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## **PAUB Catalog 1980-1981**

Pan American University at Brownsville

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Alma L. Leal



# Pan American University at Brownsville

Catalog 1980 - 81

Vol III No 1

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Catalog

of

**PAN AMERICAN UNIVERSITY  
AT BROWNSVILLE**

Pan American University at Brownsville is part of the Pan American University system. The main campus of Pan American University is located at Edinburg, Texas.

Pan American University is a member of:  
Association of Texas Colleges and  
Universities

American Council on Education  
Association of American Colleges  
American Association of Colleges  
For Teacher Education  
Southern Association of Colleges  
and Schools

Approved for Teacher Education by the  
Texas Education Agency

**Vol. III**

**September 1980**

**Number 1**

While this catalog was prepared on the basis of the best information available at the time, Pan American University reserves the right to change any information, including statement of fees, course offerings, and admission and graduation requirements, without notice or obligation, in keeping with the policies of the Board Regents and in conformity with the laws of the State of Texas.



## TABLE OF CONTENTS

<b>UNIVERSITY ORGANIZATION</b> .....	6
The Board of Regents .....	6
Administrative Officers and Staff .....	6
Facts about PAU-B .....	7
Location .....	7
Marine Biology Laboratory .....	7
PAUB Calendar .....	8
Programs Offered .....	11
Academic Instructional Staff .....	12
Campus Map .....	13
<b>ACADEMIC AFFAIRS</b> .....	14
Undergraduate Admission .....	15
Foreign Students .....	15
Definitions .....	15
Non-Traditional Education Credit .....	17
Credit by Examination .....	17
Withdrawal .....	17
Regular Attendance Policy .....	17
Dropping a Course .....	17
Grading System and Grade Points .....	18
Quality of Work .....	18
Scholastic Probation and Suspension .....	19
General Requirements for a Bachelor's Degree .....	20
Graduation Requirements .....	20
Additional Baccalaureate Degrees .....	21
Graduate Admission .....	22
Definitions .....	22
Clear Admission .....	22
Tentative Admission .....	22
Probationary Admission .....	22
Denied Admission .....	22
Transfer Admission .....	23
Admission to Graduate School .....	23
Basic Requirements .....	23
Division Admission Requirements .....	23
Admission of Foreign Students .....	24
Transfer of Credits .....	24
Reservation of Work by Undergraduates for Graduate Credit .....	24
Procedure After Admission .....	25
Student Responsibility .....	25
Grades, Grade Point Averages, and Continuance .....	25
Maximum Course Load .....	25
Requirements for all Master's Degrees .....	26
Procedures and Regulations for Completion of the Degree .....	26
Time Limits .....	26
Graduation under a Particular Catalog .....	26
Thesis .....	26
Abstracts .....	26
Substitutions for the Thesis .....	27
Cooperative Ed.D. Program with the University of Houston .....	27
GRE and GMAT Test .....	27

Teaching Certificates . . . . .	27
Family Education Rights and Privacy Act of 1974 . . . . .	28
<b>BUSINESS AFFAIRS . . . . .</b>	<b>32</b>
Student Expenses . . . . .	33
Payment of Fees . . . . .	33
Residency Classifications and Tuition Rates . . . . .	33
Fee Table . . . . .	34
Exemptions from Tuitions . . . . .	35
Other Fees . . . . .	35
Vehicle Registration and Operation Permit . . . . .	35
Laboratory Fees . . . . .	35
Auditing Fees . . . . .	35
Graduation Fee . . . . .	35
Transcript Copy Charge . . . . .	35
Thesis Binding Fee . . . . .	35
Thesis Microfilming Fee . . . . .	36
Late Registration Fee . . . . .	36
Returned Check Charge . . . . .	36
ID Card Replacement Fee . . . . .	36
Refund of Registration Fees . . . . .	36
Student Insurance . . . . .	36
<b>STUDENT SERVICES . . . . .</b>	<b>38</b>
Placement . . . . .	39
Part-Time Employment . . . . .	39
Clubs and Organizations . . . . .	39
National Honor Societies . . . . .	39
National Professional Societies . . . . .	39
Divisional Clubs . . . . .	39
Identification Cards . . . . .	39
Student Publications . . . . .	40
Student Health Services . . . . .	40
Institutional Testing Service . . . . .	40
General Information/Financial Aid . . . . .	40
Work Study Program . . . . .	40
Grants . . . . .	40
Loans . . . . .	41
Scholarships . . . . .	41
Veterans Programs . . . . .	42
G.I. Educational Benefits . . . . .	42
Veterans Assistance . . . . .	42
<b>DIVISION OF ARTS AND SCIENCES . . . . .</b>	<b>44</b>
General Education Requirements . . . . .	45
Degree Requirements - English . . . . .	45
Degree Requirements - Biology . . . . .	46
Degree Requirements - Government . . . . .	46
Degree Requirements - Criminal Justice . . . . .	47
Degree Requirements - Sociology . . . . .	47
Degree Requirements - History . . . . .	47
Degree Requirements - Spanish . . . . .	48
Minors Offered . . . . .	49
Art . . . . .	49
Mathematics . . . . .	49
Psychology . . . . .	49

Speech	50
Interdisciplinary Studies Graduate Program	50

<b>DIVISION OF BUSINESS ADMINISTRATION</b>	<b>52</b>
Bachelor of Business Administration Degree	53
BBA Degree Plan	53
Specialization (Major) Options	54
Accounting	54
Finance	54
General Business	54
Management	55
Marketing	55
Minors Offered	55
Teacher Certification	55
Graduate Program	56
Purpose	56
Scope	56
Admission to the MBA Program	56
MBA Prerequisite Courses	56
MBA Degree Requirements	57
MBA Core Courses	57

<b>DIVISION OF EDUCATION</b>	<b>58</b>
Undergraduate Program	59
Admission to Teacher Education Program	59
Elementary Education	60
General Education Requirements	60
Degree Requirements	60
Directed Teaching (Elementary)	62
Secondary Education	63
General Education Requirements	63
Degree Requirements	63
Directed Teaching (Secondary)	64
Graduate Program	64
Requirements	65
Degree Programs	65
Elementary Education	65
Elementary Education-Counselor	69
Elementary Education-Supervisor	71
Elementary Education-Reading	73
Elementary Education-Bilingual	74
Secondary Education	75
Secondary Education-Counselor	76
Secondary Education-Supervisor	78
Secondary Education-Reading	80
Educational Administration Program	80
Requirements	80
Educational Administration-Non Certification	82
Educational Administration-Middle Management	82
Health and Physical Education	83
General Education Requirements	83
Physical Education Degree Requirements	84
Physical Education Graduate Program	84

<b>COURSE DESCRIPTIONS</b>	<b>86</b>
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**UNIVERSITY ORGANIZATION  
THE BOARD OF REGENTS**

John L. Bluntzer . . . . . Robstown  
Mrs. Ramiro Guerra . . . . . Edinburg  
Ricardo H. Hinojosa . . . . . McAllen  
Mrs. Ann LaMantia . . . . . McAllen  
Dr. Rodolfo E. Margo, M.D. . . . . Weslaco  
William R. Parker, Jr. . . . . Houston  
Mrs. Billie Pickard . . . . . Raymondville  
Raul Tijerina, Jr. . . . . Brownsville  
Moises V. Vela . . . . . Harlingen

**ADMINISTRATIVE OFFICERS AND STAFF**

Dr. Ralph Schilling . . . . . President, Pan American University  
Dr. Arnulfo L. Oliveira . . . . . President, Pan American University at  
Brownsville  
Dr. Ronald E. Utecht . . . . . Dean of Academic Affairs  
Ms. Vivian K. Permenter . . . . . Dean of Admissions and Student Affairs  
Mr. Abel Hinojosa . . . . . Dean of Business Affairs  
Dr. Mimosa Schraer . . . . . Division Coordinator, Arts and Sciences  
Dr. Louie W. Walter . . . . . Division Coordinator, Business Administra-  
tion  
Dr. Roberto J. Garza . . . . . Division Coordinator, Education  
Dr. Leopoldo A. Coronado . . . . . Director, Academic Services  
Mr. Marvin P. Harm . . . . . Director, Library Services  
Ms. Monica A. Hinojosa . . . . . Director, Student Services

## **FACTS ABOUT**

### **PAN AMERICAN UNIVERSITY AT BROWNSVILLE**

The Brownsville Campus of Pan American University is an upper-level institution offering junior, senior, and graduate-level work leading to bachelor's and master's degrees. Authorized as a center of Pan American University by the Coordinating Board in the Spring of 1973, the Brownsville campus opened that Fall with an enrollment of 398 students. Legislative action in 1977 established Pan American University at Brownsville and the Board of Regents authorized a President and an organizational structure for the institution. In the Spring of 1980, enrollment was over 1,200 students and continued growth is expected to surpass 2,000 in the early eighties.

The establishment of the Brownsville Campus has made it possible for those living in the area to pursue undergraduate and graduate studies without the necessity of traveling considerable distances to the Edinburg Campus of Pan American University or other more distant universities. Texas Southmost College students often elect to continue their studies at the Brownsville Campus on the shared campus. Also, many area teachers, plant and business personnel, housewives, and others have found it convenient to continue their education or take refresher courses at the Brownsville Campus. Many courses are offered during late afternoon and evening to accommodate those who work during the day.

## **LOCATION**

Pan American University at Brownsville is located on the campus of Texas Southmost College, a well-established two-year junior college. The two institutions operate as separate cooperating institutions, assuring the student a smooth transition from his lower- to his upper-level college work.

The campus is situated in Brownsville (Cameron County) Texas near the U.S.-Mexico International Bridge over the Rio Grande. Cameron County is located at the southernmost tip of Texas, adjacent to the state of Tamaulipas, Mexico. Brownsville, a city of more than 80,000 people, is across the Rio Grande from Matamoros, 25 miles from Padre Island, and 60 miles from Edinburg.

## **MARINE BIOLOGY LABORATORY**

Pan American University at Brownsville also operates the Marine Biology Laboratory located on the southern tip of scenic Padre Island.

The Lab was first occupied in the summer of 1974. The 7,700 square foot structure consists of offices for a director and a secretary, research labs, a classroom and a large area for displaying local marine life for public viewing.

# PAN AMERICAN UNIVERSITY AT BROWNSVILLE 1980-81

## FALL SEMESTER 1980-81

August 1, Friday . . . . .	Last day to apply for admission to insure processing for Fall semester.
August 26, Tuesday . . . . .	Registration at Brownsville Campus by appointment.
August 27-29 Wednesday-Friday . . . . .	Registration for Brownsville Campus by appointment on Edinburg campus.
September 2, Tuesday . . . . .	Classes begin. First day for making schedule changes and for late registration.
September 3, Wednesday . . . . .	Last day for making schedule changes and for late registration.
September 17, Wednesday . . . . .	Twelfth class day.
October 1, Wednesday . . . . .	Last day to drop a course or to withdraw from the University without having a grade recorded. Last day to change to non-credit.
October 6, Monday . . . . .	Deadline for filing an Application for Degree form for students expecting to graduate in May 1981, and for graduate students expecting to receive a master's degree in December 1980.
October 27, Monday . . . . .	Unsatisfactory reports will be filed with the PAU-B Admissions Office.
November 3, Monday . . . . .	Deadline for submission of financial aid application for Spring semester awards.
November 3, Monday . . . . .	Deadline for filing completed signed thesis for students expecting to receive a master's degree in December 1980.
November 14, Friday . . . . .	Deadline for filing an Application for Degree form for graduate students expecting to receive a master's degree in May 1981.
November 27-28, Thursday-Friday . . . . .	Thanksgiving. No classes.
December 10, Wednesday . . . . .	Last day of classes.
December 11-17, Thursday-Wednesday . . . . .	Final examinations will be scheduled during this period.
December 18, Thursday . . . . .	Grade reports due in the PAU-B Admissions Office.

## SPRING SEMESTER 1980-81

December 1, Monday . . . . .	Last day to apply for admission to insure processing for Spring semester.
January 13, Tuesday . . . . .	Registration at Brownsville Campus by appointment.
January 14-16, Wednesday-Friday . . . . .	Registration for Brownsville Campus by appointment on Edinburg campus.
January 19, Monday . . . . .	Classes begin. First day for making schedule changes and late registration.
January 20, Tuesday . . . . .	Last day for making schedule changes and for late registration.
February 3, Tuesday . . . . .	Twelfth class day.
February 13, Friday . . . . .	Deadline for filing an Application for Degree form for students expecting to graduate in August 1981.
February 17, Tuesday . . . . .	Last day to drop a course or withdraw from the University without having a grade recorded. Last day to change to non-credit.
February 27, Friday . . . . .	Charro Days. No classes.
March 9, Monday . . . . .	Unsatisfactory reports will be filled with the PAU-B Admissions Office.
March 16-20, inclusive . . . . .	Spring recess. No classes.
April 1, Wednesday . . . . .	Deadline for submission of financial aid application for summer awards.
April 10, Friday . . . . .	Deadline for filing an Application for Degree form for graduate students expecting to receive a master's degree in August 1980.
April 10, Friday . . . . .	Honors Day Convocation
April 15, Wednesday . . . . .	Deadline for filing completed signed thesis for students expecting to receive a master's degree in May 1981.
April 17-20, inclusive . . . . .	Easter recess. No classes.
April 29, Wednesday . . . . .	Deadline for filing an Application for Degree form for students expecting to graduate in December 1981.
May 6, Wednesday . . . . .	Last day of classes.
May 7-13, Thursday-Wednesday . . . . .	Final examinations will be scheduled during this period.
May 15, Friday . . . . .	Grade reports due in the PAU-B Admissions Office.
May 15, Friday . . . . .	Commencement exercises in Brownsville.

### **FIRST SUMMER SESSION 1981**

April 24, Friday . . . . .	Last day to apply for admission to insure processing for the first or second summer term.
May 28, Thursday . . . . .	Registration at Brownsville Campus.
May 29, Friday . . . . .	Registration for Brownsville Campus by appointment on Edinburg campus
June 1, Monday . . . . .	Classes begin. First day for making schedule changes and for late registration.
June 2, Tuesday . . . . .	Last day for making schedule changes and for late registration.
June 4, Thursday . . . . .	Fourth class day.
July 1, Wednesday . . . . .	Deadline for submission of financial aid application for fall semester awards.
July 2, Thursday . . . . .	Final examinations.
July 6, Monday . . . . .	Grade reports due in the PAU-B Admissions Office.

### **SECOND SUMMER SESSION 1981**

April 24, Friday . . . . .	Last day to apply for admission to insure processing for the second summer term.
July 3, Friday . . . . .	Registration at Brownsville Campus by appointment.
July 6, Monday . . . . .	Registration for Brownsville Campus by appointment on Edinburg campus.
July 8, Wednesday . . . . .	Classes begin. First day for making schedule changes and for late registration.
July 9, Thursday . . . . .	Last day for making schedule changes and for late registration.
July 13, Monday . . . . .	Fourth class day.
August 11, Tuesday . . . . .	Final examinations.
August 13, Thursday . . . . .	Grade reports due in the PAU-B Admissions Office.
August 16, Sunday . . . . .	Commencement exercises in Edinburg.

## PROGRAMS OFFERED

### UNDERGRADUATE

Bachelor of Arts (B.A.) Degree In:

English  
Government  
History  
Sociology  
Spanish  
*Psychology*

Bachelor of Business Administration

(B.B.A.) Degree In:

Accounting  
Finance  
General Business  
Management  
Marketing

Bachelor of Criminal Justice Degree

Bachelor of Science (B.S.) Degree

Biology  
Elementary Education  
Physical Education  
*MATH*

Teaching Certification

✓ Art  
✓ Biology  
Business Education  
Communication (Speech)  
→ Elementary Education  
Government  
History  
✓ Mathematics  
✓ Physical Education  
Psychology  
Sociology  
Spanish  
*Generic Spec. Educ.*

Teaching Endorsements in:

Bilingual  
Early Childhood Teachers of Exceptional Children  
Kindergarten  
Language/Learning Disabilities  
Mentally Retarded

### GRADUATE

Master of Arts (M.A.) /

Master of Science (M.S.)

Interdisciplinary Studies

✓ Biology  
English  
History  
Spanish

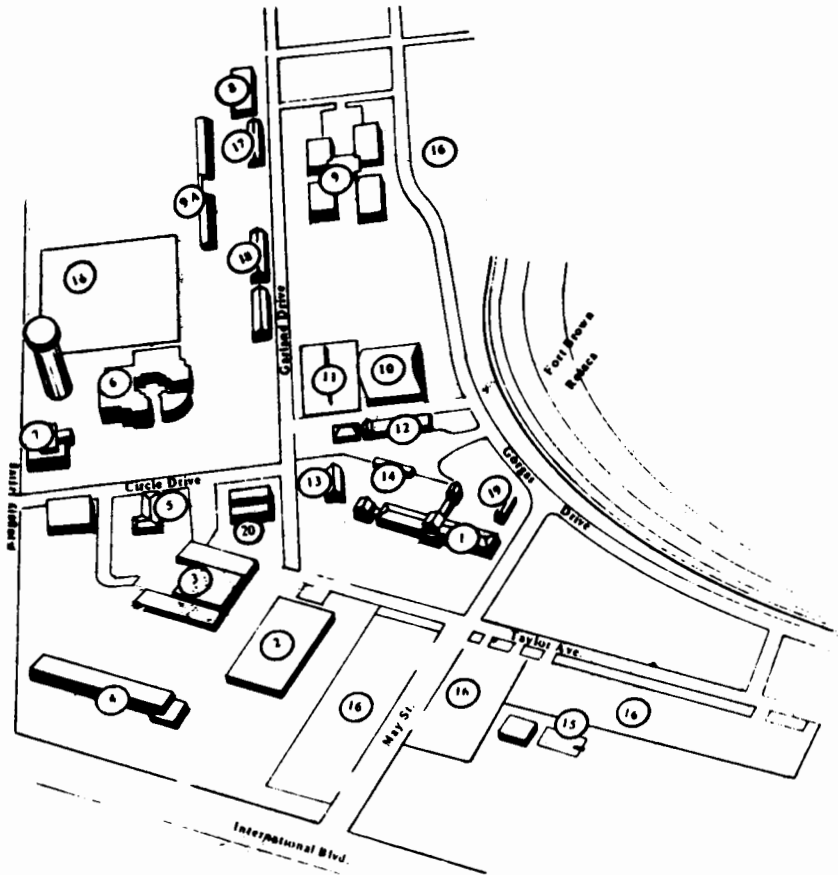
Master of Business Administration (M.B.A.)

Master of Education (M. Ed.)

Bilingual / Bicultural  
Counseling and Guidance  
Educational Administration  
↓ Elementary Education  
Reading  
— Secondary Education  
Supervision

## ACADEMIC INSTRUCTIONAL STAFF

- Binder, Norman E., B.A.**, University of North Dakota; **M.A., Ph.D.**, University of Arizona, *Government*
- Brogden, Gayle Lyndon, B.S., M.Ed.**, East Texas State University; **Ed.D.**, North Texas State University, *Physical Education*
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- Yazak, Dean D., B.S.**, Cortland State Teachers College (N.Y.); **M.Ed., Ed.D.**, University of Houston, *Secondary Education*



1. Gorgas
2. Library
3. Student Center
4. Tandy
5. PAU Office Building
6. Eidman Hall
7. Newman Center
8. Maintenance
9. Rusteberg
10. Gym
11. Tennis Courts
12. Art
13. Building 95
14. Business Services
15. PAU-B President's Office & Dean of Business Affairs
16. Parking
17. Adult & Continuing Ed.
- 18.19.20. Music
19. PAU Admissions Office

## ***Brownsville Campus***



# ACADEMIC AFFAIRS



# ACADEMIC AFFAIRS

## UNDER GRADUATE ADMISSION

A student is admitted to Pan American University through the Office of Admissions. He may gain admission by having completed sixty (60) semester hours of college work.

A student's previous college work will be evaluated in terms of Pan American University standards. Those students who are on academic suspension by these standards will not be granted admission for a regular semester during the period of suspension. Students on suspension are encouraged to enroll for summer sessions to repeat courses in which they have low or failing grades. For admission to a regular semester while on suspension see the section on scholastic suspension in this bulletin.

Pan American University is an equal opportunity educational institution. Under this philosophy, students are admitted to the University without regard to race, creed, color, sex, ethnic origin, religion, age, or handicap.

Any student entering Pan American University for the first time must submit the following:

1. A completed Pan American University application for admission form.
2. An official transcript sent directly from each college previously attended.
3. An Immunization Certificate. Under Texas State Law, up-to-date Diphtheria-Tetanus immunization is required for all University students. Immunization Certificates can be obtained from and will be processed through the Office of Admissions.

## FOREIGN STUDENTS

Students from outside the United States wishing to enroll at Pan American University must submit a "Request for Application" form indicating their educational background, financial status, and the score obtained on the TOEFL or equivalent examination.

To be eligible for admission a foreign student must have the equivalent of a high school education in the United States, a score of 500 on the TOEFL Level I or equivalent examination, and be able to finance his studies at Pan American University. The I-20 form will be issued by the Foreign Student office after the student has been accepted for admission to Pan American University.

## DEFINITIONS

The rules and regulations of the University use terms that have specific meaning but which are not always clearly understood by the student. For his benefit, some of the more common terms are defined in this section. This listing is alphabetical.

**Advanced Level Work:** Courses numbered either 3000 or 4000 are called advanced or upper division courses. Normally, a student with fewer than 60 semester hours of credit may enroll in 3000 or 4000 courses only when his schedule includes enough lower level work to total at least 60 semester hours, in addition to the upper level courses for which he wishes to enroll. Approval of the Dean of the School is required if the conditions given above are not met for advanced level enrollment.

**Auditor:** A student who has special permission to audit or visit a class without receiving academic credit is listed as an auditor. One may enroll as an auditor at any time by: obtaining the proper audit card from the office of Admissions, having it approved by the instructor of the class to be audited, paying the required fee to the Business Office and using the receipt as an admission card to the class. Enrollment as an auditor does not permit the enrollee to take examinations, have tests or other papers checked by the instructor, or to participate in the class discussion. Audited courses are not posted on the student's permanent record.

**Class Load:** Normally 18 semester hours in a regular semester or 7 semester hours in a summer semester is the maximum load that a student can carry and maintain satisfactory grades.

**Classification of Students:** Students enrolled in student teaching should take not more than 12 semester hours total. Students are classified according to the number of semester hours of college credit they have earned.

**Juniors** have credit for 60-89 semester hours of credit.

**Seniors** are students who have credit for 90 or more semester hours.

**Specials** are students who hold a degree and are enrolled in undergraduate courses.

**Graduates** are students who have an undergraduate degree and have been accepted in a Master's Degree program.

**Special Graduates** are students who have a graduate degree and are continuing in a graduate program.

**Course Numbers:** Courses are numbered to show both the collegiate level at which they are offered and the semester hour value of the course. The first digit shows the level and the second digit shows the credit hours. The last two digits are merely departmental designations.

3000 courses are at the junior level

4000 courses are at the senior level

5000 courses are at the graduate level

6000 courses are at the graduate level

For example the catalog entry, Spanish 3301, shows that the course is given in the junior year and that it carries three hours of credit per semester.

**Degree Plan:** A Degree Plan is an outline of the courses a student must complete or other conditions he must comply with in order to meet the requirements for graduation for a specific degree. This Degree Plan should be made out not later than the second semester of the junior year and it is often helpful to complete it earlier than this. While a student may make a Degree Plan without consulting any source except listed catalog requirements, he must have the Plan approved by the Academic Dean before he can submit an Application for Degree to the Admissions Office.

**Full-Time Undergraduate Student:** An undergraduate student who is enrolled for at least 12 semester hours of credit during a regular semester or at least 6 semester hours of credit during a summer session.

**Full-Time Graduate Student:** A graduate student who is enrolled for at least 9 semester hours of credit during a regular semester or at least 4 semester hours of credit during a summer session.

**Grade Point Average:** The grade point average is computed by dividing the total grade points earned by the total semester hours attempted. (See the sections on : (1) Grading system and grade points and (2) Quality of work.)

**Graduation under a specific Catalog:** The student may meet the requirements for graduation that are listed in the catalog of the year in which he enters college or some later catalog. However, the student must graduate within seven years from the a academic year of entrance or he must be placed under the provisions of a later catalog. Any changes in his degree plan to comply with a later catalog must be approved by the Academic Dean.

**Honor Roll:** After each regular semester an honor roll is published listing the names of all full-time students who have a grade point average of 3.5 or better for that semester.

**Non-credit Enrollment:** A student who enrolls in a course for credit may change his enrollment to non-credit. Any change in credit status must be made through the Admissions office, not later than one month in a regular semester or ten days in a summer semester from the date classes begin. The student may take tests, have papers graded and receive the same classroom attention given students enrolled for credit but may not receive credit for the course at the close of the semester.

**Prerequisite:** This term means that specified requirements must be met before one can enroll in a course. Specific prerequisites are listed in course descriptions.

**Probation:** A student is placed on scholastic probation when he fails to achieve the required overall grade point average. A student may be placed on disciplinary probation for infraction of any university regulation. In either case, he must satisfy specific requirements placed on him before he can return to a non-probationary status.

**Semester Hour:** College credit is measured in terms of semester hours. Ordinarily, a class that meets one 50-minute period per week for a semester will carry a credit of one semester hour. Since the majority of classes meet three periods, or their equivalent, each week, these classes carry three semester hours of credit. Two or three laboratory hours per week are usually required for one semester hour of laboratory credit.

## **NON-TRADITIONAL EDUCATION CREDIT**

A maximum of 45 semester hours of college credit will be accepted towards a Bachelor Degree by any combination of extension, examination and correspondence with an 18-hour limit on correspondence credit.

## **CREDIT BY EXAMINATION**

Pan American University offers college credit to qualified students by examination as follows:

College Entrance Examination Board  
Advanced Placement and Achievement Examinations

## **WITHDRAWAL**

To withdraw from school a student must execute a formal withdrawal procedure through the Admissions office at least two weeks prior to the end of a regular semester and one week prior to the end of a summer semester.

A student withdrawing during the first month of class (10 days in a summer session) will receive a W on his permanent record for each course in which he was enrolled. If he withdraws later in the semester, he will be given a grade of WP or WF by the instructor for each course in which he was enrolled.

## **REGULAR ATTENDANCE POLICY**

Regular attendance in all meetings of courses for which a student is registered is expected.

When a student is absent excessively (when in the judgment of the instructor the student has missed more work than can be made up successfully) the student may be dropped from the course with a grade of "DP" or "DF". The Registrar advises the student of the action taken.

A student who enrolls for a course and then does not attend is considered absent from class until he officially drops the course or until he has accumulated an excessive number of absences and is dropped by the instructor.

## **DROPPING A COURSE**

To drop a course a student must execute a formal drop procedure through the Admissions office at least two weeks prior to the end of a regular semester and one week prior to the end of a summer semester.

A student dropping a course during the first month of classes (10 days in a summer session) will receive a DR on his permanent record for the course that he has dropped. If he drops a course later in the semester, he will be given a grade of DP or DF by the instructor for the course that he dropped.

## GRADING SYSTEM AND GRADE POINTS

The following grades are used to designate achievement in classwork. Their corresponding grade values are indicated.

<b>A</b>	- Excellent (4 grade points per semester hour)
<b>B</b>	- Good (3 grade points per semester hour)
<b>C</b>	- Satisfactory (2 grade points per semester hour)
<b>D</b>	- Below average (1 grade point per semester hour)
<b>F</b>	- Failure (0 grade points per semester hour)
<b>I</b>	- Incomplete (not considered in calculating grade points)
<b>NC</b>	- No credit (not considered in calculating grade points)
<b>DR</b>	- Course dropped (not considered in calculating grade points)
<b>DP</b>	- Drop Passing (not considered in calculating grade points)
<b>DF</b>	- Drop Failing (considered an F in calculating grade points)
<b>W</b>	- Withdrawal from school (not considered in calculating grade points)
<b>WP</b>	- Withdrawal Passing (not considered in calculating grade points)
<b>WF</b>	- Withdrawal Failing (considered an F in calculating grade points)

A grade of "I" may be given when a student has not completed the required work of a course within the allotted time of a regular semester or summer term if the instructor determines that the reasons for the work being incomplete are valid and that the grade of "P" is justified. A grade of "I" must be changed within one regular (fall or spring) semester from the date received, unless an extension is requested by the student's instructor or it will automatically be recorded as an "F" on the official transcript.

**Repeated Courses:** When a course is repeated, only the last grade and hours earned are used to calculate the grade point average.

**Exclusion of "F" grades seven or more years old:** All "F" grades seven or more years old shall be excluded from grade point average computation.

## QUALITY OF WORK

While a grade of D is considered passing in a subject, an overall average of C which corresponds to a grade point average of 2.0 must be maintained by the student if he expects to graduate. Pan American University has certain specific grade requirements also. For example, the student must maintain a C average in his required freshman English; a D in English must be balanced by a B in English, not a B in another subject field. He must also make an average of C in both his major and minor fields.

Students who expect to be certified as teachers are required to have a grade point average of 2.25 in both the major and minor fields. This applies to applicants for the elementary certificate and to those planning to teach under a secondary certificate.

**Calculation of Grade Point Average.** An illustration of the method of calculating the grade point average follows:

**Method of Calculating**

<b>Course</b>	<b>No. Grade</b>	<b>Grade</b>	<b>Grade Points</b>	<b>Grade Points</b>
English	3302	C	3 sem. hrs.	X 2 pts. per hr. = 6
Mathematics	3303	D	3 sem. hrs.	X 1 pts. per hr. = 3
History	3314	B	3 sem. hrs.	X 3 pts. per hr. = 9
Chemistry	3403	F	4 sem. hrs.	X 0 pts. per hr. = 0
Phys. Ed.	1101	A	1 sem. hr.	X 4 pts. per hr. = 4
Total Hrs.			14	Total grade points 22
Grade point average =		$\frac{\text{Total Grade Points}}{\text{Total semester hrs.}}$		= $\frac{22}{14}$ = 1.57

**SCHOLASTIC PROBATION AND SUSPENSION**

1. Scholastic probation or suspension will be determined annually on the basis of the student's cumulative grade point average. The term "grade point deficiency," as used here refers to the number of grade points less than **twice** the total hours attempted with Drop and Drop Pass hours not counted. The student will be placed on probation for the spring semester if at the time of registration in January:
  - a. His accumulated hours earned are 60 or less and his grade point deficiency is 12 or more; or
  - b. His accumulated hours earned are **more** than 60 hours and his grade point deficiency is six or more.
2. During this semester of probation, the student must remove his excessive deficiency in grade points or be placed on a one year academic suspension September through May of the following year.
3. A student on suspension may not enroll for the next two regular semesters.
4. A student on suspension may enroll for summer sessions to remove excess grade point deficiencies. This can be most efficiently accomplished by only enrolling for courses in which he has earned a low or failing grade.
5. A student on suspension who removes his excess grade point deficiency during the summer will be reinstated as a student in good standing upon applying to the Admissions office for reinstatement.
6. If a student who has been suspended for failure to meet scholastic probation requirements feels that unusual circumstances warrant a review of his case, he may direct a written appeal to the Academic Council no later than one week prior to registration. Such a petition should detail his reasons for thinking the circumstances of his case warrant special consideration and should indicate valid reasons why the circumstances will not recur. The Council will reinstate a suspended student, who has not served the period of suspension, only when it is convinced the best interests of both the University and the student will be served by such action.

## GENERAL REQUIREMENTS FOR A BACHELOR'S DEGREE

All course requirements for a bachelor's degree in any one of the several disciplines are formulated within the division in which the discipline falls, and are announced and listed elsewhere in this bulletin by the respective divisions of the University. **STUDENTS SHOULD CONTACT THEIR MAJOR DIVISION OFFICE FOR FURTHER DETAILS.** Required semester hours for which specific courses are not prescribed are listed as elective hours.

While the degree requirements in the various disciplines may differ to a considerable extent, there are several general requirements for a bachelor's degree which are common to all degree programs. These are:

1. English, Freshman, 12 semester hours. Must include 6 hours of Freshman composition and rhetoric and 6 hours of sophomore English.
2. History, 6 hours American
3. Government, 6 hours of U. S. and Texas.
4. Twelve semester hours from two of the following: Mathematics, Foreign Language, Science (Astronomy, Biology, Chemistry, Geology, Physical Science or Physics). Division may specify.
5. Physical Education, 4 semester hours of activity courses. Only 12 semester hours of activity courses may be counted toward graduation. A waiver of this requirement may be made under the following circumstances. NOTE: (a) A student who has been honorably discharged from the military service, and who has served a minimum of one year therein, may obtain a waiver of the required hours in physical education on the basis of one semester hour for each six months of military service or major fraction thereof. R.O.T.C. courses, but only those taken at the freshman and sophomore level, may be substituted for required hours of physical education on the basis of one R.O.T.C. credit for one credit of P.E. (b) A student unable to participate in physical education activity courses because of a health or physical condition may obtain a waiver based upon a physician's certificate to that effect. (c) A woman student who is a mother with her child or children in her care may obtain a waiver of required physical education hours. (d) A student who is at least 25 years of age at the time of initial admission, or at time of readmission after an absence from college of at least two years, may obtain a waiver from P.E. Any other student is required to take physical education activity courses after reaching age 25 ONLY TO THE EXTENT that he has failed to earn one P.E. credit during each semester of his freshmen and sophomore year completed prior to reaching age 25.

Waivers must be requested by the student in each case, they are not automatic. The waiver, when granted, simply absolves the requirement for the hours waived, but does not grant credit for them. Hours waived are thus converted to elective hours.

Requests for waivers should be made to the Dean of Admissions.

6. A minimum of 12 semester hours of free electives must be included in every bachelor's degree program.

## GRADUATION REQUIREMENTS

The general requirements for graduation are listed below. Specific requirements for each major field are listed in the catalog sections dealing with these majors. **It is the responsibility of the student to be familiar with all the requirements for the degree he seeks.**

1. A minimum of 124 semester hours of work is required, with an overall minimum grade point average of 2.00.
2. A minimum grade point average of 2.00 in the required hours for both the major and minor fields, or for the broad field major, is required. Graduates who seek certification as elementary or secondary teachers must have a minimum grade point average of 2.25 in each case.
3. A minimum grade point average of 2.00 must be achieved in the two required freshman English courses (those specified under **General Requirements for a Bachelor's Degree**, above).
4. The completed course work required for the degree must include a minimum of 36 semester hours of advanced-level work.
5. All requirements listed under the heading **General Requirements for a Bachelors' Degree**, above, must have been met.
6. The work must include a minimum of 30 semester hours of work in a major field of concentration (a division may specify not more than 36 hours), including at least 15 hours of advanced-level work, and 18 semester hours in a minor field, including at least 6 semester hours of advanced-level work. A minimum of 48 semester hours of work in a broadly integrated area (such as Business Administration, and Criminal Justice) may be substituted for the major and minor requirement. In such cases, at least 21 advanced hours must be included, and a division may specify not more than 60 total hours in the area.
7. For those seeking secondary teacher certification, a minimum of 24 semester hours is required in each of two teaching fields, except that a second teaching field is not required in the broadly integrated areas.
8. The major-minor or broad-field major course distribution must follow the requirements set forth by the various divisions, subject to any limitations and requirements noted under **General Requirements for a Bachelor's Degree** and these **Graduation Requirements**, or in published form issued by the various divisions.
9. The student must complete a minimum of 24 semester hours of work in residence during the senior year. If he has not established credit in courses at Pan American University prior to his senior year, he must complete 30 semester hours in residence. A minimum of 6 semester hours of advanced work in the major must be completed in residence.
10. **A Degree Plan** approved by the student's Advisor and Dean must be on file in the office of the Dean. This requirement is normally to be accomplished as soon as possible during the junior year, but in any event the Degree Plan must be on file before the deadline for making application for a degree. Any deviations from an official degree plan must be approved by the dean.
11. An acceptable **Application for a Degree** must be filed by the student with the Dean of Admissions on or before the date specified in the University calendar.

## **ADDITIONAL BACCALAUREATE DEGREES**

A student from Pan American University may receive an additional bachelor's degree from Pan American University of a different type and major.

A student holding a baccalaureate degree from another accredited institution may receive an additional bachelor's degree in a different major from Pan American University.

Such a student continues to be classified as an undergraduate and must:

1. Complete a minimum of 30 semester hours of credit in Pan American University courses (of which at least 12 must be advanced and a minimum of six of these must be in the major field) for each baccalaureate degree sought beyond the first.
2. Complete all requirements for the additional major(s), as set forth in this catalog.
3. Complete all requirements for the additional degree(s), including grade-point average requirements, elective courses, and advanced courses, as set forth in this catalog.



