

UNIVERSITY of  
NORTH FLORIDA



# Graduate Catalog

2003-2004

UNIVERSITY OF NORTH FLORIDA

GRADUATE CATALOG

2003-04



**Graduate Catalog**  
**2005 - 2006**



The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate, Master's, and Doctor of Education Degrees.

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This catalog is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect for the 2005-2006 academic year. It should not be construed as an irrevocable contract between the student and the university. The University of North Florida reserves the right to change any policies, academic programs, procedures, or fees described in this catalog and to apply these changes to any or all of its students as required by university, Florida Board of Education, or Florida legislative mandate.

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The University of North Florida celebrated its 30th anniversary in 2002, capping more than a quarter century of strong growth and academic excellence. The University was chartered by the state in 1965 and began recruitment of faculty and staff in 1970. The doors opened to a 2,000-member junior and senior student body in 1972. In 1984, UNF admitted its first freshman class, followed by sophomores in 1985. By the fall of 2004, the student body had grown to nearly 15,000 students, enrolled in 50 undergraduate, 29 graduate, and one doctoral degree programs. Sixty-seven percent of the students come from the five-county area of Northeast Florida. Students also have come from 47 states and the District of Columbia and from 56 foreign countries.

The University's excellent academic reputation has been recognized nationally. UNF's faculty has grown from 117 in 1972 to more than 460 full-time faculty members today teaching in five colleges.

The physical plant also has expanded dramatically since 1972 when the campus consisted of a core of a half dozen buildings. Today the campus encompasses 26 major buildings with more than 2.8 million square feet of space.

UNF emphasizes quality undergraduate and graduate education while playing a vital role in the cultural, economic and civic fabric of the Jacksonville community.

<b>COLLEGE OF ARTS &amp; SCIENCES</b> ..... 620-2560	<b>COGGIN COLLEGE OF BUSINESS</b> .... 620-2590	<b>COLLEGE OF EDUCATION &amp;</b>
Fax (Dean's Office) ..... 620-2929	<b>Professional Education</b> ..... 620-1515	<b>HUMAN SERVICES</b> ..... 620-2520
<b>Academic Advising</b> ..... *620-2797	Fax (Dean's Office) ..... 620-2594	Fax ..... 620-2522
Fax ..... 620-2799	<b>Accounting and Finance</b> ..... 620-2630	<b>Academic Advising</b> ..... *620-2530
<b>Art and Design</b> ..... 620-2650	Fax ..... 620-3861	Fax ..... 620-1135
Fax ..... 620-2652	<b>Economics and Geography</b> ..... 620-2640	<b>Scheduling Office</b> ..... 620-1935
<b>Biology</b> ..... 620-2830	Fax ..... 620-1300	Fax ..... 620-2522
Fax ..... 620-3885	<b>Center for Economic Education</b> ..... 620-2470	<b>Counseling and Educational Leadership</b> . 620-2990
<b>Chemistry &amp; Physics</b> ..... 620-2729	<b>Eminent Scholar — Transportation/</b> ..... 620-2585	Fax ..... 620-2982
Fax ..... 620-3885	<b>Center for Competitive Excellence</b> ..... 620-2585	<b>Doctor of Education Program</b> ..... 620-2990
<b>Communications</b> ..... 620-2650	Fax ..... 620-2586	<b>Educational Leadership Master's Program</b> 620-2990
Fax ..... 620-2652	<b>International Business Program</b> ..... 620-2590	<b>Mental Health Counseling Program</b> ..... 620-2838
<b>English</b> ..... 620-2273	<b>Center for International Business Studies</b> . 620-1290	<b>School Counseling Program</b> ..... 620-2838
Fax ..... 620-3940	Fax ..... 620-2594	<b>Curriculum and Instruction</b> ..... 620-2610
<b>History</b> ..... 620-2886	<b>Management, Marketing and Logistics</b> .. 620-2780	Fax ..... 620-1025
Fax ..... 620-1018	Fax ..... 620-2782	<b>Dean's Office</b> ..... 620-2520
<b>Mathematics and Statistics</b> ..... 620-2653	<b>Small Business Development Center</b> ..... 620-2476	Fax ..... 620-2522
Fax ..... 620-2818	Fax ..... 620-2567	<b>Field Experiences</b> ..... 620-3934
<b>Music</b> ..... 620-2961	<b>Student Services</b> ..... *620-2575	Fax ..... 620-3936
Fax ..... 620-2568	Fax ..... 620-2832	<b>Special Education</b> ..... *620-2930
<b>Philosophy</b> ..... 620-1330	<b>COLLEGE OF COMPUTING, ENGINEERING,</b>	Fax ..... 620-2982
Fax ..... 620-1840	<b>&amp; CONSTRUCTION</b>	<b>Deaf Education Program</b> ..... 620-2185
<b>Political Science &amp; Public Administration</b> 620-2977	<b>Dean's Office</b> ..... 620-1350	<b>Technology Center</b> ..... 620-2991
Fax ..... 620-2979	Fax ..... 620-2385	<b>COLLEGE OF HEALTH</b> ..... 620-2810
<b>Psychology</b> ..... 620-2807	<b>Building Construction Management</b> ..... 620-2683	Fax (Dean's Office) ..... 620-1030
Fax ..... 620-3814	Fax ..... 620-2573	<b>Athletic Training &amp; Physical Therapy</b> .. *620-2841
<b>Sociology, Anthro. &amp; Criminal Justice</b> ..... 620-2850	<b>Computer and Information Sciences</b> .... *620-2985	Academic Advising ..... 620-2812
Fax ..... 620-2540	Fax ..... 620-2988	<b>Center for Drug Prevention Research</b> .... 620-2810
<b>University Gallery</b> ..... 620-2534	<b>Civil &amp; Mechanical Engineering</b> ..... 620-1390	Fax ..... 620-1030
<b>World Languages</b> ..... 620-2273	Fax ..... 620-1391	<b>Public Health Department</b> ..... *620-2840
Fax ..... 620-3940	<b>Electrical Engineering</b> ..... 620-2970	<b>Academic Advising</b> ..... 620-2812
	Fax ..... 620-2975	Fax ..... 620-2848
	<b>Florida Engineering Education Delivery System</b> ...	<b>School of Nursing</b> ..... 620-2684
	<b>(FEEDS)</b> ..... 620-2695	<b>Academic Advising</b> ..... 620-2812
	Fax ..... 620-2694	Fax ..... 620-2848

The Office of Enrollment Services (includes Academic Center for Excellence (ACE), Admissions, Financial Aid and Scholarships, and the Registrar's Office) is normally open 8 a.m. to 6 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. on Friday. University operating hours may vary during registration, holidays, and spring break. Please contact the appropriate office or department for operating hours during these times.

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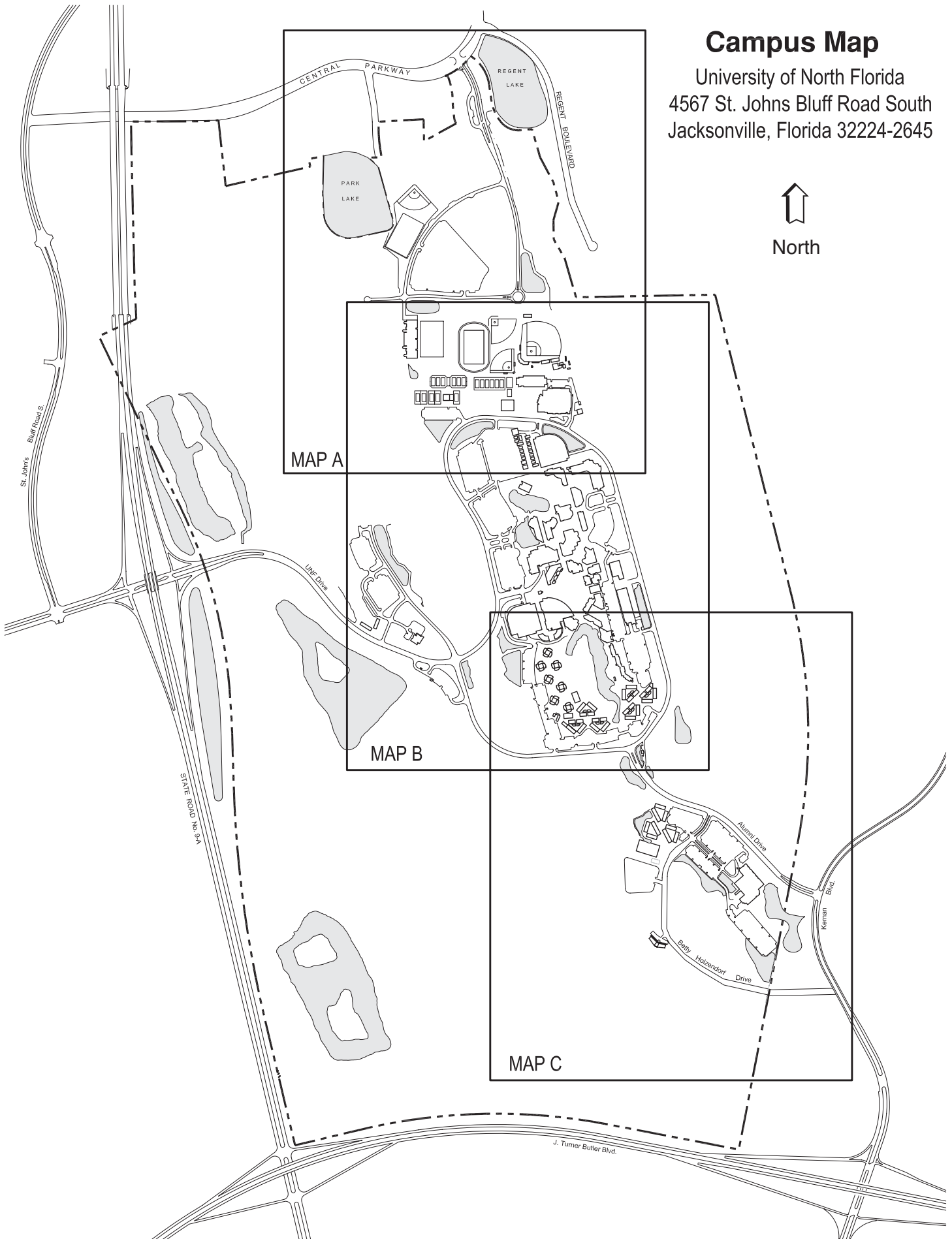
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# Jacksonville Area Map

