines standard voice nomenclature, fundamental acoustics, current singing science, care and hygiene for voice, teaching methods, and current literature in vocal research. Prerequisite: Three (3) years of applied voice study or consent.

MUS 396 Voice Pedagogy: Practicum

Student teaching of at least two private voice students under supervision. Observation of voice teaching in the College and Community School of Music. Seminars in technique and teaching materials. Prerequisite: MUS 395.

MUS 425 Topics in Music

Focuses on a single topic, such as composer, genre, or artistic movement.

MUS 451 Form and Analysis

Examines basic principles of musical construction as seen through detailed analysis of representative compositions dating from the Baroque to the present. Prerequisite: MUS 252.

PED 101 Health and Wellness

Emphasizes self-awareness and responsibility in maintaining health. Deals with consumerism, emotional health, intimate relationships, stress management, nutrition, fitness, disease prevention, and individualized behavior modification.

PED 106 Sport and Society

The course explores the function of sports from a sociological viewpoint. Students will be invited to think critically about issues related to sport by becoming more aware of the positive and negative consequences of the way sport in America is organized and conducted. Students will apply mainstream sociological concepts to the study of core issues such as sport and culture, deviance in sport, race, gender relations, and social class. Additionally, the course will critically analyze sport's relationship to broader issues in higher education.

PED 201 Physiology of Human Performance

Explains physiological fundamentals of physical fitness and training techniques. Discusses biological energy systems, aerobic exercise, muscular fitness, and training techniques. Encourages students to design individualized programs.

PHI 103 Introduction to Philosophy

Presents the aims, methods, and content of philosophy through important figures and perennial problems. Asks questions such as: How do we know ideas are true? What is reality? Does God exist? Why is there evil? Is mind distinct from body? Are we free or determined? What is our

highest good? How do we know right from wrong? What distinguishes beauty? What is the place of the individual in society?

PHI 108 Ethics

Introduces moral philosophy (defining value) and metaethics (justifying ethical beliefs) and applies them to common problems. Ponders what actions are morally good and what makes them that way.

PHI 223 Introduction to Formal Logic

In general, philosophy forces us to go beyond our ordinary, sometimes unreflective, intuitions and perceptions about the world by subjecting them to scrutiny using the principles of logic and critical thinking, thereby leading us to true, justified, belief, or, more simply put, knowledge. In terms of logic, this is done by expressing arguments in everyday language and evaluating them using the principles of logic and critical thinking. Here, we will focus on formal and informal logic. In particular, we will evaluate arguments using the principles of natural deduction, critical thinking, probability calculus, and statistics in order to gain a better understanding of the role that philosophy or, rather, logic plays in constructing and evaluating our intuitions and beliefs about the world around us.

PHI 240 Topics in Philosophy

Delves into a specific philosopher's work, an issue or concept, or a specific tradition. Varies. May be repeated for credit. Suitable for freshmen and sophomores.

PHI 301 Dostoevsky and the God Problem

Students will consider and discuss philosophical questions of human meaning as they arise in the tortured life and seminal works of the Russian novelist Fyodor Dostoevsky. This author first raised, in dramatic form, the issues that inspired both existential philosophy and humanistic psychology in the twentieth century. Starting with the problem of God and the dark side of human nature, we will bring philosophers (from Kierkegaard to Sartre) and psychological theorists (from Freud to Carl Rogers) to bear on these questions. Formerly PHI 240E.

PHI 304 Ethics for Social Change

This course will explore the relationship between personal philosophy, religious conviction, ethical commitments, and devotion to social change. Using the lives of a number of historically important individuals as case studies (including Ghandi, Dorothy Day, Malcolm X, Dietrich Bonhoeffer, Osama Bin Laden, and Aung San Suu Ky), we will examine common and uncommon sources of inspiration and motivation. Students will be encouraged to examine their own motives and roles in society. Formerly PHI 308E.