## **GRADUATE ADMISSION**

### **DEFINITIONS**

**Upper Division GPA** — Grade Point Average for 3000 and 4000 level undergraduate courses.

**GRE Composite Score** — Sum of the verbal and quantitative scores of the graduate record exam.

**Admission File** — Application, official transcripts of all undergraduate and graduate work mailed directly to Pan American University from the Registrar's Office of the institutions issuing the transcripts, immunization record and GRE scores (if the applicant has a valid Teacher's Certificate, a copy is required).

### **CLEAR ADMISSION**

1. The applicant must have a 3.0 overall GPA or more on a 4.0 scale in all undergraduate work, or
2. The applicant must have a composite score of 1000 or more on the GRE, or
3. The applicant must meet requirements for changing "Probationary" to "Clear", or
4. The applicant must hold a Master's Degree and have completed all transcript requirements.

### **TENTATIVE ADMISSION**

Admission limited to one regular semester or one summer session of twelve weeks with a maximum of 9 semester hours of graduate work. At the end of this semester the student must have completed his admission file and be classified as "Clear," "Probationary" or "Denied."

Official Interpretation: At the end of one semester of "Tentative" admission a student must first be classified as "Probationary", "Clear" or "Denied" based on the admission requirements. To be granted further admission at this time he must have completed his admission file (a student with a 3.0 overall undergraduate GPA is not required to supply GRE scores) and he must meet the admission standards.

If the student's classification is "Probationary" and he has completed at least 9 graduate hours with 3.0 GPA his classification will be changed to "Clear".

### **PROBATIONARY ADMISSION**

Admission with an overall GPA in all undergraduate work less than 3.0 but not less than 2.0 and a composite GRE score of less than 1000 but not less than 600.

Probationary Admission will be changed to Clear Admission at the end of the semester in which a student's total earned graduate hours are 9 or more if his total graduate GPA is 3.0 or better. If the graduate GPA drops below 3.0 pursuant to earning 9 semester hours, the student's classification will be changed to "Denied".

Note: There is only one difference between "Probationary" and "Clear" admission. A student on "Probationary" admission who drops below a 3.0 graduate GPA while earning his first 9 hours of graduate work is "Denied" further admission. A student on "Clear" admission who drops below a 3.0 graduate GPA at any time automatically receives one additional semester to remedy the grade point deficiency.

### **DENIED ADMISSION**

A student is denied admission to the Graduate School of Pan American University for failure to meet minimum admission requirements.

"Denied Admission" can only be altered by improving GRE scores and/or under-

graduate overall GPA or by appealing to the Academic Council for an alternative procedure in a letter to the Academic Dean which details extenuating circumstances.

## **TRANSFER ADMISSION**

A transfer graduate student may take 9 graduate hours for transfer to another graduate school by supplying the Admissions Office with the following:

1. An Application
2. Immunization Record
3. A letter of approval sent directly to the PAU-Brownsville Admissions Office by the Dean of the graduate school to which the work is to be transferred.

## **ADMISSION TO THE GRADUATE SCHOOL**

Students seeking admission may obtain application forms by writing to the Admissions office. To insure processing of an application for a given semester, the applicant should have on file in the Admissions office the application for admission with all supporting documents by the dates indicated in this bulletin. Failure to have applications with supporting documents on file by these dates will result in restrictive admission or denial of admission at that time. Supporting documents include the following:

1. One *official transcript* of all prior undergraduate and graduate work, a transcript of scores on the Graduate Record Examination (Aptitude Test only) and, for business administration majors, scores on the Graduate Management Admissions Test.
2. A transcript of TOEFL scores for foreign students. Applicants should request that registrars of colleges previously attended and the Educational Testing Service send the transcripts directly to the **Admissions Office**. GRE and GMAT scores more than five years old are out of date and, therefore, not acceptable.

Students working for the Master of Education degree and/or the professional certificate must ***file in the Admissions Office a copy of the certificate(s) which they already possess.***

Admission is only for the semester requested and does not imply automatic admission for later semesters. A student who has been enrolled in a graduate program at Pan American University, but who has not been in attendance for the previous regular semester, should ***apply for readmission at least thirty (30) days prior to registration for the semester in which he plans to resume graduate study.***

## **BASIC REQUIREMENTS FOR ADMISSION**

1. Must hold a bachelor's degree or its equivalent from any college or university of recognized standing.
2. Must meet established admission criteria.
3. Must fulfill the Texas immunization requirement: Under Texas State law, an up-to-date Diphtheria-Tetanus immunization is required of all students entering Graduate School. Immunization certificates can be obtained from and will be processed through the Office of Admissions.

## **DIVISION ADMISSION REQUIREMENTS**

Each division sets the admission requirements for its graduate majors.

Consult the catalog section referring to your major division for these requirements, which must be cleared.

***All undergraduate level work must be satisfactorily completed prior to taking graduate courses or at least be completed during the first semester of enrollment in graduate courses.***

## **ADMISSION OF FOREIGN STUDENTS**

Foreign students from countries whose native language is not English will ordinarily be expected to take the Test of English as a Foreign Language. Students scoring below 500 on the TOEFL will normally be denied admission, while those scoring between 500 and 550, but otherwise meeting divisional requirements, will be expected to take prescribed courses in English.

Further information on the Test of English as a Foreign Language, the Graduate Record Examination, and the Graduate Management Admissions Test may be obtained by writing:

The Educational Testing Service  
20 Nassau Street  
Princeton, New Jersey 08540

## **TRANSFER OF CREDITS**

A maximum of twelve (12) semester hours of appropriate graduate work earned at other institutions, subject to the approval of the academic dean, may be transferred for degree credit. Credit may not be transferred for:

1. Courses which would not have received graduate credit at Pan American University
2. Courses with grades less than B.
3. Correspondence courses.
4. Extension courses.
5. Courses taken at such a date that would exceed the seven-year limit of the student's program.

***Transfer of graduate credit hours is not automatic.*** The student must submit a written request for approval of transfer to the major division advisor who determines whether all of the conditions for transfer have been met before adding the hours to the graduate degree program. The transfer is completed when approved by the Dean of the School (provided that the student graduates within the seven-year time limit.)

## **RESERVATION OF WORK BY UNDERGRADUATES FOR GRADUATE CREDIT**

It is possible for undergraduate students to register in graduate courses in their last semester under the following conditions:

1. The undergraduate must lack no more than twelve (12) semester hours of work to complete all requirements for his (first) bachelor's degree.
2. These twelve (12) hours (or less) must be completed in the same semester or summer session (12 weeks) in which he is taking the graduate courses.
3. Total registration for all work must not exceed fifteen (15) semester hours in a regular semester or twelve (12) semester hours in a summer session (12 weeks).
4. The application for such graduate courses must be submitted to the Admissions Office **sixty (60) days before the session begins.** Graduate Record Examination, Aptitude Test, scores and undergraduate grade-point averages must meet those standards for regular admission to the Graduate School. Business administration students must also take the Graduate Management Admissions Test.

***The undergraduate cannot count his work in graduate courses toward his bachelor's degree. It will be reserved for credit toward a graduate degree.***

## PROCEDURE AFTER ADMISSION

The successful applicant will receive a letter of acceptance from the Admissions office, whereupon he should contact the major division for the appointment of a graduate advisor to counsel with the student concerning the details of his registration, degree program, and other required procedures. The student should have his course program approved each semester by his advisor (or an approved substitute) before registering for courses.

## GENERAL GRADUATE SCHOOL REGULATIONS

### STUDENT RESPONSIBILITY

Graduate students are expected to inform themselves thoroughly concerning the regulations of the Graduate School and the course requirements for degrees and to make inquiries in case of doubt. It shall not be the Graduate School's responsibility should complications arise because of failure to follow regulations and requirements. Regulations will not be waived nor exceptions to requirements made on a plea of ignorance of the regulation or requirement. Students, therefore, should become familiar with all of the information relating to the graduate program contained in the printed university bulletins.

Procedural changes, as well as changes in regulations and requirements, may be made from time to time after notice to the student body or to the individuals concerned. For this reason, a student is responsible for keeping the Office of the Registrar advised on his local mailing address.

The student should work directly with the person in his major division who is assigned the responsibility of supervising his graduate program concerning course requirements and options, deficiencies, degree plan, and special regulations.

Requests to waive regulations and/or requirements should be directed in writing to the Dean of the School, who notifies the student of the decision on his request.

### GRADES, GRADE-POINT AVERAGES, AND CONTINUANCE

Grade points are assigned graduate students as follows: 4 for each semester hour of A, 3 for B, 2 for C, 0 for F. (D is not given.) **All grades earned (including those for repeated courses) will be used to compute the grade point average.** A minimum grade-point overall average of 3.0 (B) is required for a graduate degree. Every semester hour of C, therefore, must be balanced by one of A, since an overall average of B is required for a degree. Should a graduate student make less than a B average in a given semester, he will be warned that his continuance is in jeopardy. **During the following semester or summer school, he must recoup an overall B average or be automatically dismissed.** He may be readmitted only after petitioning the Dean of the School and receiving approval of the Academic Council.

Students with other than clear admission are subject to criteria set forth under **General Admission Requirements**.

A grade of "I" may be given when a student does not complete the required work of a course within the allotted time of a regular semester or summer term if the instructor determines that the reasons for the work being incomplete are valid and that the grade of "I" is justified. A grade of "I" must be changed within one regular (fall or spring) semester from the date received, unless an extension is requested by the student's instructor, or it will automatically be recorded as an F on the official transcript.

### MAXIMUM COURSE LOAD

The normal load for a full time graduate student is twelve (12) semester hours. A student may be permitted to enroll for fifteen semester hours with the approval of his graduate advisor and the Dean of the School.

## REQUIREMENTS FOR ALL MASTER'S DEGREES

1. The thesis will be optional. Thirty-six (36) hours of course work or twenty-four (24) hours of course work plus six (6) hours for the thesis will be required.
2. During or at the end of the student's final semester of work, he will be given a comprehensive written examination (if he has not elected the thesis option) or an oral examination (if he has completed a thesis).
3. All degree programs will allow a student the option to include a minimum of six (6) semester hours of work which is not a part of his major field.
4. A maximum of eighteen (18) hours in 5000 level courses may be taken for graduate credit toward a master's degree.

## PROCEDURES AND REGULATIONS FOR COMPLETION OF THE DEGREE

### *Time Limits*

All requirements for a master's degree must be completed *within one seven-year period*. Work over seven-years old is lost and can be reinstated only by special permission of the Academic Council upon recommendation of the student's graduate advisor.

### *Graduation Under a particular Catalog*

General and specific requirements for degrees in Graduate School may be altered in successive catalogs, but the student is bound only by the requirements of the catalog in force at the time of his admission, within a seven-year limit. At his discretion the student may choose to fulfill the requirements of a subsequent catalog.

### *Thesis*

The candidate for the master's degree writes his thesis (if he selects the thesis program) under the direction of a supervising instructor who is chairman of the supervisory committee appointed by the Dean. The thesis subject requires the approval of both the supervisory committee and the Dean. The researching and writing of the thesis carries with it six semester hours of credit. The *original thesis* and *three copies* must be submitted to the Office of the Dean.

Once the student registers for 7300, he must continue to register for 7300 or 7301 each succeeding semester or summer session until the thesis is completed. Credit is counted only one time. Registration for 7300 or 7301 is not counted in determining load limit for a semester or summer session.

The original thesis and three copies (signed by the student's committee) must be submitted to the Office of the Dean thirty (30) days prior to graduation. (See calendar in front of bulletin for exact date.) A division may require additional copies of the thesis (at additional binding expense to the student).

Individual division deadlines for submission of thesis to the student's supervisory committee will be established to complement the thesis time schedule for the Office of the Dean.

Before qualifying for graduation, the student must pay a fee for microfilming and binding the thesis and the publication of the thesis abstract in *Masters Abstracts*. If a student wishes to copyright his thesis, a fee will provide this service by an arrangement with Microfilms Incorporated. A receipt for these fees must be presented to the Dean of the School office before the thesis will be processed.

Two copies of a non-illustrated abstract which does not exceed 150 words in length must accompany the signed thesis. This abstract is the material to be printed in *Masters Abstracts*.

If a student wishes to have additional copies of his thesis bound for his personal use, he may do so at an additional cost.

### ***Substitutions for The Thesis***

In certain instances a substitution for the formal thesis may be recommended to the Dean of the School by the appropriate division committee on graduate studies. Such substitutions may include internship reports (where the internship is approved as an essential part of the graduate program by the Dean) or reports prepared in certain graduate seminars or conferences. In each instance such a substitution for the thesis must have the **prior** approval of the Dean. Reports should be comparable to the thesis in every respect except for the evidence or original research. A report must be (1) from a **specifically authorized** seminar, conference, or research course which has the prior approval of the Dean and (2) reviewed and accepted by the student's supervisory committee. Upon acceptance of the report by the committee, the candidate must submit the **original** and **three copies**, entirely comparable to a thesis in terms of format, quality of paper, typing, binding, etc., to the Office of the Dean. The student may submit thirty-six (36) semester hours of approved graduate courses in lieu of either thesis or report plan.

### ***Cooperative Ed.D. Program with the University of Houston***

The Division of Education, in cooperation with the University of Houston, offers work which may be used in partial fulfillment of the requirements of the Ed.D. degree. The cooperative program will allow a student to complete his residence requirements in two summer sessions and one regular semester on the University of Houston campus and to do up to twenty-four (24) semester hours of his doctoral program on the Pan American University campus.

Specific information on the program may be obtained from the office of the Division of Education. An applicant must meet the requirements for admission to the Graduate School of each university, as well as those of the division in which he plans to specialize.

### ***GRE and GMAT Tests***

The GRE and GMAT are administered by the Testing office. The dates are set by the Educational Testing service. Applications must be in Princeton, New Jersey, about a month before the scheduled test date. Check with the Testing office for application blanks and exact test dates.

## **TEACHING CERTIFICATES**

Students may pursue work toward professional certification simultaneously with work toward a graduate degree.

Candidates for the Master of Education degree should complete the academic requirements for the professional certificate as a classroom teacher, a counselor, a supervisor, or an administrator. Candidates for the Master of Arts/Science degree should complete the academic requirements for the professional certificate in the major field selected for the degree.

Candidates who already hold the master's degree may qualify for the professional certificate and are particularly urged to do so as their individual educational objectives will be furthered by professional certification.

***Applicants for the professional certificate must hold the provisional certificate, must have completed three years of satisfactory teaching experience (except for the administrator's certificate, which requires only two years of satisfactory teaching experience), and must have completed all of the requirements for the appropriate master's degree.*** Because the provisional certificate is based upon the bachelor's degree, no more than six semester hours of the work used to obtain the master's degree may apply toward this certificate. These six hours may not also be applied toward the professional certificate.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

### INSTITUTIONAL POLICY

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Pan American University at Brownsville accords all the rights under the law to all students. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll to persons or organizations providing students financial aid to accrediting agencies carrying out their accreditation function to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Pan American University at Brownsville community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Offices of the Registrar, Business Affairs, Student and University Affairs, Admissions and academic personnel within the limitations of their need to know.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the **Admissions Office** in writing during the first **twelve** (12) class days of a fall or spring semester, or the first **four** (4) class days of a summer semester.

Request for non-disclosure will be honored by the institution for **only the current enrollment period**; therefore, authorization to withhold Directory Information must be filed each semester or term in the **Admissions Office**.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The **Dean of Admissions** at Pan American University at Brownsville has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the **Dean of Admissions** listing the item of items of interest. Only records covered by the Act will be made available

certain exceptions, (e.g., an official copy of the academic record for which a financial “hold” exists, or a transcript of an original or source document which exist elsewhere). These copies would be made at the student’s expense at prevailing rates which are listed in the current catalog. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students’ choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is **not** required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the **Dean of Admissions**. If the decisions are in agreement with the students’ request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Dean of Admissions of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean for Academic Affairs for academic records and the Dean for Student Affairs for non-academic records, who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student’s expense. The hearing panels which will adjudicate such challenges will be appointed by the respective Dean.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the student’s records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning the alleged failures of Pan American University at Brownsville to comply with the Act.



Revisions and clarifications will be published as experience with the law and institution's policy warrants.

In compliance with P.L. 93-380 Education Amendments of 1974, the following information is provided concerning student records maintained at Pan American University.

**I. Areas in which student records are maintained.**

- A. Academic Records
  - 1. Registrar's Office—David Zuniga
  - 2. Admissions Office—John Hook
  - 3. Schools, Department and Faculty Offices
  - 4. Foreign Student Advisor's Office—Judy Pranter
- B. Student Affairs Records
  - 1. Career Planning, Placement, and Testing Office—Romulo Martinez
  - 2. Dean of Students, Foreign Student Advisor, and Housing Director's Office—Judy Pranter
  - 3. Student Health Service Office—Dora Castillo
  - 4. Student Government Office
- C. Financial Records
  - 1. Business Affairs Office—Rey Ortiz
  - 2. Financial Aid Office—Delia Gutierrez

**II. Directory Information**—This is information which may be released to the general public without the written consent of the student. A student may request that all or any part of the directory information be withheld from the public by making written request to the Admissions Office during the first 12 class days of a fall or spring semester, or the first 4 class days of a summer term. This request will apply only to the current enrollment period. The following is to be included as directory information:

- A. Name
- B. Current and Permanent Address
- C. Date and Place of Birth
- D. Telephone
- E. Major(s) or Minor(s)
- F. Current Class Schedule
- G. Number of Hours Enrolled Current Semester
- H. Classification
- I. Participation in Officially Recognized Activities and Sports
- J. Weight and Height of Members of Athletic Teams
- K. Dates of Attendance
- L. Degrees and Awards Received
- M. All Previous Educational Agencies or Institutions Attended.

**III. Review of Record**—Any students who desires to review his record may do so upon request to the appropriate office immediately responsible for the record, and completion of "Review Request" form.

**IV. Challenge to accuracy of record-keeping**—any student who desires to challenge the accuracy of his record should follow the outlined below:

- A. **Informal Review**—Following the procedure as outlined for "Review of Record." Official will summarize action taken on "Review Request" form. This

should be signed and dated by the Review official and maintained with the student's record.

- B. **Formal Review**—If the informal review does not clarify the question of accuracy of record keeping, the student may request a formal review. The Dean for Academic Affairs will chair and appoint a committee to hear challenges concerning academic records. The Dean for Student Affairs will chair and appoint a committee to hear challenges concerning non-academic records.

# BUSINESS AFFAIRS



## **BUSINESS AFFAIRS**

### **STUDENT EXPENSES**

The cost of attending Pan American University is relatively low — approximately \$135.00 per semester of required tuition and fees for a resident of Texas. A student financial aid program offering part-time employment, grants, scholarships and loans helps most students at Pan American meet the costs of attending college and living expenses.

### **PAYMENT OF FEES**

State Universities cannot extend credit; therefore students must pay all expenses at the time of registration. Payments may be by cash, check or money order payable to Pan American University. Checks drawn on foreign banks will be accepted at estimated exchange rates, however, any deviation in payment by the foreign bank from the estimated exchange rate will be billed or credited back to the student.

### **RESIDENCY CLASSIFICATIONS AND TUITION RATES**

Shown in the Fee Table below are required registration fees each semester including:

- tuition
- student service fees (computed at \$3.00 per semester credit hour up to a maximum of \$30.00 per regular semester or \$15.00 per summer semester)
- building use fees (computed at \$3.00 per semester credit hour)

For example, by reading from the Fee Table, a student who is a resident of Texas and who enrolls for 12 semester credit hours in a fall or spring semester would pay \$116.00 of required registration fees.

The Fee table does not include required laboratory fees or individual instruction fees which are listed with the individual course descriptions.

## FEE TABLE

Term	Semester Credit Hours Enrolled for	Residents of Texas	Non- Resident Students (See Note 1)
Each	1	\$ 56.00	\$ 46.00
Fall	2	62.00	92.00
or	3	68.00	138.00
Spring	4	74.00	154.00
Semes-	5	80.00	230.00
ter	6	86.00	276.00
	7	92.00	322.00
	8	98.00	368.00
	9	104.00	414.00
	10	110.00	460.00
	11	113.00	503.00
	12	116.00	546.00
	13	121.00	589.00
	14	128.00	632.00
	15	135.00	675.00
	16	142.00	718.00
	17	149.00	761.00
	18	156.00	804.00
	19	163.00	847.00
	20	170.00	890.00
	Each additional hour add . . .	7.00	43.00
Each	1	31.00	46.00
Six-	2	37.00	92.00
Week	3	43.00	138.00
Summer	4	49.00	184.00
Session	5	55.00	230.00
	6	58.00	273.00
	7	64.00	316.00
	8	71.00	359.00
	9	78.00	402.00
	Each additional hour add . . .	7.00	43.00

Note 1: Students who are residents of a state other than Texas and are or citizens of a foreign country are classified as "Non-Resident Students".

## **EXEMPTIONS FROM TUITION**

To obtain any exemption the student must have an approved application for exemption on file with the Student Financial Aid Office.

**Hazelwood Act for Veterans:** Veterans of World War I, World War II, the Korean War, or Vietnam who have no remaining Veterans Administration educational benefits are exempted from payment of tuition fees, laboratory fees and individual instruction fees but are not exempted from payment of student service fees, building use fees nor other fees and deposits.

**Connally-Carrillo Act:** Citizens of Texas under 25 years of age residing in Texas for at least a year who graduated from an accredited high school in 1967 or later and were in the top 25% of their graduating class or who have scored in the top 20% on a nationally standardized university admission examination, whose annual family income is not more than \$4,800 and who have no other financial assistance will be exempt from payment of tuition fees, laboratory fees and individual instruction fees but will not be exempt from payment of student service fees, building use fees nor other fees and deposits.

## **OTHER FEES**

### ***Vehicle Registration and Operation Permit***

All students, whether full or part-time, who will operate a motor vehicle in the campus area must register the vehicle with the Texas Southmost College Campus Traffic and Security Office. A sticker to be placed on the vehicle indicating the permit number will be provided. PAU-B parking permits are valid on the Edinburg Campus but PAU-E permits are not valid on the TSC Campus.

### ***Laboratory Fees***

For each laboratory course a fee of \$2.00 to \$8.00, depending upon cost of material used, is charged.

### ***Auditing Fees***

If auditing a course is permitted by the instructor, a fee of \$20.00 will be charged.

### ***Graduation Fee***

A fee of \$20.00 for undergraduate degrees or \$25.00 for graduate degrees is charged. This fee is payable at the time the candidate presents his application for graduation to the Admissions Office.

### ***Transcript Copy Charge***

The first official copy of a transcript of a student's grades is provided free; subsequent official copies are charged for at the rate of \$1.00 per official copy. A student with overdue unpaid obligations to the University will not be provided an official transcript copy unless satisfactory payment arrangements have been made.

Unofficial copies of the student's transcript will be provided for a fee of 25¢.

### ***Thesis Binding Fee***

An original and two copies of a Master's Thesis must be bound and presented to the University. Although the cost will vary depending on the size of the thesis it will be approximately \$15.00.

### ***Thesis Microfilming Fee***

Each Master's Thesis is microfilmed and placed in the University Library. The cost will be approximately \$20.00 depending on length of thesis.

### ***Late Registration Fee***

A fee of \$5.00 is charged those students who register after the scheduled registration period.

### ***Returned Check Charge***

A fee of \$5.00 is charged for any properly written check which is dishonored by the drawee bank. A fee of \$2.00 is charged for an improperly written check which is dishonored due to the error in writing the check

### ***ID Card Replacement Fee***

Entering students are provided a free University Photo Identification Card. A fee of \$5.00 is charged for a replacement of this card.

## **REFUND OF REGISTRATION FEES**

A student withdrawing officially during a fall or spring semester will receive a refund of his registration fees according to the following scale:

- 100 per cent before the first day of classes
- 80 per cent during the first five class days
- 70 per cent during the second five class days
- 50 per cent during the third five class days
- 25 per cent during the fourth five class days
- No refund during the fifth five class days or thereafter

Refund of fees during a summer term to students withdrawing officially will be made according to the following scale:

- 100 per cent before the first day of classes
- 80 per cent during the first three class days
- 50 per cent during the fourth, fifth and sixth class days
- No refund after the 6th class day

Students officially dropping courses but remaining enrolled at the University receive a full refund of registration fees through the twelfth class day during a fall or spring semester or the fourth class day during a summer term.

Refund checks will be mailed within 30 days to the student's address on file at the Office of Admissions.

## **STUDENT INSURANCE**

### **ACCIDENT:**

Each student is covered by a limited insurance policy for injuries in attendance at the university or in going directly from home to the university, or from the university directly

home. There is protection up to \$1,500 for death, dismemberment or loss of sight. Medical expenses in excess of \$10.00 may be paid up to the amount of \$750.00

Forms to be completed in case of injury may be obtained from the Health Service Office at the University and this office has a detailed description of the coverage offered by the policy. These forms must be completed within twenty days of the date of the accident.

The cost of this coverage is included in the student service fee paid by each student.

#### **HEALTH AND ACCIDENT:**

A health and accident insurance plan in which Pan Am students may enroll is also available. The program is offered by the Justice Life Insurance Company to all PAU students and their dependents on an optional basis.

Any student who enrolls at Pan American University at Brownsville may buy the insurance. This includes all part-time and full-time students. There are no age restrictions. Students may purchase the insurance by the semester or by the calendar year. Twenty-four hour coverage is provided during the policy term. Applications are available in the Office of Admissions.



# STUDENT SERVICES



# **STUDENT SERVICES**

## **PLACEMENT**

Various school districts and businesses visit the campus to interview prospective employees.

## **PART-TIME EMPLOYMENT**

A number of local businesses and agencies contact the Admissions office for the purpose of seeking students for part-time employment. To the extent of its ability, the office will help qualified students come into contact with interested employers.

## **CLUBS AND ORGANIZATIONS**

Clubs and organizations at Pan American offer student friendship, relationships with people of similar interests, and avenues for organized and meaningful service.

## **NATIONAL HONOR SOCIETIES**

Alpha Chi

## **NATIONAL PROFESSIONAL SOCIETIES**

Alpha Kappa Psi—Business Administration Fraternity  
Kappa Delta Pi—Education Honor Society

## **DIVISIONAL CLUBS**

Bilingual/Bicultural Educational Association  
Kindergarten Education Club  
Physical Education Club  
Social Sciences Association  
South Texas Criminal Justice Association

## **IDENTIFICATION CARDS**

ID's are issued through the supervision of the University Center Director. Use of the student ID card is governed by the following conditions:

1. It remains the property of Pan American University and must be surrendered to any faculty member, administrative official or security officer of the university on demand.
2. It must be presented for: (a) Any school or faculty sponsored activity.  
(b) Admission to all Athletic Events.
3. This card is Non-Transferable. Loss or mutilation must be reported to the Office for Business Affairs. A CHARGE OF \$5.00 WILL BE MADE FOR REPLACEMENT.

## **STUDENT PUBLICATIONS**

Pan American University at Brownsville publishes a newspaper. Student organizations may make contributions.

El Bronco is the University's yearbook, a publication by and for the students.

## **STUDENT HEALTH SERVICE**

1. Maintenance of Student Health Records--Student's health and immunization records are kept on file at the Student Health Service office. This serves as a point of reference each time the student consults the Health Service for information. All records are confidential.
2. Student Insurance--Each student is covered by a limited insurance policy for injuries sustained while in attendance at the University.
3. Immunizations---Under Texas State Law, Diphtheria-Tetanus and Polio (Polio for all students under 19, only) immunizations are required for all University students. These immunizations are available at regular registration.

## **INSTITUTIONAL TESTING SERVICE:**

PAU-B is a test center for the Graduate Record Examination (GRE) for the October and April test dates. The Graduate management Admissions Test (GMAT) is administered at PAU-B in January.

## **GENERAL INFORMATION /FINANCIAL AID**

Pan American University is an equal employment opportunity institution in the administration of its financial aid program. In keeping with this policy, financial aid is extended to students without regard to race, creed, sex, or ethnic origin.

Financial assistance will be awarded to all eligible applicants on a first applied, first completed application basis. In the event where two or more completed applications are submitted on the same date, the applicant with the greatest need will be given priority.

There are several sources of student aid: through employment at the University, placement in part-time jobs off campus, scholarships, grants, and loan funds. All applications should be made to the Director of Financial Aid in the Admissions Office.

## **WORK-STUDY PROGRAM**

The Federal Work-Study Program has enabled the University to employ a number of students.

To qualify for a program a student must satisfy both the economic and scholastic requirements set forth under the program. Employment is available under the Work-Study Program both on-campus and off-campus, and a student may work for an average of 15 hours a week during any week in which classes are in session and for a maximum of 40 hours during any other week in the semester. During the summer months any Pan American University student is qualified for the Work-Study Program provided he satisfies the other requirements which include maintaining satisfactory academic standings. It is possible to combine the Work-Study Program with other types of financial aid in order to help secure adequate finances for a student's university career.

## **GRANTS**

### ***Supplemental Educational Opportunity Grants:***

The Federal Government established this program for students of exceptional financial need. The grant may not exceed \$1,500 or one-half the sum of the total amount of finan-

cial aid made available to the student through Pan American, whichever is the lesser. The minimum grant that may be awarded is \$200. Graduate student or undergraduates who have already received a baccalaureate degree are not eligible for an S.E.O.G. grant. The actual amount and qualification is determined from the family financial statement filed with each application.

**Basic Education Opportunity Grants (BEOG):**

Available by applying directly to the U.S. Office of Education. The Financial Aid office determines the amount of the grant after the calculated family contribution. Applications are available at the Financial Aid Office. BEOG's are available to students enrolled on a 1/2, 3/4, and full time basis. BEOG's, however, are not available to graduate students.

**Law Enforcement Education Grant Program:** Full-time law enforcement employees may apply for a grant to cover the cost of tuition and fees. The recipient must be pursuing a course of study beneficial to law enforcement. Grant funds will be advanced only to those students who enter into an agreement with the U.S. Department of Justice to remain an employee for two (2) years following completion of any course which grant funds were advanced. Only those students who received LEEP in the previous year are eligible.

**Hinson-Hazlewood Loan Program:** The State of Texas, recognizing its responsibilities to the residents of Texas, established this loan program. A student may borrow up to \$2,500 per academic year and \$700 for summer session at a low interest rate. The payout of funds borrowed does not start until the student is no longer attending an accredited institution of higher learning, provided that this does not exceed five years from the date the student received his first loan. Applicants are considered on the basis of financial need and demonstrated academic ability. Applicants must also be residents of Texas. Further information and application forms may be secured by addressing the Financial Aid Director.

**Federally Insured Student Loan:** This loan program is designed for people in the middle or upper middle income bracket. A student may borrow up to \$2,500 for undergraduate study and \$5,000 for graduate study, regardless of family income. These low interest, long term loans may be obtained from the student's local bank and it is the student's responsibility to work with the bank to secure the loan. The Financial Aid Director recommends the amount of the loan according to each student's cost of education. Applications may be obtained through the participating lending institutions.

## **SCHOLARSHIPS**

### **Tuition Scholarships**

Institutional tuition scholarships are available based upon academic achievement. Application forms may be secured from the Director of Financial Aid.

### **Norton Company Scholarships**

Each semester Norton Company makes available two achievement scholarships to eligible PAU-B students.

Eligibility requirements are:

1. U. S. citizen or permanent resident
2. Full-time enrollment at PAU-B
3. Undergraduate status - any major with at least 60 semester hours.
4. Minimum grade point average of 3.0 on a 4.0 scale.
5. College(s) transcript(s) must be submitted with each application.

Scholarship applications may be obtained at the PAU-B Financial Aid Office.

**VETERANS PROGRAMS**

**Veterans Cost of Instruction Program**

The Veterans Cost of Instruction program (VCIP) provides the following services:

- A. Information and referrals
- B. Individualized V.A. tutoring
- C. Income verification
- D. Explanation of educational benefits
- E. G.E.D. enrollment and certification

**G.I. BILL EDUCATIONAL BENEFITS**

(G.I. bill rates are subject to change by Congressional Legislation)

Credit Hrs.	Graduate Hour Equivalents in Parenthesis Reg Sem Sum Sem	No Depen- dent	One Depen- dent	Two Depen- dents	Each Addit. Depen- dent	
Full Time	12 Hours (9) or More	4 Hours or More	\$311	\$370	\$422	\$26
3/4 Time	9-11 Hours (6)	3 Hours	\$233	\$277	\$317	\$19
1/2 Time	6-8 Hours 3*	2 Hours	\$156	\$185	\$211	\$13

Less than half time enrollment payment received for tuition and fees only.

\* Some 3 Hour Graduate Courses may be considered 1/2 time.

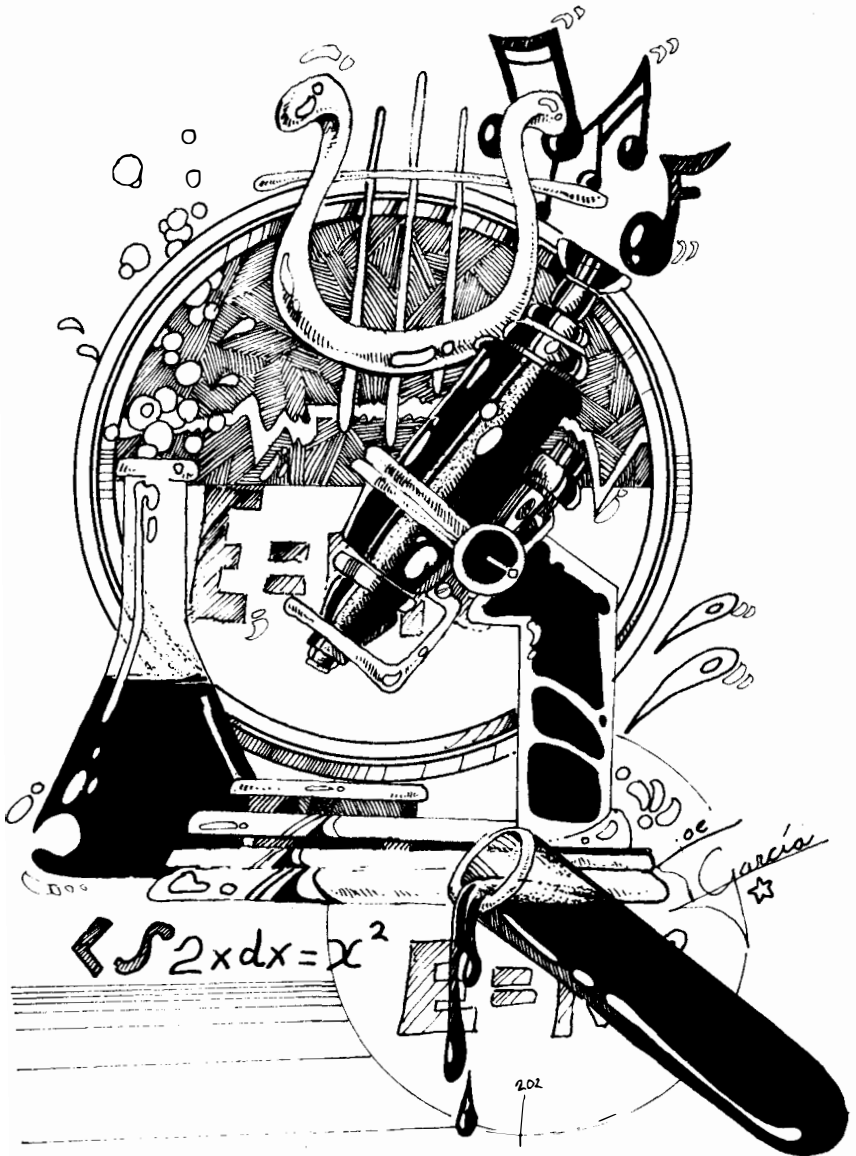
For further information contact the Veterans Coordinator at PAU-B Admissions Office or call 542-6882.

**VETERANS ASSISTANCE**

The Financial Aid Office at Pan American University is responsible for assistance to all veterans with regard to Veterans Administration benefits. They provide information on benefits, assistance with applications, and assistance in resolving problems with receipt of benefits or eligibility for benefits.



# DIVISION OF ARTS AND SCIENCES



## DIVISION OF ARTS AND SCIENCES

Dr. Mimosa Schraer, Division Coordinator

The Bachelor of Arts degree is offered with majors in English, Government, Sociology, Spanish and History. Minors are available in the same fields and in Art, Mathematics, Psychology and Speech. The Bachelor of Science degree is available in Biology. With the exception of Criminal Justice, Teacher Certification is offered in the above fields.