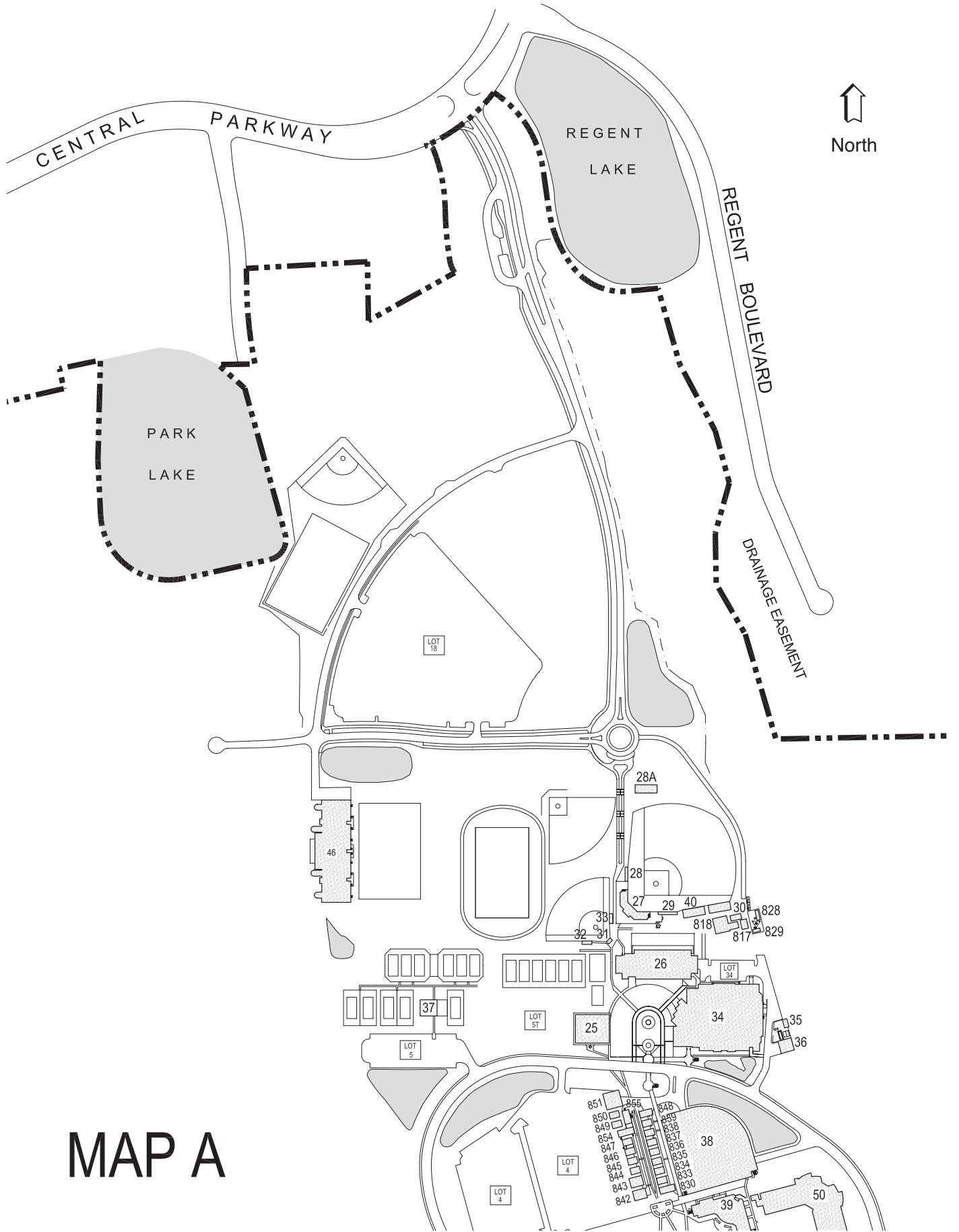


# Campus Map

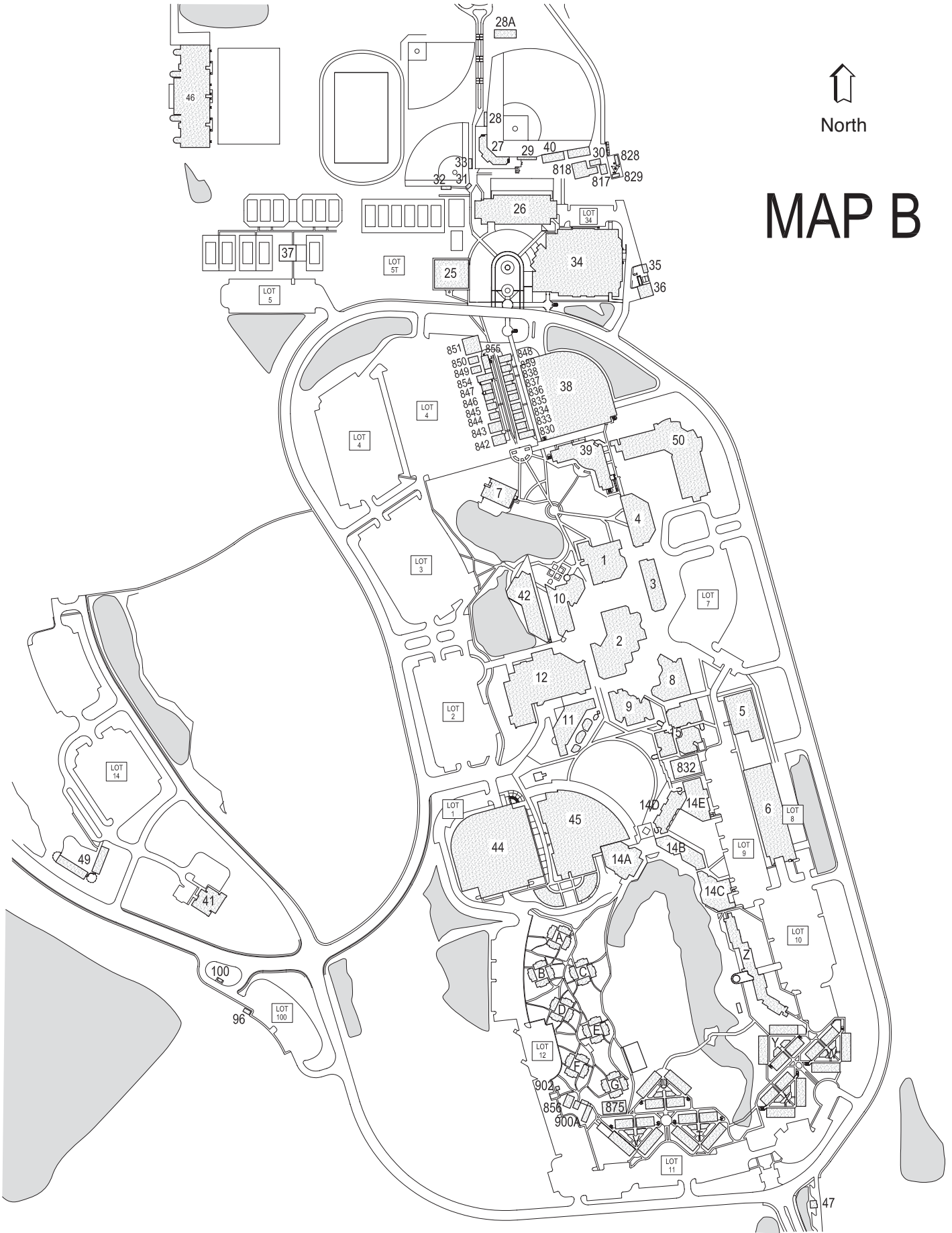
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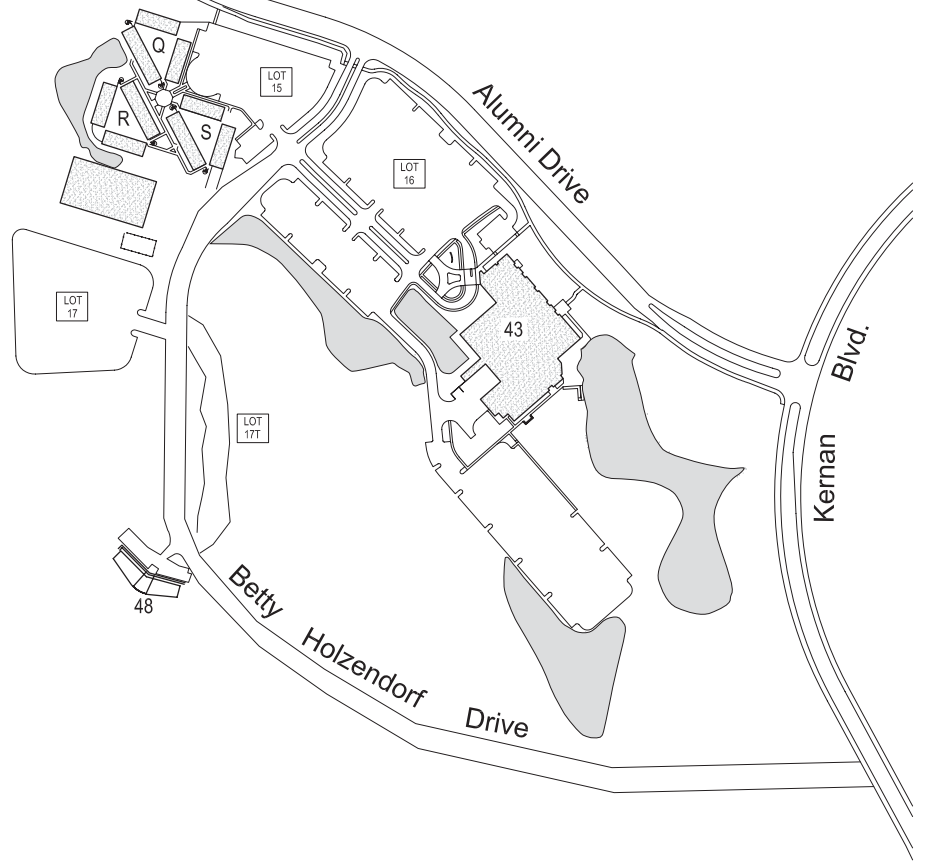






# MAP A



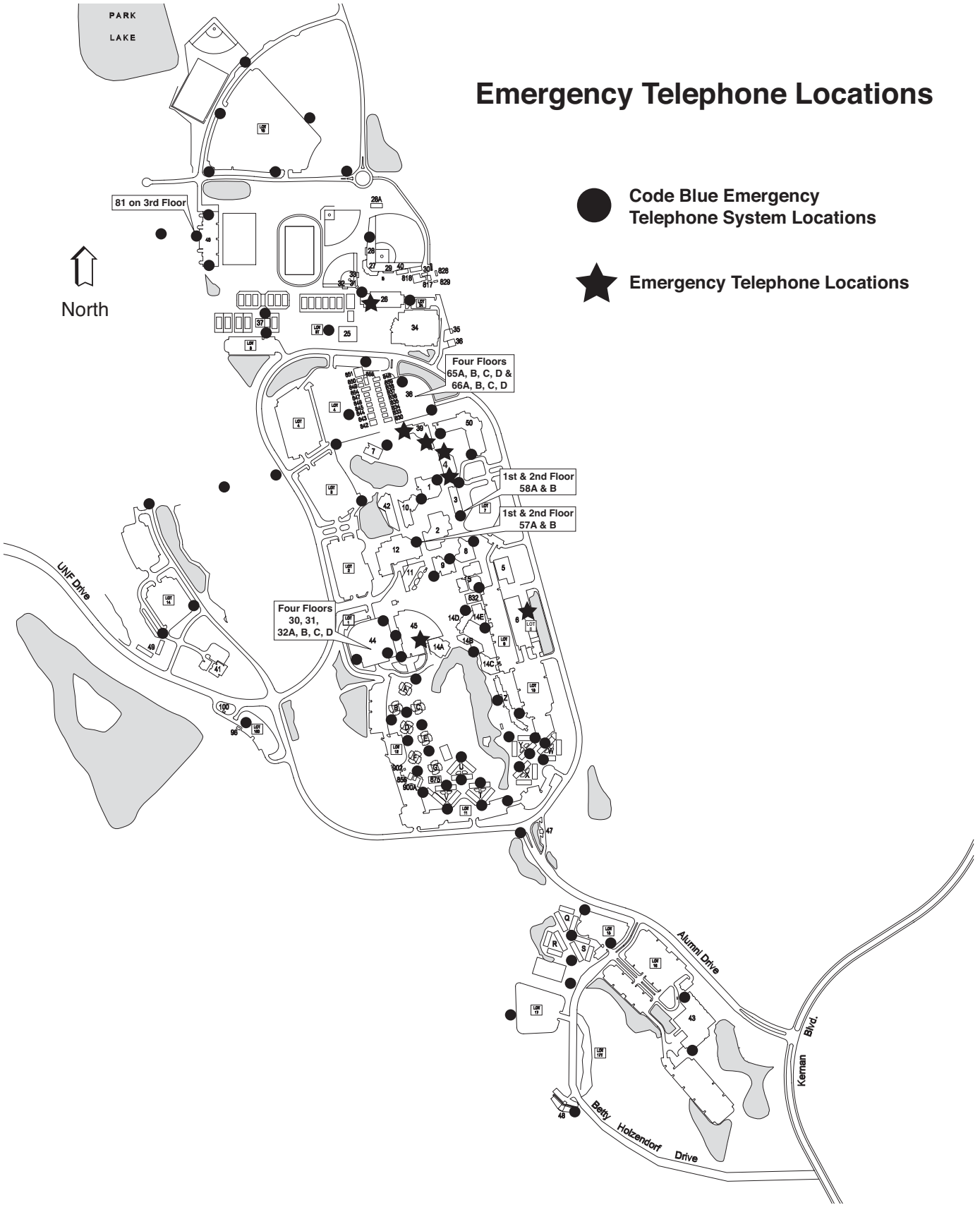


# MAP C

<b>Bldg. #</b>	<b>Bldg. Name</b>	
1	J. J. Daniel Hall	Academic Affairs, Vice President (bldg. 1)
2	Founders Hall	Academic Center for Excellence (bldg. 2)
3	Communications and Visual Arts	Academic Testing, Office (bldg. 2)
4	Natural Sciences Classrooms	Accounting & Finance, Department (bldg. 42)
5	Physical Facilities	Administration & Finance, Vice President (bldg. 1)
6	Building Services / Purchasing	Admissions (bldg. 2)
7	Wackadoo's @ the Boathouse / Sub Generation (food service facility)	Affirmative Action Office (bldg. 1)
8	Arts & Sciences	African American Student Union (bldg. 14)
9	Frederick H. Schultz Hall	Alumni Cafe (bldg. 9)
10	Honors Hall	Alumni Services (bldg. 855)
11	Social Sciences	Aquatic Center (bldg. 26)
12	Thomas G. Carpenter Library	Arena (bldg. 34)
14	Andrew A. Robinson Jr., Student Life Center	Art & Design, Dept. (bldg. 45)
15	John E. Mathews Jr., Computer Science Building	Art Studios (ceramics, drawing, painting, printmaking) (bldg. 45)
25	Dorothy S. "Dottie" Dorion Fitness Center	Arts and Sciences Advising Office (bldg. 8)
26	Aquatic Center	Assessment Room (bldg. 25)
27	Harmon Stadium	Athletics (bldg. 34)
28A	Batting/Pitching Facility (Indoor)	Athletic Training & Physical Therapy, Dept. (bldg. 39)
31	Softball Complex	Atomic Physics Laboratory (bldg. 836)
34	UNF Arena	Auxiliary Services (bldg. 1)
35	Electrical Substation	Banquet Room/Meeting Rooms (bldg. 14)
36	Central Plant (Baseball)	Baseball Stadium (bldg. 27)
37	Tennis Clubhouse	Biology, Department (bldg. 3)
38	Parking Garage	Biology Laboratories (bldg. 4)
39	J. Brooks Brown Hall	Boathouse, Wackadoo's (food service facility) (bldg. 7)
40	Osprey Nest (Baseball)	Bookstore (bldg. 8)
41	Police Building	Budget Office (bldg. 1)
42	Coggin College of Business	Building Construction Management (bldg. 50)
43	University Center	Cafe, Osprey (cafeteria) (bldg. 14)
44	Parking Garage	Campus Alcohol and Drug Information Center (CADIC) (bldg. 34)
45	Fine Arts Center	Campus Housing (bldgs. A-G and Q-Z)
46	Track / Soccer Stadium	Campus Housing Office (bldg. 875)
47	Information Booth (Alumni Drive)	Campus Ministry (bldg. 14)
48	Hayt Golf Leaning Center	Career Services (bldg. 2)
49	Child Development Research Center	Cashier's Windows (bldg. 1)
50	Science & Engineering Building	Center for Competitive Excellence (bldg. 10)
96	John M. Golden Environmental Education Pavilion	Center for Drug Prevention Research (bldg. 39)
100	Information Booth (UNF Drive)	Center for Economic Education (bldg. 42)
817	Print Shop Office	Center for Instruction and Research Technology (bldg. 10)
818	Duplicating Services	Center for International Business Studies (bldg. 42)
830	Marketing & Publications	Center for Student Media, Advisor (bldg. 14)
832	Administrative Offices	Central Receiving (bldg. 6)
833	College of Health Faculty	Chartwells Catering (bldg. 43)
834	Lab	Chemistry and Physics, Department (bldg. 50)
835-836	Offices	Chemistry Laboratories (bldg. 50)
837-838	ELP - English Language Program	Child Development Research Center (bldg. 49)
839	College of Health Faculty	Civil Engineering (bldg. 50)
842-846	Northern Classroom Complex	CLAST Office and Lab (bldg. 2)
847	COEHS Faculty Offices	Club Alliance (bldg. 14)
848	Faculty Offices	Coggin College of Business, Dean (bldg. 42)
849	Anthropology Lab and Offices	Coggin College of Business, Student Service Center (bldg. 42)
850-851	ERP Offices	College of Arts & Sciences, Dean (bldg. 8)
854	Faculty Offices	College of Computing, Engineering, and Construction, Dean (bldg. 50)
855	Alumni Services	College of Education & Human Services, Scheduling Office (bldg. 9)
856	Student Conduct Office	College of Education & Human Services, Dean (bldg. 9)
875	Housing Office	College of Health, Dean (bldg. 39)
900A	Residence Laundry	Computer & Information Sciences, Dept. (bldg. 15)
903	Housing Mailboxes	Computer Laboratories (bldgs. 2, 14 & 15)
910	Housing Postal Facility	Continuing Education (bldg. 43)
A-G	Osprey Village	Controller's Office (bldg. 1)
Q-S	The Crossings	Cooperative Education (bldg. 2)
T-V	Osprey Cove	Counseling and Educational Leadership, Department (bldg. 9)
W-Y	Osprey Landing	Counseling Center (bldg. 2)
Z	Osprey Hall	Counselor Education Program (bldg. 9)
		Courtyard Cafe (bldg. 9)
		Crossings, The (bldgs. Q, R, S)
		Curriculum & Instruction, Division (bldg. 9)
		Disability Resource Center (bldg. 10)
		Duplicating/Quick-Copy (bldg. 818)
		Economics and Geography, Dept. (bldg. 42)
		Education Advising Center (bldg. 9)
		Educational Leadership Program (bldg. 9)