PHI 308 Topics in Ethics

Takes on varied topics in moral philosophy. Seminar. Prerequisite: PHI 108 or consent.

PHI 309 Environmental Ethics

Explores our duties to and the value of animals, plants, entire species, ecosystems, and the earth as a whole. Also connects environmental ethics to the way we do business and live our lives. Prerequisite: ENV 189.

PHI 312 Feminist Theory

Feminist theory foregrounds women and gender issues, both by taking the experiences of women seriously and by using gender as a tool for critical analysis. In this class, we will examine a variety of issues and approaches significant to contemporary feminist theory including theories of oppression and resistance, sex and gender, race and racism, and postcolonial and transnational feminism. We will look at the ways that gender inequality impacts women's lives in multiple ways. We will discuss the significance of feminism as a theoretical tool and as a movement for social and political change.

PHI 314 Topics in Philosophy

Probes a specific philosopher's work, an issue or a concept, or philosophical tradition. Varies. Suitable for juniors and seniors. Prerequisite: One PHI course.

PHI 318 Big Companies in Little Countries

Students will study different aspects of the expanding role of multinational corporations in developing countries in the light of globalization. Will include behavior, how values relate to practices, and the conduct of corporations.

PHI 321 Ethics and Political Realism

This course will briefly trace the theory and practice of "political realism" from Thucydides and Machiavelli to Metternich. It will consider the "realpolitik" of Hans Morgenthau and Henry Kissinger. It will review the foreign policy of the U.S. during the years of the 20th Century and will look at its current role as the preeminent world power (especially in the aftermath of 9-11). The ethic of Reinhold Niebuhr and the geopolitical critique of Joseph Nye will be used to evaluate "political realism" in context. Previously offered as PHI 308 Topic in Philosophy.

PHI 330 Ethics and Southern Politics

This course will discuss the evolution of a southern "mind set" from slavery through the Civil War, Reconstruction, and the Civil Rights movement, to the political landscape of the region today. Where is the South headed? What is a "culture of values?" Do the presidential primary campaigns of 2008 portend a positive change—"the audacity of hope"? Previously offered as PHI 308 Topic in Philosophy.

PSY 101 Introduction to Psychology

Provides students with a broad introduction to the field of psychology including: the biological basis of behavior, sensation and perception, learning, memory, cognition, human development, intelligence, personality, psychological disorders, as well as the psychology of the world of work.

PSY 211 Social Psychology

Presents a broad account of how the actual or imagined presence of others influences thoughts, feelings, and behaviors. Touches upon conformity, attraction, prejudice, aggression, group decisions, and attitude change, as well as advertising, law, and indoctrination. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 217 Psychology of Drugs and Addictions

Questions whether chemical addiction (drugs and alcohol) is a disease or an attempt to adapt to inner needs and external pressures. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 261 Learning and Behavior Change

Introduces fundamentals of behavior acquisition and modification: reinforcement, stimulus discrimination, extinction, and sequential organization. Emphasizes total competence learning, requiring students to advance beyond recognition and recall. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 301 Research Methods in Psychology and Organizational Behavior

Examines the major research methods used to explore important issues in psychology and organizational behavior. The process of identifying and addressing research questions will be investigated by reviewing key research strategies including field and laboratory experiments, correlational studies, and observational techniques. The course will also examine specific techniques for collecting and analyzing data and summarizing research findings. Prerequisite: PSY 101.

PSY 303 Lifespan Development

An introduction to the study of human growth and change over the lifespan. Topics include prenatal development, cognitive development, attachment, personality, social development, and gerontology. These topics form a basis for a discussion of the major theories of human development, including cognitive development, social learning, and psychoanalytic models. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 304 Statistics and Decision Making

This course introduces descriptive and inferential statistical procedures for the social sciences. Topics covered include scales of measurement, probability, measures of central tendency and variability, null hypothesis testing using single or multiple samples, correlation and regression, and both inferential and procedural errors individuals can make when calculating and interpreting statistics. Course must be completed as student declares psychology as a major. Individuals with insufficient mathematical preparation are encouraged to complete remedial work prior to enrolling in the course. Prerequisite: PSY 101 and high school algebra or equivalent.