The Division offers the Master of Arts and the Master of Science in Interdisciplinary Studies.

### *General Education Requirements for the Bachelor of Arts, Bachelor of Criminal Justice, and Bachelor of Science Degree.*

English, Composition and Rhetoric . . . . .	6 hours
Sophomore English . . . . .	6 hours
Government, American and Texas . . . . .	6 hours
History, American and Texas . . . . .	6 hours
Mathematics, Lab Science or Foreign . . . . .	12 hours
Language (From 2 of the 3 Fields) *	
P.E. Activities . . . . .	4 hours
Electives . . . . .	12 hours
TOTAL . . . . .	52 hours

\* English majors must take 6 hours Foreign Language.

## DEGREE REQUIREMENTS/ENGLISH

### ***Majors in English:***

(Specialization in Literature without Certification)

36 semester hours of English of which 24 must be advanced.

English 3312, 3313, 3319, and 4301 are required. In addition 6 hours are required from Art, Music and Speech.

(Specialization in Literature with Secondary Certification)

36 semester hours of English of which 24 must be advanced;

Must include English 3319, and 4325; 18 hours of advanced English electives (except 4323), at least 9 of which must be in literature. In addition; 6 hours are required from the following: Art, Music, and Speech.

### ***Minor in English:***

18 semester hours of English of which 6 semester hours must be advanced.

### ***Teacher Certification in English:***

Elementary Plan I: 21 semester hours of English of which 9 must be advanced; must include English 3319.

Elementary Plan II: 24 semester hours of English of which 12 must be advanced; must include ENG. 3319.



Secondary Plan: 24 semester hours of English of which 12 must be advanced; must include English 3319 and 4325; 6 hours of any advanced English electives except 4323.

## **DEGREE REQUIREMENTS/BIOLOGY**

**Major in Biology:** (NOTE: *The Bachelor of Science Degree with a major in Biology and the Master of Science Degree with major in Biology are pending approval of the Coordinating Board, Texas College and University System, consult Division Advisor for current status.*)

Thirty semester hours in biology of which 15 must be advanced.

Must include Biology 4100; at least 3 courses that are zoological and 3 courses that are botanical. Courses such as genetics, general ecology, history of biology and biological literature may not be used to meet the specific zoology and botany component requirement.

### **Minor in Biology:**

Eighteen semester hours in Biology, of which six semester hours must be advanced.

### **Teacher Certification in Biology:**

Elementary Plan I: 18 semester hours, at least nine of which are advanced. Must include Freshman level biology plus one additional course in zoology. Biology 3309 or 3408 or 4410 plus additional hours in biology to total 18.

Elementary Plan II: 24 semester hours, at least 12 of which are advanced. Biology 3309 or 3408 or 4410 plus additional hours to total 24.

Secondary Plan I: 24 semester hours, at least 12 of which are advanced. Must include Freshman level biology plus one additional course in zoology. Biology 3309 or 3408 or 4410 plus additional hours to total 24.

## **DEGREE REQUIREMENTS/GOVERNMENT**

### **Major in Government:**

Government majors and minors specialize in four fields of Political Science: (1) American government, including local, state, national; public administration and public law. (2) Comparative government and international relations, including totalitarian government, and government and politics of Asia, comparative government - Western Democracies politics of emerging nations, Africa and Middle East; international politics and international organization. (3) Political theory and methodology, including scope and methods of political science, and political theory (4) Public Administration. A major requires 30 semester hours in Government. Must include 6 hours basic U.S. and Texas Government and 3 hours Introduction to Political Science. 21 semester hours must be at the advanced level and must include six hours in American government and politics and three hours each from the other three above described fields. Six hours Economic Principles required.

### **Minor in Government:**

18 semester hours in Government, of which 9 semester hours must be advanced, must include 6 hours basic American and Texas Government and Introduction to Political Science.

### **Teacher Certification in Government:**

Elementary Plan I: 18 semester hours in Government, of which nine must be advanced; must include 6 hours basic Texas and American Government, Introduction to Political Science and three hours from three of the above four fields of political science.

Elementary Plan II and Secondary Plan I: 24 semester hours in Government, of which 15 must be advanced; must include 6 hours American and Texas Government and Introduction to Political Science, and 3 hours from three of the above four fields of political science.

### **DEGREE REQUIREMENTS/CRIMINAL JUSTICE**

#### **Major in Criminal Justice:**

The broad field major includes 50 hours in Criminal Justice and must include CRIJ 3402, 4311, 4312, 4401, and SOC 3313, and 12 hours from CRIJ 3301, 3311, 3312, 3313, 3321, 3331, 3341, 3342, 3343, plus 21 hours of lower division basic criminal justice courses. Required support courses include: 3 hours Introductory or General Psychology, 3 hours Introductory Sociology, GOVT 4321 or 4367; or 4320 and 3 hours from SOC 3333, 4313, 4314, 4343 and Psychology 4313 or 2324.

#### **Minor in Criminal Justice:**

The Criminal Justice minor requires 19 semester hours of which 10 hours must be advanced, CRIJ 3402 is required.

### **DEGREE REQUIREMENTS/SOCIOLOGY**

#### **Major in Sociology:**

30 semester hours in Sociology of which 15 hours must be advanced; must include Principles, Social Problems, Statistics for Behavioral Sciences, Soc. 3301 and 4333.

#### **Minor in Sociology:**

18 semester hours in Sociology of which 6 hours must be advanced; must include Principles and Social Problems and either Soc. 3301 or 4333. 4352

#### **Teacher Certification in Sociology:**

Elementary Plan I: 18 semester hours of Sociology of which 9 hours must be advanced. Principles and Social Problems are required.

Elementary Plan II: 24 semester hours of Sociology of which 12 hours must be advanced. Principles, Social Problems, Marriage and Family and Soc. 4313 are required.

Secondary Plan I: 24 semester hours in Sociology of which 12 hours must be advanced. Principles, Social Problems and Soc. 3301 or 4333 are required.

### **DEGREE REQUIREMENTS/HISTORY**

#### **Major in History:**

(with or without Teacher Certification):

30 semester hours in history. Must include 6 hours Basic American History, 6 hours Western Civilization and 3 hours Texas history. Fifteen advanced hours required, and must include at least three semester hours from each of the three fields of American, European, and Latin American history.

**Minor in History:**

18 semester hours of which 6 must be advanced. Must include 3 hours Western Civilization; 3 hours Texas History.

**Teacher Certification in History:**

Elementary Plan I: 21 semester hours in history, must include 3 hours of Western Civilization, 6 hours basic American History, 3 hours Texas History and 9 advanced semester hours with 3 semester hours from each of the American, Latin-American and European fields of history.

Elementary Plan II: 24 semester hours in history, of which 12 semester hours must be advanced; must include 3 hours Western Civilization, 6 hours basic American History, 3 hours Texas History and 3 advanced semester hours from each of the three fields: American, Latin-American and European history.

Secondary Plan I: 24 semester hours of history, of which 12 semester hours must be advanced; must include 3 hours Western Civilization, 6 hours basic American History, 3 hours Texas History and 3 advanced semester hours from each of the three fields: American, Latin-American and European History.

**History majors and minors may elect Teacher Certification in Social Science:**

Secondary Plan II: 48 semester hours in the social sciences. Must include 6 hours basic American History, 3 hours Texas History, <sup>and 2313, 2314</sup> 13 hours Economic Principles, 3 hours Georaphy, 3 hours Sociology Principles, 24 semester hours must be divided among advanced History and Government courses with not fewer than nine semester hours in each field.

**DEGREE REQUIREMENTS/SPANISH**

**Major in Spanish** (with certification):

3303 or 3304  
3308 or 3330

36 semester hours of Spanish of which 24 semester hours must be advanced. Must include Span. 3303, 3306, 3330, 4316, 6 hours from 3301, 3302, 3310, 3311: 6 hours advanced electives. 6 Hours from Art, Music, and Speech.

**Major in Spanish:**

Same as above excluding Spanish 4316, which may be taken as an elective.

**Minor in Spanish:**

18 semester hours in Spanish of which 6 semester hours must be advanced.

**Minor in Spanish** (with certification):

Elementary Plan I: 21 semester hours of Spanish of which 9 must be advanced. Must include Span. 3303, 3330, 3306 or 3308.

3304

Elementary Plan II: 24 semester hours of which 12 must be advanced. Must include 3303, 3330, 3306 or 3308; 3 advanced hours of Spanish electives.

Secondary Plan I: 24 semester hours of which 12 must be advanced. Must include 3303, 3330, 3306, 4316.

## **MINORS OFFERED/ARTS AND SCIENCES**

### ***Minor in Art:***

18 semester hours in Art, of which 9 semester hours must be advanced; including Art 3350, and 6 advanced semester hours of Art History or Studio.

### ***Teacher Certification in Art as a Minor field:***

Elementary Plan I: 18 semester hours in Art, of which 9 semester hours must be advanced; must include ART 3381 and ART 3350.

Elementary Plan II: 24 semester hours in Art, of which 12 semester hours must be advanced; must include Art 3381, 3382, 3350 and 3 semester hours in Art History or Studio.

Secondary Plan I: 24 semester hours in Art, of which 12 semester hours must be advanced; must include Art 3350, 3383, 4383, and 3 advanced semester hours from Art History.

### ***Minor in Mathematics: (Contact Advisor for specific requirements)***

A minimum of 18 semester hours of Mathematics with at least nine advanced

### ***Minors in Mathematics With Teacher Certification: (Contact Certification Advisor for specific requirements)***

Elementary Plan I: 18 semester hours in mathematics, of which 9 hours must be advanced.

Elementary Plan II: 24 semester hours in mathematics of which 12 hours must be advanced.

Secondary Plan I: 24 semester hours in mathematics including Math 3311, 3314, 4345 and 3 additional advanced hours in mathematics.

### ***Minor in Psychology:***

18 semester hours in Psychology of which 6 must be advanced; must include Introduction and General Psychology.

### ***Teacher Certification in Psychology:***

Elementary Plan I: 18 semester hours of Psychology of which 9 hours must be advanced. Must include Introduction and General Psychology.

Elementary Plan II: 24 semester hours in Psychology of which 12 hours must be advanced. Must include Introduction and General Psychology.

*Psy 4383 required*

Secondary Plan I: 24 semester hours in Psychology of which 12 hours must be advanced. Must include Introduction and General Psychology.

**Minor in Communications: (Speech):**

**Consult Advisor for specific requirements for Teacher Certification and Non-Certification.**

## **GRADUATE PROGRAM**

### **MA/MS IN INTERDISCIPLINARY STUDIES**

The Master of Arts and Master of Science in Interdisciplinary Studies are offered to give students a liberal arts degree at the master's level. The student, in conjunction with a faculty advisory committee, designs a broad program of studies.

This program, responding to community needs, is designed for mature students who wish to continue learning in a broad area beyond the bachelor's degree rather than for specialists in a particular discipline. The MAIS and MSIS give these students an alternative to the applied programs offered in the Division of Education and Business. Efforts are made to relate the material studied in one discipline to that studied in another and to encourage students to select courses in mutually supportive fields.

#### ***Degree Requirements***

##### ***Prerequisites***

1. Bachelor's degree from an accredited institution.
2. Six (6) hours advanced undergraduate credit in the area of concentration, or consent of major advisor.

#### ***Advisory Committee***

Each student will select a Major Advisor from his area of concentration. Then, together with the Major Advisor, and with concurrence of the Academic Dean, the student will select 2 additional advisors from the graduate faculty who teach in Interdisciplinary Studies.

#### ***Degree Plan***

Each student shall have a degree plan drawn up by the second semester of his/her enrollment or before the completion of 9 graduate hours. The degree plan will be official when signed by the student's Major Advisor, and Academic Dean. Changes in the degree plan will require a new degree plan with appropriate faculty and administrative signatures.

#### ***Thesis***

The student may opt to write a thesis for six hours credit. The student will select a chairman and two committee members, with the approval of the Academic Dean, to direct the writing of his thesis.

## **Comprehensive Examination**

A comprehensive examination over the course work as outlined in the degree plan is required. The comprehensive examination will be administered and evaluated by the student's Advisory Committee. An oral defense of thesis is required in lieu of comprehensive for thesis students.

## **Special Requirements**

1. At least 12 hours but no more than 18 of graduate work must be taken in one of four areas of concentration.
2. At least 6 hours of coursework in the area of concentration must be upper level graduate work (6000 level).
3. At least 3 hours of coursework must be taken in research methods or statistics in the area of concentration.
4. At least 12 hours must be taken outside the field of concentration. These courses must be taken from at least two additional disciplines.
5. No more than 12 hours of coursework may be taken from the professional schools: Business and Education.
6. Students seeking this degree must successfully complete 36 hours of graduate work (30 if they choose to conduct a thesis) and meet all other university and program requirements.
7. Admission to this program presumes that students have met general admission requirements to the PAU graduate school.

## **Concentration/Support Areas**

Biology ✓  
English —  
History —  
Spanish

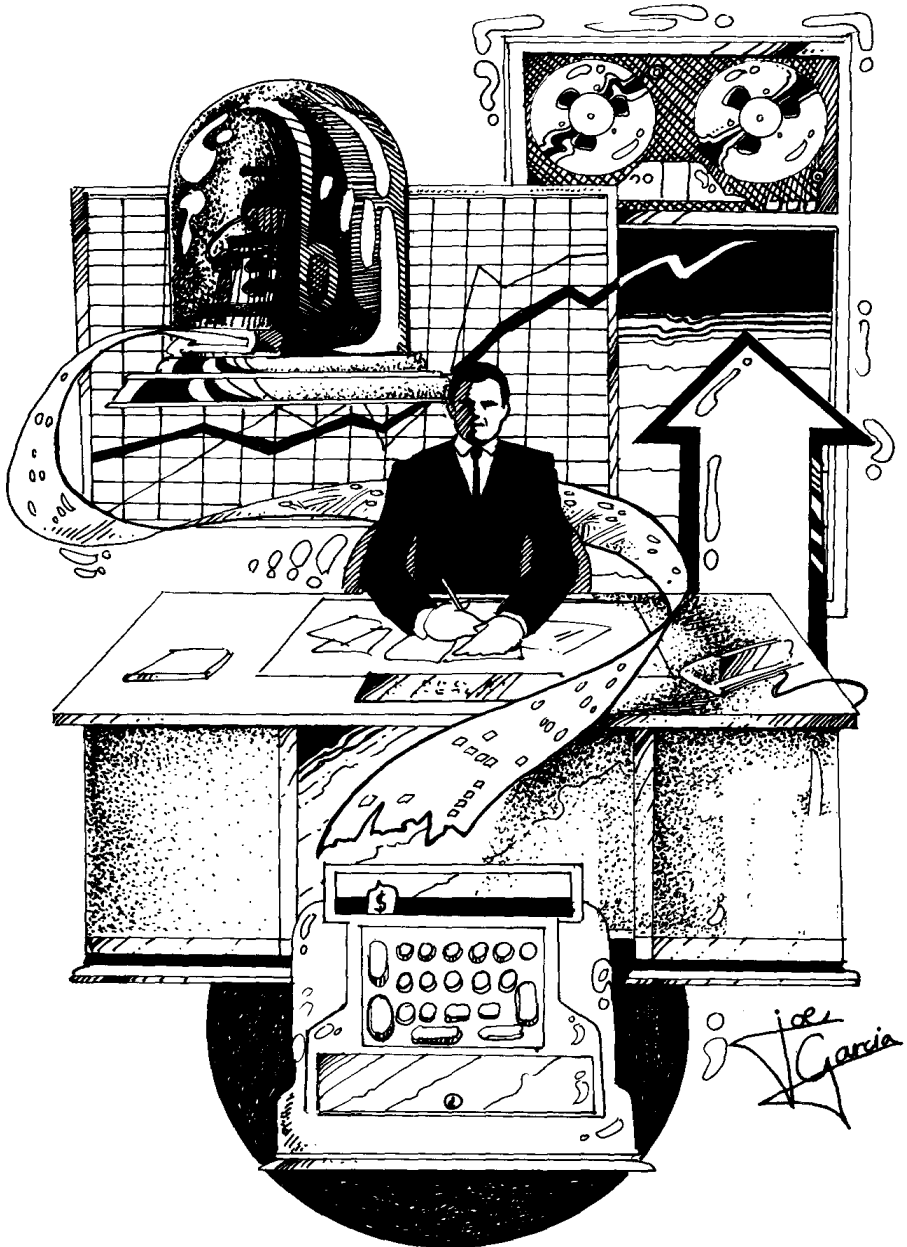
## **Support Areas**

Government —  
Sociology —  
Psychology

## **Support Areas (Non-Departmental)**

Business Administration —  
Education

# DIVISION OF BUSINESS ADMINISTRATION



## DIVISION OF BUSINESS ADMINISTRATION

Dr. Louie W. Walter, Division Coordinator

The Division of Business Administration at Pan American University at Brownsville was established in 1973 to offer professional training in the fields of business.

### THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

The primary objective of the BBA degree programs is to prepare students for managerial level positions in business. Many students, however, will choose the business curriculum as a route to employment in administrative positions in public and non-profit agencies, in public accounting or in teaching, or as a preparation for more advanced study.

Requirements for the various degree programs differ from one another only in the area of specialization and professional electives. For this bloc of courses, about 25 percent of the total program, the student may choose from five major options: Accounting, Finance, General Business, Management and Marketing.

The curricula for all BBA plans include 131 semester hours of credit. No minor is required, due to the broad field nature of the degree programs.

#### A NOTE TO ACCOUNTING MAJORS

The bachelor's degree in accounting is designed to prepare graduates for entry-level positions in both private and public accounting. The degree entitles the graduate to sit for the Certified Public Accountant examination in Texas and most other States. The CPA exam is structured to test the candidates over a broad range of accounting topics, some of which are not specified for the degree. All students seeking careers in public accounting should seek advice of the faculty in selecting elective courses which will aid them in the extensive preparation required to satisfactorily complete the certification requirements.

#### THE BBA DEGREE PLAN

Candidates for the BBA degree in all majors are required to complete the following program.

Foundation Courses	64-65 Hours
Accounting Principles . . . . .	6/7 minimum
Principles of Economics . . . . .	6 hours
American History . . . . .	6 hours
American and Texas Government . . . . .	6 hours
College Algebra . . . . .	3 hours
Mathematics for Business and Economics . . . . .	3 hours
Introduction to Business . . . . .	3 hours
Introducton to Computers . . . . .	3 hours
Science or Foreign Language . . . . .	6 hours
Speech . . . . .	3 hours
Social Science . . . . .	3 hours
English (Must include Technical Report Writing) . . . . .	12 hours
Physical Education . . . . .	4 hours

All BBA degree plans follow a common format of foundation courses, the business administration core, specialization and professional electives, and free electives. The founda-



tion courses provide, in the first two years, a base for the study of business, emphasizing general education as well as introductory and tool courses for business. The core, primarily at the junior level, provides broadly integrated work in the institutions, functions, processes and environment of business, along with further training in the use of analytical techniques. The specialization and professional electives allow the student greater concentration in the area of his professional interest. The free electives may be chosen from any academic areas.

**Business Administration Core**

**24 hours**

<p>3362 3363</p>	FINA 3383 ..... 3 hours GENB 3335, 3337, 3341, 4369 ..... 12 hours MANA 3361, <u>4332</u> or 4363* ..... 6 hours MARK 3371 ..... 3 hours * Required for accounting majors
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\*\* Specialization and Professional Electives (Major) ..... 30 hours  
 (Selected from the options stated below)

Free Electives (6 advanced) ..... 12 hours  
 Total Plan 131 hours  
 Accounting 134 hours

\*\* Professional electives are any courses offered within the School of Business Administration

**SPECIALIZATION (MAJOR) OPTIONS**

**ACCOUNTING**

**33 Hours**

ACC 3321, 3322, 3323, 3324, 4321	
4322, 4323, 4324	24 hours
CS Cobal Programming	254 ✓ 3 hours
GENB 3338, 3342	6 hours

**FINANCE**

**30 Hours**

FINA 3381, 3382, 3386, 3389, GENB 3342	15 hours
Advanced Finance electives	9 hours
Professional electives (Advanced)	6 hours

**GENERAL BUSINESS**

**30 Hours**

GENB 4345 or 4346, or FINA 3382	3 hours
MANA 4366	3 hours
Eight Courses from the following with at least one course from each of the five groups:	24 hours
a. ACC 3323, 3324, GENB 3342	
b. ECO 3352, 3358, 3381	
c. FINA 3382, 3384, 3385, 3386	
d. MANA 3362, <u>4332</u> , GENB 3312	
e. MARK 3372, <u>3375</u> , 4377	

**MANAGEMENT**

**30 Hours**

- ECO 3352 ✓ ..... 3 hours
- Two courses from each of the following groups:
- a. ~~ECO 3352~~ ✓ T: GENB 3342: MANA 4363 ..... 6 hours
- b. MANA 362, ~~4368~~, ECO 3358 ✓ ..... 6 hours
- c. MAN 3363, ~~4361~~, 4364, 4366, ~~4368~~ ✓ ..... 6 hours
- Professional electives (Advanced Level) ..... 9 hours

**MARKETING**

**30 Hours**

- ECO 33 2 ..... 3 hours
- GENB 3342 ..... 3 hours
- ~~GENB 3342~~ or MARK 4372 ..... 3 hours
- MARK 3372, 3375, 4377, 4378 ..... 12 hours
- MARK electives ..... 3 hours
- Professional electives (advanced level) ..... 6 hours

**MINORS OFFERED IN THE DIVISION OF BUSINESS ADMINISTRATION**

**Business Administration:**

Eighteen/nineteen hours in the School of Business Administration, including 6/7 hours Accounting Principles, 3 hours Principles of Economics, MANA 3361, MARK 3371, FINA 3383.

**Economics:**

Eighteen hours in Economics, including 6 hours Principles and ECO 3351 and 3352.

**TEACHER CERTIFICATION IN BUSINESS ADMINISTRATION**

All majors in the School of Business Administration may obtain certification to teach in Texas secondary schools by completing the following courses in addition to, or as part of the electives permitted in the curriculum:

- Production Typewriting
- GENB 3315 Seminar: Teaching Business Subjects
- ED S 3301 Instructional Technology
- ED S 3302 Adolescent Behavior and the Learning Process
- ED S 3307 A Clinical and A Systematic Approach to Teaching and Learning
- ED S 4398 Clinical Teaching
- ED S 4399 Clinical Teaching

plus three hours from the following:

- ED S 3303 Education Past and Present
- ED S 3305 Evaluation for Secondary Teachers
- ED S 4318 Problems Seminar for Secondary Teachers
- ED S 4351 Development Reading in Secondary Schools
- ED S 4353 Secondary School Methods—Teaching the Disadvantaged Learner

These courses may be taken as part of the free and professional electives allowed in the various majors.

Secondary Plan I: a second teaching field (minor) is offered in Business Administration. Students may choose a secretarial or non-secretarial option. The plan requires 28 hours in the Business Administration area (ACC, CS, ECO, FINA, GENB, MANA, MARK, ), of which 12 hours must be advanced, including 6 hours of Accounting Principles, an Introductory Business course, Production Typewriting, GENB 3315, plus Intermediate or

1302 (163)

Advanced Shorthand for the secretarial option, or the Introductory Computer Fundamentals course for the non-secretarial option.

## **GRADUATE PROGRAM**

*Not approved for it*

### **PURPOSE**

The graduate studies program of the Division of Business Administration provides for advanced study leading to the Master of Business Administration Degree.

The program is designed for those who desire to pursue advanced study as a means of enhancing their business and administrative careers. Specifically, the program is designed to aid in meeting the career needs of those:

1. in business, industry and government;
2. in the service industries as well as those seeking careers in these industries;
3. in public school administration or those who desire to establish careers in school administration;
4. who wish to broaden their knowledge to become more effective as teachers of business subjects, and
5. who are just starting their business careers or who plan to continue their study leading to the Doctor of Philosophy or Doctor of Business Administration Degree.

### **SCOPE**

While including in-depth studies in the fields of accounting, computer science, economics, finance, management and marketing, the Master of Business Administration Program stresses the need for a deeper understanding of the interdependent nature of our society and the interactions between the private, profit-oriented sector and agencies of the public sector of the economy including the management of human resources. The program also places heavy emphasis upon an analysis of individual and group behavior as they affect and are affected by organization structure.

### **ADMISSION TO THE MBA PROGRAM**

In order to be admitted to the M.B.A. program, the student must meet all requirements for admission to the Graduate School. In addition, all applicants, regardless of GRE or GPA, are required to take the Graduate Management Admissions Test (GMAT) and submit scores to the Office of Admissions. The GRE, if required, and the GMAT should be taken before, or during, the first semester of graduate school. Admission to the second semester of graduate school will be permitted only upon completion of GRE and GMAT requirements. Information on all conditions and requirements for graduate admission are defined under general admission requirements in the graduate section of the catalog. Application for admission must be made to the Dean of Admissions, Pan American University at Brownsville, Brownsville, Texas 78520.

### **MBA PREREQUISITE COURSES**

Accounting Principles	7/6 semester hours
Economics Principles	6 semester hours
FINA 3383 (Managerial Finance)	3 semester hours

GENB 3337 (Business Law I)	3 semester hours
GENB 3341 (Business Statistics)	3 semester hours
MANA 3361 (Principles of Management)	3 semester hours
MARK 3371 (Principles of Marketing)	3 semester hours

All students in the MBA program must show satisfactory evidence of their ability in computer programming or complete an introductory course. ✓ DP 123

### **MBA DEGREE REQUIREMENTS**

The MBA requires 36 graduate hours, 24 of which must be in courses open only to graduate students (6000 or higher).

In addition to fulfilling general requirements for a Masters Degree specified by the Pan American University Graduate School, candidates for the MBA will be required to complete successfully the following core of 24 semester hours and elect either Option I or Option II as specified below:

### **MBA CORE COURSES**

- ACC 6326 Financial and Managerial Accounting
- ECO 5352 Managerial Economics
- FINA 6381 Seminar in Financial Administration
- GENB 6331 Quantitative Techniques in Business
- GENB 6332 Business Research
- GENB 6369 Administrative Policy and Strategy
- MANA 6361 Management Theory and Organizational Behavior
- MARK 6371 Contemporary Marketing Problems

### **OPTION I:**

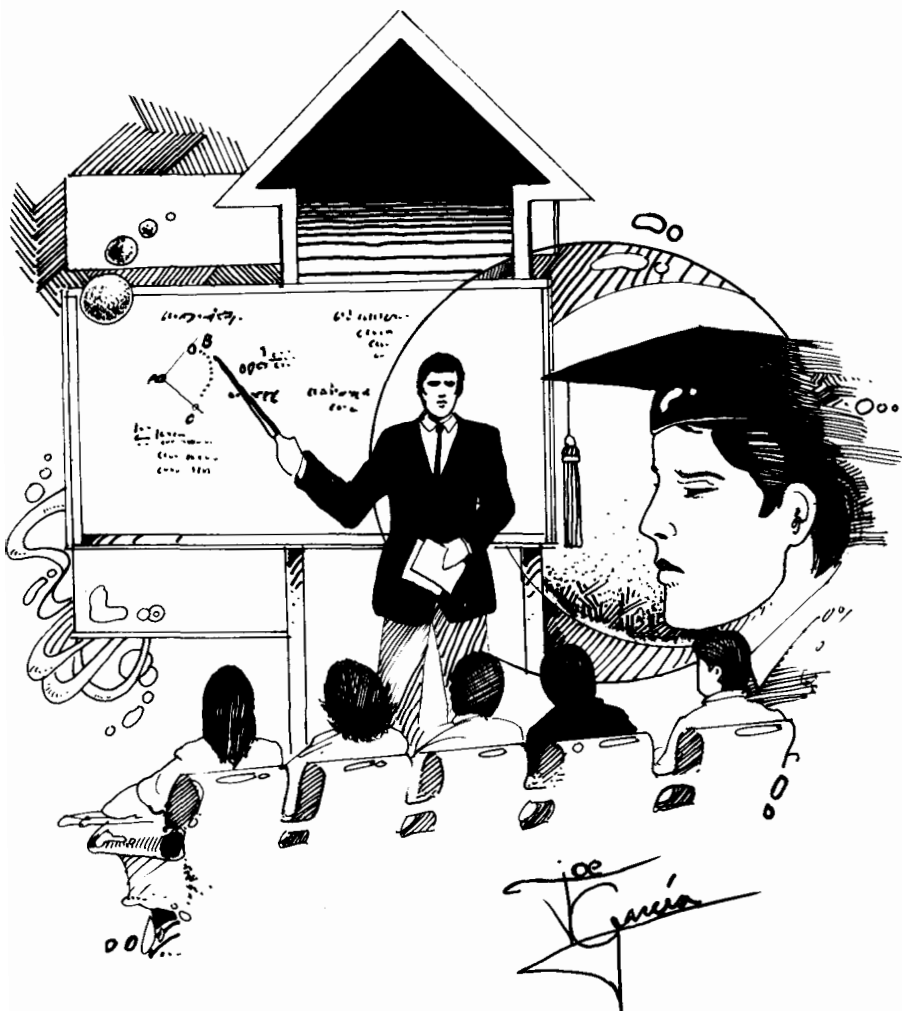
The student will select the remaining 12 semester hours from approved graduate offerings of the University. Six of these hours may be taken from offerings outside the Division of Business Administration.

### **OPTION II:**

The student will select six additional semester hours of graduate level work in Business Administration with the guidance of the Graduate Advisor. Additionally, he will write an acceptable thesis for six hours credit.

The student is required to elect either Option I or Option II upon completion of 18 hours of work toward the degree.

# DIVISION OF EDUCATION



## DIVISION OF EDUCATION

Dr. Roberto J. Garza, Division Coordinator

*Educ. Comm.*  
*San. File*

### UNDERGRADUATE PROGRAM

Students wishing to pursue work towards a Bachelor of Science in Elementary Education or a Certification Program in Secondary Education must apply for admission to the Teacher Education Program

#### ADMISSION TO THE TEACHER EDUCATION PROGRAM

The admission procedure involves the office of the Coordinator of the Teacher Education Center and the Teacher Education Committee whose composition is made up of faculty members from the Division of Education and from each division of the University.

Application for admission to the Teacher Education Program must be filed with the office of the Coordinator of the Teacher Education Center according to the following provisions:

- (1) No student shall make application before having reached junior status.
- (2) Transfer students must delay application until successful completion of 12 semester hours at Pan American University at Brownsville.
- (3) Applications must be filed at the time of any regular registration period subject to provisions 1 and 2, above.
- (4) Students deciding late in their college careers to pursue a program of teacher preparation may be accommodated as per provision 3, above.

The Teacher Education Committee will review the candidate's application and inform the applicant that admission has been granted, denied or conditionally approved, the conditions being set forth explicitly.

Final approval will be given when the student has been accepted to do his/her directed teaching.

It shall be understood that approval of an application does not constitute subsequent recommendation on the part of the University for a certificate to teach. Such recommendation is contingent upon continued demonstration of promise as a prospective teacher and completion of the certification requirements both in professional education and in the major and minor teaching fields.

A student admitted on a conditional basis may proceed with a teacher preparation program but must meet all requirements for directed teaching before he can receive final approval.

Denial of request for admission does not necessarily constitute a final judgment. It merely means that the student does not appear to show sufficient promise of success as a teacher to justify his continued efforts in that direction. Should the applicant wish to pursue a course of teacher preparation in spite of such a repudiation, he may, after completion of an additional fifteen semester hours of study at Pan American University, file a second application, at which time he will be obliged to appear personally before the Teacher Education Committee.

#### ***Certificate Requirements for Teachers***

- (1) Prospective secondary school teachers are required to have 24 hours of credit in each of two teaching fields. Prospective elementary majors must have a second field with 18 to 24 hours credit. Contact the Division for specific requirements.

- (2) To be recommended for certification to teach in the State of Texas, a student with Pan American University at Brownsville must meet the following requirements.
  - a. U. S. Citizen or has filed intent to become a citizen.
  - b. Completed all degree and certification requirements including a 2.00 average in all college work and a 2.25 average in the major and minor fields.
  - c. Must be of good moral character.
- (3) Students graduating without following the approved program for their teaching fields must meet the same requirements as (2). According to the Texas Education Agency, two years of teaching experience at the level and subject area for which certification is being sought may be substituted for Directed Teaching
- (4) Students working on a removal of deficiency program toward certification must also meet the same requirements as number (2) before being recommended by Pan American University for a Texas certificate.

***The Advisory Board of the Teacher Education Center of the Lower Rio Grande Valley***

The Board of the local cooperative Teacher Education Center consists of representatives of participating area school districts; representatives of the professional organizations in these school districts, university professional personnel, and other representatives as deemed necessary by the Board. The function of the Board is to advise the University on matters regarding student teaching and field experiences for teachers in preparation as well as on matters regarding other teacher education/certification programs.

**ELEMENTARY EDUCATION**

The Division offers a major in Elementary Education with two options. One option is a preparation program for the regular elementary classroom, and the other option offers specialized preparation in bilingual/bicultural education.

Satisfactory completion of a degree with a major in Elementary Education leads to a provisional elementary teaching certificate. Completion of the bilingual/bicultural option leads also to the bilingual certificate.

Specialized endorsements to the provisional elementary certificate are offered for teaching the mentally retarded, language learning disabilities, early childhood teachers of exceptional children, and kindergarten.

***General Education Requirements for a Bachelor of Science Degree in elementary Education:***

English, Composition and Rhetoric . . . . .	6-8 hours
Sophomore Literature . . . . .	6 hours
Foreign Language, Intermediate Spanish-- required for Bilingual . . . . .	6 hours
Government, American and Texas . . . . .	6 hours
History American . . . . .	6 hours
Mathematics . . . . .	6 hours
P.E. Activities . . . . .	4 hours
Lab Science . . . . .	6 hours
Electives . . . . .	12 hours
<b>TOTAL . . . . .</b>	<b>58-60 hours</b>

**DEGREE REQUIREMENTS**

***Major in Elementary Education and Elementary Certificate:***

(Professional Development and Elementary Content Courses to qualify for the provisional (life) certificate.)

offer 31 for those under new catalogue  
33 advanced semester hours in Elementary Education; must include Education 3302, 3311, 3323, 3325, 3328, 4611; 6 semester hours from Education 3301, 3303, 3305, 3312; 3-6 semester hours from Education 3313, 3321, 3326, 3327, 4392, or a choice of 3 semester hours from Education 3322, 3324, 3329.

Kinder

**Major in Elementary Education with Bilingual/Bicultural Certification:**

(Professional Development and Content Courses to qualify for the provisional (life) certificate.)

33 semester hours in Elementary Education; must include Education 3622, 3624, 3301, 3305, 3302 or 3311, 3322, 3325 and 4611.

**Minor for Elementary Education Majors in the Bilingual/Bicultural Program:**

Must include Sociology 4323 or Sociology 4313, English 3319, 3330, Spanish 3330, English/Spanish 4330, 4331; choice of 3 hrs. from Spanish 3310, 3311; choice of 3 hrs from English 3312, 3313, 4316; plus 3 hrs of History of Mexican American Heritage.

**Minor for Elementary Educational Majors:**

Elementary Plan I and Plan II, Areas of Specialization: Art, Biology, Bilingual/Bicultural Studies, English, Government, Health and Physical Education, History, Mathematics, Psychology, Sociology, Spanish, Speech/Communications (See minor field divisional Area Elementary Plan I or Plan II for certification requirements.)

**Elementary Plan I:** 18 semester hours in one subject, of which nine semester hours must be advanced. These may include courses in general education.

**Related Area:** 18 semester hours from Art; Geography; Music; P.E.; Speech; Drama. (Six semester hours may be taken from Psychology, Economics, Sociology; see division advisor for specific course requirements.)

**Elementary Plan II:** 24 semester hours in one subject of which 12 semester hours must be advanced. These may include courses in general education.

**Related Area:** 12 semester hours from Art; Music; P.E.; Speech; Drama; Geography. (Three semester hours may be taken from psychology, economics, sociology; see division advisor for specific degree requirements.)

**Endorsement for Teaching Mentally Retarded:**

(Education courses required to qualify for the endorsement for teaching the mentally retarded.)

✓ The student must have a Teaching Certificate. Twelve additional hours are required: Education 4371, 4372, 4373, 4374. The student must have a minimum 2.25 GPA in these twelve hours.

**Teaching Endorsement for Early Childhood Teachers of Exceptional Children:**

For individuals who hold an elementary certificate and a baccalaureate degree from an accredited institution of higher education.