Educational Technology Center (bldg. 9)  
 Electrical Engineering (bldg. 50)  
 Engineering, Division (bldg. 50)  
 English, Department (bldg. 8)  
 Enrollment Services Office (bldg. 2)  
 Entrepreneurial Center (bldg. 43)  
 Environmental Health & Safety (bldg. 1)  
 Equal Opportunity Programs Office (bldg. 1)  
 Ethics, Public Policy, and the Professions, Center for (bldg. 10)  
 Facilities Planning (bldg. 1)  
 Faculty Association Office (bldg. 11)  
 Faculty Enhancement Center (bldg. 10)  
 Field Experiences, Office of, Education (bldg. 9)  
 Financial Aid Office (bldg. 2)  
 Fine Arts Center, Office of the Executive Director (bldg. 45)  
 Fitness Center, Dottie Dorion (bldg. 25)  
 Florida Center for Public Policy and Leadership (bldg. 43)  
 Florida Engineering Education Delivery System (FEEDS) (bldg. 50)  
 Florida Institute of Education (FIE) (bldg. 43)  
 Florida/West Africa Linkage Institute (bldg. 10)  
 Foundation Board Conference Room (bldg. 34)  
 Gallery (bldg. 2)  
 Game Room (bldg. 14)  
 General Counsel (attorney) (bldg. 1)  
 Government Relations (bldg. 1)  
 Graduate Studies (bldg. 10)  
 Graphic Design Laboratory (bldg. 3)  
 Greek Affairs (bldg. 14)  
 Gym Equipment/Weights (bldg. 25)  
 Harmon Stadium (bldg. 27)  
 Harvest Moon Café (bldg. 43)  
 Hayt Golf Learning Center (bldg. 48)  
 Health Promotion, Office of (bldg. 34)  
 History, Department (bldg. 8)  
 Honors Program (bldg. 10)  
 Housing/Residence Life (bldg. 875)  
 The Hub (bldg. 14)  
 Human Resources (Personnel) (bldg. 1)  
 IBM Laboratory (bldg. 2)  
 ID OspreyCard Office (bldg. 1)  
 Indoor Batting/Pitching Facility (bldg. 28A)  
 Information Technology Services (bldg. 15)  
 Inspector General (bldg. 10)  
 Institute of Police Technology and Management (bldg. 43)  
 Institutional Advancement, Vice President (bldg. 1)  
 Institutional Research (bldg. 1)  
 Intercultural Center for PEACE (bldg. 10)  
 International Business Program (bldg. 42)  
 International Center (bldg. 10)  
 International Students (bldg. 10)  
 Internships (bldg. 2)  
 Kinesiology Laboratory (bldg. 39)  
 Lazzara Performance Hall (bldg. 45)  
 Lecture Auditorium (bldgs. 9, 15 and 39)  
 Library (bldg. 12)  
 Locksmith/Keys (bldg. 6)  
 Macintosh PC Laboratory (CVA) (bldg. 45)  
 Management, Marketing and Logistics, Dept. (bldg. 42)  
 Marketing and Publications (bldg. 3 and 830)  
 Mass Communications, Dept. (bldg. 45)  
 Mathematics and Statistics, Department (bldg. 14)  
 Mechanical Engineering (bldg. 50)  
 Media Relations & Events (bldg. 1)  
 Medical Compliance, Office of (bldg. 2)  
 Music, Department (bldg. 45)  
 Music Studios (bldg. 45)  
 Natural Resource Manager (bldg. 48)  
 Nature Trail Office (bldg. 48)  
 Northern Classroom Complex (842-846)  
 Nursing Laboratories (bldg. 39)  
 Nursing, School of (bldg. 39)  
 Ombudsman for Students (bldg. 9)  
 OspreyCard Office (bldg. 1)  
 Osprey Cove (bldgs. T, U, V)  
 Osprey Hall (bldg. Z)  
 Osprey Landing (bldgs. W, X, Y)  
 Osprey Nest (bldg. 40)  
 Osprey Productions (bldg. 14)  
 Osprey Village (bldgs. A – G)  
 Outtakes (bldg. 9)  
 Parking Services (bldg. 41)  
 Philosophy, Department (bldg. 14)  
 Photographic Laboratory (bldg. 3)  
 Physical Facilities (bldg. 5)  
 Physical Facilities Maintenance Shops (bldg. 6)  
 Physics Laboratories (bldg. 50)  
 Police Department (bldg. 41)  
 Political Science & Public Admin., Dept. (bldg. 10)  
 Postal Services (bldgs. 6 and 910; mailboxes also 903)  
 Pre-Law (bldg. 839)  
 President's Office (bldg. 1)  
 Prudential Environmental Classroom (bldg. 48)  
 Psychology Animal Lab (bldg. 10)  
 Psychology, Department (bldg. 39)  
 Public Health, Department (bldg. 39)  
 Purchasing (bldg. 6)  
 Radio Station (Osprey Radio) (bldg. 2)  
 Receiving (bldg. 6)  
 Recreation Department (bldg. 34)  
 Recreational Equipment checkout (bldg. 34)  
 Reentry Program (bldg. 14)  
 Registrar's Office (bldg. 2)  
 Robinson Little Auditorium (bldg. 14, room 1700)  
 Sbarro's (bldg. 8)  
 Showers/Lockers (bldgs. 25 and 26)  
 Small Business Development Center (bldg. 43)  
 Sociology, Anthropology and Criminal Justice, Dept. (bldg. 2)  
 Softball Complex (bldg. 31)  
 Southern Technologies Application Center (bldg. 43)  
 Special Education, Department (bldg. 9)  
 Sponsored Research (bldg. 10)  
 Stadium/Track (bldg. 46)  
 Student and International Affairs, Vice President (bldg. 2)  
 Student Conduct Office (bldg. 856)  
 Student Government (bldg. 14)  
 Student Government Senate Chambers (bldg. 14)  
 Student Information Desk (bldg. 14)  
 Student Life (bldg. 14)  
 Student Lounge/Recreation Areas (bldg. 14)  
 Student Medical Services (bldg. 14)  
 Student Newspaper Office (Spinnaker) (bldg. 14)  
 Student Services, Office of, Education (bldg. 9)  
 Student Union (bldg. 14)  
 Study Abroad (bldg. 10)  
 Sub Generation (bldg. 7)  
 Swimming Pool (bldg. 26)  
 Telephone: Campus Operator (bldg. 15)  
 Tennis Clubhouse (bldg. 37)  
 Testing Center: CLAST, CLEP, GMAT, GRE, PRAXIS, TOEFL (bldg. 2)  
 Theatre, Robinson (bldg. 14)  
 Ticket Box Office (bldg. 45)  
 TSI/Foundation Accounting (bldg. 1)  
 TV Laboratory/Studio (bldg. 2)  
 TV Station (Osprey TV) (bldg. 14)  
 Undergraduate Academic Enrichment Program (bldg. 10)  
 University Center (bldg. 43)  
 University Gallery (bldg. 2)  
 Veterans Affairs Office (bldg. 2)  
 Victim Advocate (bldg. 14)  
 Volunteer Center (bldg. 14)  
 Wackadoo's @ the Boathouse (bldg. 7)  
 Women's Center (bldg. 14)  
 World Languages, Department (bldg. 8)

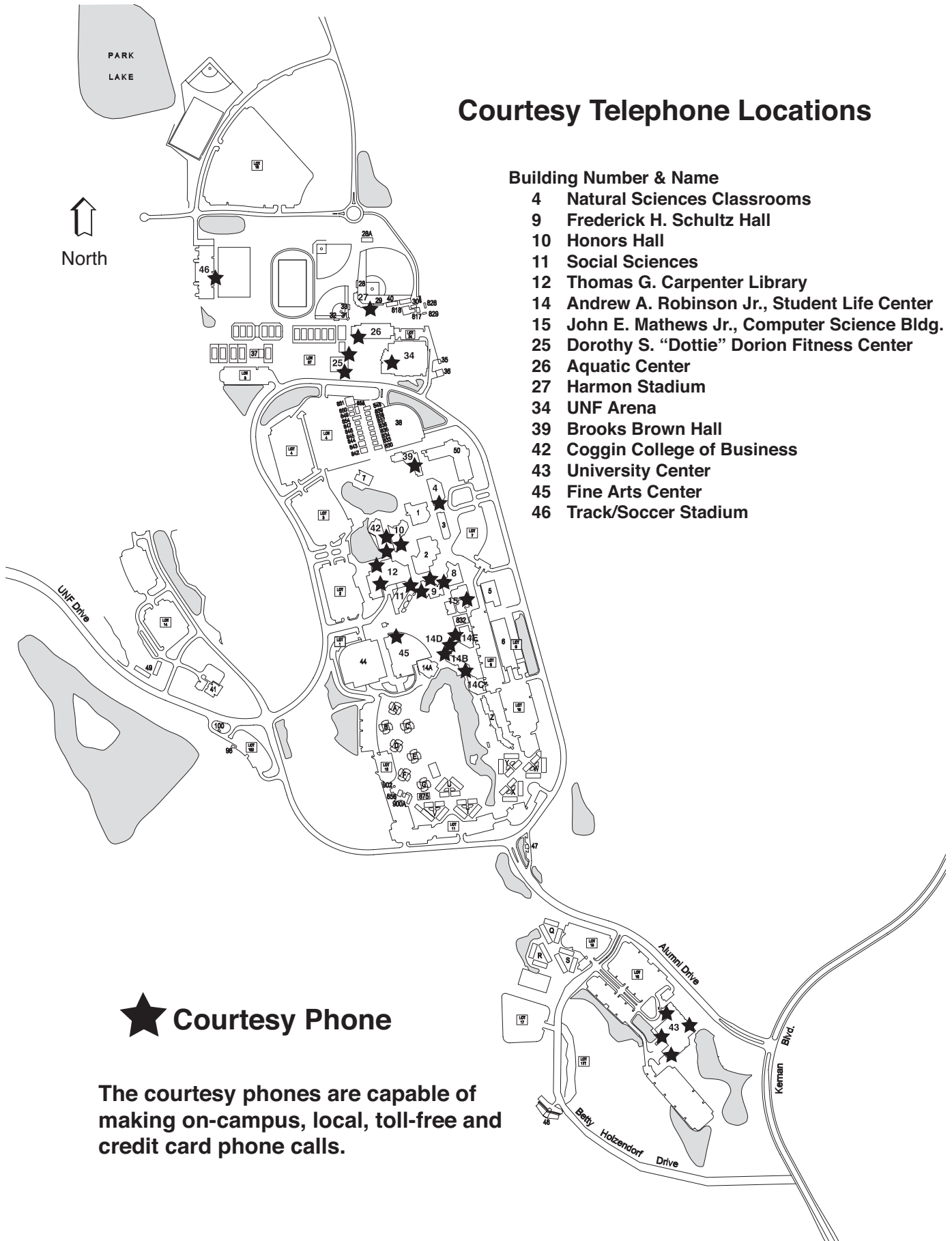
# Emergency Telephone Locations



# Courtesy Telephone Locations

## Building Number & Name

- 4 Natural Sciences Classrooms
- 9 Frederick H. Schultz Hall
- 10 Honors Hall
- 11 Social Sciences
- 12 Thomas G. Carpenter Library
- 14 Andrew A. Robinson Jr., Student Life Center
- 15 John E. Mathews Jr., Computer Science Bldg.
- 25 Dorothy S. "Dottie" Dorion Fitness Center
- 26 Aquatic Center
- 27 Harmon Stadium
- 34 UNF Arena
- 39 Brooks Brown Hall
- 42 Coggin College of Business
- 43 University Center
- 45 Fine Arts Center
- 46 Track/Soccer Stadium



**★ Courtesy Phone**

The courtesy phones are capable of making on-campus, local, toll-free and credit card phone calls.