PSY 306 Tests and Measurements

The theory of test construction and validation. Topics covered include intelligence testing, personality assessment, performance appraisal, skills tests, structured interviews, surveys, and other data gathering instruments. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 307 Introduction to Neuropsychology

Principles of brain functions, including areas of speech, language, general intelligence, memory, motor skills, and higher cognitive abilities, are presented to provide a basic understanding of human brain-behavior relationships. Topics covered include general neuroanatomy, organization

of the nervous system, brain structure and function, central nervous system disorders, neuropsychological evaluation, and basic neurodiagnoses. General rehabilitation and recovery of brain function are also addressed. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 308 Psychology of Dreams

Dreams have inspired psychologists from Freud to present-day theorists. This course will examine dream interpretation and its place in modern psychology. Students will learn various theories and interpretation techniques to better understand these unconscious mysteries and processes. Emphasis will be focused upon Freud, Jung, Gestalt, physiological, and existential theories as explanations for dreams. This course will include self-disclosure and dream-journal activities. Previously offered as topic. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 310 Psychopathology

Psychopathology is a clinical term related to the study and examination of abnormal behavior. This class will examine facts, theories, and treatment strategies relevant to abnormal behavior in present day society. Topics to be studied include disorders of childhood, mood disorders, anxiety disorders, substance-related conditions, psychotic disorders, and other conditions that impair a person's functioning. Prerequisite: PSY 101. Corequisite for psychology majors: PSY 301, 304.

PSY 315 Topics in Psychology

Explores varied topics, such as neuropsychology or industrial psychology. May be repeated for credit. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 316 Ethics

Presents history of ethics in psychology and organizations, covering ethical codes of the American Psychological Association and the Organizational Development Institute and focusing on practical ethical dilemmas in organizations. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 317 Group Dynamics

Investigates group leadership, decision making, communication, conflict, creativity, team building, power relationships, and personal growth within groups. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 322 Cognitive Psychology

An investigation of human cognitive functioning. Topics covered include: information processing models, sensation and perception, pattern recognition, attention, memory, language, thinking and intelligence, problem-solving, and creativity. Formerly PSY 400. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 330 Organizational Behavior

Surveys the field of industrial and organizational psychology as it applies to the world of work and business. The research and development methods of the field are examined. Operational applications of these methods are analyzed in terms of their use in organizations. The use of

industrial-organizational psychology to aid individuals who work with others to solve human performance problems in the work environment are studied. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 335 Clinical Psychology

Clinical Psychology is a complex and fascinating field that is ever-changing and evolving. In this course, students will be ushered through the real world of the contemporary clinical psychologist. They will learn about the various activities, roles, and responsibilities of the clinician through actual case material. Traditional functions of the clinician, such as psychological testing and psychotherapy, will be highlighted as well as current issues such as whether psychologists should have the right to prescribe medications as well as whether their training ought to be Ph.D. or PsyD. Prerequisite: PSY 101, and PSY 307 or 310.

PSY 338 Clinical Assessment Procedures

Presents principles of psychological testing and evaluation. Highlights referral setting, relationships among test scores, consulting outside sources, role of the clinician, interpreting test data, integrating client's history with observations, and age considerations affecting interpretation of test data. Attempts to establish an elusive connection between the results of psychological testing and psychotherapy. Prerequisite: PSY 101, 335 or consent. Corequisite for Psychology majors: PSY 301, 304.

PSY 347 Modern Psychology: History & Systems

Chronicles development and decline of systematic positions within psychology since its establishment as a separate discipline in the 19th century. Prerequisite: PSY 101. Corequisite for psychology majors: PSY 301, 304.