The endorsement of the Early Childhood Education Program for Exceptional Children shall require 12 semester hours of senior level courses. The program requires the following courses in recommended sequence: Ed. 4390, 4371, 4372, 4391. The program must be completed with a minimum 2.25 GPA.

***Endorsement for Language/Learning Disabilities:***

To qualify for the endorsement for Language/Language Disabilities, a student must first meet the requirements for an elementary or secondary provisional certificate. Fifteen additional hours are required: Psy. 4318, Ed. 4301 or 4302, Ed. 4303-4372-4378. The student must have a minimum 2.25 GPA in these 15 hours.

***Kindergarten Endorsement:***

***For individuals who already hold an Elementary Certificate.***

To qualify for the Kindergarten Endorsement, a student, who already holds an Elementary Certificate, shall be required to complete 15 advanced semester hours in Early Childhood Education, three of which are to be student teaching at the Kindergarten level. An individual who has taught full-time under contract in a T.E.A. (accredited) Kindergarten for one year may substitute an additional three hour advanced Early Childhood Education course in lieu of student teaching. The student must have a minimum GPA of 2.25 in the 15 hours required. Early Childhood Education courses are: Ed. 4390, 4391, 4392, 4393, and 4312 or 4314.

***The Kindergarten Endorsement as Part of the Bachelor's Degree and Elementary Certificate Program:***

To qualify for the provisional elementary certificate with kindergarten endorsement, the student shall be required to complete the following courses: Ed. 4390, 4391, 4392, 4311, 4312, 4314 or 4393.

***Endorsement for Bilingual Teachers:***

For individuals who already hold an Elementary Certificate. The student must also satisfactorily complete an <sup>Oral</sup> oral and written proficiency examination in Spanish.

A student wishing to have bilingual education endorsement may choose to take one of the following options:

Option 1 (Undergraduate) Education 3315, 3624, and 4301.

Option 2 (Graduate) Education 6309, 6316, 6324, and 6335.

Option 3 (Combination) Education 3624 or 6324 and Education 3315 or 6324 and Education 3315 or 6335 and Education 4301 or 6316.

***DIRECTED TEACHING:***

Directed teaching is required in partial fulfillment of the requirements for a provisional (life) certificate in Texas. This experience is provided by assigning senior student teachers to work in classroom situations with regular teachers for one full semester in a Cooperative Teacher Education Center.

Applications for Directed Teaching should be filed with the office of the Teacher Education Center by March 15 for Fall semester Directed Teaching or by October 15 for Spring semester Directed Teaching.

Before applying for Directed Teaching (Student Teaching), a student must be aware of the

following prerequisites. If the student encounters a problem relative to fulfilling these requirements, the student should consult his/her advisor before submitting an application.

**PREREQUISITES FOR ELEMENTARY DIRECTED TEACHING:**

1. Senior standing (90 semester hours).
2. All required general education courses completed with at least a 2.0 GPA in freshman English.
3. At least 2.25 GPA in both major (education) and minor fields.
4. At least 2.0 GPA average in all university courses.
5. At least 18 hours of elementary education with a minimum of 9 hours in methods (content) including ED 3323 and ED 3328.
6. Bilingual education minors must complete ED 3622 and 3624 in lieu of ED 3323 and ED 3328.
7. For Kindergarten endorsement, ED 4391 must be completed (count as three hours content in number 5 above).

**SECONDARY EDUCATION**

**GENERAL EDUCATION REQUIREMENTS**

English, Composition and Rhetoric . . . . .	6- 8 hours
Sophomore Literature . . . . .	6 hours
Mathematics, 6 hrs. of one Foreign Language, or Lab Science . . . . .	12-14 hours
History, American . . . . .	6 hours
Government, American and Texas . . . . .	6 hours
P.E. Activities . . . . .	4 hours
Electives . . . . .	12 hours
<b>TOTAL . . . . .</b>	<b>52-56 hours</b>

**DEGREE REQUIREMENTS**

***Teaching Certificate for Junior and Senior High School (Traditional):***

18 advanced semester hours which must include Ed.S. 3301, Ed.S. 3302, Ed.S. 3307 Ed. S 4641 and 3 semester hour from Ed.S. 3303, Ed.S. 3305, Ed.S. 4318, Ed.S. 4351, and Ed.S. 4353.

***Secondary Plan I***

**Major (30 hours):** Biology, English, Government, Physical Education, History, Sociology, and Spanish.

**Minor/Second Teaching Field (24 hours):** Art, Biology, Business Education, English, Government, Education, Physical Education, History, Mathematics, Psychology, Sociology, Spanish.

***Secondary Plan II***

**Major:** Business Education and Social Studies. A second teaching field (minor) is not required. Consult the major field division for the major and certification requirements.

**Teaching Endorsement for Teaching Mentally Retarded:**

The student must meet the requirements for the provisional elementary or secondary certificate. Twelve additional hours are required: Ed. 4371, Ed. 4372, Ed. 4373, and Ed. 4374.

**Teaching Endorsement for Language/Learning Disabilities:**

The student must meet the requirements for the provisional elementary or secondary certificate. Fifteen additional hours are required: Psy. ~~4323~~ Ed. 4301 or Ed. 4302, Ed. 4303, Ed. 4372, and Ed. 4378. 4318

**DIRECTED TEACHING (SECONDARY)**

Directed teaching is required in partial fulfillment of the requirements for a provisional (life) certificate in Texas. This experience is provided by assigning senior student teachers to work in classroom situations with regular teachers for one full semester in a Cooperative Teacher Education Center.

Applications for Directed Teaching should be filed with the office of the Coordinator of the Teacher Education Center by March 15 for Fall semester Directed Teaching or by October 15 for Spring semester Directed Teaching.

Before applying for Directed Teaching (Student Teaching), a student must be aware of the following prerequisites. If the student encounters a problem relative to fulfilling these requirements, the student should consult his/her advisor before submitting an application.

**PREREQUISITES FOR SECONDARY DIRECTED TEACHING:**

1. Senior standing (90 semester hours).
2. All required general education courses completed with at least a 2.0 GPA in freshman English.
3. At least 2.25 GPA in both major and minor fields.
4. At least 2.0 GPA average in all university courses.
5. At least 18 semester hours in assigned teaching field(s) of which 6 hours must be advanced.
6. At least 9 semester hours of professional secondary education which are ED S 3301, ED S 3302, and ED S 3307.
7. For all-level P.E., PE 3357 and ED 3311 must be completed.

**DIVISION OF EDUCATION GRADUATE PROGRAM**

Majors: Elementary Education  
Secondary Education  
Supervision (Elementary and Secondary)  
Counseling and Guidance (Elementary and Secondary)  
Educational Administration

Reading (Elementary and Secondary)  
Bilingual/Bicultural Education (Elementary)

The Division of Education offers courses leading to a Master of Education in Secondary Education, Elementary Education, Educational Administration, and providing minor and support areas for degrees in other fields.

Undergraduate requirements for a minor or specialization area: 12 semester hours, 6 hours of which must be advanced.

The programs in education are intended primarily for personnel in public schools, but the knowledge and skills are applicable to other agencies (social, community, city, state, federal, etc.). A student may complete some M.Ed. programs at PAU without meeting all the specific certification requirements. However, the eighteen (18) semester hours of undergraduate education requirements may not be waived. Please consult with the advisor of each program for more specific guidelines and information.

Credit for a 5000 level course is not given to a student with previous undergraduate credit in a similar course.

**REQUIREMENTS BY THE DIVISION OF EDUCATION**

In addition to the general admission requirements set out elsewhere in this bulletin, the following specific requirements must be met:

1. Applicants for admission will be required to have completed eighteen semester hours of undergraduate work in their proposed graduate major field. These eighteen hours will include a minimum of twelve hours of advanced work. Each minor graduate field presented will require evidence of completion of twelve hours of undergraduate work, of which six must be advanced hours.
2. The choice of courses in the major and minor fields, as well as the nature of the supporting work, will be determined through consultation between the student and his graduate advisor.
3. Requirements for admission to certification programs in Educational Administration are specifically outlined in the Educational Administration section of this catalog.

*Prof. 12 Adv. sec.  
24 hrs. - ed. field  
18 hrs. - Eled. 9 Adv.*

**DEGREE PROGRAMS**

**MASTER OF EDUCATION DEGREE**  
36 Hour Non-Thesis Program

Major  
Elementary Education

Non-Certification

**CONTENT COURSES**

(12 Hours)

- Ed. 6308 Foundations of Reading Instruction
- Ed. 6309 Topics in Reading
- Ed. 6323 Problems in the Teaching of Reading
- Ed. 6325 Practicum in Reading Instruction
- Ed. 6326 Science in the Elementary School Curriculum
- Ed. 6327 Social Studies in the Elementary School Curriculum
- Ed. 6328 Mathematics in the Elementary School Curriculum

- Ed. 6329 Diagnostic Teaching of Reading
- Ed. 6330 The Curriculum in the Elementary School

**PROFESSIONAL DEVELOPMENT**

(9 Hours)

- Ed. 5314 Practicum in Kindergarten Education
- Ed. 5390 Advanced Studies in the Development of Young Children
- Ed. 5391 Constructing Curriculum for Early Childhood Centers
- Ed. 5392 Research and Development of Creative Activities For Young Children
- Ed. 5393 Advanced Studies of Cultural Diversity in Early Childhood Center
- Ed. 6301 Instructional Media in Teaching
- ✓ Ed. 6302 Advanced Educational Psychology
- Ed. 6303 Advanced Philosophy of Education
- Ed. 6306 The Supervision of Student Teaching
- Ed. 6307 Comparative Education
- Ed. 6308 Foundations of Reading Instruction
- Ed. 6311 Advanced Child Psychology
- Ed. 6313 Individual Educational Testing
- ✓ Ed. 6316 Perceptual Basis of Language Development
  
- ✓ Ed. 6317 Perceptual Motor Development in Children
- ✓ Ed. 6318 Diagnostic and Prescriptive Teaching
- Ed. 6322 The Bilingual Child
- Ed. 6330 The Curriculum in the Elementary School
- Ed. 6332 Research in Elementary Education
- Ed. 6360 Introduction to Guidance and Counseling
- Ed. 6367 Statistical Methods
- Ed. 6370 Supervision of Instruction
- Ed. 6397 Analysis of Teaching Behavior

**RESOURCE AREAS**

(9 Hours)

- Ed. 5372 Individual Differences: Survey and Treatment
- Ed. 6349 Counseling Procedures for Elementary Children
- Ed. 6363 Personal Theories
- Ed. 6390 Education of Young Children
- Psy. 5318 Learning Theories
- Psy. 5333 Theories of Personalities

Or 6 hours from any of the graduate level courses outside the major or minor fields may be taken as resource area courses.

**DEGREE REQUIREMENTS**

(6 Hours)

- Ed. 6312 Tests and Measurements for the Elementary Classroom Teacher
- Ed. 6300 Graduate Orientation

**TOTAL 36 Hours**

**MASTER OF EDUCATION DEGREE**

30 Hour Thesis Program

Major  
Elementary Education

Non-Certification  
(12 Hours)

**CONTENT COURSES**

- Ed. 6308 Foundations of Reading Instruction

- Ed. 6309 Topics in Reading
- Ed. 6323 Problems in the Teaching of Reading
- Ed. 6325 Practicum in Reading Instruction
- Ed. 6326 Science in the Elementary School Curriculum
- Ed. 6327 Social Studies in the Elementary School Curriculum
- Ed. 6328 Mathematics in the Elementary School Curriculum
- Ed. 6329 Diagnostic Teaching of Reading
- Ed. 6330 The Curriculum in the Elementary School

**PROFESSIONAL DEVELOPMENT**

( 6 Hours)

- Ed. 5314 Practicum in Kindergarten Education
- Ed. 5372 Individual Differences: Survey and Treatment
- Ed. 5390 Advanced Studies in the Development of Young Children
- Ed. 5391 Constructing Curriculum for Early Childhood Centers
- Ed. 5392 Research and Development of Creative Activities for Young Children
- Ed. 5393 Advanced Studies of Cultural Diversity in Early Childhood Centers
- Ed. 6301 Instructional Media in Teaching
- Ed. 6302 Advanced Educational Psychology
- Ed. 6303 Advanced Philosophy of Education
- Ed. 6306 The Supervision of Student Teaching
  
- Ed. 6307 Comparative Education
- Ed. 6308 Foundations of Reading Instruction
- Ed. 6311 Advanced Child Psychology
- Ed. 6313 Individual Educational Testing
- Ed. 6322 The Bilingual Child
- Ed. 6332 Research in Elementary Education
- Ed. 6360 Introduction to Guidance and Counseling
- Ed. 6367 Statistical Methods
- Ed. 6370 Supervision of Instruction
- Ed. 6397 Analysis of Teaching Behavior

**RESOURCE AREA**

The student may substitute 6 hours from any of the graduate level courses outside the field of education for the 6 hours of professional development courses.

**THESIS**

(6 Hours)

- Ed. 7300, 7301 Thesis

**DEGREE REQUIREMENTS**

(6 Hours)

- Ed. 6312 Tests and Measurements for the Elementary Classroom Teacher
- Ed. 6300 Graduate Orientation

**TOTAL 30 Hours**

**MASTER OF EDUCATION DEGREE**

36 Hour Non-Thesis Program

Major  
Elementary Education

Certificate  
Professional Elementary

**SPECIALIZATION AREA (minor)**

(12 Hours)

12 } 12 hours of graduate level courses in one of the following fields or a combination of two divided 9-3 or 6-6: Biology, English, Government, Health and Physical Education, History, Mathematics, Spanish.

**PROFESSIONAL DEVELOPMENT**

(6-12 Hours)

- Ed. 5314 Practicum in Kindergarten Education
- Ed. 5372 Individual Differences; Survey and Treatment
- Ed. 5390 Advanced Studies in the Development of Young Children
- Ed. 5391 Constructing Curriculum for Early Childhood Centers
- Ed. 5392 Research and Development of Creative Activities for Young Children
- Ed. 5393 Advanced Studies of Cultural Diversity in Early Childhood Centers
- Ed. 6301 Instructional Media in Teaching
- Ed. 6302 Advanced Educational Psychology
- Ed. 6303 Advanced Philosophy of Education
- Ed. 6306 The Supervision of Student Teaching
- Ed. 6307 Comparative Education
- ✓ Ed. 6308 Foundations of Reading Instruction
- Ed. 6311 Advanced Child Psychology
- Ed. 6313 Individual Educational Testing
- Ed. 6322 The Bilingual Child
- ✓ Ed. 6330 The Curriculum in the Elementary School
- Ed. 6332 Research in Elementary Education
- Ed. 6360 Introduction to Guidance and Counseling
- Ed. 6367 Statistical Methods
- Ed. 6390 Education of Young Children
- ✓ Ed. 6370 Supervision of Instruction
- Ed. 6397 Analysis of Teaching Behavior

**RESOURCE AREAS**

(6 Hours Minimum)

(6-12 Hours)

- Ed. 6323 Problems in the Teaching of Reading
- Ed. 6325 Practicum in Reading Instruction
- Ed. 6326 Science in the Elementary School Curriculum
- Ed. 6327 Social Studies in the Elementary School Curriculum
- Ed. 6329 Diagnostic Teaching of Reading

Or 6 hours from any of the graduate level courses outside the major or minor fields may to be taken as resource area courses.

**DEGREE REQUIREMENTS**

(6 Hours)

- Ed. 6312 Tests and Measurements for the Elementary Classroom Teacher
- Ed. 6300 Graduate Orientation

**TOTAL 36 Hours**

**MASTER OF EDUCATION DEGREE**

30 Hour Thesis Program

Major  
Elementary Education

Certificate  
Professional Elementary

**SPECIALIZATION AREA** (12 Hours)  
12 hours of graduate level courses in one of the following fields or a combination of two divided 9-3 or 6-6: Biology, English, Government, Health and Physical Education, History, Mathematics, Spanish.

**PROFESSIONAL DEVELOPMENT** (6 Hours)  
Ed. 7300, 7301 Thesis

**RESOURCE AREA** (6 Hours)  
Ed. 5314 Practicum in Kindergarten Education  
Ed. 5372 Individual Differences: Survey and Treatment  
Ed. 5390 Advanced Studies in the Development of Young Children  
Ed. 5391 Constructing Curriculum for Early Childhood Centers  
Ed. 5392 Research and Development of Creative Activities for Young Children  
Ed. 5393 Advanced Studies of Cultural Diversity in Early Childhood Centers  
Ed. 6306 The Supervision of Student Teaching  
/ Ed. 6322 The Bilingual Child  
Ed. 6323 Problems in the Teaching of Reading  
Ed. 6325 Practicum in Reading Instruction  
Ed. 6326 Science in the Elementary School Curriculum  
Ed. 6327 Social Studies in the Elementary School Curriculum  
Ed. 6328 Mathematics in the Elementary School Curriculum  
Ed. 6329 Diagnostic Teaching of Reading  
Ed. 6330 The Curriculum in the Elementary School

Or 6 hours from any other graduate level courses outside the major or minor fields may be taken as resource area courses.

**DEGREE REQUIREMENTS** (6 Hours)  
Ed. 6312 Tests and Measurements for Elementary Classroom Teacher  
Ed. 6300 Graduate Orientation

**TOTAL 30 Hours**

**MASTER OF EDUCATION DEGREE**  
39 Hour Thesis Program

Major Certificate  
Elementary Education Counselor

**THE GUIDANCE PROGRAM** (3 Hours)  
Ed. 6360 Introduction to Guidance and Counseling

**THE PUPIL SERVED** (6 Hours)  
Ed. 6302 Advanced Educational Psychology  
Ed. 6322 The Bilingual Child

**RESOURCE AREA** (18 Hours)  
Ed. 6362 Theories and Techniques of Counseling  
Ed. 6363 Personal Growth  
Ed. 6365 Counseling Practicum

**3 hours from**  
Ed. 6345 Information Services: Occupational, Educational and Personal-Social



Ed. 6368      Group Counseling

**6 hours from**

Ed. 5372	Individual Differences: Survey and Treatment
Ed. 6306	Supervision of Student Teaching
Ed. 6311	Advanced Child Psychology
Ed. 6313	Individual Educational Testing
Ed. 6314	Individual Mental Testing: Wechsler Scales
Ed. 6323	Problems in the Teaching of Reading
Ed. 6330	The Curriculum in the Elementary School
Ed. 6342	Problems in Guidance and Counseling
Ed. 6344	Individual Mental Testing: Stanford-Binet
Ed. 6349	Counseling Procedures for Elementary Children
Ed. 6361	Appraisal of Learning Abilities: The Multi-Disciplinary Approach
Ed. 6364	Consulting in Human Relations
Ed. 6366	Problems in Testing and Counseling
Ed. 6367	Statistical Methods
Ed. 6370	Supervision of Instruction
Ed. 6386	Administration of Pupil Personnel Services
Ed. 6393	Administration of School Staff Personnel
Ed. 6394	Psychology of Decision Making
Ed. 6397	Analysis of Teaching Behavior
Psy. 5313	Abnormal Psychology
Psy. 5318	Learning Theories
Psy. 5333	Theories of Personality
Soc. 5313	American Minorities

**THESIS**

Ed. 7300, 7301 Thesis

(6 Hours)

**DEGREE REQUIREMENTS**

Ed. 6312      Educational Measurement  
Ed. 6300      Graduate Orientation

(6 Hours)

**TOTAL 39 Hours**

**MASTER OF EDUCATION DEGREE**

39 Hour Non-Thesis Program

Major  
Elementary Education

Certificate  
Counselor

**THE GUIDANCE PROGRAM**

✓ Ed. 6360      Introduction to Guidance and Counseling

(3 Hours)

**THE PUPIL SERVED**

✓ Ed. 6302      Advanced Educational Psychology  
✓ Ed. 6322      The Bilingual Child

(6 Hours)

**RESOURCE AREA**

Ed. 6313      Individual Educational Testing  
and  
✓ Ed. 6345      Information Services: Occupational Educational and Personal-Social

(24 Hours)

- ✓ Ed. 6362 Theories and Techniques of Counseling
  - ✓ Ed. 6363 Personal Growth
  - ✓ Ed. 6365 Counseling Practicum
  - ✓ Ed. 6368 Group Counseling
- and, if the student takes Ed. 6313, he must also take
- ✓ Ed. 6314 Individual Mental Testing: Wechsler Scales
  - or
  - Ed. 6344 Individual Mental Testing: Stanford-Binet

**3-6 hours from**

- Ed. 5372 Individual Differences: Survey and Treatment
- Ed. 6306 Supervision of Student Teaching
- Ed. 6311 Advanced Child Psychology
- Ed. 6323 Problems in the Teaching of Reading
- Ed. 6330 ✓ The Curriculum in the Elementary School
- Ed. 6342 Problems in Guidance and Counseling
- Ed. 6364 ■ Consulting in Human Relations
- Ed. 6366 Problems in Testing and Counseling
- Ed. 6367 Statistical Methods
- Ed. 6370 Supervision of Instruction
- Ed. 6386 Administration of Pupil Personnel Services
- Ed. 6393 Administration of School Staff Personnel
- Ed. 6394 Psychology of Decision Making
- Ed. 6397 Analysis of Teaching Behavior
- Psy. 5313 Abnormal Psychology
- Psy. 5318 Learning Theories
- Psy. 5333 Theories of Personality
- Soc. 5313 American Minorities

**DEGREE REQUIREMENTS**

- Ed. 6312-? Educational Measurement
- ✓ Ed. 6300 Graduate Orientation

(6 Hours)

**TOTAL 39 Hours**

**MASTER OF EDUCATION DEGREE**  
(39 Hour Non-Thesis)

Major  
Elementary Education

Certificate  
Supervisor

**LEADERSHIP FOR INSTRUCTIONAL IMPROVEMENT**

(18 Hours)

**Curriculum and Staff Development**

- ✓ Ed. 6330 The Curriculum in the Elementary School ✓
- Ed. 6334 Curriculum Development-Problems & Procedures
- Ed. 6397 Analysis of Teaching Behavior

**Theory and Practice of Instruction Leadership**

- ✓ Ed. 6370 Supervision of Instruction
- Ed. 6371 Practicum in Supervision
- Ed. 6379 Problems in Educational Supervision

**LEARNING THEORY AND INSTRUCTIONAL TECHNOLOGY**

(6 Hours)

- Ed. 6301 Instructional Media in Teaching
- Ed. 6302 Advanced Educational Psychology,  
or  
Psy. 5318 Learning Theories

**RESEARCH TOOLS**

*+ 6 hrs. tchy. stat for cert.* (6 Hours)

- Ed. 6300 Graduate Orientation
- Ed. 6367 Statistical Methods

**RESOURCE AREA**

(9 Hours)

✓ Option 1 - Concentration in Elementary Education. Nine hours selected from:

- Ed. 6311 Advanced Child Psychology
- Ed. 6332 Research in Elementary Education
- Ed. 6326 Science in the Elementary School Curriculum
- Ed. 6327 Social Studies in the Elementary School Curriculum
- Ed. 6328 Mathematics in the Elementary School Curriculum

Option 2 - Bilingual/Bicultural Education:

- Ed. 6322 The Bilingual Child ~~6335~~ *6309*
- Ed. 6324 Second Language Teaching: Theory and Methodolgy
- Ed. 6335 Teaching Elementary School Subjects in Bilingual School *6335*

Option 3 - Reading:

- Ed. 6308 Foundations of Reading Instruction (Plus 6 hours with consent of advisor)

Option 4 - Early Childhood: 9 hours selected from:

- Ed. 5390 Advanced Studies in the Development of Young Children
- Ed. 5391 Constructing Curriculum for Early Childhood Centers
- Ed. 5392 Research and Development of Creative Activities for Young Children
- Ed. 5393 Advanced Studies of Cultural Diversity in Early Childhood Centers
- Ed. 5314 Practicum in Kindergarten Education

Option 5 - Special Education:

- Ed. 5372 Individual Differences: Survey and Treatment (Plus 6 hours with the consent of Advisor)

Option 6 - Concentration in a field of study outside of Education

Option 7 - Professional Development courses from combination of courses in concentration areas (options 1-6) and/or the following:

- Ed. 6303 Advanced Philosophy of Education
  - Ed. 6307 Comparative Education
  - Ed. 6306 Supervision of Student Teaching
  - Ed. 6363 Personal Growth
  - Ed. 6349 Counseling Procedures for Elem. Children
  - Ed. 6373 Techniques and Methods for the Slow Learner
  - Ed. 5321 Career Education
  - Ed. 6388 Socio-Cultural Foundations in Education
  - Ed. 6336 Problems in Education
- or other professional education courses appropriate to student goal and program purposes - must have consent of major advisor.

**TOTAL 39 Hours**

**MASTER OF EDUCATION DEGREE**  
(36 Hour Thesis Program)

Major  
Elementary Education

Certificate  
Supervisor

**LEADERSHIP FOR INSTRUCTIONAL IMPROVEMENT**

(18 Hours)

***Curriculum and Staff Development***

- Ed. 6330 The Curriculum in the Elementary School
- Ed. 6334 Curriculum Development—Problems and Process
- Ed. 6397 Analysis of Teaching Behavior

***Theory and Practice of Instructional Leadership***

- Ed. 6370 Supervision of Instruction
- Ed. 6371 Practicum in Supervision
- Ed. 6379 Problems in Educational Supervision

**LEARNING THEORY AND INSTRUCTIONAL TECHNOLOGY**

(3 Hours)

- Ed. 6302 Advanced Educational Psychology, or
- Psy. 5318 Learning Theories

**RESEARCH TOOLS**

(12 Hours)

- Ed. 6300 Graduate Orientation
- Ed. 6367 Statistical Methods
- Ed. 7300 Thesis (Problem Definition)
- Ed. 7301 Thesis Completion

**ELECTIVE**

(3 Hours)

To be selected from graduate level courses in English History, Biology, Math, Psychology, Sociology, Health P.E., Spanish or Education. Must have consent of advisor.

**TOTAL 36 Hours**

**MASTER OF EDUCATION DEGREE**

36-Hour Non-Thesis Program for students holding an Elementary Provisional Certificate.

Major  
Reading

Certificate  
Reading Specialist

**READING AREA**

(18 Hours)

- Ed. 6308 Foundations of Reading Instruction ✓
- Ed. 6309 Topics in Reading ✓
- Ed. 6310 Child and Adolescent Literature ✓
- Ed. 6323 Problems in the Teaching of Reading ✓
- Ed. 6329 Diagnostic Teaching of Reading ✓
- Ed. 6325 Practicum in Reading Instruction ✓

} cert.

**RESOURCE AREA**

(6 Hours)

- Soc. 5313 American Minorities
- Eng. 5359 Introduction to Descriptive Linguistics for Teachers

6351  
not required  
3319 to be

**PROFESSIONAL DEVELOPMENT**

- Ed. 5351 Teaching Reading to the Secondary Student
- Ed. 6341 Advanced Adolescent Psychology

6311

**DEGREE REQUIREMENTS**

(6 Hours)

- Ed. 5313 Reading Tests
- Ed. 6300 Graduate Orientation

**TOTAL** 36 Hours

**MASTER OF EDUCATION DEGREE**  
36 Hour Non-Thesis Program

Major  
Elementary Education

*If prof elem cert. wanted, must go for mod Ed. prof program.*

Certificates  
Professional Elementary  
Provisional Bilingual

**PROFESSIONAL DEVELOPMENT**

(12 Hours)

- ✓ Ed. 6309 Topics in Reading
- ✓ Ed. 6335 Teaching Elementary School Subjects in the Bilingual School
- Ed. 6319 Practicum in Bilingual Education
- ✓ Ed. 6324 Second Language Teaching: Theory and Methodology

**SPECIALIZATION AREA**

(12 Hours)

**Language Component**

(6 Hours)

- Span. 6307 Advanced Spanish Grammar and Composition for the Classroom Teacher
- Select three (3) hours from:
  - Eng. 5342 Studies in Modern English Grammar
  - Eng. 5343 Problems in Comparative Phonology
  - Eng. 5344 Problems in Comparative Syntax
  - Eng. 6351 Problems in Linguistics
  - Eng. 5359 Introduction to Descriptive Linguistics for Teachers

**Socio-Historical Component**

(6 Hours)

- Select three (3) hours from:
  - Soc. 5313 American Minorities
  - Soc. 5323 The Mexican-American People
  - Soc. 5324 Demography of the Southwest
  - Soc. 5353 Social Stratification
- Select three (3) hours from:
  - Hist. 6306 Studies in Texas and Southwestern History
  - Hist. 6316 Studies in Mexican and American Heritages

**RESOURCE AREA**

(6 Hours)

- Ed. 6302 Advanced Educational Psychology
- Choice of 3 hours from:
  - Ed. 6388 Socio-Cultural Foundations of Education
  - Ed. 6322 The Bilingual Education

**DEGREE REQUIREMENTS**

(6 Hours)

Ed. 6312 Tests and Measurements for the Elementary Classroom Teacher  
Ed. 6300 Graduate Orientation

**TOTAL 36 Hours**

**MASTER OF EDUCATION DEGREE**  
30 Hour Thesis Program

Major  
Secondary Education

Non-Certification

**SPECIALIZATION AREA**

(12 Hours)

12 semester hours of graduate level courses in one of the following fields:  
Biology, Business Administration, English, Government, Health and Physical Education, History, Mathematics, Psychology, Spanish

**RESOURCE AREA**

(6 Hours)

6 semester hours from any of the graduate level courses (excluding education and the specialization area) that will improve the classroom teacher's competency.

**THESIS**

(6 Hours)

Ed. 7300, 7301 Thesis

**DEGREE REQUIREMENTS**

(6 Hours)

Ed. 5342 Tests and Measurements for the Secondary Classroom Teacher  
Ed. 6300 Graduate Orientation

**TOTAL 30 Hours**

**MASTER OF EDUCATION DEGREE**  
✓ 36 Hour Non-Thesis Program

Major  
Secondary Education

Certificate  
Professional Secondary

**SPECIALIZATION AREA**

(12 Hours)

12 semester hours of graduate level courses in one of the following fields: Biology, Business Administration, English, Government, Health and Physical Education, History, Mathematics, Psychology, Spanish

**RESOURCE AREA**

(6 Hours)

6 semester hours from any of the graduate level courses (excluding education and the specialization area) that will improve the classroom teacher's competency.

**PROFESSIONAL DEVELOPMENT**

(12 Hours)

12 semester hours selected from the following for non-thesis programs:

**Required:**

Ed. 6331 The Curriculum in the Secondary School  
Ed. 6380 Practicum for Secondary Teachers

**6 hours selected from:**

✓ Ed. 5351 Teaching Reading to the Secondary Student  
Ed. 5352 Secondary Classroom Methods and Materials

- Ed. 6301 Instructional Media in Teaching
- Ed. 6302 Advanced Educational Psychology
- Ed. 6303 Advanced Philosophy of Education
- Ed. 6306 Supervision of Student Teaching
- Ed. 6307 Comparative Education
- Ed. 6333 Research in Secondary Education
- Ed. 6341 Advanced Adolescent Psychology
- ✓ Ed. 6353 Teaching the Disadvantaged Secondary Learner
- Ed. 6361 Appraisal of Learning Abilities- The Multi-Disciplinary Approach
- Ed. 6397 Analysis of Teaching Behavior

**DEGREE REQUIREMENTS**

(6 Hours)

- ✓ Ed. 5342 Tests and Measurements for the Secondary Classroom Teacher
- Ed. 6300 Graduate Orientation

**TOTAL 36 Hours**

**MASTER OF EDUCATION DEGREE**

39 Hour Thesis Program

Major

Secondary Education

Certificate

Counselor

**THE GUIDANCE PROGRAM**

(3 Hours)

- Ed. 6360 Introduction to Guidance and Counseling

**THE PUPIL SERVED**

(6 Hours)

- Ed. 6302 Advanced Educational Psychology
- Ed. 6353 Teaching the Disadvantaged Secondary Learner

**RESOURCE AREA**

(18 Hours)

- Ed. 6302 Theories and Techniques of Counseling
- Ed. 6363 Personal Growth
- Ed. 6365 Counseling Practicum

**3 hours from**

- Ed. 6345 Information Services: Occupational, Educational and Personal-Social Group Counseling
- Ed. 6368

**6 Hours from**

- Ed. 5372 Individual Differences: Survey and Treatment
- Ed. 6306 Supervision of Student Teaching
- Ed. 6313 Individual Educational Testing
- Ed. 6314 Individual Mental Testing: Wechsler Scales
- Ed. 6331 The Curriculum in the Secondary School
- Ed. 6341 Advanced Adolescent Psychology
- Ed. 6342 Problems in Guidance and Counseling
- Ed. 6344 Individual Mental Testing: Stanford-Binet
- Ed. 6361 Appraisal of Learning Abilities
- Ed. 6364 Consulting in Human Relations
- Ed. 6366 Problems in Testing and Counseling
- Ed. 6367 Statistical Methods
- Ed. 6370 Supervision of Instruction
- Ed. 6383 Seminar in School and Community Relations

Ed. 6386	Administration of Pupil Personnel Services
Ed. 6394	Psychology of Decision Making
Ed. 6397	Analysis of Teaching Behavior
Psy. 5313	Abnormal Psychology
Psy. 5318	Learning Theories
Psy. 5333	Theories of Personality
Soc. 5313	American Minorities

**THESIS** (6 Hours)  
Ed. 7300, 7301 Thesis

**DEGREE REQUIREMENTS** (6 Hours)  
Ed. 5342 Tests & Measurements  
Ed. 6300 Graduate Orientation

**TOTAL 39 Hours**

**MASTER OF EDUCATION DEGREE**  
39 Hour Non-Thesis Program

Major Certificate  
Secondary Education Counselor

**THE GUIDANCE PROGRAM** (3 Hours)  
✓ Ed. 6360 Introduction to Guidance and Counseling ✓

**THE PUPIL SERVED** (6 Hours)  
✓ Ed. 6302 Advanced Educational Psychology  
✓ Ed. 6353 Teaching the Disadvantaged Secondary Learner

**RESOURCE AREA** (24 Hours)

Ed. 6313 Individual Educational Testing  
or  
✓ Ed. 6345 Information Services: Occupational, Educational and Personal-Social  
✓ Ed. 6362 Theories and Techniques of Counseling  
✓ Ed. 6363 Personal Growth  
✓ Ed. 6365 Counseling Practicum  
✓ Ed. 6368 Group Counseling  
and, if the student takes Ed. 6313, he must also take  
? ✓ Ed. 6314 Individual Mental Testing: Wechsler Scales ✓  
or  
Ed. 6344 Individual Mental Testing: Stanford-Binet

**3-6 hours from**

Ed. 5372 Individual Differences: Survey and Treatment  
Ed. 6306 Supervision of Student Teaching  
Ed. 6331 The Curriculum in the Secondary School  
Ed. 6341 Advanced Adolescent Psychology  
Ed. 6342 Problems in Guidance and Counseling ✓  
Ed. 6364 Consulting in Human Relations  
Ed. 6366 Problems in Testing and Counseling ✓  
Ed. 6367 Statistical Methods



Ed. 6370	Supervision of Instruction
Ed. 6383	Seminar in School and Community Relations
Ed. 6386	Administration of Pupil Personnel Services
Ed. 6393	Administration of School Staff Personnel
Ed. 6394	Psychology of Decision Making
Ed. 6397	Analysis of Teaching Behavior
Psy. 5313	Abnormal Psychology
Psy. 5318	Learning Theories
Psy. 5333	Theories of Personality
Soc. 5313	American Minorities

**DEGREE REQUIREMENTS**

(6 Hours)

Ed. 6300	Graduate Orientation
Ed. 5342	Tests & Measurements

**TOTAL** 39 Hours

**MASTER OF EDUCATION DEGREE**  
(39 Hour Non-Thesis)

Major  
Secondary Education

Certificate  
Supervisor

**LEADERSHIP FOR INSTRUCTIONAL IMPROVEMENT**

18 Hours)

***Curriculum and Staff Development***

- Ed. 6331 The Curriculum in the Secondary School
- Ed. 6334 Curriculum Development—Problems and Processes
- Ed. 6397 Analysis of Teaching Behavior

***Theory and Practice of Leadership***

- Ed. 6370 Supervision of Instruction
- Ed. 6371 Practicum in Supervision
- Ed. 6379 Problems in Educational Supervision

**LEARNING THEORY AND INSTRUCTIONAL TECHNOLOGY**

(6 Hours)

- Ed. 6301 Instructional Media in Teaching
- Ed. 6302 Advanced Educational Psychology, or
- Psy. 5318 Learning Theories

**RESEARCH TOOLS**

(6 Hours)

- Ed. 6300 Graduate Orientation
- Ed. 6367 Statistical Methods

**RESOURCE AREA**

(9 Hours)

Option 1—Secondary Education:

- Ed. 6333 Research in Secondary Education
- Ed. 6341 Advanced Adolescent Psychology
- Ed. 6453 Teaching the Disadvantaged Secondary Learner
- Ed. 6380 Practicum for Secondary Teachers

Option 2—Bilingual Education:

- ✓ Ed. 6322 The Bilingual Child
- ✓ Ed. 6324 Second Language Teaching: Theory Method
- ✓ Ed. 6335 Teaching Elementary School Subjects in the School
- Option 3—Reading:
  - Ed. 6308 Foundations of Reading Instruction, plus 6 hours with consent of advisor
- Option 4—Special Education:
  - Ed. 5372 Individual Differences: Survey and Treatment plus 6 hours with consent of advisor
- Option 5—Concentration in a field of study outside of Education
- Option 6—Professional development courses selected from combination of courses in concentration areas (Option 1,2,3,4,5) and/or the following;
  - Ed. 6303 Advanced Philosophy of Education
  - Ed. 6307 Comparative Education
  - Ed. 6306 Supervision of Student Teaching
  - Ed. 6363 Personal Growth
  - Ed. 6373 Techniques and Methods for the Slow Learner
- Ed. 5321 Career Education
- Ed. 6388 Socio-Cultural Foundations in Education
- Ed. 6336 Problems in Education
- or other Professional Education courses appropriate to student goals and program purposes—must have the consent of major advisor.