# Academic Calendar 2005-2006



The official University calendar will appear on the web site.

	Fall 2005	Spring 2006	Summer A 2006	Summer B 2006	Cross-term 2006	10 Week Term 2006	Fall 2006
Application deadline for admission for term*	July 1	Nov 4	March 3	March 3	March 3	March 3	June 30
Application deadline for admission by international students*	May 3	Oct 1	Feb 1	Feb 1	Feb 1	Feb 1	May 1
Deadline for former students on academic suspension or probation to reapply for term	June 3	Oct 21	Feb 17	Feb 17	Feb 17	Feb 17	June 2
Application deadline to Master of Arts in Biology program	March 1						March 1
Application deadline to Master of Science in Biology program	March 1						March 1
Application deadline Master of Arts in Practical Philosophy and Applied Ethics							March 1
Application deadline to Master's Counseling Psychology Program (MACP)	March 1						March 1
Application deadline to Master's General Psychology Program (MAGP)	June 1						June 1
Application deadline Master of Science in Applied Sociology	May 1	Nov 1	March 15	March 15	March 15	March 15	July 1
Application deadline to Master of Education Program in Counselor Education - School Counseling Track	April 9						April 8
Application deadline to Master of Education Program in Counselor Education - Mental Health Counseling Track	April 9						April 8
Application deadline to Doctorate in Educational Leadership Program (EdD)	March 31						March 31
Application deadline for COEHS student teaching internships	Jan 28	Sept 16					Feb 3
Application deadline for MSH - Nutrition Internship	Feb 15						Feb 15
Application deadline for Physical Therapy Program (MPT)	April 15						April 15
Application deadline for Master of Science in Nursing Primary Care Nurse Practitioner Program (MSN)	May 1						May 1
Housing Check-in (tentative)	Aug 20-21	Jan 5	May 8-9	June 23			
Classes begin	Aug 22	Jan 9	May 8	June 22	May 8	May 8	Aug 28
Application for Graduation	Sept 19	Feb 6	June 5	June 5	June 5	June 5	Sept 25
Administration of CLEP: by appointment only. Contact the Office of Academic Testing 620-2927.							
Administration of GMAT, GRE, TOEFL: by appointment only. Contact the Office of Academic Testing 620-1973.							
Registration deadlines for Florida Teacher Certification Exam (FTCE)	Sept 2	Dec 2	March 3	June 2	June 2	June 2	
Administration of FTCE	Oct 22	Jan 21	April 22	July 22	July 22	July 22	
Classes end	Dec 2	April 21	June 19	Aug 4	Aug 4	July 15	Dec 8
Final examinations	Dec 3-9	April 22-28					Dec 5-9
Term ends	Dec 9	April 28	June 19	Aug 4	Aug 4	July 18	Dec 15

\*The semester application for admission deadlines refer to completion of all application procedures including **RECEIPT** of all required credentials and the completion of department requirements, if any. *Applications for admission to limited access programs received after the deadline may be returned unprocessed.* Applications for admission to other programs received after the deadline will be reviewed by a committee and will be processed on a space available basis.





# Holiday Calendar 2005-2006



The official University calendar will appear on the web site.

	<b>Fall 2005</b>	<b>Spring 2006</b>	<b>Summer A 2006</b>	<b>Summer B 2006</b>	<b>Cross-term 2006</b>	<b>10 Week Term 2006</b>
Labor Day Holiday	Sept 5					
Veterans Day Holiday	Nov 11					
Thanksgiving Holiday	Nov 24-27					
Winter Break Holiday	Dec 10-Jan 8					
Martin Luther King, Jr. Holiday		Jan 16				
Spring Break Holiday		March 20-25				
Memorial Day Holiday			May 29		May 29	May 29
Independence Day Holiday				July 4	July 4	July 4

Religious Holidays commonly observed by UNF students/staff.

**Christian Holidays:**

December 25, 2005	Christmas
April 16, 2006	Easter

**Hindu Holidays:**

August 27, 2005	Janmashtami - Krishna's Birthday
September 7, 2005	Vinayaka Chaturthi
October 12, 2005	Vijaya Dashami
November 1, 2005	Deepavali - Festival of Lights
January 14, 2006	Sankranti - Harvest Festival
February 26, 2006	Maha Shiva Ratri
March 14, 2006	Holi - Spring Festival coincides with Hindu New Year
April 6, 2006	Sri Rama Navami

**Islamic Holidays:**

October 5, 2005	Ramadan begins
November 4, 2005	Eid-al-Fitr - three day holiday at the end of Ramadan
January 10, 2006	Eid-al-Adha - three day holiday which corresponds to the visit to Mecca
January 31, 2006	Hijra - Islamic New Year
April 11, 2006	Mawlid al-Nabi - Muhammed's Birthday

**Jewish Holidays:**

October 3 (Sundown) - October 5, 2005	Rosh Hashanah
October 12 (Sundown) - October 13, 2005	Yom Kippur
December 25 (Sundown) - January 2, 2005	Chanukah
April 12 (Sundown) - April 14, 2006	Passover

Some students may observe other holidays and will request permission to be absent from class from their instructors.

# Seal, Logo and Mascot

**The Seal** The official seal for the University of North Florida incorporates a circle and a compass rose — a direction-finding device for mariners. These symbolize the University's role in providing direction for students. The placement of the symbol in the upper northeast quadrant of the circle describes the University's location in the northeast region of Florida. The Roman numerals MCMLXV refer to the year that the University was chartered, 1965. Use of the official University seal is reserved for official documents such as diplomas and other official certificates.



**The Osprey Mascot** The osprey was adopted officially as the University of North Florida mascot in November 1979 in an election conducted by the Student Government Association. The osprey received 47 percent of the votes and won over the armadillo, seagull, manatee and shark.



Ospreys can often be seen gliding majestically over the campus. The osprey — a member of the hawk family with a wingspan of up to six feet — is capable of diving 80 mph in pursuit of fish, which constitute its main diet.



## The UNF Logo

The University's graphic symbol is depicted at left. It consists of three elements. The initials UNF are referred to as the monogram. The words University of North Florida are referred to as the descriptor. The bird is the osprey image. The logo can appear with or without the descriptor. The osprey image should never be used alone. The

logo appears on official University stationery, business cards, envelopes, Web pages and external publications. Blue and gray are the official UNF colors. Visual Identity Guidelines, which explain the proper use of the UNF logos, are available at the Office of Marketing and Publications, Building 830 or can be found online at <http://www.unf.edu/development/news/visualid/index.html>

UNF's mascot has the characteristics that UNF students hope to have when they graduate. Ospreys have been described as seemingly inexhaustible, tenacious, opportunistic, cosmopolitan, loyal to their species, adaptable, resilient and fond of living near other ospreys. Described as "trendy birds" in *National Geographic* magazine for their success in adapting to suburban neighborhoods, ospreys also are into recycling. Children's toys, plastic foam containers, cork buoys and doormats are many of the items they use to construct their gigantic nests. Ospreys, like UNF alumni, reside on all continents, except Antarctica.

To commemorate UNF's commitment to the environment and its adoption of the osprey as its mascot, the University of North Florida Foundation Inc. commissioned a watercolor painting of the osprey by noted ornithologist and wildlife artist Frederick William Wetzel of Jacksonville. The painting hangs permanently in the second-floor lounge of the Thomas G. Carpenter Library.

**The Athletics Logo** The stylized osprey in a bold circle creates a uniform visual identity for UNF athletics.



# General Information

**The University of North Florida (UNF)** is one of eleven public colleges and universities in Florida. It is a comprehensive, urban university which offers degree programs at the baccalaureate, master's, and doctoral levels. Initially established as an upper division and master's degree granting institution, UNF began offering classes in 1972 to a 2,000-member student body. In 1984, freshmen and sophomores were admitted and in 1990 the University opened a doctoral program in educational leadership.

The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees and the Doctor of Education degree. The Master of Public Administration Program is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA). The graduate programs in the Coggin College of Business are accredited by AACSB International – The Association to Advance Collegiate Schools of Business. The civil engineering, electrical engineering, mechanical engineering, computer science, information systems, and building construction management programs in the College of Computing, Engineering, and Construction are accredited at the undergraduate level. In the College of Education and Human Services, teacher education programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE), the counselor education program is approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and the special education program in deaf education is approved by the Council on the Education of the Deaf (CED). All teacher education programs at UNF leading to teacher certification are approved by the Florida Department of Education. In the College of Health, the physical therapy program is accredited by the Commission on Accreditation in Physical Therapy Education. The Master of Health Administration program is a candidate for accreditation through the Accrediting Commission on Education for Health Services Administration (ACEHSA). The undergraduate nutrition and graduate dietetics internships are accredited by the Commission on Accreditation for Dietetics Education. The rehabilitation counseling program is accredited by the Council on Rehabilitation Education. The Master of Science in Nursing Program is accredited by the National League for Nursing Accrediting Commission.



**John A. Delaney, J.D., *University President***

Academic programs at UNF are built on a strong foundation in the traditional arts and sciences. UNF offers 50 undergraduate degree programs with 114 areas of concentration and 29 master's degree programs with 77 areas of concentration through its College of Arts and Sciences, Coggin College of Business, College of Computing, Engineering, and Construction, College of Education and Human Services, and College of Health. In addition to the Ed.D. offered through the College of Education and Human Services, the College of Health and the School of Nursing partnered with the University of Florida School of Nursing in 2002 to jointly offer a doctorate (Ph.D.) in nursing. Students complete nursing courses on the Jacksonville campus of the University of Florida, along with requirements for a minor in education from the COEHS at UNF.

Since its founding, UNF has demonstrated its continuing commitment to excellence in teaching, research, and public service, with an emphasis on high-quality instruction. Members of the faculty simultaneously engage in and produce a level of creative scholarship that demonstrates a determination to remain at the cutting edge of intellectual inquiry and practice in their respective disciplines. Through its centers and institutes, lecture series, continuing education programs, and

staff volunteer activities, UNF contributes to the life of the academic community, the First Coast region, and Florida.

UNF enrolls over 1,600 students at the graduate level. It has more than 300 full-time faculty who hold graduate faculty status and nearly 900 full-time and part-time staff members. The total UNF budget exceeds \$150.1 million annually.

The University has been strengthened significantly by its public-private partnerships. Through the strong support of the University of North Florida Foundation Inc. and the generosity of corporate leaders and dedicated residents of Florida's First Coast region, UNF has four fully funded eminent scholar chairs, valued at more than \$6.8 million: the Andrew A. Robinson Jr. Chair in Educational Policy and Economic Development; the Ira M. Koger Chair in American Music; the Prime F. Osborn Chair in Transportation; and the Paper and Plastics Education Research Foundation Endowed Chair in Supply Chain Management.

**Statement of Mission** The University of North Florida's primary focus is on instruction, with scholarship and community involvement playing vital roles. The University provides a comprehensive array of degree programs, with targeted focus on select programs where the University is a national leader.

In fulfilling this mission, the University of North Florida has pledged to follow four guiding principles. These principles are an overarching commitment to excellence, as well as a commitment to focus, to relevance, and to accountability. The first of these principles, a commitment to excellence, is founded on a clear understanding of the University's responsibility to its students, who deserve nothing less. It also acknowledges that the social, cultural, economic, and civic development of Northeast Florida and the state are linked to the development of this institution.

The University's focus on student instruction requires students to engage in learning experiences that a) foster critical thinking, thoughtful decision making, and effective communication; b) build strong general and disciplinary/professional knowledge bases; and c) engender integrity, ethical development, a global perspective, and a sense of civic responsibility. The University's focus on building strong academic programs reflects the fact that the value of a student's experience at the University of North Florida must be greater than the sum of the individual courses that the student completes, and that academic programs must prepare students who are well-grounded in their academic specialty, capable of meeting the demands of their professional and societal responsibilities, and able to adapt to the changing global environment. In their academic programs, students are introduced to the central theoretical concerns of their discipline, as well as to practical skills suitable to the work force. The acquisition of these skills and aforementioned bodies of knowledge serves as an indicator for measuring the quality of the graduates who earn degrees at UNF and the strength of the institution's programs.

As a guiding principle, UNF's commitment to relevance requires that each decision made or action taken by the University supports its mission and focus, while furthering the attainment of excellence. Relevance must be evidenced in the significance of the institution's contribution to the lives of UNF's students and alumni, the region, and the world, as well as in its research and community involvement.

Through accountability, the University is committing to improve the quality of its institution in a measurable way. UNF's students, the taxpayers who support the institution, and its employees deserve an understanding of the University's progress in comparison to its definition of excellence, commitments to focus and relevance, and the goals set for the institution.

**Statement of Purpose** The University of North Florida is one of eleven publicly assisted institutions in Florida. Located in Jacksonville, this comprehensive urban university primarily serves Florida residents, especially those of the state's northeastern region. At the same time, UNF serves an increasing number of students from across and beyond the nation.