PSY 354 Personality

Examines traditional and contemporary theories (psychoanalytic, behavioral, humanistic, and evolutionary) about how individuals organize personal and social selves. Students apply theories to autobiographical data. Prerequisite: PSY 101 or consent. Corequisite for Psychology majors: PSY 301, 304.

PSY 403 Probability, Theory & Judgement

Practical application of probability theory to social and gaming contexts characterized by uncertain outcomes is a valuable skill. Course teaches students principles of probability theory, conditional probability, game theory, social cognition, and nonverbal behavior. Prerequisite: PSY 101, 301 & 304.

PSY 407 Organization Development

The purpose of this course is to provide the student with opportunities to learn the history, theories, models, research and strategies for change in the development of organizations. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 410 Human Factors Psychology

Human factors is the branch of science and technology that explores what is known about human behavioral, cognitive, and perceptual characteristics that can be applied to the design, evaluation,

and operation of both large systems as well as consumer products to enhance safe, effective, and satisfying use by individuals. In short, Human Factors attempts to fit the environment, task or product design to the human's capabilities. This course will examine human abilities and limitations and apply these "usability" concepts to the design and evaluation of work environments, computer systems, tools, and consumer products used by humans. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 413 Human Sexuality

This course takes a multidisciplinary approach to understanding all aspects of the human sexual condition. Topics include anatomy and physiology of sexual organs as well as the neural mechanism underlying ovarian and menstrual cycles and the brain testicular axis. Transmission and symptomology of sexually transmissible diseases including AIDS are also examined. The sociocultural and physiological aspects of gender and variations in sexual practice are elucidated and discussed. Finally, sexual dysfunction, its courses and the efficacy of various therapeutic options are considered. Prerequisite: PSY 101. Corequisite for Psychology majors: PSY 301, 304.

PSY 422 Advanced Organizational Leadership

Organizational leadership demands more than expert technical knowledge and skills. Leadership requires understanding, motivating and developing oneself and others. In this class, contemporary and classical theories of organizational leadership will be examined through readings, case studies, and exercises. Additionally, local business and nonprofit community leaders will share their real world experiences and perspectives. With this background, students will have the opportunity to identify, analyze, and interpret their personal leadership values, qualities, and competencies. Previously offered as 315/415 Topic. Prerequisite: PSY 101. Concurrent or previous: PSY 301 & 304.

PSY 480 Senior Research Seminar

Brings together diverse approaches in psychology, both clinical and research, for contrast and comparison. Students conduct research projects in community, lab, or other setting. Prerequisite: Senior status, PSY 101, INT 221 or PSY 304, and PSY 301.

REL 113 World Religions: Far Eastern

Explores forms, beliefs, and rituals of Hinduism, Buddhism, and religions of China and Japan through primary sources.

REL 114 Jews, Christians and Muslims

Studies patterns of religious life and thought in Judaism, Zoroastrianism, Christianity, and Islam, emphasizing history and sacred scriptures.

REL 125 Hebrew Bible (Old Testament)

Treats selections as literary, historical, and theological works. Discusses myth, story, and religious interpretation; theological concepts of creation, revelation, and redemption; views of nature, God, and social order; gender roles; and community.

REL 126 New Testament

An Introduction to the origins of Christianity, to the New Testament as the primary source of Christian thought and practice for nearly two millennia, and to modern critical methods in the research of the biblical text. Themes include the nature of Jesus as the Messiah, the "Kingdom of God," sin and salvation, the relationship of Christianity to Judaism, what it meant to be a Christian in the Roman empire, human interactions in the Christian community, and views about Christianity and history.

REL 209 The Gnostic Gospels

In this course, we will learn about just what Gnosticism is, and read and discuss some of the major Gnostic Gospels and clarify the controversies and concealed history surrounding them. Formerly REL 251W.

REL 217 Jewish Life and Thought

Features modern historical, literary, and theological masterpieces that explore law, ritual, Zionism, Israel, American Judaism, and the changing world of women in contemporary Judaism.