**TOTAL 39 Hours**

**MASTER OF EDUCATION DEGREE**  
(36 Hour Thesis Program)

Major  
Secondary Education

Certificate  
Supervisor

**LEADERSHIP FOR INSTRUCTIONAL IMPROVEMENT**

(18 Hours)

***Curriculum and Staff Development***

- ✓ Ed. 6331 The Curriculum in the Secondary School
- Ed. 6334 Curriculum Development—Problems and Process
- Ed. 6397 Analysis of Teaching Behavior

***Theory and Practice of Leadership***

- Ed. 6370 Supervision of Instruction
- Ed. 6371 Practicum in Supervision
- Ed. 6379 Problems in Educational Supervision

**RESEARCH TOOLS**

(12 Hours)

- Ed. 6300 Graduate Orientation
- Ed. 6367 Statistical Methods
- Ed. 7300 Thesis (Problem Definition)
- Ed. 7301 Thesis (Completion)

**LEARNING THEORY**

(3 Hours)

- Ed. 6302 Advanced Educational Psychology, or
- Psy. 5318 Learning Theories

**SUPPORT AREA**

(3 Hours)

On the advice and with the approval of his advisor, the student must take 3 hours in one of the following specialization areas to increase his competency as a supervisor; Biology, Business Administration, English, Government, Health and Physical Education, History, Mathematics, Psychology, Spanish. He may also substitute any of the other graduate level courses that will improve his competency as a supervisor.

**TOTAL 36 Hours****MASTER OF EDUCATION DEGREE**

36 Hour Non-Thesis Program

for students holding a Secondary Provisional Certificate

Major

Reading

Certificate

Reading Specialist

**READING AREAS**

(18 Hours)

Ed. 5351 Teaching Reading to the Secondary Student

Ed. 6308 Foundations of Reading Instruction

Ed. 6309 Topics in Reading

Ed. 6310 Child and Adolescent Literature

Ed. 6329 Diagnostic Teaching of Reading

Ed. 6325 Practicum in Reading Instruction

**RESOURCE AREA**

(6 Hours)

Soc. 5313 American Minorities

Eng. 6351 Problems in Linguistics

**PROFESSIONAL DEVELOPMENT**

(6 Hours)

Ed. 6311 Advanced Child Psychology

Ed. 6323 Problems in the Teaching of Reading

**DEGREE REQUIREMENTS**

(6 Hours)

Ed. 5313 Reading Tests

Ed. 6300 Graduate Orientation

**TOTAL 36 Hours****EDUCATIONAL ADMINISTRATION PROGRAM**

The educational administrator's program is designed to produce change-oriented administrators who are competent in such areas as administrative leadership, school organization and management, school law, finance, and contemporary personnel practices.

A thirty-six hour M.Ed. program is offered. Upon the successful completion of an additional fifteen hours minimum in administration, the student may earn the Middle Management Certificate.

Students desiring to enter either the degree or certificate program in Educational Administration must meet admission and other requirements specified.

**REQUIREMENTS**

1. Admission Requirements:
  - a. Admission to the Graduate School.
  - b. A completed application for Admission to Administrators' Program.

c. Administrators' Program approval by Division of Education Admissions Committee.

**2. Master of Education Degree Program:**

For the student who is interested in attaining a Master of Education Degree and at the same time have these courses count toward certification, the Division offers a 36 hour Master of Education Degree.

After obtaining the Master of Education Degree in Educational Administration, the student wishing to obtain certification must complete the appropriate program discussed below.

**3. Certification Program:**

**Middle Management Certification:** For the student who already possesses a Master of Education degree and who is interested in obtaining a Professional Administrators Certificate with Middle Management (Principal) endorsement, the Division of Education offers a 45 Hour Minimum Certification Program.

**4. The Temporary Administrators Certificate:**

Current certification regulations permit the issuance of a temporary certificate to persons being employed as administrators prior to their completing the requirements for full certification. This temporary certificate shall be valid for five years and cannot be renewed.

Pan American University will recommend applicants for the Temporary Administrators Certificate if they meet the following criteria:

**a. Assistant Principal**

1. Holds a bachelor's degree.
2. Holds a Provisional Teacher's Certificate.
3. Has two years of creditable classroom teaching experience.
4. Has a minimum of 12 graduate hours of the Common Core required for the Professional Administrators certificate.
5. Has been approved by the Division Admissions Committee for Administrators Program
6. Has been admitted to Graduate School.
7. Has completed application for the Temporary Administrators Certificate.
8. Has obtained a Money Order or Cashier's Check for three (\$3.00) dollars.

**b. Principal**

1. Holds a master's degree.
2. Holds a Provisional Teachers Certificate.
3. Has two years of creditable classroom teaching experience.
4. Has a minimum of 12 graduate hours of the Common Core required for the Professional Administrators Certificate.
5. Has been approved by the Division Admissions Committee for the Administrators Program.
6. Has been admitted to Graduate School
7. Has completed application for Temporary Administrators Certificate.
8. Has obtained a Money Order or Cashier's Check for three (\$3.00) dollars.

**EDUCATIONAL ADMINISTRATION**  
**Master of Education**  
(36 Hour Program)

Major:  
Educational Administration

Non-Certification

**EDUCATIONAL RESEARCH**

(6 Hours)

- Ed. 6300 Graduate Orientation  
Ed. 6367 Statistics

**COMMON CORE**

(12 Hours)

- Ed. 6330 Elementary Curriculum  
or,  
Ed. 6331 Secondary Curriculum  
Ed. 6384 Introduction to Educational Administration  
Ed. 6370 Supervision of Instruction

**Three hours from:**

- Ed. 6385 School Law  
Ed. 6389 Administration of School Business Services  
Ed. 6334 Curriculum Development

**RESOURCE AREA**

(9 Hours)

Graduate courses may be selected from such areas as sociology, psychology, business administration and economics to provide breadth and understanding of the role of the professional administrator. (Courses will be selected in consultation with advisor.)

**SPECIALIZED PREPARATION IN ADMINISTRATION**

(9-15 Hours)

**Required for M. Ed.**

- Ed. 6337 Administration of Special Instructional Programs  
Ed. 6338 The School Principalship

**Select 3-9 hours from:**

- Ed. 6381 Problems in Organization and Administration of Public Schools  
Ed. 6386 Administration of Pupil Personnel Services  
Ed. 6393 The Administration of Staff Personnel  
Ed. 6394 Psychology of Decision-Making  
Ed. 6336 Problems in Education

**TOTAL 36 Hours**

**EDUCATIONAL ADMINISTRATION**  
**CERTIFICATION PROGRAM**  
Middle Management Certificate

**COMMON CORE**

(18 Hours)

- Ed. 6330 Elementary Curriculum  
or,  
Ed. 6331 Secondary Curriculum

- ✓ Ed. 6384 ✓ Introduction to Educational Administration
- Ed. 6370 ✓ Supervision of Instruction
- Ed. 6385 ✓ School Law
- ✓ Ed. 6389 ✓ Administration of School Business Services
- Ed. 6334 ✓ Curriculum Development

**RESOURCE AREA**

(9 Hours)

Graduate courses may be selected from such areas as sociology, psychology, business administration and economics to provide breadth and understanding of the role of the professional administrator. (Courses will be selected in consultation with advisor.)

**SPECIALIZED PREPARATION FOR ADMINISTRATION**

(18 Hours)

**Required:**

- Ed. 6337 ✓ Administration of Special Instructional Programs
- Ed. 6338 ✓ The School Principalship
- Ed. 6398 ✓ Internship in Middle Management

**Select 9 hours from:**

- Ed. 6381 ✓ Problems in Organization and Administration of Public Schools
- Ed. 6386 ✓ Administration of Pupil Personnel Services
- Ed. 6393 ✓ The Administration of Staff Personnel
- Ed. 6394 ✓ Psychology of Decision-Making
- Ed. 6336 ✓ Problems in Education

*5318, Soc 5313, Hist 6306* **TOTAL 45 Hours**

**PHYSICAL EDUCATION**

(NOTE: The Bachelor of Science degree with a major in physical education and the Master of Education degree with a major in physical education are pending approval of the Coordinating Board, Texas College and University system. Consult divisional advisor for latest information.)

Physical Education students may elect a curriculum for a major in Physical Education for the secondary level or an all-level curriculum.

The general education requirement for all students is four semester hours of credit in physical education activity courses. Physical Education majors and minors are required to have credit in eight physical education activity courses. Physical education activity courses are not counted toward a major or minor in physical education.

**General Education Requirements for Bachelor of Science Degree in Physical Education:**

English, Composition and Rhetoric.....	6-8 hours
Sophomore Literature.....	6 hours
Government, American and Texas.....	6 hours
History, American.....	6 hours
Biology, General, Anatomy & Physiology.....	8 hours
Mathematics or Foreign Language.....	6 hours
P.E. Activities.....	8 hours
Electives.....	12 hours
<b>TOTAL.....</b>	<b>58-60 hours</b>

## PHYSICAL EDUCATION DEGREE REQUIREMENTS

Physical Education Majors and Minors are required to take General Biology and Anatomy and Physiology. Majors and minors must have credit in eight P.E. Activity courses.

### Major in Physical Education

30 semester hours in Physical Education of which fifteen semester hours must be advanced; must include an Introduction to Health and P.E., Kinesiology and P.E. 3312, 3319, 3353, 4354, 4351, 3 semester hours from 3300, 3302, 3303, 3310 or 3320 and six additional semester hours. Eight hours P.E. Activity courses, General Biology and Anatomy and Physiology are required.

### Minor in Physical Education: Non-Certification

18 semester hours in Physical Education of which six semester hours must be advanced.

### Teacher Certification in Physical Education:

Elementary Plan I: 18 semester hours in Physical Education, of which 12 semester hours must be advanced; must include Introduction to P.E. and Health Education in Elementary School and P.E. 3313, 3317, 3356, 3357 and 4351.

Elementary Plan II: 24 semester hours in Physical Education, of which 12 semester hours must be advanced; must include same as Plan I above, ED 3310 and three additional semester hours elective.

Secondary Plan I: 24 semester hours of Physical Education of which 12 semester hours must be advanced; must include Introduction to PE and Kinesiology and PE 3312, 3319, 3353, 4351, 4354 and three semester hours elective. Includes Ed.S. 3301 or 3303, 3302, 3305, 3307, 4398, 4399. General Biology and Anatomy and Physiology are required.

All-Level: 27 semester hours of Physical Education, of which fifteen semester hours must be advanced; must include Introduction to PE, Kinesiology and PE 3312, 3319, 3353, 3356, 3357, 4351 and 4354. Includes Ed.S. 3301 or 3303, 3302, 3305, 3307, 4398 4399. Ed. 3302 or 3305, 3311, 4311. General Biology and Anatomy and Physiology are required.

## GRADUATE PROGRAM

### MASTER OF EDUCATION DEGREE

Major  
Health and Physical Education

Certificate  
Professional

**SPECIALIZATION AREA**  
**Required:**

(24 Hours)  
(12 Hours)

- ✓ PE 6301
- ✓ PE 6302

History and Philosophy of Health and Physical Education  
Methods of Research In Health and Physical Education

- ✓ PE 6303 Applied Tests and Measurements in Health and Physical Education
- ✓ PE 6304 Scientific Foundations of Health and Physical Education
- PE 6301 History and Philosophy of Health and Physical Education
- PE 6302 Methods of Research In Health and Physical Education
- PE 6303 Applied Tests and Measurements in Health and Physical Education
- PE 6304 Scientific Foundations of Health and Physical Education

**Electives in Major Area:** (12 Hours)

- PE 6305 Curriculum Construction In Health and Physical Education
- PE 6306 Planning and Use of Facilities for Health and Physical Education and Athletics
- PE 6307 Psychology of Motor Learning
- PE 6308 Current Readings In Health and Physical Education
- PE 6309 Advanced Techniques for Teaching Motor Skills. Elementary Level
- PE 6310 Advanced Techniques for Teaching
- PE 6310 Motor Skills, Secondary Level
- PE 6311 The Teaching of Physical Education Activity Classes
- PE 6312 Organization and Conduct of Dance In Education
- PE 6320 Independent Research
- PE 5351 Physical Education and Health Curriculum for the Handicapped Student
- PE 5355 Supervision and Administration of the Health and Physical Education Program
- PE 5356 Organization and Administration of the School Health Program
- PE 5357 Health Education Seminar
- PE 7300, 7301 Thesis

**PROFESSIONAL EDUCATION** (6 Hours)

- ✓ Ed. 6388 Socio-Cultural Foundations of Education

**3 hours from:**

- ✓ Ed. 6302 Advanced Educational Psychology
- ✓ Ed. 6311 Advanced Child Psychology
- Ed. 6341 Advanced Adolescent Psychology

**RESOURCE AREA** (6 Hours)

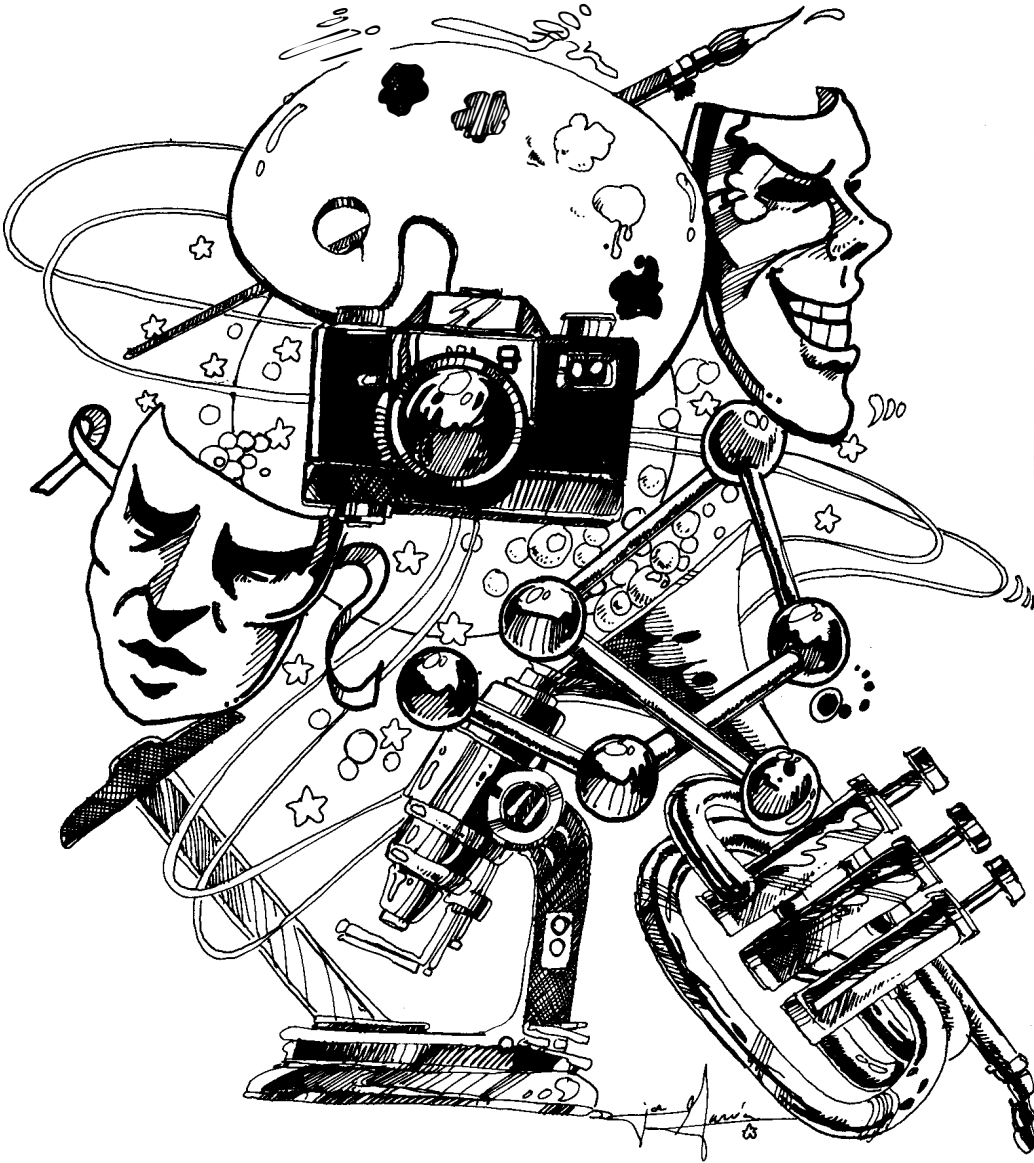
**Electives:**

- ✓ With the approval of his advisor, the student will select 6 semester hours of graduate level courses other than those offered in Education and in Health and Physical Education to complete his degree requirements.

**TOTAL 36 Hours**



# COURSE DESCRIPTIONS



**ACC 3321 INTERMEDIATE ACCOUNTING I**

The accounting process and financial statements: Detailed study of working capital, receivables inventories, current liabilities, tangible plant assets.

*Prerequisite: ACC 2322 with a grade of C or better.*

**ACC 3322 INTERMEDIATE ACCOUNTING II**

Plant and equipment depreciation and depletion, realuations of plant assets, intangibles, long-term debt, corporate capital structure and retained earnings. Financial statement analysis, cash flow and application of funds.

*prerequisite: ACC 3321 with a grade C or better.*

**ACC 3323 INCOME TAX PROCEDURE**

Analysis of federal tax laws, emphasis being placed on the determination of net taxable income and the preparation of income tax returns for individuals.

*Prerequisite: ACC 2322 or ACC 2329.*

**ACC 3324 COST ACCOUNTING**

Techniques employed in accounting for and interpreting cost. Primary emphasis is given to the accounting for material, labor and burden under job cost, continuous process and assembly systems.

*Prerequisite: ACC 2322 or ACC 2329*

**ACC 3325 GOVERNMENTAL AND MUNICIPAL ACCOUNTING**

The special features of budgetary and fund accounting as applied to municipalities and other governmental units.

*Prerequisite: ACC 2322 or ACC 2329.*

**ACC 4321 CONSOLIDATIONS AND PARTNERSHIPS**

Detailed study of theory and technique of consolidated financial statements and partnership accounting. *Prerequisite: ACC 3322 with a grade of "C" or better.*

**ACC 4322 ACCOUNTING TOPICS**

Introduction to fund accounting, estates and trusts, special accounting, problems related to corporations in difficulty including bankruptcy, consignments and installment sales, budgeting, and financial statement analysis.

*Prerequisite: ACC 3322 with grade of "C" or better.*

**ACC 4323 CONTEMPORARY ACCOUNTING THEORY**

Contemporary advanced accounting and auditing theory, including controversial issues, with emphasis on income determination and asset valuation; particular attention is given to current publications of the professional and governmental agencies.

*Prerequisite: ACC 3322 with grade of "C" or better; credit for or concurrent enrollment in ACC 4324.*

**ACC 4324 AUDITING**

A survey of auditing principles and procedures applied by public accountants and internal auditors in examining financial statements and verifying underlying data.

*Prerequisite: ACC 3321 with a grade of C or better.*

**ACC 4325 ACCOUNTING SYSTEMS**

Offered on demand

Design and installation of accounting systems. Manual and machine accounting procedures.

*Prerequisite: ACC2322.*

**ACC 4328 C.P.A. REVIEW**

Preparation for the theory and practice section of C.P.A. examinations. Problems to develop the ability to solve rapidly the multipoint C.P.A. problems under examination conditions. Stress is given to accounting for assets and liabilities and to interpreting the financial statements of individual corporations.

*Prerequisite: ACC 4321, ACC 4324.*

**ACC 5329 SPECIALIZED TAX PROBLEMS**

Concentrates on tax regulations and preparation of federal tax returns of partnerships and corporations; federal gift, estate and inheritance taxes. Investigation and report on a case or a problem in an area of interest to the student is required.

*Prerequisite: ACC 3323 or equivalent.*

**ACC 6323 SEMINAR IN ACCOUNTING I**

The evolution of accounting theory and practice with the resultant development of professional accounting as it is known today. Emphasis will be toward literature from the professional public accounting societies and governmental regulatory agencies (especially securities and exchange commission) as they affect accounting.

*Prerequisite: ACC 4321.*

**ACC 6326 FINANCIAL AND MANAGERIAL ACCOUNTING**

A study of the principles, conventions and concepts underlying internal and external reporting of accounting information by business organizations, and the application of these principles in evaluation, interpretation and utilization of accounting data for managerial decisions.

*Prerequisite: ACC 2322 or 2339, FINA 3383.*

**ART 3350 ART SURVEY**

Historical survey of the visual arts from Paleolithic to modern times.

**ART 3353 ART OF THE ANCIENT WORLD**

An in-depth historical study of art styles from 5,000 B.C. to 325 A.D.

*Prerequisite: ART 3350*

**ART 3381 PERCEPTION AND EXPRESSION IN ART I**

A course designed to strengthen visual perception and divergent thinking on studio activities for prospective teachers of elementary art.

*Prerequisite: Junior standing.*

**ART 3382 PERCEPTION AND EXPRESSION IN ART II**

Emphasis on further studies development in depth and on curriculum development for teachers of upper elementary and middle school art.

*Prerequisite: ART 3381 or permission of instructor.*

**ART 3383 ART IN THE SECONDARY SCHOOL**

Survey of visual education at the secondary level. Required for teaching Art in the junior and senior high school.

*Prerequisite: Junior standing.*

**ART 4383 RESEARCH IN TEACHING SECONDARY ART**

Methods for teaching Creative Art in the junior and senior high school.

*Prerequisite: ART 3383.*

**ART 4391 INDIVIDUAL PROBLEMS**

Advanced problems in an area of the student's choice: Painting, Drawing, Sculpture. Crafts, Printmaking, Art Education, Art History.

*Prerequisite: All courses in the area of choice.*

**BIOL 3303 GENETICS**

Introduction to Genetics with consideration of its application in Biology and human welfare. Three hours lecture.

*Prerequisite: Nine semester hours of Biology.*

**BIOL 3309 PLANT TAXONOMY**

Identification of vascular plants, with emphasis on native flowering plants. Two hours lecture and four hours laboratory.

*Prerequisites: Nine semester hours of Biology, including BIOLOGY 1402 or 1306. \$4.00 laboratory fee.*

### **BIOL 3402 ANIMAL PARASITOLOGY**

Introduction to study of parasitic protozoa and worms (especially trematodes, cestodes, nematodes and acanthocephala). Three hours lecture and three hours laboratory.

**Prerequisite:** *Nine semester hours of BIOLOGY including four hours from 2401, 2402, or 2403.* \$4.00 laboratory fee.

### **BIOL 3407 COMPARATIVE EMBRYOLOGY**

Developmental studies from the zygote through embryological stages (chiefly concerned with amphibians, birds and mammals). Three hours lecture and three hours laboratory.

**Prerequisite:** *Nine semester hours of BIOLOGY, including four hours from 2401, 2402 or 2403.* \$4.00 laboratory fee.

### **BIOL 3408 PLANT MORPHOLOGY**

A study of the morphology, development and relationships of fungi, algae, liverworts, mosses, ferns, gymnosperms and angiosperms. Particular attention is given to the evolution of these groups. Three hours lecture and three hours laboratory.

**Prerequisites:** *Nine semester hours of BIOLOGY, including BIOLOGY 1420 or 1306.* \$4.00 laboratory fee.

### **BIOL 4100 BIOLOGY SEMINAR**

A study of current biological literature and the discussion of research in progress. Required of all Biology majors in their senior year, open only to nonmajors by permission.

### **BIOL 4201 BIOLOGY SEMINAR**

A course adapted to the study of special topics in Biology. For advanced students capable of developing a problem independently through conference and activities directed by the instructor. Problem is chosen by the student with the approval of the instructor prior to registration. The class meets each week equivalent to one hour lecture and two hours laboratory.

**Prerequisite:** *Major in Biology with at least a junior standing.* \$4.00 laboratory fee.

### **BIOL 4202 BIOLOGY PROBLEMS**

A continuation of Biology 4201.

**Prerequisite;** *4201.* \$4.00 laboratory fee.

### **BIOL 4304 ICHTHYOLOGY**

Ecology, Physiology, Morphology and Taxonomy of marine and fresh water fishes. Includes practical application of modern fishery management techniques. Two hours lecture and three hours laboratory.

**Prerequisite:** *Nine semester hours of Biology.*

### **BIOL 4401 ECOLOGY**

A study of the basic environmental factors affecting plants and animals, and their relation to economic and conservation problems. Three hours lecture and three hours laboratory and field work.

**Prerequisite:** *12 semester hours of BIOLOGY.* \$4.00 Lab. Fee.

### **BIOL 4402 MARINE ZOOLOGY**

A study of the common marine animals, especially invertebrates in coastal waters, particular attention is to be given to structural and physiological relationships. Three hours lecture and three hours laboratory and field work.

**Prerequisite;** *12 semester hours of Biology.* \$4.00 Lab. Fee.

### **BIOL 4410 MARINE BOTANY**

A study of the common local marine flora with emphasis on the microscopic algae forms. Three hours lecture and three hours laboratory. The student is expected to furnish his own transportation to nine or ten field laboratory sessions.

**Prerequisites:** *Nine semester hours of BIOLOGY, including BIOLOGY 1306 or 1402.*

### **BIOL 5410 MARINE PLANT SCIENCE**

The common local marine flora with emphasis on the microscopic algal forms. Three hours lecture and three hours laboratory. **\$4.00 laboratory fee.**

**BIOL 5441 ECOLOGICAL CONCEPTS**

Biotic and abiotic factors as they affect composition structure and economic relationships of plant-animal populations. Three hours lecture and three hours laboratory. **\$4.00 laboratory fee.**

**BIOL 5452 ADVANCED MARINE ZOOLOGY**

Structural, physiological and ecological relationships of common marine animals, stressing invertebrates of coastal waters. Three hours lecture and three hours laboratory. **\$4.00 laboratory fee.**

**BIOL 6101 BIOLOGY GRADUATE SEMINAR**

Three 1-semester-hour graduate seminars will be required of all graduate students. Graduate students with 3 hours of Biology graduate seminar credit who have not completed degree requirements will participate in Biology graduate seminar without credit. Each student, when enrolled for credit, will be expected to present a scholarly review of some particular aspect of current biological research before seminar participants and the Biology faculty.

**BIOL 6302 MARINE ECOLOGY**

Analysis of factors that influence plant and animal population in marine habitat, effects of varied types of pollution will be considered. Three hours lecture and three hours laboratory. **\$4.00 laboratory fee.**

**BIOL 6309 MARINE PHYCOLOGY**

A detailed study of the common local marine flora with emphasis on the microscopic algal forms. Three hours lecture and three hours laboratory. **\$4.00 laboratory fee.**

**Prerequisite: BIOLOGY 4410 or 5310.**

**BIOL 6315 ADVANCED FIELD ZOOLOGY**

A course designed to give the student experience in organizing field notes, collecting and preserving vertebrate animals, conducting habitat analysis and utilizing ecological research methods. Emphasis will be on populations and their relationships to local environments. **\$4.00 laboratory fee.**

**BIOL 6316 ADVANCED GENETICS**

Lectures and laboratory dealing with facts of modern Genetics, and developments in molecular nature of hereditary determinants.

**Recommended: BIOLOGY 3303 and ORGANIC CHEMISTRY. \$4.00 laboratory fee.**

**BIOL 6365 GRADUATE BIOLOGICAL RESEARCH PROBLEMS**

The student in conference with a member of the graduate faculty will define an independent research problem. The subject of the research may be in the area of botany, microbiology or zoology. The student's committee or the Academic Dean if the student has not yet formed a committee, will approve the problem prior to enrollment. If undertaken in a summer, the student should enroll in no other course that summer term. The student's report will be written and in an approved thesis style. One copy will be retained by the faculty member directing the research and one copy will be placed in the student's file in the divisional office. A maximum of 3 (three) credit hours undertaken in graduate biological research problems will count toward a master's Science degree in Biology.

**BIOL 7300 THESIS****BIOL 7301 THESIS****COMM 3308 CREATIVE DRAMATICS**

A study of informal drama in its application to the elementary classroom. Development of creativity through original dramatizations by children. Of special interest to the elementary teacher. (Previous Number--SPEE 3306, DRAMA 3306)

**COMM 3317 SPEECH FOR THE ELEMENTARY TEACHER**

A study of the teacher's speech personality, desirable classroom techniques and speech activities. Includes storytelling, poetry interpretation, discussion, speech choir, a comparison of English-Spanish phonology and problems of language interference. (Previous number--SPEEC 3303).

### **COMM 4303 COMMUNICATIONS RESEARCH**

Major methods of research used in the various fields of communications. Each student is responsible for the successful completion of a research project. (Previous Number--DRAMA 4308).

### **COMM 4307 CONTEMPORARY RHETORIC OF SOCIAL AND POLITICAL MOVEMENTS**

Rhetoric as an instrument of change within current political and social protest movements. Analysis of strategies and tactics of agitation and control. Study of pamphlets, speeches, underground publications, films, music, nonverbal symbols and body rhetoric. Includes such movements as the far right, new left, black power, Chicano movements and women's liberation. (previous Number--SPEE 3308).

### **COMM 4308 RHETORICAL CRITICISM AND PUBLIC ADDRESS**

Rhetorical criticism as applied to significant historical and contemporary speakers and speeches. Evolution of rhetorical theory from the early Greeks to the present. Principles of criticism applied to speaking as practiced by legislative bodies, the pulpit, law courts, and popular assemblies. Speeches analyzed as dynamic events within their cultural and historical contexts. (Previous Number--SPEE 4308).

### **COMM 4309 COMMUNICATION FOR THE SECONDARY TEACHER**

Methods for teaching communications in the public school. Materials for intramural and interschool communication activities in both junior and senior high schools. Methods of training participants in these activities. Course covers speech, drama, or journalism, depending on instructor. (Previous Number--DRAMA 4309, SPEE 4309).

### **COMM 5303 COMMUNICATIONS RESEARCH**

Major methods of research used in the various fields of communication. Each student is responsible for the successful completion of a research project. (Previous Number--DRAMA 5308).

### **CRIJ 3301 CROWD CONTROL & DISASTER OPERATIONS**

Disaster planning and civil defense programs; specialized tactics, operation and equipment; and overview of minority group problems; the psychology of crowds and mobs; a review of duties and responsibilities of law enforcement officers in crowd control; an overview of human and public relations in crowds and crowd control and importance of local intelligence and preparedness.

### **CRIJ 3311 TRAFFIC ADMINISTRATION AND CONTROL**

The administrative process as related to the police traffic control function; principles of the traffic management; the philosophy of traffic supervision and control; a study of the nature and volume of traffic; the theory of traffic law enforcement; a study of principles governing uniform traffic devices.

*Prerequisite: Six hours of CRIJ.*

### **CRIJ 3313 CRIMINAL JUSTICE PLANNING**

A course designed for the upper division Criminal Justice student. This course emphasizes the need for planning in the Criminal Justice System. The course provides the serious Criminal Justice practitioner and future practitioner with familiarization of problem analysis, planning techniques, planning implementation, sources of criminal justice funding, and grantsmanship.

*Prerequisite: Junior Standing.*

### **CRIJ 3321 VICE AND NARCOTICS CONTROL**

The study of narcotics and vice operations and their control by law enforcement and related agencies, the purpose of intelligence operations and the examination of organized crime. Included in this course is the study of drugs and their effect; causes and treatment of drug abuse; and vice and narcotics enforcement and prevention techniques.

*Prerequisite: 6 hours CRIJ.*

### **CRIJ 3331 LEGAL ASPECTS OF CORRECTIONS**

Legal problems and principles from conviction to release. To include consideration of convictions, imprisonment, sentencing, conditional release, post conviction procedures, prisoner rights, probationers rights and validity of conviction.

### **CRIJ 3341 PROBATION AND PAROLE**

The philosophy, history and principles of probation, parole and other community-based treatment programs, philosophy of punishment and rehabilitation; trends, practices and current research in probation and parole, including methods of analysis, selection and prediction.

### **CRIJ 3342 PHILOSOPHIES OF CONTEMPORARY CORRECTIONS**

The study of prisoner custody and management; an overview of prisoner rights and institutional liability; comprehensive overview of modern correctional technology, in house rehabilitation programs, transitional problems of the incarcerated, and administrative problems of correctional management.

### **CRIJ 3343 PENOLOGY**

An overview of penal and reformatory institutions in their physical, educational, and social aspects: a survey of theories and practices of penology; discussions of differing philosophical approaches to penology.

*Prerequisite: Six hours of criminal justice and junior standing or consent.*

### **CRIJ 3402 CURRENT LITERATURE AND RESEARCH IN CRIMINAL JUSTICE**

A review of current literature and examination of selected problems affecting the criminal justice system; instruction of steps involved in the scientific approach to problem solving. Discussion of research techniques and paper writing; applications of research in criminal justice.

### **CRIJ 4311 ADVANCED POLICE ORGANIZATION AND ADMINISTRATION**

In-depth discussion of organizational and administrative theory; comparative discussion of philosophies utilized in business and public administration with potential relationships to police organizations; methodology of societal trends affecting criminal justice administration.

*Prerequisites: CRIJ 1301, 1312.*

### **CRIJ 4312 PRINCIPLES OF LAW ENFORCEMENT SUPERVISION**

An examination of the principles involved in law enforcement supervision; principles of leadership in dealing with people; psychology involved in handling grievances and in building morals; duties and responsibilities of command level personnel; law enforcement budgeting procedures, supervisory problems and responsibilities relating to discipline and internal affairs investigations.

### **CRIJ 4401 PRACTICUM-FIELD EXPERIENCES**

Four hours duty per week with a law enforcement agency; three hours seminar of consultation per week; evaluation of student and agency critiques and reports; expansion of the law enforcement philosophy encountered in field work, problems and issues.

*Prerequisites: 12 hours of CRIJ and senior standing.*

### **ECO 3341 ELEMENTARY BUSINESS AND ECONOMIC STATISTICS**

Collection, classification, description and presentation of numerical data, frequency distributions, averages, dispersion, probability and statistical inference. May be counted as business administration or economics.

*Prerequisite: Six semester hours of mathematics, including Math 1340 or the equivalent.*

### **ECO 3342 INTERMEDIATE BUSINESS AND ECONOMIC STATISTICS**

A continuation of elementary statistics, including regression and correlation, index numbers, time series, nonparametric statistics and other decision-making tools. May be counted as business administration or economics.

*Prerequisite: ECO/GENB 3341, C S 1301.*

### **ECO 3351 MACROECONOMIC THEORY**

A descriptive-analytical approach to the changing forces that influence the overall level of economic activity. Income and employment factors, stabilization theory, investment and income relationships, monetary and fiscal policies.

*Prerequisite: ECO. 2351.*

### **ECO 3352 MICROECONOMIC THEORY (FORMERLY ECO 3354)**

Economics of the firm. Economic analysis and methodology, distribution theory, price theory, imperfect competition and monopoly.

*Prerequisite: ECO 2352.*

### **ECO 3353 INTERNATIONAL TRADE**

The mechanism of international trade and its effects on a national economy. Foreign investments, cartels, international output and price controls.