In fulfilling the University's commitment to excellence, the institution seeks to recruit and admit high quality students. Students entering UNF must have demonstrated competence in basic skills, as well as the intellectual capacity to succeed in college. These students should also demonstrate good character, commitment to learning, and a predisposition toward hard work. Significant numbers of these students should have meritorious academic records and exhibit special talents.

The academic programs at the University are coordinated through five colleges: Arts and Sciences; Coggin College of Business; Computing, Engineering, and Construction; Education and Human Services; and Health. Credit and non-credit learning opportunities are also provided through the Division of Continuing Education. These academic enterprises are supported by strong units providing library resources, student services, physical facilities, health and safety, and institutional advancement.

Undergraduate and graduate programs offer students opportunities for general education and specialization within the University's five colleges and reflect UNF's commitment to the highest intellectual and scholarly standards. Instructional quality is maintained by striving for relatively small classes and low student/faculty ratios. Students at UNF receive personal attention and caring service within the University community.

The University's academic programs, those that are long-standing and those that are newly developed, respond to and support regional needs and priorities in accordance with the institution's guiding principle of relevance. In the institution's commitments to excellence and focus, UNF also acknowledges its capacity for national prominence. Seeking the institutional and student benefits that come from such prominence, an important part of the University's strategic

## 2 General Information

plan is the selection and development of a set of flagship programs.

Research and other forms of scholarship are critical to UNF's commitments to excellence and to relevance, and serve to inform and energize faculty's teaching. Through their scholarship, faculty members engage with the larger academic community. Student involvement in research and other forms of scholarship adds depth to their educational experiences, helping them to understand the nature of scholarly inquiry. The University's scholarship efforts also address the critical concerns of the community, the region, and the world-at-large.

Distance learning initiatives, predicated upon available technologies, commit the University to participate with local, regional, and state organizations in serving as a clearinghouse for information concerning available instructional delivery options for students, employees, and residents of the community.

**Support Services:** The University's caring environment fosters excellence in instructional, administrative, and student support services. This environment is dependent upon the strength and competence of UNF's employees, who consistently demonstrate a caring and respectful attitude toward others. The focused attention provided by these employees helps to ensure that students maintain uninterrupted university attendance, make suitable course selections, successfully complete degree requirements, and achieve timely graduation or successful accomplishment of other academically related career goals.

The University's programs and services encourage the retention and success of all students. The University also strives to provide a full and rich campus life for its students, recognizing that learning occurs both in and outside the classroom. Special organizational structures attend to the needs of individuals from diverse backgrounds. These students are served through activities that contribute to their academic, social, cultural, and personal development. The campus community is made cognizant and appreciative of their differences by activities that promote the understanding of cultural and international diversity.

In addition to funding from the state and student tuition and fees, the University receives private-sector support for its students, faculty, programs, and facilities through the UNF Foundation, which is composed of business and civic leaders.

**Physical Environment:** Students and faculty are more productive in a safe, clean, healthy, and aesthetically pleasing campus environment, and the University values its designation as a "well campus" site. The UNF campus is unique in that it is also a designated bird sanctuary. The University places a high priority on care of and respect for the ecosystem, as well as timely and responsible operation and maintenance of physical facilities.

**Evaluation:** Continuous academic program improvement is accomplished through the coordinated use of program

reviews and voluntary professional accreditation evaluations. The University's commitment to continuous improvement also extends to its administrative services and support areas. Recognizing that a strong infrastructure is essential to academic program quality, the University maintains longitudinal databases suitable for required state resource planning, accountability reporting, and external reviews. These data and special analyses and studies provide for ongoing academic institutional planning and management.

**Relations to the External Community:** The University community is a significant participant in the economic, social, and cultural development of the northeast Florida region. It prepares students for the workforce through cooperative education programs, internships, and other partnerships with urban schools, industries, and civic agencies. These partnerships are dedicated to promoting the development of teaching, research, and UNF's community involvement. These partnerships also provide students with opportunities for training in their planned careers. The University seeks to enrich the lives of residents through cultural and educational programs and services offered on its campus, as well as through a variety of outreach programs designed to enhance the current and future well-being of area residents.

**Colleges** Within the College of Arts and Sciences are the Departments of Art and Design; Biology; Chemistry and Physics; Communications; English; History; Mathematics and Statistics; Music; Philosophy; Political Science and Public Administration; Psychology; Sociology, Anthropology, and Criminal Justice; and World Languages.

The Coggin College of Business includes the Departments of Accounting and Finance; Economics and Geography; Management, Marketing, and Logistics; and the International Business Program.

The College of Computing, Engineering, and Construction includes Computer and Information Sciences, Electrical Engineering, Civil Engineering, Mechanical Engineering, Building Construction Management, and FEEDS.

The College of Education and Human Services includes the Division of Curriculum and Instruction, the Department of Counseling and Educational Leadership, and the Department of Special Education.

The College of Health includes the School of Nursing, the Department of Athletic Training and Physical Therapy, and the Department of Public Health.

**Faculty** Central to the success of any university is the quality and dedication of its faculty. Recognizing this, the University of North Florida seeks faculty members who have and continue to develop records as teacher-scholars and as experts within their respective areas of specialization.

UNF has a distinguished group of full-time faculty members. Ninety-four percent of the full-time faculty hold the doctorate

or the terminal degree in their discipline. Faculty hold degrees from more than 100 American and foreign universities. Nineteen faculty members have been recipients of Fulbright Awards, one has been a participant in the International Research Exchange Program, one has been elected to the International Jazz Educators Hall of Fame, and another has been elected to the National Academy of Public Administration. The full-time faculty is augmented, as appropriate, by outstanding part-time faculty members.

In addition to possessing outstanding academic and professional credentials, the faculty at UNF are characterized by a dedication to excellence in teaching. Through participation in their colleges and the UNF Faculty Association, members of the faculty exercise responsibility for the University's academic programs.

**Graduate Faculty** Graduate faculty are those faculty approved to teach graduate courses and/or to offer direct assistance to graduate students in completion of their graduate programs. Only graduate faculty may serve as Doctoral Studies Faculty. They may work on doctoral committees or doctoral dissertation committees and advise doctoral students. Eligibility requirements for doctoral faculty status are determined within the college that offers a doctoral program.

**Campus** The UNF campus is located on slightly more than 1,300 acres of timberland approximately seven miles inland from the Atlantic Ocean and twelve miles southeast of downtown Jacksonville. A series of wooded ridges interspersed with small lakes and streams provides a spacious site and an attractive rustic setting.

Easy access to the University campus is provided through the two main entrances: the West Entrance at St. Johns Bluff Road and the East Entrance at Kernan Boulevard. An entrance off of Central Parkway provides parking and walking access to the campus. The entrances are accessible from Beach Boulevard and J. Turner Butler Boulevard. Interstate 95 and the 295/9A beltway provide access for students commuting from surrounding communities.

UNF's campus is compact, and most buildings are connected by a two-story, covered pedestrian walkway. Parking areas surround the campus providing minimal walking distances and easy accessibility to buildings.

A unique feature of the UNF campus, in addition to its designation as a bird sanctuary, is its system of nature trails, one of which is specifically designed for people with disabilities. The trails are open to visitors as a community resource. Virtually every type of terrain found in northeast Florida can be found along the UNF trails, along with a surprising variety of animal and plant life.

**The Community** UNF is located in a city of over one million people. Jacksonville is a major center for manufacturing, insurance, transportation, and finance, and is one of the busiest port, trucking, and rail centers of the Southeast. Jacksonville offers a variety of cultural, entertainment, sports, and recreational opportunities for its residents, visitors, and college students. Museums, art galleries, symphony, opera, theater, and ballet are available. A wide variety of professional, college, and high school athletic events attract sports fans. Moreover, Jacksonville's nearby beaches and the St. Johns River provide opportunities for water sports enthusiasts. Many public and private golf courses and tennis courts are available in and around the city and numerous state parks provide a wide range of outdoor recreational facilities.

Jacksonville is set in an area rich in Florida history. America's oldest city, St. Augustine, with its handsomely restored old quarter and imposing Castillo de San Marcos, is less than an hour away. Fort Caroline, built by the French in 1564 and America's oldest European settlement, is on the south bank of the St. Johns River, just minutes from UNF. Fort Clinch, where English soldiers guarded the southern approaches to the Georgia colony, stands only a few miles north in Fernandina Beach.

Within easy driving distance of the city are several of Florida's major attractions. Famed Silver Springs, located near Ocala, is 100 miles south. Disney World, with its Magic Kingdom, EPCOT Center, and MGM/Disney Movie Studio theme parks, is located near Orlando, about a three-hour drive from Jacksonville via the interstate highway system.

**An Invitation** The University of North Florida invites you to visit its campus. You are encouraged to evaluate its academic programs; to meet its faculty, students, and staff; and to participate in the vision and development of an outstanding university dedicated to the highest standards and goals. Individuals who need an accommodation because of a disability should notify the Disability Resource Center at (904) 620-2769 at least 48 hours in advance.

#### **Equal Opportunity/Equal Access/Affirmative Action**

The University of North Florida complies with both the philosophy and the practice of equal opportunity for all citizens in academic life and employment as specified in the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. The president of UNF has designated a director to ensure compliance with policies regarding affirmative action, equal opportunity, sexual harassment (see Appendix B of this catalog), and nondiscrimination against disabled persons. Inquiries about UNF policies and practices in regard to relevant institutional policies, Title VI, Title VII, Title IX, or ADA/Section 504 should be referred to the Director of Equal Opportunity Programs, 620-2507.

## **4 General Information**



# Graduate Programs



**Gerard R. Giordano**, Provost and Vice President for Academic Affairs, 620-2700

**Thomas S. Serwatka**, Dean of Graduate Studies and Research, and Special Assistant to the President 620-2500

## Greetings

The University and the Office of Graduate Studies are pleased to welcome you and hope to offer you every possible encouragement in pursuing your educational aims at the University of North Florida. Currently, the University of North Florida offers one doctoral and 29 different master's degrees. Most of these master's degrees contain more than one specialized track to meet student needs. In addition UNF offers several post-baccalaureate or post-masters certification programs that result in a student's either receiving a non-degree certificate awarded by UNF or in the completion of the course work required for state licensure or certification.

Most of our programs accept both full-time and part-time students. Most of our programs also accept applicants year round and invite you to apply to begin in fall semester, spring semester, summer A term, or summer B term.

## Doctoral Program

### College of Education and Human Services

Doctor of Education in Educational Leadership

## Masters Programs

### College of Arts and Sciences

Master of Arts in Biology  
Master of Arts in English  
Master of Arts in History  
Master of Science in Mathematical Sciences  
Master of Arts in Counseling Psychology  
Master of Arts in General Psychology  
Master of Public Administration  
Master of Science in Biology  
Master of Science in Criminal Justice  
Master of Science in Applied Sociology  
Master of Arts in Practical Philosophy and Applied Ethics

### Coggin College of Business

Master of Business Administration  
Master of Accountancy  
GlobalMBA

### College of Computing, Engineering, and Construction

Master of Science in Computer and Information Sciences

### College of Education and Human Services

Master of Education in Educational Leadership  
Master of Education in Special Education  
Master of Education in Counselor Education  
Master of Education in Elementary Education  
Master of Education in Secondary Education

### College of Health

Master of Science in Health  
Master of Health Administration  
Master of Science in Nursing  
Master of Physical Therapy  
Master of Public Health: Community Health  
Master of Science in Rehabilitation Counseling

## Certification Programs

### College of Arts and Sciences

Applied Ethics

### Coggin College of Business

International Business  
E-Business

### College of Education and Human Services

Teacher Certification  
Counselor Education: Advanced Certificate  
Educational Leadership  
Instructional Leadership

### College of Health

Nurse Practitioner  
Health Behavior Research and Evaluation

## Collaborative Programs in Engineering

The University of North Florida (UNF) serves as a FEEDS (Florida Engineering Education Delivery System) center, facilitating the delivery of engineering graduate degree programs and courses in the First Coast region. The FEEDS provides a link between the classroom and engineers throughout Florida, delivering graduate engineering programs and courses. Course materials originate at FEEDS centers located in the colleges of engineering in other state universities with accredited degree programs. For information visit UNF's web site at <http://www.unf.edu/ccec/> or email [feeds@unf.edu](mailto:feeds@unf.edu).

# Admissions

**Ms. Deborah M. Kaye**, Assistant Vice President for Enrollment Services, 620-2881

**Mr. James Owen**, Assistant Director, Office of Graduate Studies, 620-1360

## Getting Admitted into UNF

**The Application Procedure** We strongly encourage you to contact the Graduate Coordinator of the degree program in which you are interested. Feel free to do so at any time during and even before you begin the application process.

1. Obtain an application form. You may download the form from the UNF website at [www.unf.edu](http://www.unf.edu). You may request an application in person from the **Admissions Office in building 2 room 1200**, by phone at **904/620-1360**, or by e-mail at [graduatestudies@unf.edu](mailto:graduatestudies@unf.edu). You can also complete an application online at <http://www.unf.edu/graduatestudies>.

2. Complete and send in the application form and the application fee of \$30 (check or money order) by the deadline posted for the semester you would like to begin your graduate studies.

3. Arrange to have an official transcript sent to the UNF Admissions Office from each college or university you have attended, including community colleges and professional schools.

4. In consultation with the specific graduate program you are pursuing, take the Graduate Record Exam (GRE) or Graduate Management Admissions Test (GMAT) and arrange to have the Educational Testing Service (ETS) send your test scores to the UNF Admissions Office. For information on the GRE or GMAT, students may contact the Office of Graduate Studies or contact the ETS website at [www.ets.org](http://www.ets.org).