REL 305 Mark & Method: The Search for Biblical Meaning & Truth

An introduction to how interpreters interact with a foundational biblical text in the establishment of meaning and truth.

REL 333 Modern and Contemporary Jewish Thought

Treats major Jewish thinkers and ideas from Enlightenment to present, personal autonomy versus peoplehood and authoritative tradition, nationalism, feminism, and morality after the Holocaust. Prerequisite: One REL or PHI course or consent.

REL 351 Studies in Religion

Selects topic of interest to students and faculty. Suitable for juniors and seniors. May be repeated for credit. Prerequisite: One REL course.

RSN 205 Land of the Firebird: The Art and Culture of Russia

Through slide presentations, lectures, and assigned readings, the course will examine the greatest accomplishments of Russian culture from the beginning to the twentieth century. Particular emphasis will be given to the painting and architecture of old Russia, nineteenth century, and Russian experimental (modernist) art of 1900-1930. Russian folklore and folk art will also be discussed. Taught in English.

RSN 222 Russian Painting

A survey of the greatest accomplishments of Russian painting. Survey covers 700 years of medieval painting: icons, frescoes, and mosaics of Kiev, Novgorod, and Moscow; neoclassical and romantic painting; realist painting with the emphasis on the art of the Itinerants or Wanderers; the World of Art; the art of the Russian avant-garde; and the contemporary developments in Russian painting. Each period is discussed on the broad background of artistic developments in other countries to demonstrate the influences and borrowings as well as original contributions of the Russians to the artistic achievements of the world.

RSN 230 Great Russian Writers: Their Lives and Works

An examination of biographies and selected poems, short stories, plays, and novels of famous Russian writers of the nineteenth and twentieth centuries. Through lectures, videos, readings, and class discussions, the students will not only gain insights into the history, politics, and culture of Russia, but will also discover technical and stylistic skills of the writers which resulted in the creation of unique literary masterpieces. In other words, besides studying “who,” “when,” “where,” and “why,” we will also pay close attention to “how.”

SPN 101 Elementary Spanish I

Grammar, readings, cultural material, intensive oral practice, optional language laboratory. Not for native speakers or advanced students.

SPN 102 Elementary Spanish II

Grammar, readings, cultural material, intensive oral practice, optional language laboratory. Prerequisite: SPN 101 or equivalent.

SPN 201 Intermediate Spanish I

Reading, writing, speaking, grammar review. Prerequisite: SPN 102 or equivalent.

SPN 202 Readings in Spanish

Development of reading skills in the Spanish language through exposure to a wide range of writing styles. Students will read selected short stories, one-act plays, poetry, essays, articles. Emphasis on developing reading and interpretive skills, improving comprehension, and increasing vocabulary. Formerly SPN 203. Prerequisite: SPN 101 and 102.

THE 100 Introduction to the Theatre

Surveys the history of theatre art and crafts. Discusses major plays and playwrights, physical stage, dramatic criticism, acting, directing, stagecraft, design, and other relevant crafts. Suitable for nonmajors.

THE 131 Introduction to Acting (for the nonmajor)

Combines study and practice of basic rehearsal and performance techniques. Emphasizes evolution of performer's role.

THE 201 History of American Theatre

The history of American theater from 1665 to the present day. This course examines trends, productions, dramatic texts, and theater personnel who have helped to shape theater in America.

THE 203 The History of American Film

Chronicles the development of movies and the political and socioeconomic impact of the film industry from the early twentieth century to the present. Requires evening movie viewing. Previously THE 303.

THE 204 Villians of the Silver Screen

In-depth study of villainy in the cinema analyzing motivation, process, and consequences, expected and unexpected. Examines the history of villainy in the film industry. Evil doers of

both sexes will be discussed and compared, along with the psychological motivation that detoured them from the “John Wayne” path of life. Explores the sociological and pathological factors that create evil. Formerly THE 201.