*Prerequisite: ECO 2352.*

### **ECO 3358 ECONOMICS OF HUMAN RESOURCES**

Labor market structures and processes; patterns and determinants of work and wages; labor force participation, unemployment, discrimination, human capital and disadvantaged. Public policy on manpower development and utilization. ✓

*Prerequisite: 3 hours of principles of economics.*

### **ECO 3381 MONEY AND BANKING**

Principles of money and banking, include types of credit-granting institutions, service of commercial banks and other short-term credit institutions and the place of the federal reserve system in our economic system. ✓

*Prerequisites: 3 semester hours each of accounting and economics.*

### **ECO 3390 PUBLIC FINANCE**

See FINA 3390 for course description and prerequisite. May be counted as economics or finance.

### **ECO 4352 ECONOMICS OF MANAGEMENT**

Economic principles and techniques applied to the decision making process as required in the management of the firm. Economic analysis and theory are used to formulate business policy, make pricing decisions and evaluate the efficiency of the firm.

*Prerequisite: ECO 2352 or ECO 3352 and advanced standing.*

### **ECO 4357 REGIONAL-URBAN ECONOMICS**

Introduction to economic theories and policies associated with regional and urban development. The role of the policy making government agencies and firms in regional urban development. Includes topics such as industrial development, poverty, housing and transportation.

*Prerequisite: ECO 2351, 2352.*

### **ECO 5352 MANAGERIAL ECONOMICS**

The application of economic analysis to management in the business firm. Considers demand analysis, production costs, pricing policies and investment planning. Extensive use is made of case problem analysis.

*Prerequisite: ECO 2352.*

### **ECO 5357 REGIONAL URBAN ECONOMICS**

Study of economic theories and policies associated with regional and urban development and planning. Special emphasis on input-output analysis and interdependency of economic sectors. The role of policy making, government agencies and firms in regional-urban growth development. Includes topics such as economic development, industrial development, poverty, housing, transportation, location theory, economic base studies, and public policy.

*Prerequisite: ECO 2351, 2352 and three hours of statistics.*

### **ED. 3301 INSTRUCTIONAL TECHNOLOGY**

This course deals with modern instructional strategies and the proper use of instructional materials best suited for group or individualized instruction. Sources of and production of materials, methods of presentation, evaluation of results and proper use and care of various types of audio, visual and video equipment are stressed. Dual listed with ED S 3301 (Required for certification).

### **ED 3302 EDUCATIONAL PSYCHOLOGY**

A detailed approach to the application of modern psychological principles to teaching-learning situations. Satisfies advanced professional requirements for both Elementary and Secondary school majors. Should be taken before ED. 3311 and 3341.

### **ED 3303 EDUCATION: PAST AND PRESENT**

A chronological survey of the place of education in various civilizations; the historical development of educational objectives, methods, curricula, organizations and deliberations, presented with a view toward better understanding of modern educational problems and practices.



### **ED 3305 FOUNDATIONS OF CROSS-CULTURAL EDUCATION**

An anthropological investigation of historical and philosophical factors in education which have applications across cultures and subcultures. Special consideration will be given to the Mexican-American cultural setting.

### **ED 3311 CHILD GROWTH AND DEVELOPMENT**

This course presents a general view of the physical, emotional, social and mental development of children from prenatal life to the adolescent period. Special emphasis is given to the interrelatedness of these four aspects of development with a view toward helping parents and teachers to understand better and to guide the growth and development of the child through the pre-elementary school years.

### **ED 3312 TESTING, MEASUREMENT AND GUIDANCE – ELEMENTARY**

This course emphasizes the role of the teacher in the evaluation and guidance of children in the modern elementary school. Construction, administration, interpretation and application of results of evaluation devices will be studied as they apply to directing learning and behavior in classroom situations.

### **ED 3313 CHILDREN'S LITERATURE**

A course which deals with criteria of good literature for the elementary school with consideration of children's needs and reading interests. The student will read and evaluate children's books in categories such as picture-story books, folk tales, poetry and fiction.

### **ED 3314 INTRODUCTION TO THE READING PROCESS**

This course provides the student with a knowledge and understanding of the following concepts as they relate specifically to the reading process: neurological, physiological, and psychological influences; motivations; interaction of sensory systems; and essential concepts of communication. This course includes a field experience designed to demonstrate the relationship of these concepts to observed behavior of children in a public school setting.

### **ED3315 TEACHING CONTENT IN THE BILINGUAL SCHOOL**

Course designed specifically to meet state Bilingual endorsement requirement for Elementary teachers lacking a minor in bilingual/bicultural studies. Emphasis will be given to instructional techniques, educational materials, and curriculum designs in bilingual mathematics, science and social studies. Instruction will be given in the language of the target population. Course is not designed for bilingual/bicultural program minors.

*Prerequisites: Math 2306, 2307 and Educatin 228. May be taken as a post-graduate course only.*

### **ED 3316 READING SEMINAR**

This field-based course is designed to help the student locate and observe the use of resources which deal with current literature and specialized vocabulary in the field of reading, as well as locate and be able to demonstrate the use of equipment and materials specifically designed for reading instruction in public school settings.

### **ED 3321 TEACHING LANGUAGE ARTS**

Methods of teaching the language arts in the elementary school with special reference to the building of communication skills in the curriculum.

### **ED 3322 TEACHING THE BILINGUAL CHILD**

Designed for teachers in primary and elementary grades. A study of the cultural, socio-economic and psychological factors which influence the bilingual child. Covers the relationship between language familiarity and reading, diagnosing of language competence and planning instruction to demonstrated needs. Development of techniques and materials for bringing pupil language competence to a point where growth in reading and written expression is facilitated.

### **ED 3323 TEACHING READING**

Consideration of different methods of teaching reading to the elementary school child. Includes the importance, scope, reading readiness, beginning instruction, comprehension, reading-study skills, critical reading and evaluation of reading progress.

### **ED 3324 TEACHING ENGLISH AS A SECOND LANGUAGE**

A study of the acquisition of languages by the young child, focusing on the role of the child, the society and the school in early language development, and the interdependence of linguistic and cognitive development. The evaluation of language methods, programs and materials for early childhood and the development of specific competencies and materials suitable for teaching language to young children. Recommended for teachers in early childhood.

### **ED 3325 FUNCTIONAL READING AND STUDY SKILLS IN THE ELEMENTARY SCHOOL**

Methods and materials for developing maturity in reading and study skills, especially in the content areas. Special emphasis is given to the development of interest, individualization of instruction through the matching of students to proper materials, techniques for integrating the teaching of skills with the teaching of content, and the development of flexibility of reading rate. Provisions will be made for the teaching of reading to children who are culturally and linguistically diverse.

**Prerequisite:** ED 3323

### **ED 3326 TEACHING ELEMENTARY SCIENCE**

A study of those phases of science which are usually dealt with in teaching at the elementary level. Pertinent demonstrations and skills will be taught to help teachers become more proficient in helping children better understand and appreciate the natural forces which shape their physical environment.

**Prerequisite:** Must have completed a laboratory science.

### **ED 3327 TEACHING SOCIAL SCIENCE**

Teaching social sciences in the elementary schools. The role of social sciences in the elementary schools with special reference to building units of work in the curriculum.

### **ED 3328 TEACHING ARITHMETIC**

A treatment of the methods of teaching Arithmetic at the elementary school level. It includes basic number concepts, fractions, decimals, percentage, thought problems and such Arithmetical skills as are deemed necessary for the teaching of Arithmetic and the sciences.

**Prerequisite:** Must have completed MATH. 2306 and 2307.

### **ED 3329 CORRECTING READING PROBLEMS**

Analysis of reading difficulties encountered during regular classroom instruction, with emphasis on prevention or early correction. Includes an appraisal of materials and techniques useful to classroom teachers at both elementary and secondary levels.

**Prerequisite:** ED. 3323 or ED. 4351.

### **ED 3331 LANGUAGE ARTS IN THE ELEMENTARY CURRICULUM**

Methods of teaching the language arts in the elementary school with special emphasis on the communication skills and children's literature. Attention will be given to teaching English as a second language.

### **ED 3332 SOCIAL STUDIES AND SCIENCE IN THE ELEMENTARY CURRICULUM**

Methods of teaching the social studies and science in the elementary school. Emphasis will be placed on the discovery and multi-disciplinary approaches. **Prerequisite:** must have completed six hours of laboratory science.

### **ED 3622 TEACHING CONTENT COURSES IN THE BILINGUAL SCHOOL**

A course emphasizing a variety of learning and teaching methods and techniques promoting an active learning process in teaching modern elementary Mathematics, Science and Social Studies to the bilingual child. Competency will be established in understanding appropriate concepts and their relationships, conceptual schemes and processes and precise terminology in English and Spanish.

**Prerequisite:** Six semester hours of Mathematics, an completed laboratory science and 12 semester hours in the Social Sciences. Ed. 2102.

### **ED 3624 TEACHING COMMUNICATION SKILLS IN ENGLISH AND SPANISH**

Consideration of different materials and methods for teaching children to understand, speak, read and write in both English and Spanish. Emphasis will be placed on the aural-oral approach to language learning in both first and second languages. Laboratory experience is required.

**Prerequisite:** ED. 2102.

For children. Field experience in a TEA accredited kindergarten emphasizing action research will also be a part of the course. Seminars will be held to guide the student in implementing his or her program. This course may not be substituted by undergraduates for ED. 4312, if they are working toward the kindergarten endorsement as a part of a B.S. degree in Elementary Education.

**Prerequisites:** ED. 4390, ED. 4391, ED. 4392.

### **ED 4301 PERCEPTION AND LANGUAGE DEVELOPMENT**

This course is designed to help the student develop competencies in the knowledge of both visual and auditory perception and how it relates to the development of language. Theories of linguists as well as those of psychologists are compared. The student will be introduced to the psycholinguistic process which characterize communication in the classroom

### **ED 4302 PERCEPTUAL MOTOR DEVELOPMENT**

A course designed to provide the student opportunity to study the effects of perceptual-motor aspects of development. Comparative studies of sensori-motor theories will be emphasized and remediation using perceptual-motor activities will be covered. The student will have the opportunity to observe and work with children who have perceptual motor deficits.

### **ED 4303 INDIVIDUALIZED INSTRUCTION IN LANGUAGE LEARNING DISABILITIES**

A course designed to enable a teacher to interpret all psychological and academic profiles of children and youth for the purpose of individualizing instruction. The course will provide profiles of actual cases for study. Demonstration of competency will be required.

### **ED 4311 DIRECTED TEACHING – ELEMENTARY**

Course consists of observation, limited participation in teaching, then full teaching responsibility in an elementary public school classroom to which the student is assigned. This work is done under the guidance of the teacher of the class to which the student is assigned and the supervision of a college professor who makes periodic observations and evaluations of the student's progress. Weekly seminars and individual conferences are a required part of the course. Students are in the public schools classroom one-half day, Monday through Friday, half a semester. A student registered for the course in the fall semester begins his work at the time his cooperating teacher reports for work in the fall. If registered for this course in the spring, the student completes his work when the public school term ends. Course is available only to students seeking an elementary certificate with kindergarten endorsement.

**Prerequisite:** *Approved by the Teacher Education Committee.*

### **ED 4312 DIRECTED TEACHING – KINDERGARTEN**

Course consists of observation, limited participation in teaching, then full teaching responsibility in a kindergarten public school classroom to which the student is assigned. This work is done under the guidance of the teacher of the class to which the student is assigned and the supervision of a college professor who makes periodic observations and evaluations of the student's progress. Weekly seminars and individual conferences are a required part of the course. Students are in the public school classroom one-half day, Monday through Friday, half a semester. A student registered for the course in the fall semester begins his work at the time his cooperating teacher reports for work in the fall. If registered for this course in the spring, the student completes his work when the public school term ends. Course is available only to students seeking an elementary certificate with kindergarten endorsement.

**Prerequisite:** *Approved by the Teacher Education Committee.*

### **ED 4314 SEMINAR & PRACTICUM IN KINDERGARTEN ED.**

Student will develop and implement curriculum projects in a kindergarten center. Projects will include planning and managing learning situations for children. Field experience in a TEA accredited kindergarten emphasizing action research will also be a part of the course. Seminars will be held to guide the student in implementing his or her program. May not be substituted by undergraduates for ED. 4312, if they are working toward the kindergarten endorsement as a part of a B.S. degree in elementary education.

**Prerequisites:** ED 4390, ED 4391, ED 4392.

### **ED 4371 TESTS AND MEASUREMENTS**

The goals of this course are: To assess with standardized and informal instruments the learning strengths and weaknesses of young children; to demonstrate proficiency in administration, scoring and interpretation of standardized and informal instruments; and to acquire knowledge of the appraisal procedures under Plan A.

### **ED 4372 EXCEPTIONAL CHILDREN**

A survey course which includes discussion of the history and the philosophy of special education, diagnostic techniques, equipment and buildings, methods of teaching and therapy and administrative procedures will be discussed. Emphasis is given to the Texas plan of special education along with the study of further needs. Field trips may be required.

### **ED 4373 TEACHING MENTALLY RETARDED CHILDREN**

Problems and methods in teaching mentally retarded children. The course is designed for those interested in teaching mentally retarded children. Classroom experiences will be emphasized with some consideration of related problems.

### **ED 4374 PSYCHOLOGY OF MENTAL RETARDATION**

This course is designed for those who are especially interested in the problems of mental retardation. Emphasis will be placed on psychological problems including diagnostics and the social growth and development of the mentally retarded person.

### **ED 4378 TEACHING THE NEUROLOGICALLY HANDICAPPED AND LEARNING DISABLED**

This course provides the students the opportunity to become competent in knowledge concerning the characteristics and needs of children with cerebral disfunction. Methods and techniques in psycholinguistics and perceptual motor activities will be studied. Actual observation and work with L/LD children will be required.

*Prerequisite: ED. 4301, or ED 4302, ED. 4303, ED. 4372 or permission of instructor.*

### **ED 4390 GROWTH AND DEVELOPMENT OF YOUNG CHILDREN**

Emphasis on developmental tasks and growth characteristics from birth through the eighth year with emphasis on the 3, 4, and 5 year old. Emphasis on physical, intellectual, social and emotional development, lectures, readings, class participation, observation.

### **ED 4391 EARLY CHILDHOOD CURRICULUM: ORGANIZATION, METHOD AND MATERIALS**

Consideration of the philosophy, purposes and objectives of an early childhood program. Consideration of curricular experiences that make up the programs; planning a daily program—the learning experiences and activities that provide the young child with a rich environment that will meet his needs, interests and abilities. Emphasis will be on activities and skills to broaden the child's understanding and knowledge of this physical environment—health, safety, science and social studies concepts. Emphasis will be on developmental skills for readiness of number concepts; oral language development; reading centers of interest, of individual, group and class activities. Lectures, readings, class participation and projects, observation.

### **ED 4392 CREATIVE ACTIVITIES IN THE KINDERGARTEN**

Consideration of methods of teaching and materials—equipment and supplies—to be used with five-year-olds. Experiences emphasized will be literature—picture-story books, poetry, story-telling, dramatization, etc. Other activities considered will be music and art for the five-year-old. Consideration will be given to development of motor-coordination through work and play activities (indoor and outdoor) with specific tasks outlined; as well as activities to develop eye-hand coordination and visual-tactile skills. Lectures, readings, class participation and projects, observation.

### **ED 4393 TEACHING YOUNG CHILDREN OF DIVERSE CULTURES**

A study and evaluation of methods and techniques used to further the cognitive and linguistic development of young children from diverse cultures. Lectures, readings, class participation and projects, observation.



### **ED 4610 DIRECTED TEACHING – ELEMENTARY**

This part of directed teaching requires the student teacher to assume complete responsibility for planning and implementation of instruction and for classroom discipline and management under the supervision of the public school teachers. The student will be assigned to a teacher in a public school for one-half of a semester, Monday through Friday. A weekly seminar and individual conferences are a required part of the course. ED 4610 must be taken along with six other semester hours of directed teaching.

*Prerequisite: Approval by the Teacher Education Committee.*

### **ED 4611 DIRECTED TEACHING – ELEMENTARY**

This part of directed teaching requires the student teacher to assume complete responsibility for planning and implementation of instruction and for classroom discipline and management under the supervision of the public school teachers. The student will be assigned to a teacher in a public school for one half of a semester, Monday through Friday. A weekly seminar and individual conferences are a required part of the course. ED 4611 must be taken with 4610.

*Prerequisite: Approval by the Teacher Education Committee.*

### **ED 4612 DIRECTED TEACHING – EARLY CHILDHOOD EDUCATION**

This part of directed teaching consists of the preparation and implementation of learning experiences for young children under the direction of an assigned public school teacher. The student teacher will be observed periodically by an assigned university supervisor. The student teacher is assigned to a public school teacher for one-half of a semester, Monday through Friday. A weekly seminar and individual conferences are required parts of the course. ED 4610 must be taken with ED 4612.

*Prerequisite: Approval by Teacher Education Committee.*

### **ED 5313 READING TESTS**

A major function of this course is to help graduate students develop competencies in the selection, administration, scoring and interpretation of standardized tests, with particular emphasis upon their application to reading instruction. Special emphasis will also be given to the development and use of informal evaluative instruments to meet particular reading needs of students.

### **ED 5314 PRACTICUM IN KINDERGARTEN EDUCATION**

Guided experiences in an early childhood center, wherein the student develops curricular projects, including planning and implementing discrete learning situations and episodes, for the children in that setting. Student to be in an early childhood center 1/2 day each day of the semester and attend such seminars and conferences as suggested by the course instructor. Available to student seeking the endorsement for teaching in kindergarten.

*Prerequisites: ED 5390, ED 5391 and ED 5392.*

### **ED 5342 TESTS AND MEASUREMENTS FOR THE SECONDARY CLASSROOM TEACHER**

This course emphasizes the role of the teacher in (1) the selection and administration of standardized achievement and diagnostic tests and (2) the interpretation and use of test results in the classroom as they apply to directing learning in the classroom. Credit will not be given if ED 3342 or ED 3305 has been taken.

### **ED 5351 TEACHING READING TO THE SECONDARY STUDENT**

The relation of reading ability to academic achievement, procedures for teaching reading skills needed in content area reading, and reading difficulties encountered by secondary students are included in this course. The student will use diagnostic tools and techniques to determine reading needs of secondary students and will develop reading-learning activities to meet those needs. Credit will not be granted for this course if ED 4351 has been taken.

### **ED 5372 INDIVIDUAL DIFFERENCES: SURVEY AND TREATMENT**

A survey of all categories in exceptionality with special emphasis on school placement according to the Texas plan. Credit will not be granted for this course if ED 4372 has been taken.

### **ED 5374 PSYCHOLOGY OF MENTAL RETARDATION SEMINAR**

This course is designed primarily for educational diagnosticians and other Plan A support personnel who are interested in an in-depth study of causes, symptoms and implications of mental retardation. A research paper is required regarding some aspect of the problem of mental retardation.

**ED 5390 ADVANCED STUDIES IN THE DEVELOPMENT OF YOUNG CHILDREN**

Review of development of the child from birth to age 8 with foci roots of individuality, origins of behavior and formation of cognitive structures. Survey of early acquisition of language and information skills. Principal course emphasis: Physical characteristics, modes of learning, management of emotion, self-identification and responsiveness to the demands of social living by children ages 3, 4 and 5. Course activities include observation and interaction with young children, projects, readings and lectures. Credit not offered for both ED 4390 and ED 5390.

**ED 5391 CONSTRUCTING CURRICULUM FOR EARLY CHILDHOOD CENTERS**

Identification of basic beliefs about the nature of young children, assumptions concerning the process of development, theories of learning, socio-cultural factors and values upon which curricula are based. Construction of a curriculum in Math, Science, Social Learning and Language for children of ages 3, 4 and 5, including planning both learning environment and daily activities. Frequent observing, assisting and teaching in early childhood centers required. Credit not permitted for both ED 4391 and ED 5391.

**ED 5392 RESEARCH AND DEVELOPMENT OF CREATIVE ACTIVITIES FOR YOUNG CHILDREN**

Opportunities for research and development of creative activities for young children in all areas of curriculum. Specific emphasis on Creative Dramatics, Literature, Art, Music, Creative Play and the development of motor skills. Student research, lectures, readings, projects, observation. Credit not permitted for both ED 4392 and ED 5392.

**ED 5393 ADVANCED STUDIES OF CULTURAL DIVERSITY IN EARLY CHILDHOOD CENTERS**

Designed to investigate facets of cultural diversity in young children and its relationship to child growth and development, instructional competencies of teachers and home-school relationships.

**ED 6100 SEMINAR IN COUNSELING AND GUIDANCE**

The development of skills related to the helping profession represented through a series of six-steps. Primarily for in-service with counselors and teachers. A student may receive from one (1) to six (6) semester hours credit.

*Prerequisite: Permission of Instructor.*

**ED 6101 SEMINAR IN COUNSELING AND GUIDANCE**

The development of skills related to the helping profession represented through a series of six steps. Primarily for in-service with counselors and teachers. A student may receive from one (1) to six (6) semester hours credit.

*Prerequisite: Permission of instructor.*

**6102 SEMINAR IN COUNSELING AND GUIDANCE**

The development of skills related to the helping profession represented through a series of six steps. Primarily for in-service with counselors and teachers. A student may receive from one (1) to six (6) semester hours credit.

*Prerequisite: Permission of Instructor.*

**ED 6103 SEMINAR IN COUNSELING AND GUIDANCE**

The development of skills related to the helping profession represented through a series of six steps. Primarily for in-service with counselors and teachers. A student may receive from one (1) to six (6) semester hours credit.

*Prerequisite: Permission of Instructor.*

**ED 6104 SEMINAR IN COUNSELING AND GUIDANCE**

The development of skills related to the helping profession represented through a series of six steps. Primarily for in-service with counselors and teachers. A student may receive from one (1) to six (6) semester hours credit.

*Prerequisite: Permission of Instructor.*

### **ED 6105 SEMINAR IN COUNSELING AND GUIDANCE**

The development of skills related to the helping profession represented through a series of six steps. Primarily for in-service with counselors and teachers. A student may receive from one (1) to six (6) semester hours credit.

*Prerequisite: Permission of Instructor.*

### **ED 6300 GRADUATE ORIENTATION**

This course is designed to broaden the perspectives of graduate students and to introduce the students to techniques of research and to the various fields of graduate work offered on this campus.

*Prerequisite: Must be taken or in progress prior to application for orals.*

### **ED 6301 INSTRUCTIONAL MEDIA IN TEACHING**

An advanced course designed to provide students with skills, insight and practice in the selection, utilization, production and management of modern instructional tools. The course will be helpful to teachers and other persons desiring to direct instructional media centers in public schools.

*Prerequisite: ED 3301, ED. S. 3301, or equivalent.*

### **ED 6302 ADVANCED EDUCATIONAL PSYCHOLOGY**

A research approach to the areas of teaching and learning. Human learning, conditions for effective learning, interference with learning and behavioral objectives will be emphasized.

*Prerequisite: ED 3302 or equivalent.*

### **ED 6308 FOUNDATIONS OF READING INSTRUCTION**

This course places major emphasis on the nature of the reading process and the essential components of a systematic, sequential program for developmental reading instruction, various approaches for teaching reading will be scrutinized and analyzed.

*Prerequisites: ED. 3323 or admission by test placement.*

### **ED 6309 TOPICS IN READING**

This course is concerned primarily with innovations and current issues in reading instruction. Trainees will select topics of particular interest and concern to them for intensive study. Experiences of the trainee may include action research, working with classroom teachers and other adults in the school community to enhance the reading program. May be repeated once, when emphasis is on study in resource areas or professional areas related to the field of reading.

### **ED 6310 CHILD AND ADOLESCENT LITERATURE**

This course is designed to help the trainee gain competence in (1) selecting and recommending literature for children and adolescents and (2) providing leadership and guidance to help students develop maturity in reading. The trainee will be provided with experiences which will enable him to locate and select appropriate literature for students and to apply appropriate strategies for stimulating voluntary participation and continuous growth in independent reading.

### **ED 6311 ADVANCED CHILD PSYCHOLOGY**

This is an advanced study of children from conception to puberty, or from the pre-school through the elementary level, with emphasis on the role played by maturation and learning. The course will include a study of recent research dealing with theories of cognitive unfolding and personality integration.

*Prerequisite: ED. 3311 or equivalent.*

### **ED 6312 EDUCATIONAL MEASUREMENT**

This course will cover three major types of measures: (1) norm reference measures; (2) criterion reference measures; and (3) observational procedures. Concepts to be emphasized are: scaling, sampling procedures, indexes of descriptive and inferential distributions, hypothesis testing, indexes of reliability and sources of error variance, indexes of validity, (content, predicative, construct, concurrent).

*Prerequisite: ED 3312 or equivalent.*

### **ED 6313 INDIVIDUAL EDUCATIONAL TESTING**

A practicum in the use of individual educational test, such as the ITPA, Detroit Test of Learning Aptitude, The Durrell Sullivan Reading Test, Gates Reading Test, and Gray's Reading Test.

### **ED 6314 INDIVIDUAL TESTING**

Practice in administering and scoring the Wechsler Intelligence Scales for both elementary and secondary students. The WPPSI, WISC and the WAIS are included.

### **ED 6316 DEVELOPMENT AND ASSESSMENT OF PSYCHOLINGUISTIC PROCESSES**

The course is designed to acquaint the student with the physiologic mechanisms involved in the acquisition of speech and to define those social, psychological and perceptual aspects that contribute to the developmental language and tasks appropriate for various chronological and mental age levels. The student will be guided toward an understanding of the relationship between aural and written language and social behavior. Observation of children will be included in the requirement.

### **ED 6317 PERCEPTUAL MOTOR DEVELOPMENT IN YOUNG CHILDREN**

This course is intended to impart a knowledge of the perceptual processes and how they affect the motor development of the child. The tactual-kinesthetic (haptic), auditory and visual sense modalities will be defined and discussed separately and in relation to each other. Implications for classroom behavior and academic performance will be discussed. There will be opportunities for observation of children manifesting any one or combination of perceptual deficits.

### **ED 6318 DIAGNOSTIC AND PRESCRIPTIVE TEACHING**

This course is intended to enable the teacher to take all data - psychological, social and educational - and translate these into a course of action for herself and the child, including individualized selections of methods, materials and techniques. Criteria and procedures for ongoing evaluation will be an integral part of the course. Actual cases will be utilized and the student will have the opportunity to prepare diagnosis and develop educational prescriptions. Attention will be given to effective, meaningful reporting to other professionals as well as parents.

*Prerequisite: ED 6313, ED 6317.*

### **ED 6319 PRACTICUM IN BILINGUAL EDUCATION**

Supervised practical experience in a bilingual/bicultural elementary classroom in which several of the essential components of a bilingual/bicultural education program will be analyzed and implemented by each participant with the cooperation of local school districts. Actual laboratory responsibility will be based on theoretical concerns, as field experiences will complement the principles governing community involvement, curriculum and instruction, instructional materials, staff development and assessment.

### **ED 6322 THE BILINGUAL CHILD**

A course designed to provide understanding of the problems and strengths of the bilingual child with emphasis on the educational program of the multi-cultural, multi-ethnic elementary school.

### **ED 6323 PROBLEMS IN THE TEACHING OF READING**

This course is concerned with analyzing and prescribing materials and techniques for reading instruction to meet common reading problems, integrating reading instruction with other facets of communication, relating reading instruction to socio-cultural and linguistic characteristics of the learner. Recreational reading, grouping, content area reading and other problems are among those considered.

*Prerequisite: ED 6308*

### **ED 6324 SECOND LANGUAGE TEACHING: THEORY AND METHODOLOGY**

A study of the acquisition of languages by the bilingual learner, focusing on the role of the child, the community and the school through various stages of language development and the relationship of linguistic, cultural and conceptual processes within a bilingual/bicultural environment. The evaluation of language methods and materials as these relate to social context and the principles of communication will be stressed.

### **ED 6325 PRACTICUM IN READING INSTRUCTION**

Supervised experience in working with individual children who are having reading difficulties.

*Prerequisite: ED 6329.*



### **ED 6329 DIAGNOSTIC TEACHING OF READING**

This course is designed to help the student gain competency in diagnosing reading behavior and in prescribing appropriate reading instruction. The student will develop or select, administer and interpret appropriate diagnostic materials, and techniques. He will also be able to make appropriate recommendations for reading instruction on the basis of such diagnosis.

*Prerequisite: ED 6323.*

### **ED 6330 THE CURRICULUM IN THE ELEMENTARY SCHOOL**

Development of the elementary school curriculum, significant factors which help to determine the curriculum and implications of research in curriculum construction are studied. Opportunity to select and organize appropriate learning experiences for the different levels is offered.

### **ED 6331 THE CURRICULUM IN THE SECONDARY SCHOOL**

An overview of theories, principles and issues in curriculum planning for modern educational experiences. In addition to an examination of current curricular practices, particular emphasis will be placed upon promising research ideas and local efforts toward improvement in the secondary school.

### **ED 6334 CURRICULUM DEVELOPMENT – PROBLEMS AND PROCESSES**

The examination of systematic approaches to developing and evaluating elementary and secondary school curriculums at the national, state, local school district and campus levels. Methods of developing and applying criteria for curriculum analysis of each of the major curriculum areas to be studied.

*Prerequisite: Ed. 6330, Ed. 6331, or equivalent.*

### **ED 6335 TEACHING ELEMENTARY SCHOOL SUBJECTS IN THE BILINGUAL SCHOOL**

A course emphasizing a variety of advanced instructional strategies appropriate to teaching modern elementary Mathematics, Science and Social Studies to the bilingual child through the Spanish and English language. Competency will be determined in the areas of planning, assessment, teaching/learning, communication, management, concept development, the self-concept, materials, community and professional leadership. Precise terminology in English and Spanish and its application in the classroom will be stressed.

### **ED 6336 PROBLEMS IN EDUCATION**

This course's major emphasis is on current innovations in education. Students will conduct research related to selected problems. Experiences of the student may include conducting action research, working with educational determinants, new education programs, and/or working with classroom teachers and other persons in the community in order to improve the education program. Credit may be applied toward the graduate programs in education when the appropriate problem is chosen by the student. This course may be repeated once for credit.

### **ED 6337 ADMINISTRATION OF SPECIAL INSTRUCTIONAL PROGRAMS**

Emphasis is placed on the administration of special elementary and secondary school programs including: career, vocational, technical, special, compensatory, and reading education.

### **ED 6338 THE PRINCIPALSHIP**

A study of the unique functions of the principalship as they relate to the administration of elementary, middle, junior and secondary schools. Special emphasis will be focused on the leadership role of the principal in the management and instructional aspects of the school programs.

### **ED 6341 ADVANCED ADOLESCENT PSYCHOLOGY**

The history and systems of adolescent psychology applied to education. Modern theories and current research in learning and pupil motivation, especially in relation to new educational media and various aspects of the educative process.

*Prerequisite: ED. 3341, Ed.S. 3302, or equivalent.*

### **ED 6342 PROBLEMS IN GUIDANCE**

A course involving an individual study in program planning in guidance. The student will present a paper which will be bound and placed in the library and in the office of counselor education.

**ED 6344 INDIVIDUAL MENTAL TESTING: STANFORD-BINET**

Practice in administering and scoring the Stanford-Binet intelligence test for both elementary and secondary students.

*Prerequisite: ED 3313 or equivalent*

**ED 6345 EDUCATIONAL AND OCCUPATIONAL INFORMATION**

A survey and analysis of the processes of assisting the individual to choose an occupation, prepare for it, enter it, and progress in it. The course seeks to train leaders who can help individuals make decisions and choices involved in planning a future and building a career.

**ED 6349 COUNSELING PROCEDURES FOR ELEMENTARY CHILDREN**

The study and implementation of basic techniques of counseling children with behavioral disorders. This course will emphasize the utilization of play media and systematic positive reinforcement to facilitate expression, self-understanding and personal growth. Observation and supervised experience in counseling sessions with children are an integral part of the course.

*Prerequisites: ED 6360, ED 6362, ED 6363 or permission of instructor.*

**ED 6353 TEACHING THE DISADVANTAGED SECONDARY LEARNER**

The course will emphasize the problems experienced in teaching secondary school students that are educationally and/or culturally disadvantaged. Applicable techniques and materials useful in classroom situations will be studied.

**ED 6360 INTRODUCTION TO GUIDANCE AND COUNSELING**

Philosophy principles, and current practices of pupil guidance as a function of education. Social, emotional, intellectual and attitudinal dimensions are explored. Group guidance as well as individual counseling techniques, as they apply through public schools, are considered through lectures, discussion and class participation.

**ED 6361 THE LANGUAGE/LEARNING DISABLED CHILD**

The student will acquire knowledge and theory regarding learning abilities and disabilities and acquire basic terminology in the field of psycho-educational evaluation. Experiences will include observation of children with various learning styles, participation on simulated ARD (Admission, Review and Dismissal) committees (as mandated under Plan A in Texas), and knowledge of procedures from referral techniques through dissemination of findings.

**ED 6362 TECHNIQUES IN PSYCHO-THERAPY**

A survey of the field of psycho-therapy, comparing the contributions of psychoanalysis, non-directive therapy and behavior therapy. Consideration will be given to such specialized approaches as group therapy, play therapy and family therapy. Arrangements will be made to visit local facilities utilizing a variety of these therapeutic techniques.

**ED 6363 PERSONAL GROWTH**

Discussions and practical application of group dynamics within a framework of group therapy. Limited to 20 graduate students accepted in the counseling and guidance program.

**ED 6364 PSYCHOLOGY OF BEHAVIOR**

Comparison of normal and maladaptive behavior. Emphasis on recognition of deviant behavior. Opportunity to develop projects based on individual interest.

*Prerequisite: PSY 3313.*

**ED 6365 COUNSELING PRACTICUM**

A competency based practicum. Students will engage in counseling and in guidance planning through practical experiences in laboratory and in public schools. Seminars for discussion and critiquing by the student will be the theme of class sessions. Students will be required to recognize and identify counseling techniques and philosophies used in this practicum. Admission to course is dependent on admission to counselor education candidacy.

*Prerequisites: ED 6360, ED 6362, ED 6363. Course must be taken within last nine (9) hours of program. Limit 12 students.*

**ED 6366 PROBLEMS IN TESTING AND COUNSELING**

Problems course involving a practicum in testing and counseling. Emphasis will be on diagnosis and therapy. The student will present a case study/studies which will be bound in two copies to be placed in the library and in the office of counselor education.

**ED 6367 STATISTICAL METHODS**

This course is a study of statistics as applied to problems in education and psychology, to include frequency functions, correlation and regression, and statistical tests of significance.

**ED 6368 GROUP COUNSELING**

The purpose of this course is to develop an understanding of group processes, theories and techniques. Demonstrated competency in this knowledge and application of group procedures will be required. Limit 20 students.

*Prerequisites: ED 6360, ED 6362, ED 6363.*

**ED 6370 SUPERVISION OF INSTRUCTION**

Fundamental problems of the supervision of instruction in the small and moderately sized public schools; the nature and organization of supervision, supervisory plans and principles; teacher participation in forming education policies; effect of recent educational practices upon supervision; duties, relationships and training of supervisory officials; standards for judging teachers; methods of improving instruction; case studies in supervision; the use of conferences, teacher's meetings, demonstration teaching, visitation and research studies as supervisory agencies.

**ED 6371 PRACTICUM IN SUPERVISION**

Actual experience in supervisory methods and practices for the elementary school and secondary school supervisor. Teacher rating scales, in-service programs and staff development processes will be analyzed and implemented by each participant. Current administrative practices will be identified and critiqued with the cooperation of local school districts as each participation serves a six week internship with a local school district.

*Prerequisite: Ed. 6370.*

**ED 6373 TECHNIQUES AND METHODS FOR THE SLOW LEARNER**

A course designed to present techniques which can be applied to the curriculum for retarded children. Perceptual as well as intellectual deficits will be considered. The students will be required to participate in some observations and in some work relationship with retarded and slow learning children.

**ED 6379 PROBLEMS IN EDUCATIONAL SUPERVISION**

Each participant will define and resolve a supervisory problem in his specific area of interest. Each participant will be directed in his study by a graduate faculty member and a formal research paper dealing with a specific supervisory problem will be required.

*Prerequisite: ED 6370, 6371.*

**ED 6380 PRACTICUM FOR SECONDARY TEACHERS**

Examination of the discipline of the subject-field selected coupled with intensive study of research findings, publications of learned societies and advanced experimentation with the improvement of instruction.