5. Contact the Graduate Coordinator of the degree program in which you are interested and supply this person with any additional application documents — for example, letters of recommendation, personal statements, writing samples, other test scores, professional licenses.

6. Applicants who matriculate at Florida public universities are required to provide proof of immunization against rubeola (measles) and rubella (German measles) prior to the initial registration. The policy applies to students who attend classes taught at the main campus. Questions concerning this policy should be directed to the Medical Compliance Office, 620-2175, Building 2 Founders Hall, Room 2084.

7. The University reserves the right to review the case of any student who has been implicated in a criminal offense prior to admission to determine eligibility for admission and participation in extracurricular activities. At the time of application, students must disclose the final disposition of any past or pending judicial proceedings and submit any pertinent documentation.

The Admissions Office will send you written acknowledgment that your application has arrived. Once we have received your transcripts and test scores, we will forward your application, in the form of a **Graduate Referral**, to the Graduate Coordinator of the program to which you are applying. This person will then review your application, make an admission decision, and notify us. We will then send you a letter — hopefully of congratulations.





## Admission Requirements

There are two sets of requirements – State-mandated requirements and the specific requirements of each UNF graduate program.

**State-Mandated Admission Requirements** The Florida Board of Education sets the basic requirements.

1. A baccalaureate degree from a regionally accredited college or university.
2. GRE or GMAT scores. (depending upon program)
3. One of the following achievements: **(a)** a grade point average of 3.00 **(B)** or higher in all work attempted as an upper-level student, typically the last 60 semester hours; **(b)** a composite score of 1,000 or higher on the verbal and quantitative sections of the GRE or a score of 500 or higher on the GMAT; or **(c)** a graduate degree from an accredited institution.

**UNF Program Specific Admission Requirements** Students must also meet the specific requirements of the program to which they are seeking admission. These requirements are listed under each program later in this catalog.

## Types of Admission Status

**Full-Time and Part-Time** In most, but not all, programs a student, once accepted, may attend either full-time (9 or more hours per term) or part-time (less than 9 hours per term).

**Full Admission** Applicants who meet both the State-mandated admission requirements and those specific to the individual UNF graduate program will be fully accepted into the program.

**Conditional Admission** Some programs have an exceptions policy and will conditionally accept applicants who do not meet the State-mandated admission requirements. These applicants must meet the conditions stipulated by the Program Administrator of the graduate program in question. Such conditions might include, but are not limited to, successfully completing a prescribed series of graduate courses (a “trial” program).

**Provisional Admission** Different programs use provisional admissions in different ways. Some will provisionally accept applicants who have met State-mandated admission requirements but not all of the program specific requirements. Others will provisionally admit an applicant who has not taken the GRE but has met all other State-mandated and program specific requirements and permit this person to enroll in graduate courses.

Some programs will provisionally admit an applicant who has not met all undergraduate prerequisite courses and permit this person to enroll in a limited number of 5000-level courses while working to complete prerequisites. Other programs, however, require a provisionally admitted student to fulfill all undergraduate course prerequisites before enrolling in graduate courses.

Up to ten hours of graduate course work taken as a provisionally admitted student will apply toward the Master’s Degree program in question once the person’s provisional status has been changed to full admission status.

**Post-Baccalaureate Admission** A person who does not wish to seek a degree may apply for post-baccalaureate status. Post-baccalaureate status does not automatically confer the right to take graduate courses. The person must meet the program specific admission requirements (see the specific program descriptions). In addition, the person must receive prior approval and electronic permission from the Program Administrator of the graduate program in which he or she wishes to take courses.

**Full or Conditional versus Provisional and Post-baccalaureate Admission** Fully and conditionally admitted graduate students receive early registration appointments. Students with provisional and post-baccalaureate status do not receive such appointments. They normally cannot register for courses until later, during open registration and, in addition, must receive electronic permission from the Program Administrator to register for any graduate courses. Since it is to the student’s advantage to be fully admitted, applicants are encouraged to take the GRE or GMAT as soon as possible in the application process.

**Certificate Program Admission** An applicant who meets the admission requirements for a certificate program is permitted to take a limited number of graduate courses. Some of these certificate programs require prior completion of a baccalaureate degree, while others require prior completion of a master’s degree. These programs result in the student receiving a non-degree certificate awarded by UNF or in completing the course work required for state licensure or certification. See program areas listed in this catalog for details.

**Special Admission** Under certain circumstances students currently enrolled at other universities may enroll at UNF as so-called “transient students.”

**Special Admission for Transient Students** A student in good standing at an approved institution may apply to UNF for one term to complete work the credit for which will be transferred back to the student’s home institution. Applicants must submit either an official transcript or a letter from their college or university’s Registrar verifying their good standing.

**Special Admission for Inter-Institutional Transient Students** A student in good standing at a school participating with UNF in various exchange programs or exchange agreements may apply to UNF for one term, or for the duration of a special program, to complete work the credit for which will be transferred back to the home institution. The student must be sponsored by his or her academic dean, who is responsible for arranging with the UNF Registrar’s Office and the appropriate college dean for the student’s visit. The student will register at UNF and pay UNF tuition and registration fees.

The process is the same for UNF students seeking to attend other institutions for a single term or for the duration of a special program. UNF students must have the support of their academic dean, who is responsible for arranging their visits. UNF students will register at and pay the tuition and fees of the institution they are visiting.

**Veterans** In order to be eligible for VA benefits, **veterans** who seek Provisional Admission as Transient or Inter-Institutional Transient students must meet the conditions stipulated by the Office of Veterans Affairs. The UNF office is in **building 2, room 1140**.

**Inactive Students and Re-Admission** Students who have been accepted but who have not enrolled within a year or who have not taken courses for one year must update their admissions applications with the Admissions Office. They must do so six weeks before the term in which they want to enroll begins. They will not be required to pay an additional application fee but will be responsible for meeting any new general admissions requirements or program specific requirements.

**Non-Discrimination** The University of North Florida encourages application from qualified persons and does not discriminate on the basis of race, color, religion, national origin, veteran's status, disability, age, marital status, or gender. The President has delegated responsibility for the implementation of the University's equal opportunity and non-discrimination policies and affirmative action program to the Director, Office of Equal Opportunity Programs. Inquires about policies and practices may be directed to the EOP Office at (904) 620-2507.

## Admissions Requirements for International Students

**Greetings and Salutations** The University of North Florida, the Office of Graduate Studies, and the International Center are pleased to welcome you. We recognize that you and your fellow international students, representing over 100 different countries, bring with you perspectives that enrich our campus. We are committed to offering you educational programs and experiences that will enhance your professional development.

We are very aware of the challenges before you and hope to be able to provide you the best possible support as you pursue your graduate studies at UNF. This support includes our Student Orientation, which is offered at the beginning of every semester. Required of all new students, this program reviews your rights and responsibilities and also provides an opportunity for you to meet with your fellow international students.

The Office of Admissions, the Office of Graduate Studies, and the International Center will be happy to help you with the admissions process, described below.

## The Application Procedure — UNF Admissions Requirements for International Students

1. **Application Forms** International students must complete and submit a printed application form or submit an online application. Further information is available at <http://www.unf.edu>.

2. **Application Deadlines** Applicants should submit their completed application forms and all other required material well in advance of the date they wish to begin at UNF. Some programs have alternative deadlines for the submission of the application materials, and these deadlines may be found online at <http://www.unf.edu/graduatestudies/>. The general deadline for the fall semester is May 1, for spring semester it is October 1, and for the summer term it is February 1. Applicants should understand that getting credentials and transcripts evaluated can take a considerable amount of time. In addition, sending or receiving official application material can often take a very long time. Therefore, applicants should complete their applications as far ahead of the deadline as possible.

3. **Application Fee** The \$30 application fee must be in U.S. currency only (check or money order) drawn from a U.S. bank.

4. **Academic Records** Applicants must submit official academic credentials in the form of original documents bearing the seal of the institution and the signature of their institution's Registrar, or exact copies that have been legally certified. If the documents are not in English, applicants must include literal and complete translations in English.

5. **Credentials Evaluation** Applicants must arrange for a course-by-course credential evaluation to be sent from an approved credential evaluation agency. Individual colleges may recommend one agency over another, and students should check with their respective college for this recommendation. Please be aware that UNF cannot evaluate international credentials.

6. **GRE and GMAT Test Scores** Applicants must take the required graduate tests — the GRE or the GMAT as required by their intended program — and arrange for the Educational Testing Service to forward the scores to the UNF Admissions Office. UNF's institutional code is **5490**.

7. **English Proficiency** Applicants from countries where the official language is other than English must demonstrate proficiency in English. One such method is to take the Test of English as a Foreign Language (TOEFL), receive a score of 500 or higher (550 or higher for graduate business programs), and submit their score with their application. The TOEFL is offered by the Educational Testing Service, Princeton, N.J. 08541, U.S.A. UNF's institutional code is **5490**. Alternative methods of proving English proficiency may be found online at <http://www.unf.edu/admissions/engprof.html>.

## The Application Procedure — United States Immigration Requirements

1. **Certification of Finances.** The United States Department of Homeland Security requires UNF to insure that international students have sufficient financial resources before issuing a Certificate of Eligibility (Form I-20). All applicants must complete and submit an ***Affidavit of Financial Support and Bank Certification***. The ***Affidavit*** is a document signed by the applicant's sponsor (the person who will be providing the funds) stating the amount of funds that she/he will provide for the educational expenses of the student applicant. A bank official then certifies that the sponsor does have that amount of funds in his/her account. This form represents an obligation on the part of the sponsor to provide the required amount of funds as indicated on the form. Please see **Estimated Costs of Attendance for International Students** on the UNF website to determine the amount of funds needed to be written on the ***Affidavit***.

2. **Transfer Students.** All applicants intending to transfer from another U.S. university must notify their current school so that the U.S. Department of Homeland Security transfer requirements can be initiated. A new form I-20 from UNF cannot be issued until the current school "transfers out" the applicant to UNF in the SEVIS program.

## Registering for Classes — UNF Preregistration Requirements

Before you can enroll in classes at UNF, you must supply the following health certifications. These certifications are not necessary in order for you to apply for admission to UNF; however, once you have been admitted they are necessary in order for you to be able to register for classes.

(a) **Statement of Good Health** This form can be found on the Immunization Form (Medical Compliance). (See (c) Certification of Immunization listed below.)

(b) **Certification of Health Insurance** If you have an immigration status of F1, F2, J1, or J2, before you may register for classes you must show proof that you have health insurance. If you currently have insurance coverage, please have your insurance company fill out the "International Student Health Insurance Evaluation" form available from the UNF Office of Medical Compliance at (904) 620-2175 or from their web page. If you do not have such insurance, you can purchase insurance through the UNF Office of Medical Compliance.

(c) **Certification of Immunization** All students born after 1956 must meet immunization requirements of two (2) doses of Measles and one (1) dose of Rubella. Please refer to the "Immunization Documentation" form. This form is available from the UNF Office of Medical Compliance web page.

## Estimated Student Expenses

The following are estimated expenses for international students enrolled in graduate programs during the 2005-2006 academic year (fall 2005 and spring 2006). The costs for summer are additional. The estimated costs provided below are subject to change by the State of Florida Legislature.

tuition and fees (9 credit hours each term)	\$ 15,000
books and supplies	650
room and board	6,266
miscellaneous expenses	<u>3,122</u>
<b>Estimated Total</b>	<b>\$25,038</b>

# Tuition and Student Fees

## Financial Aid and Scholarships

### Tuition and Student Fees

#### Florida Residency for Tuition Purposes

Tuition and fees at each of the public universities in Florida are set by the Florida Legislature upon recommendation by the Florida Board of Education. These fees are assessed on the basis of residency, i.e., enrolling students are classified either as “Florida” or “non-Florida” students.

The following information is summarized from Florida statutes and policies approved by the Florida Board of Education in establishing residency criteria. (240.1201 Florida Statutes and FBOE Rule 6C-7.005).

To qualify as a Florida resident for tuition purposes, students must:

- Be a U.S. citizen, permanent resident alien, parolee, Cuban national, Vietnamese refugee, or other refugee or asylee so designated by the U.S. Immigration and Naturalization Service, **and**
- Have established a legal residence in this state and maintained that legal residence for twelve (12) months preceding the first day of classes of the term in which they are seeking Florida resident classification. The student’s residence in Florida must be as a bona fide domicile rather than for the purpose of maintaining a mere temporary residence or abode incidental to enrollment in an institution of higher education, and should be demonstrated as indicated below (for dependent students, as defined by IRS regulations, a parent or guardian must qualify), **and**
- Submit the following documentation (or in the case of a dependent student, the parent must submit documentation) prior to the last day of registration for the term for which resident status is sought:

**1.** Documentation establishing legal residence in Florida (this document must be dated at least one year prior to the first day of classes of the term for which resident status is sought). The following documents will be considered in determining legal residence:

- a) Declaration of Domicile.
- b) Proof of purchase of a home in Florida in which a student resides. (Permanent primary Florida home)
- c) Proof that the student has maintained residence in the state for the preceding year.

**2.** Documentation establishing bona fide domicile in Florida which is not temporary or merely incidental to enrollment in a Florida institution of higher education. The following



documents will be considered evidence of domicile even though no one of these criteria, if taken alone, will be considered as conclusive evidence of domicile:

- a) Florida voter registration.
- b) Florida vehicle registration.
- c) Florida driver’s license.
- d) Declaration of Domicile.
- e) Proof of real estate ownership in Florida (i.e., deed, tax receipts).
- f) A letter on company letterhead from an employer verifying permanent employment in Florida for the twelve (12) consecutive months before classes begin.
- g) Proof of membership in or affiliation with community or state organizations or significant connections to the state.
- h) Proof of former domicile in Florida and maintenance of significant connections while absent.
- i) Proof of reliance upon Florida sources of support.
- j) Proof of admission to a licensed practicing profession in Florida.

k) Any other factors peculiar to the individual which tend to establish the necessary intent to make Florida a permanent home and that the individual is a bona fide Florida resident, including the age and general circumstances of the individual.