THE 206 History of Radio and TV in America

Surveys broadcasting from 1900 to the present: inventions, trends, programs, events, and personalities. Suitable for nonmajors.

THE 220 History of American Film Musicals

Starting with the 1920s, the content will involve trends, performers, and, of course, influential movie musicals. All elements of each film—music, dancing, book, staging, costumes, etc.—will be discussed, compared, and contrasted. This course deals with the history of one of the most uniquely American contributions to the world of entertainment—the musical film. Previously THE 306.

WMS 205 Introduction to Women's Studies

Presents feminist theory and origins of women's studies. Discusses classic texts of the contemporary feminist movement. Raises consciousness about sexual stereotypes, anger, female friendships, lesbianism, mothering, violence against women, and economic power.

WMS 350 Feminist Methodology

Explores questions debated within academy. Examines feminist critique of and innovations in methodology in many fields, from the humanities to the social sciences.

BOARD OF TRUSTEES

Chairman of the Board

F. Duane Ackerman
Atlanta, Georgia

Theodore B. (Ted) Alfond
Weston, Massachusetts

Allan E. Keen
Winter Park, Florida

Francis H. (Frank) Barker
Ponte Vedra Beach, Florida

Thomas G. Kuntz
Orlando, Florida

Bruce A. Beal
Boston, Massachusetts

David H. Lord
Denver, Colorado

Clay M. Biddinger
Safety Harbor, Florida

Michael Maher, Esq.
Winter Park, Florida

William H. Bieberbach
Orlando, Florida

John C. Myers III
Orange Park, Florida

Dominick Cavuoto
Naples, Florida

Robert B. Ourisman, Sr.
Rockville, Maryland

Andrew J. Czekaj, Sr.
Herndon, Virginia

Barbara L. Ray
Tallahassee, Florida

Lewis M. Duncan
Winter Park, Florida

Dianne T. Rice
Jacksonville, Florida

Jon W. Fuller
Carlisle, Pennsylvania

R. Michael Strickland
Palm Beach, Florida

Ronald G. Gelbman
Sarasota, Florida

Philip Tiedtke
Winter Park, FL

Alan H. Ginsburg
Maitland, Florida

Harold A. Ward III
Winter Park, Florida

Rick Goings
Orlando, Florida

Winifred M. Warden
Orlando, Florida

Toni Jennings
Orlando, Florida

Kurt Wells
Cincinnati, Ohio

Susan Whealler Johnston
Washington, D.C.

Victor A. Zollo, Jr.
Orlando, Florida

ADMINISTRATION

Officers of the College

Lewis M. Duncan, Ph.D.
President

Jeffrey Eisenbarth
*Vice President for Business and Finance
and Treasurer*

James S. Gerhardt
*Vice President for Institutional
Advancement*

Harold A. Ward III
Secretary

Hamilton Holt School

Laurie M. Joyner, Ph.D.
Dean of the Faculty

Udeth Lugo
Associate Dean

Sharon Lusk
Assistant Dean

Deborah Tatum
Executive Assistant, Dean's Office

Jim Pigmon
Assistant Director of Admission

Jeanette Lofsky
Admission Coordinator

Office of Advancement

Joanne Hanley
Director

Robin Cusimano
Assistant Director

Peggy Smith-Clayman
Executive Assistant

Renée Anduze
Communication Coordinator

Student Services

Connie Holt
Director

Teresa Cole
*Academic Adviser and Veterans
Administration Certifying Officer*

Coleen Palmer
Academic Adviser and SGA Liaison

Matthew Sayti
Academic Adviser

Laura Pfister
Senior Records Coordinator

Carolyn Lockwood
Administrative Assistant

Francis Zimmerman
Coordinator, Program Operations

Graduate Program Coordinators

Rebecca Cordray
*Coordinator of Records and Registration
Graduate Programs in Education and
Counseling*

Christian E. Ricaurte
*Coordinator of Records and Registration
Graduate Programs in Human Resources
and Liberal Studies*

FACULTY

A complete list of Rollins College full-time undergraduate faculty members is available on the [Student Records webpage](#) .