**ED 6381 PROBLEMS IN ORGANIZATION AND ANALYSIS OF THE PRODUCTION PROCESS**

Research, readings and thorough study of the organization and administration of elementary and secondary schools; a careful analysis of the role of middle management personnel in the improvement of instruction; an analysis of administrative function and leadership style will be emphasized.

**ED 6384 INTRODUCTION TO EDUCATIONAL ADMINISTRATION**

An overview of public school administration introducing such topics as: Processes of organization and administration, instructional personnel and staff, finance, leadership roles, curriculum, physical plant operation, maintenance and legal aspects.

**ED 6385 PUBLIC SCHOOL LAW**

Constitutional provisions, statutory laws, court decisions, torts and regulations governing public schools with special reference to their influence upon the administration and function of public schools.

**ED 6386 ADMINISTRATION OF PUPIL PERSONNEL SERVICES**

A problems approach to the understanding, development and management of special pupil services of concern to the teacher, counselor, supervisor and administrator.

### **ED 6388 SOCIO-CULTURAL FOUNDATIONS OF EDUCATION**

Identification and analysis of cultural forces which ultimately shape the direction of modern American education with emphasis upon the purposes of education in their social and cultural contexts. An emphasis on the multicultural factors in society which affect the public schools and their influence upon learning and the acquisition of skills important to survival and self-fulfillment will be made. Particular emphasis will be placed upon understanding the culture of the Mexican-American child.

### **ED 6389 ADMINISTRATION AND ORGANIZATION OF SCHOOL BUSINESS SERVICES**

Principles and procedures of developing and managing a sound financial plan for local school districts with emphasis upon Texas educational agency financial and accounting procedures. Emphasis upon school law, taxation, property management and maintenance, school transportation and management of business personnel.

### **ED 6393 ADMINISTRATION OF SCHOOL STAFF PERSONNEL**

Analysis of personnel organization, administration and function in school system; relationships of various school positions; a study of ethics, welfare, security and professional improvement. Required of all administrators.

### **ED 6394 PSYCHOLOGY OF DECISION MAKING**

Analysis of skills and techniques needed by an effective administrator in the modern school; emphasis upon synergistic leadership, teacher-administrator relationships, group processes and group dynamics and the assessment of administrative performance.

### **ED 6397 ANALYSIS OF TEACHING BEHAVIOR**

Methods of gathering, analyzing and interpreting data in leadership conferences with student teachers, interns and professional teachers; the application of technology in the evaluation of skills to demonstrate effective behavior. Required of all principals.

### **ED 6398 INTERNSHIP IN MIDDLE MANAGEMENT**

A field-based course in which students practice competencies and theories acquired as they assume responsibilities associated with each of the middle management positions in local school districts.

### **ED 6604 PRACTICUM FOR THE EDUCATIONAL DIAGNOSTICIAN**

Supervised practical experience in diagnosis and therapy. This culminating activity will provide intensive training in the entire educational process for a child, whereby data is gathered, a diagnosis is developed and implemented, and an ongoing evaluation is designed and monitored to serve as a measure of the child's social and educational growth. Last 6 hours or last semester of work.

### **ED 7300 THESIS**

### **ED 7301 THESIS**

### **ED S 3301 INSTRUCTIONAL TECHNOLOGY**

This course deals with modern instructional strategies and the proper use of instructional materials best suited for group or individualized instruction. Sources of and production of materials, methods of presentation, evaluation of results and proper use and care of various types of audio, visual and video equipment are stressed. Dual listed with Ed 3301 (required for certification).

### **ED S 3302 ADOLESCENT BEHAVIOR AND THE LEARNING PROCESS**

Comparisons and contrasts are made of theories that explain and predict behavior. Emphasis is given to motivation and re-enforcement of student behavior in the classroom. Additional emphasis is given to analyzing and understanding one's own behavior, especially as it relates to the teacher role. Classroom experiences are provided in diagnosing, classifying and changing adolescent behavior. (Required for certification.)

### **ED S 3303 EDUCATION: PAST AND PRESENT**

A study of the history and philosophy of education includes the development of philosophical thought and practice in western education from a historical and current perspective. Additional emphasis is placed on helping students develop and clarify their professional philosophies. Dual listed with ED 3303.

### **ED S 3305 EVALUATION FOR SECONDARY TEACHERS**

A study of statistics enables the students to analyze, interpret and utilize data to improve their teaching. Students construct, administer and interpret results of tests to quantitatively measure and evaluate student progress in secondary classrooms.

### **ED S 3307 A CLINICAL AND A SYSTEMATIC APPROACH TO TEACHING AND LEARNING (FIELD EXPERIENCE)**

Emphasis on the person as a teacher is made in this field-based course. The systematic approach includes analyzing learners, analyzing learning, establishing learning environments, and evaluating outcomes, important teaching techniques and concepts are related to secondary classroom observations and incorporated into field experiences. These include classroom control, communication, cognitive and affective development, classroom planning, classroom organization and classroom evaluation.

*Prerequisite: ED S 3301, ED S 3302 (required for certification)*

### **ED S 4318 PROBLEMS SEMINAR FOR SECONDARY TEACHERS**

This practicum course focuses attention on effective application of a variety of instructional techniques. Special permission must be given to each participant before enrollment in the course. Dual listed with ED 4318.

### **ED S 4351 DEVELOPMENTAL READING IN SECONDARY SCHOOLS**

This course is designed to help students explore the developmental nature of reading at junior and senior high school levels, with particular emphasis on teaching content mastery through reading. (Material and techniques for teaching various content subjects will be developed by class members.) Credit may not be given for both ED 4351 or Ed.S. 4351 and ED 5351.

### **ED S 4353 SECONDARY SCHOOL METHODS: TEACHING THE DISADVANTAGED LEARNER**

A study of the problems experienced in teaching secondary school students that are educationally and/or culturally disadvantaged. Emphasis will be on identification of the problems experienced by the classroom teacher, on study of the applicable techniques and materials useful in such classroom situations, and on development of concepts and skills involved in the use of various techniques and materials.

### **ED S 4398 CLINICAL TEACHING IN THE JUNIOR HIGH SCHOOL (FIELD BASED)**

This course is designed to give secondary education students teaching experience at the junior high school level under the guidance of a public school cooperating teacher and a university supervisor. Students are assigned to the public school for fifteen hours per week. Analysis of teaching performance and evidence of competency are subject to review by a professional competency board.

*Prerequisite: ED S 3301, 3302 and 3307 (required for certification).*

### **ED S 4641 DIRECTED TEACHING-SECONDARY**

A course designed to give students experience in responsible teaching at the secondary level under the guidance of supervising teachers in public schools and university supervisors. Emphasis will be placed on development of teacher competencies. A required course for certification in secondary education. The student teacher will be assigned to a secondary school supervising teacher for one semester, Monday through Friday, for the equivalent of three university periods per day. A weekly seminar, individual conference and classroom observation will be conducted by the university supervisor. Student teachers may be required to attend inservice activities, preceding and during the semester of assignment as scheduled and conducted by the public schools and/or the university.

### **ED S 4901 CLINICAL TEACHING IN THE JUNIOR OR SENIOR HIGH SCHOOL**

This course is designed to give secondary education students teaching experience at the junior or senior high school level under the guidance of a public school supervising teacher and a university supervisor. Students are assigned to the public schools all day, Monday through Friday, for 16 weeks and are required, in addition, (1) to attend a 1 hour weekly seminar with the university supervisor and (2) to have at least one planning conference each week with the public school supervising teacher(s).

*Prerequisite: 9 semester hours of upper level professional education courses, including ED S 3307.*

*A student may take no more than 3 semester hours of additional course work during the professional semester in which he takes Directed Teaching. The course work must be taken after 4:00 p.m.*

**ENG 3301 MEDIEVAL LITERATURE**

A study of various types of medieval literature, including the epic, the romance and the allegory, with special attention to Middle English writers.

*Prerequisite: 12 semester hours of English.*

**ENG 3302 THE RENAISSANCE IN ENGLAND**

A study of the literature of the Renaissance period in England, with some time devoted to French and Italian backgrounds.

*Prerequisite: 12 semester hours of English.*

**ENG 3305 THE ROMANTIC PERIOD**

A study of the development of romanticism in France, Germany and England, with the main emphasis on English writers.

*Prerequisite: 12 semester hours of English.*

**ENG 3306 THE ENGLISH NOVEL TO 1850**

A study of the origins and development of the English novel with emphasis on the major novelists.

*Prerequisite: 12 semester hours of English.*

**ENG 3307 THE ENGLISH NOVEL FROM 1850 TO PRESENT**

A study of the continuing development and techniques of the English novel with emphasis on the major novelists.

*Prerequisites: 12 semester hours of English.*

**ENG 3312 SURVEY OF AMERICAN LITERATURE**

A chronological study of the principal authors, their works and the trends in American literature, from the Colonial period to the Civil War.

*Prerequisite: 12 semester hours of English.*

**ENG 3313 SURVEY OF AMERICAN LITERATURE**

A chronological study of the principal authors, their works and the trends in American literature, from the Civil War to the Twentieth Century.

*Prerequisite: 12 semester hours of English.*

**ENG 3319 INTRODUCTION TO DESCRIPTIVE LINGUISTICS**

An introduction to the methods of linguistics science with emphasis on problem solving techniques and the application to specific problems.

*Prerequisite: 12 semester hours of English.*

**ENG 3320 ADVANCED LITERARY PROBLEMS**

A course adapted to the study of special topics in English, American and world literature. For advanced students capable of developing a problem independently through conference and activities directed by the instructor. Problem is chosen by the student with the approval of the instructor prior to registration.

*Prerequisite: Major in English and 12 semester hours of English.*

**ENG 3321 LANGUAGE AND CULTURE**

Systematic exploration of social aspects of language and language use, including language attitudes, sociolinguistic dynamics of language contact situations, language learning, and the social and linguistic nature of dialects, language variation, and language change.

*Prerequisite: 12 semester hours of English.*

**ENG 3322 POETRY**

An in-depth study of the art and nature of poetry, with emphasis on sounds, the forms, the language and the modes of poetry and including a survey of the techniques and terminology of poetry analysis.

*Prerequisite: 12 semester hours of English.*

**ENG 4301 SHAKESPEARE**

A study of representative plays in comedy, history and tragedy.

*Prerequisite: 12 semester hours of English.*

**ENG 4302 MODERN ENGLISH SYNTAX**

Studies in modern English syntax with attention given to investigative methods and findings of contemporary linguistic analysis.

*Prerequisite: ENGLISH 3319.*

**ENG 4308 HISTORY OF THE ENGLISH LANGUAGE**

A history of the English language from the Anglo-Saxon period to the present.

*Prerequisite: 12 semester hours of English.*

**ENG 4309 CHAUCER**

A study of selected works of the greatest English poet of the Fourteenth Century.

*Prerequisite: 12 semester hours of English.*

**ENG 4310 AMERICAN LITERATURE OF THE SOUTH**

A study of the works of representative writers of the south.

*Prerequisite: 12 semester hours of English.,*

**ENG 4312 MILTON**

A study of the major poems and selected prose and minor poetry.

*Prerequisite: 12 semester hours of English.*

**ENG 4313 CONTRASTIVE PHONOLOGY**

A comparison of English and Spanish sound systems providing detailed study of the phonemic and phonotactic similarities and differences of the language. Course open only to students with proficiency in both English and Spanish. May be counted as English or Spanish 4313.

*Prerequisite: ENGLISH 3319 or SPANISH 3306.*

**ENG 4314 CONTRASTIVE GRAMMAR**

A comparison of English and Spanish grammatical systems with emphasis on substantive and descriptive problems arising from the differences in the systems. Course open only to students with proficiency in both English and Spanish. May be counted as English or Spanish 4314.

*Prerequisite: ENGLISH 4302 or SPANISH 3305.*

**ENG 4316 MEXICAN AMERICAN LITERATURE**

A study of the literature by and about Mexican Americans, with emphasis on the literary techniques and the cultural reflection in this literature.

*Prerequisite: 12 semester hours in English.*

**ENG 4322 CREATIVE WRITING I**

Practice in the writing of poetry and brief prose; with a study of literary forms, techniques and values from the writer's point of view.

*Prerequisite: ENG 4322 and permission of the instructor.*

**ENG 4325 COMPOSITION TECHNIQUES —**

A study of advanced composition techniques, including theories and methods of teaching composition skills.

*Prerequisite: 12 semester hours of English.*

**ENG 4330 THEORIES OF GRAMMAR, DIALECTS, AND LANGUAGE PERFORMANCE**

A survey of dialects, language performance, and contrastive analyses of grammar as they are applicable to the bilingual and/or second language learner. Designed for, but not limited to, prospective teachers of students with limited English proficiency and/or teachers of ESL students.

*Prerequisite for students in bilingual program: ENG 3319, 3330, SPAN 3330.*

**ENG 4331 PROBLEMS IN GRAMMAR, DIALECTS, AND LANGUAGE PERFORMANCE**

A study of the second language learner's transition from regional Spanish to standard English. Emphasis on the particular characteristics of the English and Spanish dialects of the region and the manner in which they interrelate. The course will treat theory already learned as well as that presented in the course in the light of practical methodological tools.

*Prerequisites: SPAN 2302, 2308.*

*Prerequisites for bilingual certification students. ENG 3319, 3330, SPAN 3330, ENG/SPAN 4330.*

**ENG 6300 BIBLIOGRAPHY AND RESEARCH METHODS**

A survey of the chief source materials of literary history and criticism and an introduction to methods and aids in literary research methods. Required of all graduate English majors.

**ENG 6328 INTRODUCTION TO ENGLISH AS A SECOND LANGUAGE**

A student of ESL teaching methods and their application to specific language performance skills. Special emphasis on the linguistic, social linguistic, and psycholinguistic bases. For selecting appropriate ESL methods and techniques.

**ENG 6330 STUDIES IN GRAMMAR, DIALECTS, AND LANGUAGE PERFORMANCE.**

Studies of grammar, dialects, and language performance as they are applicable to the bilingual and/or second language learner.

**ENG 6331 PROBLEMS IN GRAMMAR, DIALECTS, AND LANGUAGE PERFORMANCE.**

A study of the second language learner's transition from regional usage to standard usage. Emphasis upon practical implementation of theories of grammar, dialects, and language performance.

*Prerequisite: ENG/SPAN 6330.*

**ENG 6347 PROBLEMS IN LITERARY CRITICISM**

Major aesthetic theories related to exercises in practical criticism. Required of all graduate English majors.

**ENG 6351 PROBLEMS IN LINGUISTICS**

Studies in modern linguistics with emphasis on the practical help which the science offers to the student of the English language. May be repeated once when the emphasis varies. (Special topics to be announced in schedule of classes.)

**ENG 6360 STUDIES IN ENGLISH LITERATURE**

Extensive study in English literature. May be repeated for credit when the topic varies. (Special topics to be announced in schedule of classes.)

**ENG 6370 STUDIES IN AMERICAN LITERATURE**

Extensive study in American literature. May be repeated for credit when the topic varies. (Special topics to be announced in schedule of classes.)

**ENG 6380 STUDIES IN COMPARATIVE LITERATURE**

The comparison of particular topics, motifs, or genres in the literature of two or more languages or cultures. May be repeated for credit when the topic varies. (Special topics to be announced in the tentative class schedule.)

**ENG 6390 STUDIES IN SPECIAL TOPICS**

Extensive study in topics not limited to American or English literature. May be repeated for credit when the topic varies.

**ENG 7300 THESIS****ENG 7301 THESIS****FINA 3381 MONEY AND BANKING**

Principles of money and banking, including types of credit-granting institutions, services of commercial banks and other short-term credit institutions and the place of the Federal Reserve System in our economic system.

*Prerequisite: 3 semester hours each of accounting and economics.*

**FINA 3382 INVESTMENT PRINCIPLES**

Analysis and valuation of investment securities of corporations and governmental agencies. The purchase and sale of securities through brokerage houses and investment banking firms will be studied. (Was B A 3382, may not be repeated for credit.)



**FINA 3383 MANAGERIAL FINANCE**

The finance function in the firm and the specific responsibilities of the firm's financial manager, emphasis is on financial decisions, both those affecting the internal management of the firm and those concerned with the acquisition of new assets and funds.

*Prerequisite: ACC 2322 or ACC 2329.*

**FINA 3384 FUNDAMENTALS OF REAL ESTATE**

Physical and economic characteristics of real estate, applicable law, taxation, appraisal, marketing and finance.

**FINA 3385 PRINCIPLES OF INSURANCE**

Identification and control of risks facing the individual and the business firm, and the use of insurance and other mechanisms in dealing with them. Risk analysis, loss prevention, personal and property insurance, insurance programs and estate plans.

**FINA 3386 FINANCIAL INSTITUTIONS AND MARKETS*****On demand***

The dynamics of financial markets and their interaction with suppliers of funds, particularly financial intermediaries.

*Prerequisites: 6 semester hours each of accounting and economics.*

**FINA 3389 COMMERCIAL BANKING**

The principles and policies affecting the services, organization and management of funds in the commercial bank; policy formulation is emphasized; coordination with general economic and money market conditions is covered.

*Prerequisites: FINA 3381.*

**FINA 3390 PUBLIC FINANCE**

Public expenditures, their nature, changes and classifications, sources of public revenues, debt management, introduction of fiscal theory and policy. May be counted as finance or economics.

*Prerequisites: 6 semester hours each of accounting and economics.*

**FINA 4381 INTERNATIONAL FINANCE**

Application of finance principles in the international environment; including the nature of the balance of payment mechanism, the factors affecting the foreign exchange market; defensive techniques to protect the business against foreign exchange risk; and investing, financing, and work capital management within a multinational firm.

*Prerequisite: 6 hours of Finance.*

**FINA 6381 SEMINAR IN FINANCIAL ADMINISTRATION**

Management of the flow of funds in the firm. Analysis for obtaining the optimum unitization of funds, behavior of financial institutions and markets.

*Prerequisite: FINA 3383.*

**FINA 6382 ADMINISTRATION OF THE CORPORATE CAPITAL STRUCTURE**

Consideration of the problem of measuring and influencing the cost of capital. The administration of corporate capital.

*Prerequisite: FINA 3383.*

**GENB 3312 ADMINISTRATIVE OFFICE MANAGEMENT**

The management functions of planning, organizing, actuating and controlling in a facilitating administrative system are applied to case problems in office administration. Principles of internal organization, motivational theories and informational technology are studied through the medium of the role playing, panels and critiques, as well as the discussion technique. Pertinent research applicable to the field of office management is also studied.

**GENB 3315 SEMINAR: TEACHING BUSINESS SUBJECTS**

Explores the methods and techniques of teaching all business subjects. In addition, the psychological aspects of learning are reviewed and applied to the teaching process. Designed for the business student who is preparing to teach at the secondary or post-secondary level.

### **GENB 3335 BUSINESS COMMUNICATIONS**

A systems approach to information processing which concerns itself with the psychological and practical aspects of reading, writing, speaking and listening, research, both applied and experimental, in communications is a basic ingredient of this course. The areas of kinetic and mental communication are also explored.

**Prerequisite:** *Satisfaction of general requirements for freshmen English and ability to use the typewriter.*

### **GENB 3337 BUSINESS LAW I**

Historical background and rule of law in business and society, legal reasoning, particular emphasis on contracts, agency, property and the commercial code.

### **GENB 3338 BUSINESS LAW II**

A continuation and expansion of the study of rules of law in a business society, business organization, secured transactions, real property, wills and trusts, consumer protection, bankruptcy.

**Prerequisite:** *GENB 3337.*

### **GENB 3341 ELEMENTARY BUSINESS AND ECONOMIC STATISTICS**

Collection, classification, description and presentation of numerical data, frequency distributions, averages, dispersion, probability and statistical inference. May be counted as business administration or economics.

**Prerequisite:** *6 semester hours of Mathematics, including Math 1340, or the equivalent.*

### **GENB 3342 INTERMEDIATE BUSINESS AND ECONOMIC STATISTICS**

A continuation of elementary statistics, including regression and correlation, index numbers, time series, nonparametric statistics and other decision-making tools. May be counted as business administration or economics.

**Prerequisite:** *GENB 3341 or ECO 3341 and C S 1301.*

### **GENB 4345-48 BUSINESS APPLICATIONS AND RESEARCH**

Designed to give students professional experience in actual business situations or applied research into business or economic problems. Projects and opportunities for such experience are varied and change from semester to semester. Sequential registration for up to twelve semester hours is permitted as topics vary. May be counted as business administration or economics.

**Prerequisite:** *Consent of instructor.*

### **GENB 4369 BUSINESS POLICY**

A broad course in business management designed to integrate earlier studies in business. Comprehensive case problems are studied, with student participation in decision making related to business operations under conditions of uncertainty.

**Prerequisite:** *ACC 2322 or 2329, GENB 3341, MANA 3361, MARK 3371, FINA 3383.*

### **GENB 6314 SEMINAR: BUSINESS EDUCATION**

Current issues on business education and business teacher training, philosophy and objectives of the business education program at the secondary and post-secondary levels.

### **GENB 6315 SEMINAR: CURRENT PROBLEMS IN BUSINESS EDUCATION**

*On demand*

Designed for secondary and post-secondary teachers of businesses. Analyzes research studies and current literature in the major areas of business education. Applies findings of research to actual teaching situations. Reviews and analyzes the systems approach to teaching.

**Prerequisite:** *one year's teaching experience and/or consent of instructor.*

### **GENB 6331 QUANTITATIVE TECHNIQUES IN BUSINESS**

The use of modern quantitative techniques in business decision making including operations research problems and techniques such as programming, model building, simulation and network analysis.

### **GENB 6332 BUSINESS RESEARCH**

Quantitative solutions to significant business problems will be stressed using computer techniques where possible. Modern methods and procedures will be reviewed. Students will prepare a major paper based on original research in a specific business area under the supervision of a senior faculty member from that field.

**Prerequisite:** *GENB 6311.*

### **GENB 6335 ADMINISTRATIVE COMMUNICATIONS**

Interdisciplinary study of the communication processes in business. Includes systems and technologies, and the organizational and psychological processes. Formulating, conducting and reporting a significant research project in communications.

### **GENB 6369 ADMINISTRATIVE POLICY AND STRATEGY**

A study of management problems under dynamic conditions. Comprehensive, integrative cases will be studied and analyzed. **Prerequisite:** *12 semester hours of graduate credit in school of business administration.*

### **GENB 7300 THESIS**

Research and writing of the thesis.

### **GENB 7301 THESIS**

Research and writing of the thesis.

### **GEOG 3333 LATIN-AMERICAN GEOGRAPHY**

A regional study of the geography of Mexico, the Caribbean, Central and South America. Includes an investigation of the physical, cultural and economic factors of various regions and how these effect present day conditions.

### **GOVT 3322 POLITICS OF EMERGING NATIONS**

Analysis of political institutions and processes with focus on "Third World" emerging nations.

**Prerequisites:** *GOVT 2313, 2314.*

### **GOVT 3323 INTRODUCTION TO PUBLIC ADMINISTRATION**

A survey of public administration in the United States highlighting a wide variety of topics in the discipline, but with emphasis upon the general machinery of the national bureaucracy and on the powers, problems, and control of its agencies.

### **GOVT 3343 INTERNATIONAL POLITICS**

A study of the political principles, problems and factors involved in the foreign policies and relations of the nation-state with particular emphasis on the sources and uses of national power and the difficulties in limiting the use of such power.

**Prerequisites:** *GOVT. 2313, 2314.*

### **GOVT 3360 AMERICAN MINORITY POLITICS**

An analysis of the political policies and techniques embraced by minorities in American political system. Minorities studies include Mexican-Americans, blacks and women.

**Prerequisites:** *GOVT 2313, 2314.*

### **GOVT 3371 TOTALITARIAN GOVERNMENTS AND POLITICS**

A comparative study of ideology, institutions and political processes of totalitarian governments, with emphasis on the systems of contemporary Russia and communist China.

**Prerequisites:** *GOVT 2313 2314 (cannot be taken for degree credit if student has previously completed GOVT 3372).*

### **GOVT 4312 URBAN AND METROPOLITAN PLANNING**

An analysis of the various political factors shaping the direction and tasks of the planner. Attention is given to zoning, capital improvement budgeting, subdivision control and related aspects of the inter-relationship of such planning with that done by other local units of government.

**Prerequisites:** *GOVT 2313, 2314.*

**GOVT 4313 COMPARATIVE GOVERNMENTS: WESTERN DEMOCRACIES**

A study of the major democracies of Europe: Great Britain, France, West Germany, Italy, low countries, Scandinavian countries, Switzerland and Austria. A comparative study of peoples and their institutions.

*Prerequisites: GOVT 2313, 2314.*

**GOVT 4320 AMERICAN CONSTITUTIONAL LAW: FEDERALISM**

A study of the allocation of government powers by use of court cases, with special emphasis on the national government and an introduction to the judicial functions of the American legal system.

*Prerequisites: GOVT 2313, 2314.*

**GOVT 4321 AMERICAN CONSTITUTIONAL LAW: CIVIL LIBERTIES**

A study of the limitations of governmental powers in the United States by use of court cases, with primary emphasis on civil and political rights.

*Prerequisites: GOVT 2313, 2314.*

**GOVT 4333 POLITICAL THEORY (SOCRATES TO THE NINETEENTH CENTURY)**

A study of the political philosophy of Western Civilization from early to modern times; the works of Plato, Aristotle, Cicero, Machiavelli, St. Thomas Aquinas, Hobbes, Locke and others will be examined and discussed.

*Prerequisite: GOVT 2313, 2314. May be counted as Government or Philosophy.*

**GOVT 4343 POLITICAL THEORY (NINETEENTH CENTURY TO THE PRESENT)**

Modern political thought since the Eighteenth Century; the doctrines of Western Democracy, with special emphasis upon its development in the United States; Hegelian and Fascist Absolutism, Marxist Communism, Socialism and problems of Twentieth Century Nationalism.

*Prerequisites: GOVT 2313, 2314, may be counted as Government or Philosophy.*

**GOVT 4360 AMERICAN EXECUTIVE PROCESS**

Advanced study of the development of the power and influence of the president and other American executives; procedures and politics of the executive process; executive policy outputs; the relation of the executive to the other elements of the political system.

*Prerequisites: GOVT 2313, 2314.*

**GOVT 4363 AMERICAN LEGISLATIVE PROCESS**

Advanced study of the legislative process; structure, powers, organization, political control and procedures of congress, state legislatures and local legislative bodies in the rest of the political system.

*Prerequisites: GOVT 2313, 2314.*

**GOVT 4365 AMERICAN ADMINISTRATIVE PROCESS**

Advanced study of law and procedures of national, state and local administrative agencies and their behavior; problems in administrative management; theory of complex organizations; policy outcomes of the administrative process.

*Prerequisites: GOVT 2313, 2314.*

**GOVT 4367 AMERICAN JUDICIAL PROCESS**

Advanced study of the structure, functions and procedures of the national, state and local judicial systems; the interrelationship between the American judiciary and other components of the political system; the impact of judicial decision-making on public policy.

*Prerequisites: GOVT 2313, 2314.*

**GOVT 4373 AMERICAN POLITICAL PARTIES AND POLITICS**

A study of the history, organization, function and leadership of political parties and the role they play in the operation of national, state and local governments in the United States and a study of the role of group politics and voting behavior in the American political process.

**GOVT 4383 LATIN-AMERICAN POLITICS**

A survey of governmental structures and politics in Latin America, examines competing ideologies, group developments, party interest, influence of revolution, relationship between political, social and economic structures and Latin America's role in the world political arena.

*Prerequisites: GOVT. 2313, 2314 (was GOVT 3383, may not be repeated for credit).*

### **GOVT 4384 SEMINAR IN LOCAL GOVERNMENT PROBLEMS I**

An examination and study of administrative problems in local government.

*Prerequisites: GOVT 2313, 2314.*

### **GOVT 4385 SEMINAR IN LOCAL GOVERNMENT PROBLEMS II**

An examination of problems encountered by the interns in their work with various local governmental agencies and efforts to find solutions by applications of latest governmental administrative theories.

*Prerequisites: GOVT 2313, 2314.*

### **GOVT 4386 SOUTH AMERICAN POLITICS**

A survey of governmental structures and politics in South America. Examines competing ideologies, group developments, party interests, influence of revolution, relationship between political, social and economic structures and South America's role in the world political arena.

*Prerequisite: GOVT 2313, 2314.*

### **GOVT 5325 MINORITY POLITICS IN AMERICA**

An analysis of the political policies and techniques embraced by minorities in American political system. Minorities studied include Mexican-Americans, Blacks and Women. Prerequisites: GOVT 2313, 2314 (cannot be taken for degree credit if student has previously completed GOVT 3360 or 4325).

### **GOVT 5360 AMERICAN EXECUTIVE PROCESS AND POLICY OUTPUTS**

Advanced study of the development of the power and influence of the president and other American executives; procedures and policies of the executive process; executive policy outputs; the relation of the executive to the other elements of the political system.

### **GOVT 5367 AMERICAN JUDICIAL PROCESS**

Advanced study of the structure, functions, and procedures of the national, state and local judicial systems, the interrelationship between the American judiciary and other components of the political system; the impact of judicial decision-making on public policy.

### **HIST 3333 MEXICO, CENTRAL AND SOUTH AMERICA, COLONIAL ERA**

A study of the establishment of Spanish dominion; geography and natural resources; institutional and social development; cultural aspects and contribution.

*Prerequisite: Six semester hours of History.*

### **HIST 3341 HISTORY OF ENGLAND**

English history from earliest times through the period of the Stuart kings. Emphasis will be given to the factors which have influenced the development of British and American institutions.

*Prerequisite: Six semester hours of History.*

### **HIST 3342 HISTORY OF ENGLAND**

The period of the Glorious Revolution to the British Empire and common-wealth of nations.

*Prerequisite: Six semester hours of History.*

### **HIST 3373 MEXICAN-AMERICAN HERITAGE**

An interpretation of the historical heritage of the Mexican-American in the United States.

*Prerequisite: Six semester hours of History.*

### **HIST 4303 THE EMERGENCE OF MODERN AMERICA, 1877-1917**

A study of the growth of American business and industry, the emergence of the United States as a world power, the populist protest and progressive reform movements.

*Prerequisite: Six semester hours of History.*

### **HIST 4313 TWENTIETH CENTURY AMERICA, 1917 TO THE PRESENT**

A study of the history of the United States from World War I to the present with emphasis on domestic and foreign affairs in their relationship to and effect on each other.

*Prerequisite: Six semester hours of History.*

### **HIST 4325 THE AMERICAN SOUTHWEST SINCE 1821**

The American penetration of Texas and Mexico War, subjugation of the Indians, extension of mining, railroad, cattle industry, and farming across the Southwest; and the transition from raw frontier to modern states of the Southwest.

*Prerequisite: Six semester hours of History (was HIST 3325, may not be repeated for credit).*

### **HIST 4337 AMERICAN INTELLECTUAL HISTORY FROM THE COLONIAL ERA TO MID-NINETEENTH CENTURY**

A study of ideas in Colonial and early national America with emphasis of how thinkers have understood and articulated the American religious, political-economic-social and legal experience, and on the formative role of the concept of national character.

*Prerequisite: HIST 2313, 2314.*

### **HIST 4345 MEXICO'S FIRST CENTURY AS AN INDEPENDENT REPUBLIC**

A study of the political, social and economic development of Mexico from the independence movement through the Revolutionary movement of 1910-1917. A study of the problems of Mexico and the various distinct eras of its first century as a republic.

*Prerequisite: Six semester hours of History (was HIST 3343, may not be repeated for credit).*

### **HIST 4352 BRAZIL AFTER INDEPENDENCE**

A study of Brazil as an empire and a republic with emphasis on the social, geographic and political factors that make it a unique nation in the Western hemisphere.

### **HIST 4353 HISTORY OF MEXICAN CULTURE**

A study of the Mexican people, including development of their social institutions, thinking, concepts, attitudes, values, reactions, and sensitivities.

*Prerequisite: Six semester hours of History.*

### **HIST 4355 HISPANIC SOUTH AMERICA SINCE INDEPENDENCE**

The historical development of the major Hispanic South American republics; general trends in their social, economic and political growth.

*Prerequisite: Six semester hours of History. History 3333 is recommended to precede this course (was HIST 3353, may not be repeated for credit).*

### **HIST 4363 UNITED STATES –LATIN AMERICAN RELATIONS**

The development of a distinctive system of international relations — economic, cultural, and political — between the nations of Latin America and the United States.

*Prerequisite: six semester hours of history.*

### **HIST 4370 THE RENAISSANCE AND THE REFORMATION, 1300 TO 1650**

A study of the political, social and cultural developments of Western Europe from the decline of the Medieval system, through the Age of the New Monarchies, with emphasis on France, Germany and Italy.

*Prerequisite: Six semester hours of History with HIST 1333 recommended.*

### **HIST 4371 RUSSIA FROM ITS REVOLUTIONARY ERA TO THE PRESENT**

Russia from the precursors of the Revolution through the Revolutions of 1905, 1917 and the development of the Soviet regime to current trends.

*Prerequisite: Six semester hours of History with HIST 1334 recommended. (was HIST 3371, credit cannot be received if HIST 3371, or HIST/GOVT 3372 have previously been completed).*

### **HIST 4374 CENTRAL AMERICA AND THE CARIBBEAN ISLAND NATIONS SINCE 1800.**

A study of the nineteenth-century efforts of these nations to emerge as separate entities and an evaluation of their twentieth-century experiences.

*Prerequisite: Six semester hours of History with HIST 3333 recommended.*

### **HIST 4376 REVOLUTIONARY EUROPE, 1789-1850**

A study of Europe of this period with emphasis on the growth of democratic institutions from the beginning of the French Revolution through the Revolution of 1848.

*Prerequisite: Six semester hours of History with HIST 1334 recommended (was HIST 3374, may not be repeated for credit).*

**HIST 4393 EUROPE FROM 1919 TO PRESENT**

A study of the causes of World War II, its resulting problems, and current trends.

*Prerequisite: Six semester hours of History with HIST 1334 recommended. (was HIST 3393, may not be repeated for credit).*

**HIST 5345 MEXICO'S FIRST CENTURY AS AN INDEPENDENT REPUBLIC**

A study of the political, social and economic development of Mexico from the independence movement through the revolutionary movement of 1910-1917. A study of the problems of Mexico and the various eras of its first century as a republic.

**HIST 5363 HISTORY OF THE UNITED STATES-LATIN AMERICAN RELATIONS**

The development of a distinctive system of international relations—economic, cultural, and political—between the nations of Latin America and the United States.

**HIST 6306 STUDIES IN TEXAS AND SOUTHWESTERN HISTORY**

An intensive investigation of selected problems in southwestern history with emphasis on Texas.

**HIST 6316 STUDIES IN MEXICAN AND AMERICAN HERITAGES**

An intensive investigation of selected historical problems in the Mexican-American and Anglo-American cultural heritages and the fusion and clash of these cultures.

**HIST 6380 THE GOLDEN AGE OF SPAIN AND PORTUGAL, 1300 TO 1700**

A study of the political, social, and cultural developments of Spain and Portugal from the era of the Moors to the end of the Hapsburg Dynasty, including colonial expansion into North Africa.

**HIST 6381 SPECIAL TOPICS IN HISTORY**

Seminar on selected topics in history, including comparative histories, multi/nation histories, multi/cultural histories, and theories of history. May be repeated for credit when the topic varies.

**HIST 6382 DIRECTED STUDY IN HISTORY**

Individual studies not pertaining to thesis on selected areas of United States, Latin American, or European History. Stresses extensive reading and reports in selected field. May be repeated for credit when topic varies.

*Prerequisite: Approval of academic dean.*

**HIST 7300 THESIS**

Research and writing of the thesis.

**HIST 7301 THESIS**

Research and writing of the thesis.

**MANA 3361 PRINCIPLES OF MANAGEMENT**

Management functions and processes which have general applicability to all types of enterprises. Emphasis is placed on applicability to the major functional business areas of production, marketing and finance, introduction to basic management philosophy and decision-making processes, study of the principles involved in carrying out managerial functions.

**MANA 3362 PERSONNEL MANAGEMENT**

Current developments within the field of personnel administration. A study of concepts, principles, policies and organizational procedures utilized by business institutions in the management of personnel; selection, placement, compensation morale, labor turnover, collective bargaining, employee service and supervisory activities.

*Prerequisite: MANA 3361, or consent of the instructor.*

**MANA 3363 PRODUCTION MANAGEMENT**

The concept of the production function and its applicability to all types of business firms, problems which provide background for the integration of scientific decision processes relative to an analysis of production activities.