3. No contrary evidence establishing residence elsewhere.

4. Documentation of dependent/independent status (notarized copy of most recent Federal IRS tax return).

Federal income tax returns filed by resident(s) of a state other than Florida disqualify such students for in-state tuition, unless:

a. the student's parents are divorced, separated or otherwise living apart and either parent is a legal resident of Florida; **or**

b. the student becomes a legal resident and is married to a person who has been a legal resident for the required twelve (12) month period; **or**

c. the student is a member of the Armed Forces on active duty stationed in Florida, or spouse or dependent, **or**

d. the student is a member of the Armed Forces on active duty assigned to the Naval Submarine Base, Kings Bay, Georgia or their spouse only, **or**

e. the student is a member of the full-time instructional or administrative staff of a state public school, community college or university in Florida, or a spouse or dependent, **or**

f. the student is a dependent and has lived five years with an adult relative who has established legal residence in Florida and is claimed on that relative's federal income taxes.

The student must file a residence affidavit with the Office of Admissions and the Office of Admissions reserves the right to require additional documentation in order to accurately determine the resident status of any student.

If Florida Residency for tuition purposes is denied, the student may file an appeal in writing, to the Residency Committee for a final decision. Students will be notified in writing of the classification decision.

**Note:** Rent receipts, leases, employment records, tax returns, and school/college records are not evidence of a legal Florida residence. Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status.

**Reclassification** All requests for change of residency with supporting documentation should be submitted to the Registrar's Office within the deadline period noted in the University Calendar during registration for any term. Requests will be reviewed and approved if documentation meets Florida residency requirements. If the reclassification request is denied, the student may file an appeal, in writing, through the University Registrar. Students must provide copies of all documentation with their appeal. Students will be notified in writing of the final reclassification decision.

## Tuition and Student Fee Schedule

Tuition fees have been established by the Florida Board of Education, approved by the Florida Legislature, and subject to change without prior notice. Please contact the Cashier's Office at 620-2472 or refer to their website for current tuition information at [www.unf.edu/dept/controller/cashier.htm](http://www.unf.edu/dept/controller/cashier.htm).

**Application Fee** (non-refundable;  
each new degree seeking applicant) \$30

**Tuition Fees** (per credit hour; includes Student Fees)  
for 2004-2005 are:

Graduate	Resident	Non-Resident
5000-7000 level courses	\$231.97	\$833.31

Please refer to the Cashier's website at [www.unf.edu/dept/controller/cashier.htm](http://www.unf.edu/dept/controller/cashier.htm) for 2005-2006 tuition.

**Material Fee** Various fees may be assessed for certain courses: \$15 certain art courses; \$15 all graphic design courses; \$25 all ceramics and sculpture courses; \$40 all photography courses; \$15 or \$20 for certain psychology courses.

**Laboratory Fee** Various fees may be assessed for certain courses: \$15 certain nursing courses; \$25 all biology, chemistry and physics classes; \$15 or \$20 certain physical therapy courses; \$15 or \$20 certain health science courses; \$30 certain computer science and electrical engineering courses.

**Distance Learning/FEEDS** A fee of \$50 will be assessed for students enrolling in distance learning sections (including FEEDS) of video-based courses conducted in the Donald D. Farshing Video Production Classroom to help supplement the additional costs involved in delivering these classes.

**Late Registration Fee** A fee of \$50 will be assessed for failure to register within prescribed periods.

**Late Payment Fee** A fee of \$50 will be assessed for failure to pay or pend within the prescribed payment period.

**Returned Check Fee** Payments made by check which are returned for any reason (i.e. insufficient funds, stop payment, account closed, etc.) will be assessed a service fee based on the following schedule:

\$25.00	If face value of check is \$.01 to \$50.00
\$30.00	If face value of check is \$50.01 to \$300.00
\$40.00	If face value of check exceeds \$300.00

Payment must be made by cash, money order or certified check. If the University has received two (2) or more NSF checks all future payments must be made by cash, money order or certified check.

**Duplicate Diploma Fee** There is a \$10.00 fee for duplicate diplomas.

**Transcript Fees** There is a \$5.00 fee per transcript. Students will receive two official copies free when they receive their baccalaureate and/or graduate diplomas.

**Identification Card** The OspreyCard is a multipurpose services card that students are required to purchase and carry. It serves as a student identification card, library card, debit

card for meal plan and flexbucks, vending card, and a membership card for currently enrolled students. The OspreyCard is required for students to access a variety of campus services such as the Computer Lab, Fitness Center, Pool, Intramural Sports, Student Health, athletic events and SG events. Students can use the prepaid debit function and receive vending discounts for beverages and snacks, pay for print in the Library and Computer Labs, and in laundry facilities in Housing. Discounts are offered by some local merchants for students presenting their OspreyCard. The OspreyCard Office is located in Daniel Hall, Bldg. 1, Room 1600. An annual charge of \$7 will be placed on the student account for card services. Replacement cards are \$15. Other services include passport pictures, fax, lamination, JTA bus passes, and prepaid phone cards. For more information and details call the OspreyCard Office at (904) 620-4000.

**Parking Permit Fees** All vehicles parking on campus must display a valid UNF parking permit. Daily parking permits can be purchased at the campus entry booths for \$2.80 plus sales tax = \$3.00 total per day. All other permits can be purchased at the Cashier's Office.

**Fees for permits that are available to students**  
**August 2005 - August 2006**

1st floor garages annual	\$229.91 + sales tax = \$246 total
2nd/3rd floor garages annual	\$146.73 + sales tax = \$157 total
2nd/3rd floor garages term	\$87.85 + sales tax = \$94 total
General annual	\$128.97 + sales tax = \$138 total
General term	\$77.57 + sales tax = \$83 total
Housing annual	\$128.97 + sales tax = \$138 total
Housing term	\$77.57 + sales tax = \$83 total
Discount annual	\$64.49 + sales tax = \$69 total
Discount term	\$38.32 + sales tax = \$41 total
Motocycle annual	\$42.99 + sales tax = \$46 total

Permits are available as hanging or as affixed decals (except for motorcycle permits which are only available as affixed decals).

Please refer to the Parking Services website [www.unf.edu/dept/parking-services](http://www.unf.edu/dept/parking-services) or call (904) 620-2815 for general parking information.

**Fee Payment** All fees must be paid or pended in the Cashier's Office by the date listed in the University Calendar online unless you are automatically pended. (See Tuition Deferment later in this catalog section.) Failure to pay or pend may result in registration cancellation, but not necessarily fee liability. A \$50 late payment fee will be assessed on all fees not paid or pended in full by the date listed in the University Calendar.

A fee transaction, regardless of amount, confirms a student's intention to attend all courses for which he/she is still registered at the close of the drop/add period, and grades will be assigned unless the student officially withdraws. Students are fee liable for all courses they register for (unless they drop the course by the published deadline to do so) regardless of attendance in the class.

A fee payment check returned for any reason (i.e., insufficient funds, stop payment, account closed) does not cancel the student's fee liability. A service charge and late payment fee will be assessed and the payment must be made by cash, money order or certified check. If the University has received two (2) NSF checks you will always have to pay with cash or certified check in the future.

**Reinstatement of Registration** Students whose registrations are cancelled due to failure to pay or pend fees may apply for reinstatement by submitting a reinstatement petition to the Registrar's Office prior to the reinstatement deadline (which is usually the end of the fourth week of classes as noted in the University Calendar online). Students must reinstate in all courses for which they were originally registered. If reinstatement is approved, the student must pay all delinquent financial liabilities and will be charged a \$50 reinstatement fee. If fees are not paid and students are dropped a second time, they may not be reinstated into the class.

**Fee Refunds** Full refunds will be issued for each course dropped before the close of the drop/add period indicated in the University Calendar online. Students can drop courses in person or via the Osprey Online. A full refund will be made for University cancellation of courses or denial of a student's admission to a course. Courses dropped within this period will not appear on the student's transcript.

After the close of the drop/add period, students who **completely** withdraw from the University will receive a 25 percent refund (less building / capital improvement fees). This refund is dependent on the University's approval of a student's written notice of withdrawal from the University. Such written notice should be made in person at the Registrar's Office by the date indicated in the University Calendar as the last day to receive a 25 percent refund; however, written notice of withdrawal may be given by mail postmarked by the 25 percent refund deadline. This 25 percent refund applies only to fall, spring, and cross-term summer.

**Fee Petitions** To request a full refund after the drop/add period, a student may file a petition if one of the following conditions is met:

1. Student's involuntary call to active military duty.
2. Death of the student or a member of the student's immediate family (parent, spouse, child, sibling).
3. Incapacitating illness of such duration or severity, as confirmed in writing by a physician, that completion of the term is impossible.
4. A situation in which the University is in error.

To file a fee petition, a student, or someone acting on the student's behalf with written authorization, must:  
 (a) officially withdraw from the course(s) or the University;  
 (b) complete a fee petition available in the Controller's Office (Building 1, Room 1200) and attach documentation supporting one of the conditions indicated above;

(c) submit the fee petition with appropriate documentation to the Controller's Office for processing.

(d) petitioner will be notified when next meeting is held.

Students have six (6) months following the end of the term to file a fee petition. Petitioning for a refund is not a guarantee that a refund will be approved. The decision of the fee committee is final. **Students may not petition for a refund of the third attempt repeat surcharge.**

Tuition fee refunds provided to students will be processed against any outstanding charges prior to remitting a check to the student.

**Financial Holds** Failure to pay outstanding amounts due UNF will result in a financial hold being placed on the student's records and the registration process. A financial hold prohibits processing of requests for transcripts, registration, reinstatement, enrollment verification, release of grades, and receipt of diploma until the debt is cleared by the Cashier's Office.

### Waiver of Tuition

**Florida Residents over 60 Years of Age** Waivers are available to Florida citizens over the age of 60. Citizens using these waivers are restricted to registering in certain courses on a space-available basis and must register as auditing (seating privilege). Registration may be done in person or on the web on the date(s) published in the online Course Schedule on the Registrar's website each term. No waivers will be processed after this date. The University will automatically pend Senior Citizen Waivers if properly admitted as documented senior citizens with the Admissions Office. Waivers do not waive late registration or reinstatement fees. See Registrar's Office website at [www.unf.edu](http://www.unf.edu) for additional information.

**Children of law enforcement officers and fire fighters who are unlawfully and intentionally killed while performing their duties.** Florida statutes provide that the state shall pay certain educational expenses for the children of law enforcement officers and firefighters who are unlawfully and intentionally killed while performing their duties.

Additionally, any dependent child of a Special Risk member of the Florida Retirement System may receive a full waiver of undergraduate fees at a state university if the Special Risk member was killed in the line of duty. Check for all registration and deadline information at the Registrar's Office, 620-2620 or online.

**Student Employment at UNF** For the purpose of employment at the University of North Florida and in order to consider a student exempt from the payment of the Federal Insurance Contributions Act (FICA), student workers must be enrolled at least half-time and regularly attending classes at UNF.

For the purpose of employment at the University of North Florida, a half-time graduate student must be enrolled in four

(4) semester credit hours in Fall and Spring (three (3) semester credit hours during the Summer).

Student workers participating in the Federal College Work Study Program (FWSP) at the undergraduate and graduate level are required to be enrolled in a minimum of six (6) semester credit hours in each semester (Fall, Spring and Summer) and are limited to 20 work hours per week while classes are in session.

Student workers except FWSP and international students are allowed to work more than 20 hours per week and retain FICA exemption. International students must be enrolled full-time and are limited to 20 work hours per week during Fall and Spring Semesters. These student workers should check with International Student Affairs for further information.

Any student not meeting the above criteria or not showing sufficient legal documentation approving exemption from FICA shall be required to have FICA deducted from all wages earned during the period of ineligibility. If a student's status changes from non-exempt to exempt from FICA, none of the FICA previously withheld shall be refunded.

Students interested in employment opportunities other than Federal Work Study are urged to refer to the job listing maintained by the Office of Human Resources and the Career Services office, or to seek employment independently.

## Student Financial Aid

**Janice Nowak**, Director of the Office of Financial Aid  
620-2604

**Application Procedures** The financial aid program at the University of North Florida is committed to serving all students. Its purpose is to provide financial assistance for students who would be unable to further their education without such support. Educational opportunities should not be limited by the financial resources of the students and their families, although the University expects students and/or their families to make a maximum effort to help with University expenses.

Through the Office of Student Financial Aid and Scholarships, UNF provides a comprehensive student financial aid program. All aid is based on individual need, educational costs, and availability of funds. Awards may consist of scholarships, loans, grants, and/or employment. Funds are limited; therefore, students are encouraged to complete their file by the April 1st priority date for early consideration. Applications after April 1st are considered on a funds-available basis only. Inquiries concerning financial aid should be directed to the Office of Student Financial Aid and Scholarships. To apply for aid the following steps must be met:

1. Complete and process the Free Application for Federal Student Aid (FAFSA). This form may be picked up at any local high school guidance office, community college, university financial aid office, or on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

2. If selected for verification, students will be required to provide copies of relevant federal income tax returns (1040, 1040A, 1040EZ, and W2 Forms). Independent married students must provide spouse tax information. Other information may also be requested to meet federal verification regulation requirements.
3. To be awarded financial aid, a student must be accepted into a graduate degree-seeking major.