INDEX

Academic Calendar	4, 39	Credit/No Credit	43
Academic Dismissal	47	Curriculum	<i>See</i> Requirements
Academic Probation	47	Dean's and President's Lists	46
Admission		Dining Facilities	16, 21
Advanced Standing	<i>See</i> Transfer	Dismissal, Academic	47
Credit		Drug Free Schools and Communities Act 56	
Application 9		Economics 61	
Disability Policy	10	Education 61	
Eligibility 9		Certification (6-12)	62
International Students	12	Elementary Education	63
Other College Programs	12	English 65	
Process 9		Environmental and Growth Management Studies 66	
Readmission 10		Financial Aid	22
Advising		Application Procedures	22
Academic 13		Available Programs	23
Career 13		Deadlines 23,	24
Personal Counseling	<i>See</i> Counseling	Hamilton Holt Scholarships	28
Appeals	<i>See</i> Student Appeals	Rights & Responsibilities	27
Committee		Short-term Loans	28
Arts, The	18	Frequently Asked Questions	7
Attendance, Class	40	Grade Appeals	45
Bachelor of Arts Degree	<i>See</i>	Grade Changes	45
Requirements		Grading System	44
Bookstore 15		Graduate Programs	44
Business Administration	58	Graduate Record Examination	57
Class Standing	43	Graduation 46	
College-Level Examination Program	11	Commencement 46	
Computer Science	59	With Honors	46
Computer Services	14	Honors	
Conduct, Student	50	Graduation with Honors	46
Infractions 50		Humanities 67	
Judicial Authority	52	Identification Cards	<i>See</i> R-Cards
Penalties, Sanctions and Appeals	52	Incomplete Work	45
Reporting Infractions	52	Independent Study	35
Suspension 52		Internship 35	
Counseling 13		Research Project	35
Course Completion Expectation	47	Information Technology	<i>See</i> Computer Services
Course Descriptors	78		
Course Load	39		
Credit System	39		

International Affairs	69	Repeated Courses	43
International Programs	38	Requirements	
International Students	12	Bachelor of Arts Degree	32
Leadership Distinction Program	36	Second Bachelor's Degree	36
Majors and Minors	33	Second Bachelor's Degree	<i>See</i>
Declaring a Major	34	Requirements	
Military Credit	11	Sports and Recreation	17
Music	71	STUDENT ACTIVITIES AND	
Organizational Behavior	72	ORGANIZATIONS	18
Organizational Communication	73	Student Appeals Committee	42
Parking	15	Student Records	57
Phone Numbers	<i>See</i> Telephone	Telephone Numbers	2
Numbers		Theater, The	18
President's Lists	<i>See</i> Dean's and	Thomas P. Johnson Student Resource	
President's Lists		Center	15
Probation, Academic	47	Training Program Credit	12
Psychology	74	Transcripts, Requests	57
R-Cards	16	Transfer Credit	11
Registration	37	Tuition and Fees	20
Adding a Class	40	Discounts	21
Auditing a Course	37	Refund Policy	22
Courses in Other Programs	43	Tutoring Services	<i>See</i> Thomas P.
Tuition and Fee Payments	37	Johnson Student Resource Center	
Withdrawal	40	Withdrawal, Administrative	47
Faculty-Initiated	40	Women's Studies	75
Hardship	41	Writing	75
Student-Initiated	40	Writing Center	<i>See</i> Thomas P. Johnson
Religious Life	18	Student Resource Center	



Rollins College
Hamilton Holt School
203 East Lyman Avenue
Winter Park, Florida 32789
P: 407-646-2232 F: 407-646-1551
www.rollins.edu/holt