**MANA 4332 HUMAN RELATIONS IN MANAGEMENT**

The theory and application of behavioral sciences to the human element in organizations. Individual behavior and motivation, as well as small group interaction in organizations. Individual behavior and motivation, as well as small group interaction in organizations, is emphasized. The human resource is portrayed as a vital complex factor in management.

**Prerequisite:** MANA 3361.

**MANA 4361 HUMAN BEHAVIOR IN ORGANIZATION**

Development of management theory with emphasis on the investigation of individual and group behavior in organizations.

**Prerequisite:** MANA 3361.

**MANA 4363 QUANTITATIVE TECHNIQUES IN THE PRODUCTION PROCESS**

The production management process and the application of quantitative analysis and methodology in the solution of production problems.

**MANA 4364 SOCIETAL PROBLEMS IN BUSINESS**

The behavior and social responsibilities of business firms and other business institutions in modern society.

**MANA 4365 WAGE AND SALARY ADMINISTRATION**

Principles and practices of the determination of relative values for jobs and their application to basic wage and salary structure. The formulation in class of a job evaluation plan and wage structure.

**MANA 4366 SMALL BUSINESS MANAGEMENT**

A study of the special characteristics of small business. Emphasis will be placed on the selecting and starting of a small business and the essential function of management in the first years of operation.

**Prerequisite:** MANA 3361, MARK 3371 and FINA 3383.

**MANA 4368 COLLECTIVE BARGAINING**

An examination and analysis of the collective bargaining process in the United States. Emphasis is placed on the role of union and management in the process, on the relationship of this process to contemporary labor legislation and day by day administration of a union agreement.

**MANA 5363 QUANTITATIVE TECHNIQUES IN PRODUCTION PROCESSES**

A review of quantitative techniques applicable to the solution of production management problems. Emphasis is on the understanding and applications of these techniques as aids in management decision making. Individual projects will be assigned to each student.

**MANA 5364 BUSINESS AND SOCIETY**

The role of national and multinational business in modern society, the relationship between business and the social, political, economic and ecological environment.

**MANA 5368 COLLECTIVE BARGAINING**

An examination and analysis of the collective bargaining process in the United States. Emphasis is placed on the role of union and management in the process, on the relationship of this process to contemporary labor legislation and day by day administration of a union agreement.

**MANA 6361 MANAGEMENT THEORY AND ORGANIZATIONAL BEHAVIOR**

An analysis of formal organizational theory and the interrelationship of individuals in organizations. A study of the organization as a system of authority, status, leadership, direction, communication and influence. Includes readings, cases and special reports.

**Prerequisite:** MANA 3361.

**MANA 6362 PERSONNEL ADMINISTRATION AND INDUSTRIAL RELATIONS**

The individual and organization. Human behavior in a work environment. Organizational stress and the role of an industrial relations system. Current problems and alternative solutions.

**Prerequisite:** MANA 3362 or MANA 4361 or 5361.



**MANA 6366 MANAGEMENT SEMINAR**

The development of management thought and practice with emphasis on current trends and problems in management.

*Prerequisite: MANA 4361 or 5361.*

**MARK 3371 PRINCIPLES OF MARKETING**

The marketing structure as it operates in our economic system. With emphasis on improving the flow of goods and services from producer to consumer. Practical application of principles and techniques. Designed as a beginning course in marketing.

**MARK 3372 CONSUMER BEHAVIOR**

An overall view of the basic perspectives of consumer behavior. An interdisciplinary approach is utilized by studying the fields of economics, psychology, sociology and anthropology as they relate to marketing. Emphasis is placed on the fundamental process of motivation, perception and learning, as well as analysis of individual predispositions and group influences in marketing.

*Prerequisite: MARK 3371 or consent of instructor.*

**MARK 3373 PHYSICAL DISTRIBUTION MANAGEMENT**

A survey of the broad field of transportation and business logistics, including a working knowledge of the marketing characteristics and regulatory problems of each of the modes studied; rail, motor, water and air. An integrated systems approach to transportation, warehousing, material handling, packaging, etc., is stressed with emphasis placed on new theories in the distribution of products.

*Prerequisite: MARK 3371 or consent of instructor.*

**MARK 3375 RETAILING**

Principles and methods of modern retailing, emphasis on problems of store location and layout, buying, pricing, credit, stock control, personnel and sales promotion. Designed for students who wish to gain a general knowledge of the retail field as well as those specializing in marketing.

*Prerequisite: MARK 3371.*

**MARK 4372 MASS MEDIA ADVERTISING**

Analysis and application of advertising and sales promotion methods through mass communications. Management techniques utilized in the promotion of widely distributed products and services.

*Prerequisite: MARK 3371.*

**MARK 4377 MARKETING MANAGEMENT**

Emphasis on acquiring a knowledge of various tools and models that may be useful in assisting the marketing manager in his decision-making process. All areas of marketing are discussed within the decision-making framework, with practical application of techniques emphasized.

*Prerequisites: MARK 3371.*

**MARK 4378 MARKETING RESEARCH**

Quantitative research procedures and techniques utilized in business today. Problems definition, sources of research data, survey methods, questionnaire design and sampling techniques. Practical application of procedures and techniques is emphasized through class research projects.

*Prerequisite: ECO 2352, GENB 3341 or ECO 3341, MARK 3371.*

**MARK 4379 SPECIAL PROBLEMS IN MARKETING**

An in-depth study of some problems in marketing. A weekly conference is scheduled with the supervising faculty member.

*Prerequisite: 12 hours in marketing and consent of instructor.*

**MARK 5372 ADVERTISING AND SALES PROMOTION**

Effective use of mass communication media and direct promotion techniques will be studied through all phases of planning, creation, execution and evaluation. Widely distributed consumer products will be stressed. Skills will be developed in utilizing consumer research, sales analysis, and mass media data for promotion planning.

### **MARK 6371 CONTEMPORARY MARKETING PROBLEMS**

Analysis of current and potential restrictions on mass marketing techniques and accommodations thereto. Marketing of widely distributed consumer products by national and multinational firms will be stressed, existing and pending legislative restrictions will be studied as well as current publications.

**Prerequisite:** MARK 3371.

### **MARK 6377 MARKETING AND MANAGEMENT**

*offered on Demand*

A study of marketing policy and decision making based upon a consumer orientation; innovation and creative adaptation to change; cultural implication of marketing action; and the role of theory in marketing.

**Prerequisite:** MARK 3371.

### **MATH 3303 HISTORY OF MATHEMATICS** ✓

This course is a study of the sources of mathematical principles, growth of mathematical knowledge, and the contributions of outstanding mathematicians.

### **MATH 3311 MATHEMATICS FOR SECONDARY TEACHERS I**

This course includes a study of mathematics education in the United States, an examination of curricular recommendations, experimental programs, teaching strategies, maintaining throughout a balance between content and pedagogy.

**Prerequisite:** 12 semester hours of Mathematics. This course replaces MATH 3304. A student may not receive credit for both MATH 3304 and MATH 3311.

### **MATH 3314 GEOMETRY FOR SECONDARY TEACHERS**

This course is designed to help prospective secondary teachers of Geometry bridge the gap between Classical Euclidean and Modern Abstract Geometry. Topics include a modern introduction to Axiomatic Systems for Plane and Solid Geometry, and a survey of various Euclidean and Non-Euclidean Geometries.

**Prerequisite:** 12 semester hours of Mathematics. This course replaces MATH 3306. A student may use MATH 3314 to replace a grade received in MATH 3306; however, one may not receive credit for both MATH 3306 and MATH 3314.

### **MATH 3337 APPLIED STATISTICS I**

This course presents a study of problems in organizing, summarizing, and interpreting statistical information. Topics include measurements of Central Tendency; Variation; Transformed Scores; Sampling Error and the Central Limit Theorem; Theoretical Frequency Distribution; Binomial, Normal, T, F1, and Chi-Square Distributions; Hypothesis Testing, and Estimation. Computer laboratory experience will be an important part of the course.

**Prerequisite:** Junior level standing, C S 2425 and either MATH 2315 or MATH 1370. This course replaces MATH 3308 and is the same as STAT 3337. A student may use MATH 3337 to replace a grade received in MATH 3308; however, one may receive credit for at most one of MATH 3308, MATH 3337, or STAT 3337.

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### **MATH 3349 DIFFERENTIAL EQUATIONS**

This course contains a study of ordinary differential equations, formulation of practical problems and methods of approximation.

**Prerequisite:** MATH 2347. This course replaces MATH 3301. A student may use MATH 3349 to replace a grade received in MATH 3301; however, one may not receive credit for both MATH 3301 and MATH 3349.

### **MATH 4345 INTRODUCTION TO PURE MATHEMATICS**

This course introduces the student to a rigorous study of the foundations of pure Mathematics. Topics include: Sets, Logic, Axiomatic Systems and the Concept of the Mathematical Proof. Emphasis is placed on the student developing the ability to individually create and present Mathematical Proofs.

*Prerequisite: 12 semester hours of Mathematics including MATH 2342 (or its equivalent) with a grade of C or better. This course replaces MATH 4310. A student may use MATH 4345 to replace a grade received in MATH 4310; however, one may not receive credit for both MATH 4310 and MATH 4345.*

### **MATH 4348 INTRODUCTION TO THE THEORY OF LINEAR ALGEBRA**

This course presents a theoretical survey of Linear Algebra. Topics include an Introduction to Vector Spaces, Linear Transformations and Associated Matrices, Bilinear and Quadratic Forms, Eigen Vectors, and Similarity of Matrices.

*Prerequisite: MATH 2345 with a grade of C or better and MATH 4345. This course replaces MATH 4303. A student may use MATH 4348 to replace a grade received in MATH 4303; however, one may not receive credit for both MATH 4303 and MATH 4348.*

### **MATH 4351 INTRODUCTION TO MODERN ALGEBRA**

This course provides an introduction to the theory of various Algebraic structures. Topics to be taken from the Theory of Semigroups, Groups, Rings and Fields.

*Prerequisite: MATH 4345 with a grade of C or better. This course replaces MATH 4303. A student may use MATH 4351 to replace a grade received in MATH 4304; however one may not receive credit for both MATH 4303 and MATH 4351.*

### **MATH 4357 INTRODUCTION TO REAL ANALYSIS**

This course presents a rigorous introduction to the elements of real analysis. Topics include a Study of Sequences and Series, Topology of the Real Line, Functions, Limits and Continuity, and Derivatives.

*Prerequisite: MATH 4345 with a grade of C or better. This course replaces MATH 4315. A student may use MATH 4357 to replace a grade received in MATH 4315; however, one may not receive credit for both MATH 4315 and MATH 4357.*

### **MATH 4468 INTRODUCTION TO NUMERICAL ANALYSIS**

This course covers iteration processes, numerical solutions to Algebraic and Transcendental Equations, numerical solution to Differential Equations, Simulations, Finite Difference Equations, and Error Analysis. Three hours of lecture and three hours of laboratory.

*Prerequisite: MATH 3349 or consent of department. This course replaced MATH 4307. A student may use MATH 4468 to replace a grade received in MATH 4307; however, one may not receive credit for both MATH 4307 and MATH 4468.*

### **PE 3300 THEORY OF COACHING FOOTBALL**

A study and participation in the fundamentals and techniques, rules and strategies of football.

### **PE 3302 TEACHING INDIVIDUAL SPORTS**

The current theories and practices in teaching tennis, badminton and golf.

*Prerequisites: P E 2104, 2103, 2157 or demonstrated proficiency.*

### **PE 3303 THEORY OF COACHING BASKETBALL**

A study and participation in the fundamentals, techniques, rules and strategies of basketball.

### **PE 3304 THEORY OF COACHING BASEBALL AND TRACK**

A study involving the use of theory in the analysis and interpretation of coaching techniques and fundamentals in baseball and track.

### **PE 3310 TEACHING TEAM SPORTS**

Analysis of skills and techniques in teaching volleyball, basketball, soccer/speedball.

### **PE 3312 TEACHING DANCE ACTIVITIES**

Analysis of skill and techniques in teaching social, folk, square and modern dance.

*Prerequisites: PE 2125, 2126 and 2153 or demonstrated proficiency.*

### **PE 3313 DANCE FOR CHILDREN**

This course is intended to provide both theory and practice in planning, organizing and presenting dance activities appropriate for grades K-6. Special emphasis are placed upon the techniques of teaching rhythm skills, creative rhythms, singing games, and folk dances appropriate for children enrolled in the elementary school.

*Prerequisites: PE 2125 or PE 2126. Required of elementary education majors for certification in physical education.*

### **PE 3317 METHODS OF TEACHING GYMNASTICS IN THE ELEMENTARY SCHOOL**

Analysis of skills and techniques of teaching gymnastics-related activities to elementary level students. Safety procedures in the use of playground facilities are stressed. This course is designed primarily for elementary education majors who are minoring in physical education.

### **PE 3319 TEACHING TUMBLING AND GYMNASTICS**

Analysis of skills and techniques in teaching basic tumbling and gymnastics.

*Prerequisites: PE 2108 or demonstrated proficiency.*

### **PE 3320 THEORY OF COACHING BASKETBALL AND VOLLEYBALL**

A study involving the use of theory in the analysis and interpretation of coaching techniques and fundamentals in basketball and volleyball.

### **PE 3352 CARE, TREATMENT AND PREVENTION OF ATHLETIC INJURIES**

Prevention and correction of accidents in physical education and athletic activities. The use of proper personal and field equipment, support methods, conditioning exercises, therapeutic aids, medical examination and massage.

*Prerequisite: Six semester hours of biology.*

### **PE 3353 PHYSIOLOGY OF EXERCISE**

A study of the adaption of the body to activity with special emphasis on the gross movements of physical education. This course will include an experimental laboratory experience.

*Prerequisite: PE 2354.*

### **PE 3356 MOVEMENT EDUCATION**

A problem solving approach to the optimal development of human movement. The underlying principles, methods and techniques of movement education at the elementary level are presented.

### **PE 3357 PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL**

Curriculum construction, material selections and methods of presenting physical activities in the elementary school.

### **PE 4313 WORKSHOP IN PHYSICAL EDUCATION**

This course is designed to provide in-depth experiences for the prospective teacher, coach and recreation leader in the development of both current theories and practices in presenting selected areas of physical education such as aquatics, dance, gymnastics and/or sports. The course may be repeated for credit, up to nine semester hours, when topic is different.

*Prerequisite: 12 semester hours of physical education or approval of instructor.*

### **PE 4352 THE INTRAMURAL PROGRAM**

The organization and administration of intramural programs for both boys and girls.

### **PE 4354 PHYSICAL EDUCATION FOR THE SECONDARY SCHOOLS**

A survey of activities for program planning in junior and senior high schools unit construction, lesson planning, class organization, special programs and sources of materials.

### **PE 4355 ORGANIZATION AND SUPERVISION OF THE PHYSICAL EDUCATION PROGRAM**

History and philosophy, principles, policies of supervision, planning and administering the school's interscholastic programs and a brief introduction to test and measurements as each relates to physical education.

### **PE 5313 WORKSHOP IN PHYSICAL EDUCATION**

This course is designed to provide in-depth experiences for the prospective teacher, coach and recreation leader in the development of both current theories and practices in presenting selected areas of physical education such as aquatics, dance, gymnastics and/or sports. The course may be repeated for credit, up to nine semester hours, when the topic is different.

**Prerequisite:** 12 semester hours of physical education or approval of the instructor.

### **PE 5355 SUPERVISION AND ADMINISTRATION OF THE PHYSICAL EDUCATION PROGRAM**

A study of the principles and policies of supervising and administering the physical education program in the public schools.

### **PE 6301 HISTORY AND PHILOSOPHY OF HEALTH AND PHYSICAL EDUCATION**

Introduction to methods and materials basic to research in the field. Approved methods of writing term papers and research papers.

### **PE 6302 METHODS OF RESEARCH IN HEALTH AND PHYSICAL EDUCATION**

Introduction to methods and materials to research in the field. Approved methods of writing term papers and research papers.

### **PE 6303 APPLIED TESTS AND MEASUREMENTS IN HEALTH AND PHYSICAL EDUCATION**

A critical consideration of the importance and limitations of measurements in physical education. Emphasis placed on those measurements in physical education. Emphasis placed on those measurements that are most needed today. The statistical treatment and interpretation of research data.

### **PE 6304 SCIENTIFIC FOUNDATIONS OF HEALTH AND PHYSICAL EDUCATION**

Background of physical education from biological, anatomical, and physiological aspects.

### **PE 6305 CURRICULUM CONSTRUCTION IN HEALTH AND PHYSICAL EDUCATION**

A critical study of principles, problems and procedures in the construction of a physical education program. Attention will be given to the application of these principles in the construction of a course of study for a specific situation.

### **PE 6307 PSYCHOLOGY OF MOTOR LEARNING**

A study of the application of principles of psychology to learning situations involved in competitive sports. Emphasis will be given both to the general learning situations involved in the mastery of motor skills and to the special situations involved with individual and group problems of motivation and response.

### **PE 6309 ADVANCED TECHNIQUES FOR TEACHING MOTOR SKILLS, ELEMENTARY LEVEL**

Practical and theoretical study of technique in presenting motor activity.

### **PE 6310 ADVANCED TECHNIQUES OF TEACHING MOTOR SKILLS, SECONDARY LEVEL**

Practical and theoretical study of technique in presenting motor activity.

### **PE 6320 INDEPENDENT RESEARCH**

Individual investigation of a problem in physical education that involves one of the techniques of research. Students will work under a designated faculty member and must have their research approved prior to registering.

### **PSY 3305 BEHAVIOR MANAGEMENT AND MODIFICATION**

An overview of existing behavioral control techniques for the remediation and prevention of problem behaviors and for the optimization of normal behaviors in real life settings. Contrasting therapeutic approaches will be examined as well as the ethics of behavior control and the impact of behaviorism on 20th Century man.

**Prerequisite:** PSY. 1313 and 1323.

### **PSY 3325 PSYCHOLOGY OF ADJUSTMENT** ✓

This course is devoted to a study of the normal personality and the influences which foster effective adjustment.

**Prerequisites:** *PSY 1313, 1323.*

### **PSY 3326 CONTEMPORARY ISSUES IN SOCIAL PSYCHOLOGY**

A review and discussion of recent issues and advances in social psychology. Focuses on contemporary concerns with regard to both theory and research in the laboratory and the community. May be counted as Psy 3326 or Soc 3326.

**Prerequisite:** *PSY 2324 or SOC 2324.*

### **PSY 3333 PSYCHOLOGY OF ADULTHOOD: MATURITY AND OLD AGE**

A study of such aspects of adulthood as job selection, marriage, child rearing and old age.

**Prerequisite:** *PSY. 1313 and 1323.*

### **PSY 3343 TESTS AND MEASUREMENTS IN PSYCHOLOGY**

Concentrates on the theoretical aspects of test construction and on extensive survey of the major types of standardized tests used in industry, schools and mental health settings.

**Prerequisite:** *PSY. 1313, 1323, 2301.*

### **PSY 4311 FEMALE AND MALE**

An examination of the physiological, psychological and sociological influences of sex role development including such topics as human liberation, sexual behavior, child rearing practices and career opportunities. May be counted as Psy 4311 or Soc 4311.

**Prerequisite:** *9 hours of psychology and/or sociology.*

### **PSY 4313 ABNORMAL PSYCHOLOGY**

Analysis, etiology and incidence of neurosis and psychosis, mental hygiene problems and adjustive behavior.

**Prerequisite:** *PSY. 1313 and 1323.*

### **PSY 4318 THEORIES OF LEARNING**

A historical review of major theoretical positions in the field of animal and human learning.

**Prerequisite:** *1313, 1323, or consent of instructor.*

### **PSY 4333 THEORIES OF PERSONALITY**

Emphasis is placed on the major theories of personality which attempt to explain the psychological nature and behavior of people. Some consideration is given to the process involved in developing a theory of personality.

**Prerequisite:** *PSY 1313, 1323.*

### **PSY 4353 INTRODUCTION TO CLINICAL PSYCHOLOGY**

A comprehensive overview to clinical psychology today. This course provides a basic understanding of its history, diverse theoretical orientations, functions and problems. Both theory and research are emphasized.

**Prerequisite:** *PSY 4313 or 4333.*

### **PSY 4363 SYSTEMS AND THEORIES IN PSYCHOLOGY**

A history of the development of psychology and a study of theories in contemporary psychology.

**Prerequisite:** *PSY. 1313, 1323.*

### **PSY 4383 SPECIAL PROBLEMS**

Selected topics assigned according to the interest of the class and /or student. Sequential registration for up to nine hours is permitted as topics vary.

**Prerequisite:** *9 hours of Psychology and consent of instructor.*

### **PSY 5313 ABNORMAL PSYCHOLOGY**

Analysis, etiology, and incidence of neurosis and psychosis; mental hygiene problems; and adjustive behavior. A research project and supporting specialized readings will be emphasized.

**Prerequisite:** *6 semester hours of Psychology.*

### **PSY 5318 LEARNING THEORIES**

A review of the major theories of learning based on animal and human research.

*Prerequisites: PSY 1313, 1323 or consent of instructor.*

### **PSY 5333 THEORIES OF PERSONALITY**

A study of the development, structure, and assessment of personality with a consideration of the major theoretical attempts to account for the psychological nature and the behavior of man. A research project and supporting specialized readings will be emphasized.

*Prerequisite: 6 semester hours of Psychology.*

### **SOC 3301 METHODS OF SOCIAL RESEARCH**

Use of scientific methods in social research; formulation of research designs, hypothesis testing, sampling, interviewing, observation, coding, use of documents, questionnaires and scales. Emphasis on interpretation of social data.

*Prerequisite: 6 semester hours of Sociology or consent of instructor.*

### **SOC 3313 CRIMINOLOGY**

A study of crime, its causes and its social treatment.

*Prerequisite: SOC 1313 or consent of instructor.*

### **SOC 3324 SOCIOLOGY OF HEALTH**

Analysis of basic problems in the maintenance and preservation of health and delivery of health care services by social class. Focus is on environmental course of disease, social-psychological response to illness; and family cohesion, strain and resources as affected by illness.

*Prerequisite: 3 hours of Sociology or consent of instructor.*

### **SOC 3326 CONTEMPORARY ISSUES IN SOCIAL PSYCHOLOGY**

A review and discussion of recent issues and advances in social psychology. This course will focus on contemporary concerns with regard to both theory and research in the laboratory and the community. May be counted as Soc 3326 or Psy 3326.

*Prerequisite: 2324 or SOC 2324.*

### **SOC 3333 URBAN SOCIOLOGY**

The culture, history and growth patterns of cities; demographic, ecological patterns and trends. Problems of housing and community organization.

*Prerequisite: SOC 2301 or 3301 or consent of instructor.*

### **SOC 3345 RITUAL, BELIEF AND HEALING**

A socio-cultural analysis of existing medical systems. Both modern systems and folk medical systems will be discussed with special emphasis on the current social science theories relating to health and human behavior. May be counted as SOC 3345 or Anth 3345.

*Prerequisite: 3 hours of Sociology or Anthropology or consent of instructor.*

### **SOC 3353 JUVENILE DELINQUENCY**

Delinquency in modern society, basic factors and conditions of juvenile delinquency and the problems of delinquency control.

*Prerequisite: SOC 3313 OR 1313 or consent of instructor.*

### **SOC 3393 SOCIAL GERONTOLOGY**

Analysis of the basic problems faced by the aged within a social context. Within an institutional framework, focus is on health, income, work, religion, leisure and interpersonal relationships of the aged.

*Prerequisite: 3 hours of Sociology or consent of instructor.*

### **SOC 4311 FEMALE AND MALE**

An examination of the physiological, psychological and sociological influences of sex role development including such topics as human liberation, sexual behavior, child rearing practices; and career opportunities. May be counted as Soc 4311 or Psy 4311.

*Prerequisite: 9 hours of Psychology and/or Sociology.*

### **SOC 4313 AMERICAN MINORITIES**

A study of the principal minority groups in American society and their sociological significance; problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene.

*Prerequisite: 6 hours of Sociology or consent of instructor.*

### **SOC 4314 SOCIOLOGY OF DEVIANCE**

The nature and extent of deviancy examined through a review of theory and research on deviant behavior. Selective examination of particular types of individual and subcultural deviance (e.g., homosexuality, physical handicaps, prostitution).

*Prerequisite: 6 hours of Sociology or consent of instructor.*

### **SOC 4323 THE MEXICAN-AMERICAN PEOPLE**

Presents an examination of the Mexican-American's economic status, cultural values, style of life, educational attainment, family status and political participation as affected by current socioeconomic conditions and their historical antecedents.

*Prerequisite: 6 hours of sociology or consent of instructor.*

### **SOC 4324 DEMOGRAPHY OF THE SOUTHWEST**

An analysis of the impact of demographic factors (distribution, composition, migration, growth and vital rates) on the evolution of the economic, political and social problems of today's southwest. Following an introductory survey of the demo-historical background of the area, attention will be focused on the significance of post 1910 developments in changing ethnic composition and roles.

### **SOC 4333 SOCIAL THEORY**

A survey of historical development and the theories of major sociologists.

*Prerequisite: 9 hours of Sociology or consent of instructor.*

### **SOC 4343 SOCIAL DEMOGRAPHY**

A study of population distribution, composition, growth, migration and vital processes.

*Prerequisite: 6 hours of Sociology or consent of instructor. (formerly SOC 3343. May not be repeated for credit.)*

### **SOC 4352 SOCIAL INEQUALITY**

A discussion of research, concepts and theory related to inequality in social life, its causes and consequences. The (social) order of relations between the affluent and the poor and how inequality among the social classes is built into the culture and institutions of society (e.g. government, economics, religion, family). Special attention will be given to an examination of poverty in the Lower Rio Grande Valley and among minority populations in the U.S.

### **SOC 4363 SOCIETY OF MODERN MEXICO**

Family, community, industrialization and urbanization in modern Mexico.

*Prerequisite: 3 hours of Sociology or consent of instructor.*

### **SOC 4373 LATIN AMERICAN INSTITUTIONS**

The development, structure and functioning of the major social institutions in Latin American countries.

*Prerequisite: 6 hours of Sociology or consent of instructor.*

### **4380 SOCIAL PROTEST AND SOCIAL MOVEMENTS**

An investigation of the careers of protest and movement organizations. Special attention is directed to the structure of these organizations and the dilemmas and problems they encounter. Case studies are included.

*Prerequisite: SOC 1313 or consent of instructor.*

### **SOC 4387 SPECIAL SOCIO-CULTURAL ISSUES**

Designed to give students experience in significant socio-cultural issues. Projects and opportunities are varied according to student interest and availability of faculty. Sequential registration for up to nine hours is permitted as topics vary. May be counted as Soc 4387, 4388, 4389, or Anth 4387, 4388, 4389.

*Prerequisite: 9 semester hours of Sociology and/or Anthropology and consent of instructor.*



**SOC 5313 AMERICAN MINORITIES**

A study of the principal minority groups in American society and their sociological significance; problems of intergroup relations, social movements, and related social changes occurring on the contemporary American scene. A research project and supporting specialized readings will be emphasized.

*Prerequisite: 9 semester hours of Sociology.*

**SOC 5323 THE MEXICAN-AMERICANS**

Presents Mexican-American and Anglo contacts and relations in the United States from Colonial times to the present, with special emphasis on the Southwestern United States. Social, economic and cultural differences are emphasized. Special attention is given to changes occurring among Mexican-Americans in the last few years and how this is affecting Mexican-American-Anglo relationships. Students will have to do a research project using primary resources as part of the course requirements.

**SOC 5343 POPULATION PROBLEMS**

A study of population distribution, composition, growth, migration and vital processes. A research project and supporting specialized readings will be emphasized.

*Prerequisite: 9 hours of Psychology and/or Sociology.*

**SOC 5360 SOCIOLOGY OF EDUCATION**

An analysis of the relationship of the educational institution to society and the patterns of order, change and conflict that emerge. Current issues, such as bureaucratization of schools and problems of minorities in the schools are examined with regard to related sociological principles and theory. An applied project and report will be required.

*Prerequisite: 9 hours of Sociology, Psychology, and/or Anthropology or consent of instructor.*

**SOC 6334 ADVANCED GENERAL SOCIOLOGY**

An analysis of the major schools of Sociological thought, approaches to data collection and issues of major concern to Sociology today.

*Prerequisites: nine hours of Sociology including SOC 1313 or consent of instructor.*

**SPAN 3301 SPANISH LITERATURE (1100Q 750)**

A survey of the literature of Spain from the beginning of Romanticism. Given in Spanish.

*Prerequisite: Spanish, 2301, 2302.*

**SPAN 3302 SPANISH LITERATURE (1750 TO OUR TIMES)**

A survey of the literature of Spain from Romanticism to the modern period. Given in Spanish.

*Prerequisite: Spanish 2301, 2302.*

**SPAN 3303 ADVANCED SPANISH COMPOSITION**

Intensive training in Spanish composition, including class publication of material in Spanish. Given in Spanish.

*Prerequisite: Spanish 2301, 2302.*

**SPAN 3304 ADVANCED SPANISH COMPOSITION**

Additional work in composition similar to Spanish 3303. Given in Spanish.

*Prerequisite: Spanish, 2301, 2302.*

**SPAN 3306 BASIC CONCEPTS OF SPANISH PHONETICS AND PHONOLOGY**

An analysis of the phonetic and phonological system of Spanish with special emphasis on the relationship between the phonetic system and writing.

*Prerequisite: Spanish 2301, 2302 or 2303, 2304.*

**SPAN 3308 SPANISH GRAMMAR AND COMPOSITION FOR THE CLASSROOM TEACHER**

The study of the Spanish language applicable to the concern of the elementary classroom. Skills and knowledge in basic instructional Spanish language varieties in the school and the community are elements of this course. A strong application to the Spanish of the bilingual classroom is stressed. Given in Spanish.

*Prerequisite: 2302 or 2308.*

### **SPAN 3310 MASTERPIECES OF SPANISH AMERICAN LITERATURE I**

An investigation of the literary works of the principal narrators, poets and dramatists of Spanish America from the beginnings of Spanish Colonialism to Modernism. Analysis of form and content and study of the historical background and literary currents in each work.

### **SPAN 3311 MASTERPIECES IN SPANISH AMERICAN LITERATURE II**

An investigation of the literary works of the principal narrators, poets and dramatists of Spanish America from Modernism to the present. Analysis of form and content and study of the historical background and literary currents in each work. Given in Spanish.

*Prerequisite: Spanish 2301, 2302.*

### **SPAN 3316 THE MEXICAN NOVEL**

The study of the major novels of Mexico from beginning to the present, given in Spanish.

*Prerequisite: SPANISH 2302 or 2308.*

### **SPAN 3321 SHORT STORY IN SPANISH AMERICA**

A study of the evolution of this very important genre in Spanish American literature. Themes, techniques and literary movements at various stages of its development will be investigated. The writers studied in this course will include: Echeverria, Palma, Gutierrez Najera, Quiroga, Borges, Garcia Marques, and others.

### **SPAN 3330 SPANISH GRAMMAR**

A study of grammatical concepts with concentration on basic sentence structure, the paragraph, principles of punctuation, and functional grammar. Course designed for Spanish majors and minors as well as those interested in bilingual endorsement.

*Prerequisite: SPAN 2302 or 2308.*

*Prerequisite for aspirants to bilingual/bicultural endorsement: SPAN 2302 or 2308 and ENG 3319.*

### **SPAN 4304 SPANISH LYRIC POETRY**

A survey of lyric poetry from its beginning to the present. Given in Spanish.

*Prerequisite: Spanish 2301, 2302.*

### **SPAN 4307 SPANISH AMERICAN NOVEL**

This course begins with a study of literary and historical influences in 19th Century Spanish America. Gaucho and costum-brista novels such as those of Güiraldes, Blest Gana and Gamboa, are read along with works representative of European literary influences. The second part of the course is devoted to an intensive analytical examination of outstanding works that illustrate recent literary trends: E. Mallea, E. Sábato, Roa Bastos and Vargas Llosa, Given in Spanish.

*Prerequisite: Spanish 2301, 2302 or 2303, 2304.*

### **SPAN 4309 CONTEMPORARY SPANISH LITERATURE**

A study of the principal literary works of Spain from the generation of 1898 to the present. Given in Spanish.

*Prerequisite: Spanish 2302 or 2308.*

### **SPAN 4313 CONTRASTIVE PHONOLOGY**

A comparison of English and Spanish sound systems providing detailed study of the phonemics and similarities and differences of the languages. Course open only to student with proficiency in both English and Spanish. May be counted as English or Spanish 4313.

*Prerequisite: English 3318 or English 3319 or Spanish 3306.*

### **SPAN 4314 CONTRASTIVE GRAMMAR**

A comparison of English and Spanish grammatical systems with emphasis on substantive and descriptive problems arising from the differences in the systems. Course open only to students with proficiency in both English and Spanish. May be counted as English or Spanish 4314.

*Prerequisite: English 4302 or Spanish 3305.*

### **SPAN 4316 TECHNIQUES AND METHODS OF TEACHING SPANISH**

A study of methods and techniques teaching Spanish at the secondary level.

*Prerequisite: Spanish 2302 or 2308.*

**SPAN 4326 CONTEMPORARY SPANISH AMERICAN LITERATURE: A NEW ERA**

An investigation of contemporary Spanish American literature through a four genre study that will include discussions on the following topics: the quest for identity, the questions of communication and alienation and the problems of existential man in the universe.

*Prerequisite; Span. 2302 or 2308.*

**SPAN 4329 MEXICO'S CONTEMPORARY LITERATURE**

An investigation of Mexico's latest literature taking into account the psychological effects stemming from the industrial surge, the problems of the migration of the poor, the rebirth of the malinchista spirit, the new identity and the erosion of old traditions in the last two decades.

**SPAN 4330 THEORIES OF GRAMMAR, DIALECTS, AND LANGUAGE PERFORMANCE**

A survey of contrastive analyses of grammar, dialects, and language performance as they are applicable to the bilingual and/or second language learner. Designed for, but not limited to, prospective teachers of students with limited English proficiency and/or teachers of ESL students.

*Prerequisite for students in the bilingual program: ENG 3319, 3330, SPAN 3330.*

**SPAN 4331 PROBLEMS IN GRAMMAR, DIALECTS, AND LANGUAGE PERFORMANCE**

A study of the second language learner's transition from regional Spanish to standard English. Emphasis on the particular characteristics of the English and Spanish dialects of the region and the manner in which they interrelate. The course will treat theory already learned as well as that presented in the course in the light of practical methodological tools.

*Prerequisites: SPAN 2302 or 2308.*

**SPAN 6300 METHODS OF BIBLIOGRAPHY AND RESEARCH**

A systematic study of bibliographic and reference information. Emphasis will be placed upon the study of indexes, national bibliographies, and bibliographical control. Also includes practice and guidance in the writing of graduate level papers. Required of all graduate Spanish majors.

*Prerequisite: Graduate standing and 12 hours of advanced Spanish.*

**SPAN 6307 ADVANCED SPANISH GRAMMAR AND COMPOSITION FOR THE CLASSROOM TEACHER**

An examination of the Spanish language concerns of public educators as applicable to the elementary classroom. Skills and knowledge in basic communication, its theoretical principles and the varieties of language function and style in the school and communities are elements of this study. A strong application to the Spanish of the bilingual classroom is stressed. Given in Spanish and English

**SPAN 6313 HISTORY OF THE SPANISH LANGUAGE**

A detailed study of the growth of the Spanish language from the beginning to the present. Given in Spanish.

*Prerequisites: Graduate standing and twelve hours of advanced Spanish.*

**SPAN 6316 TECHNIQUES AND METHODS OF TEACHING SPANISH**

A study of methods and technique in the teaching of Spanish with special emphasis on beginning Spanish at the college level.

**SPAN 6339 SPECIAL STUDIES IN SPANISH – AMERICAN LITERATURE**

Special topics from the field of Spanish-American literature. This course may be taken three times as the topic varies.

*Prerequisite: Graduate standing and twelve hours of advanced Spanish.*

**SPAN 6341 SPECIAL STUDIES IN SPANISH LITERATURE**

Special topics from the field of Spanish literature. This course may be taken three times as the topic varies.

*Prerequisites: Graduate standing and twelve hours of advanced Spanish.*

**SPAN 6342 HISPANIC LITERATURE IN ENGLISH TRANSLATION**

Masterpieces of both Spanish and Spanish American literature including the novel, short story, theater and poetry. Course will alternate between Spanish and Hispanic American literatures. May be taken twice as geographic area varies.



## **“A University for All the Americas”**

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