## Types of Financial Aid

**Federal Stafford Loan Program** A federal loan program supported with dollars from banks and other lending institutions is available to eligible students. There are two types of Federal Stafford Loans. The need-based “subsidized” Federal Stafford Loan and the non need-based “unsubsidized” Federal Stafford Loan.

**Federal Subsidized Stafford Loan** Graduate students may borrow up to \$8,500 per academic year from the “subsidized” Federal Stafford Loan. The maximum aggregate limit is \$65,500 which includes any loans outstanding from undergraduate study from the “subsidized” Federal Stafford Loan Program.

**Federal Unsubsidized Stafford Loan** Students who feel that it is necessary to borrow additional funds through the “unsubsidized” Federal Stafford Loan should contact the Office of Student Financial Aid and Scholarships for additional information.

**Federal Work-Study** The Federal Work-Study Program is a federal program supported with matching funds from UNF. This employment program is designed to assist students by providing employment opportunities and work experience while attending school. Students are paid an hourly rate on a bi-weekly basis. Students must demonstrate financial need.

**Graduate Assistantships** A limited number of graduate assistantships and fellowships are available to qualified students. Continuation of the awards is based on the student’s satisfactory performance in both academic and assigned duties. Graduate students who wish to apply for assistantships should write to the chairperson of the department in which they plan to enroll. Graduate students must be enrolled in 9 credit hours for fall and spring or 6 credit hours for summer to be employed and classified as a graduate assistant.

**University Student Loan** The university student loan program is designed to assist students with special needs who do not have scholarships or loans for tuition. All loans carry a small handling fee payable at the time of application. The amount of the loan is equal to direct tuition costs to a maximum of \$500. Loans are due by the due date listed in the University calendar. Loans not paid when due will result in a financial hold being placed on the student’s record, plus a \$50 late payment. Application for tuition loans should be made at the Cashier’s Office as soon as possible during registration so that eligibility can be determined.

**Half-and-Half Loans** Students who are not receiving scholarships or loans may apply for a UNF Half-and-Half tuition loan by going to the Cashier’s Office and completing an application on or before the date in the University calendar. Loans not paid when due will result in a financial hold being placed on the student’s record, plus a \$50 late payment. One half of tuition and all other fees must be paid at the time of application.

**Graduate Matriculation Fee Waivers** The State of Florida funds a limited number of graduate matriculation fee waivers for graduate students who are on either graduate assistantships or fellowships. These matriculation fees waivers can be used to offset a portion of a graduate student’s in-state tuition. A student must be a fully admitted graduate student to qualify under this program. Because each college administers this program using different requirements, students are encouraged to contact their college as early as possible to determine their eligibility.

**Out-of-State Tuition Waivers** Out-of-State tuition may be waived for certain full- and part-time enrolled non-residents who have skills or abilities which will contribute to the academic environment of the University. UNF, as a young institution, attracts a great majority of its students from Northeast Florida. In an effort to create a diversified student body, the University actively seeks a limited number of students who reside outside of Florida. Non-resident students should contact the individual college to apply. Awards are made based on the availability of funds.

**Appeals Procedure** An appeal is a request for re-evaluation of your offer of financial assistance based upon changes in the circumstances reported on your application for financial aid. If you think some aspect of your financial situation was overlooked during the award process that would affect an evaluation of your need, you are entitled to an appeal. To have your award reevaluated, you should make an appointment with a Financial Aid Counselor. Appeals of financial aid offers will be considered subject to federal, state and university regulations, as well as available funds.

## Satisfactory Academic Progress Policy

The Higher Education Act of 1965, as amended, requires institutions of higher education to establish and apply standards of academic progress that all students must meet to qualify and remain eligible for assistance from the Title IV student financial aid programs. Therefore, to maintain satisfactory academic progress to be eligible to receive financial aid, students must maintain specified grade point averages and proceed through the program at a pace leading to completion within a specified time frame. Satisfactory academic progress will be measured at the end of each semester.

## Required Grade Point Averages

**Graduate Students** must achieve a minimum cumulative grade point average of 3.0 to be considered making satisfactory progress.



## Required Completion Rate

**Graduate Students** are required to complete 67% of all credit hours attempted.

**Requirement of Maximum Time Frame** The Higher Education Act requires that institutions establish a maximum time frame in which students receiving Title IV funds are expected to complete their program of study. To remain eligible for financial assistance, the students must complete their degree as follows:

**Graduate** students' eligibility for financial aid ends when they have exceeded 45 attempted hours for all graduate level work.

**Probation and Reinstatement Procedures** When a student fails to meet any of the standards outlined above for a specified period, the student will be placed on warning after the first occurrence, probation after the second occurrence, and suspension after the third occurrence. During the warning and probation terms, the student is allowed to continue to receive financial aid. If the student fails to meet the requirements at the end of the probation period, the student will no longer be making satisfactory progress and will be ineligible for federal financial aid.

**Reinstatement of Aid** Students who have been terminated can reestablish eligibility by successfully completing the required number of hours and by attaining the overall cumulative grade point average by the end of the next period. The student must then submit a copy of the new transcript and follow the appeal process listed below.

**Policy for Student Appeals** If a student is ineligible for federal financial aid based on the satisfactory academic progress requirements, the student may appeal this decision to the Associate Director of Financial Aid by completing the Satisfactory Progress Appeal form. The Associate Director will review the appeal and determine whether suspending financial aid is justified. The student will be advised in writing of the decision. If appeals are denied at this level, the student may appeal to the Financial Aid Appeal Committee.

### The following steps are required when submitting an appeal:

1. Submit the Satisfactory Progress Appeal Form.
2. Clearly state the circumstances that affected your academic performance.
3. Provide written documentation of your special circumstances.
4. Attached supporting documentation that validates your statements.
5. Identify the steps you have taken to ensure that you will not fall below satisfactory academic progress standards in the future.
6. For students who have exceeded the maximum time frame requirement, submit the Special Graduation Contract that the student and the academic advisor must sign.
7. Sign and date your petition.

## Some examples of acceptable reasons that must be validated are listed below:

1. A student's serious illness or accident that must be documented from a medical or mental health professional.
2. Death in the student's family that must be documented by providing a copy of the death certificate.
3. Other unforeseeable circumstances beyond the control of the student that caused the student to fall below the satisfactory progress standards.

**Appeal Deadline** Appeals must be submitted to the Office of Financial Aid within three weeks of the date of written notification of unsatisfactory progress. It is the responsibility of the student to decide when an appeal is appropriate and to initiate an appeal before the specified deadline.

**Withdrawals and Incompletes** Students who withdraw from courses after the drop/add period are not considered to be making satisfactory academic progress and may be required to repay a proportionate amount to financial aid programs.

Withdrawals and incompletes are not considered completed courses. It is the responsibility of the student to provide information on changes made after the normal grading periods.

## Return of Title IV Aid

For students that receive federal financial aid and who withdraw from **ALL** classes on or before the 60% time of enrollment period, UNF will calculate, according to federal regulations, any amounts disbursed that must be returned to the Title IV programs.

**Step 1:** Determine the percentage of the enrollment period the student attended before withdrawing. (days attended divided by total days in the period)

**Step 2:** Determine the amount of Title IV aid earned by multiplying the total Title IV aid (other than Federal Work-Study) for which the student qualified by the percentage of time enrolled.

**Step 3:** Compare the amount earned to the amount disbursed. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned by subtracting the earned amount from the disbursed amount.

**Step 4:** Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once the institutional charges were covered.

**Step 5:** Distribute the unearned funds back to the appropriate Title IV program.

Students processing refunds through the Fee Petition Committee will have their refunds applied to the Financial Aid program from which the funds originated.

**Scholarship Programs** Students interested in scholarship information visit [www.unf.edu/finaid/scholarships/index.html](http://www.unf.edu/finaid/scholarships/index.html).

**UNF Graduate Scholarships** Each year the University of North Florida sets aside money to support a limited number of graduate scholarships. A student must be a fully admitted graduate student to qualify under this program. Because each college administers this program using different requirements, students are encouraged to contact their college as early as possible to determine their eligibility.

**Florida's State University System Grants-In-Aid for Graduate Students Scholarship** This scholarship encourages African American students to enter disciplines and professional programs in which African Americans are under-represented. A variable number of \$4,500 grants are available each academic year.

### Tuition Deferment

If a student receives financial aid, the university will automatically defer the payment of tuition until the financial aid funds are disbursed. Some types of aid are excluded from the process. Awards excluded are Federal Work Study Program, Delores Auzenne Fellowship, UNF Bookstore Scholarship, Florida Prepaid Program, or any type of private loan.

A student who cannot automatically defer the tuition must make payment in person at the Cashier's Office by the end of the first week of classes.

Any questions concerning this process should be referred to the Office of Financial Aid or the Cashier's Office.

### Financial Aid and Scholarship Check Disbursement

Check disbursement dates for financial aid will be made available at the beginning of each semester. The UNF Controller's Office establishes the dates of disbursement for financial aid and scholarship awards. If you are a first time borrower at UNF under the Federal Stafford Loan Program, you must complete a loan entrance interview before your funds will be released. Any monies owed to the university will be deducted from the first available financial aid or scholarship source. If funds remain after institutional charges have been deducted, a check for the remainder will be mailed to the student on established disbursement dates.

**NOTE: All Financial Aid recipients should be prepared to purchase textbooks and to meet their living expenses during the first three weeks of class.**

**Veterans Assistance-Certification** The Office of Veterans Affairs is available to assist veterans eligible for any of the educational benefit programs administered by the Veterans Administration. Students who believe that they are eligible for benefits may receive assistance in applying through this office.

All degree programs at UNF are approved for VA purposes by the state approving agency for veterans training.

### Types of Programs, Eligibility and Benefits:

**Chapter 30 - Montgomery G.I. Bill.** First entered active duty 7-1-85 or later and completed initial obligated period of active duty of three (3) years or more or who completed two (2) years of active duty and enters the selective reserve for four (4) or more years. Certain Chapter 34 eligibles are entitled after 12-31-89.

**Chapter 31 - Vocational Rehabilitation.** Must have a service-connected disability rated at 20 percent or more which causes a demonstrable employment handicap.

**Chapter 32 - Veterans Educational Assistance Program.** Served on active duty for at least 181 continuous days and enlisted for the first time between 1-1-77 and 6-30-85 inclusive.

**Chapter 35 - Dependents Educational Assistance Program.** Spouse and/or child of a veteran with permanent and total service-connected disability; or whose death was service connected; or who died of any cause while rated as having a permanent and total service-connected disability.

**Chapter 1606 - Educational Assistance for the Selected Reserve.** Enlisted: enlisted, re-enlisted, or extended enlistment for a six (6) year period after 6-30-85. Officer: added six (6) years to current obligation after 6-30-85.

Students must expect a possible delay of 60 days in receipt of benefits during their first term at UNF to allow for processing of forms at the regional level. Initial certification can be made for one semester during which time the student may be waiting for transcripts or test scores (e.g., GRE, GMAT). However, students may not be certified for a second term until fully admitted into a graduate program.

Veterans who plan to attend UNF under any of the veterans training laws must contact the Office of Veterans Affairs. The office will assist veterans with completing all forms necessary for transferring and initiating educational benefits.

**Certification of School Attendance** The Office of Veterans Affairs certifies school attendance to the appropriate veterans administration office.

Full-Time	9 hours or more
Three-Quarter	7-8
Half-Time	4-6
Less than Half-Time	1-3

Graduate students who enroll in 3000 or 4000 level courses may have their level of certification lowered as a result of enrollment in such courses.

To expedite processing of certification, students receiving VA education benefits must report to the Veterans Affairs Office at UNF after registering for course work. Students are responsible for notifying the UNF Veterans Affairs Office whenever their course load changes.

In order to be eligible for benefits, veterans must maintain the same academic and conduct standards expected of all UNF students. Students will be placed on unsatisfactory progress

status and benefits will be suspended when both the cumulative and term grade point average fall below 3.0 during the term following probation status. All veterans should consult the Office of Veterans Affairs for specific information about requirements for benefits. For further information call 620-2882 or visit the Office of Veterans' Affairs located in Building 2, Founders Hall, Room 1140.

**VA Work-Study** Veterans receiving VA Educational Benefits, who are enrolled at three-quarter training time or more, are eligible for VA Work Study programs. If you are interested in these programs, please contact the Office of Veterans Affairs at 620-2882.

# Registration, Grading and Academic Progress

## Registration Procedures

**Prior to Registering** The Office of Graduate Studies and the Registrar's Office strongly encourage students to keep in touch with their graduate program administrator, director, coordinator, and/or advisor. On behalf of all graduate coordinators and advisors, we recommend that graduate students review with their advisors what graduate courses they plan on taking prior to registration.

**Registration** Three quarters through each semester the Registrar's Office posts online a Course Schedule for the upcoming semester. The website identifies the steps involved in registering for classes on the Internet or in person at the Registrar's Office. The website also includes a wealth of information about the Academic Calendar, Application Deadlines, Financial Dates and Deadlines, the Final Examination Schedule, Commencement, Osprey Online, Information for New Students concerning Orientation and the Student Identification (Osprey) Card, Student Services, the UNF policies on drugs and alcohol, and much more.

**Optional Student PIN Code for Registration** Students who wish to change their PIN code for accessing the online student access registration system can either (a) do so in person at the Registrar's Office, where they will be required to present an appropriate picture identification, or (b) use the grade access system or the online student access option on the UNF Website: [www.unf.edu](http://www.unf.edu).

## Adding and Dropping Courses During Drop/Add

Students may add and drop courses from the **first day of registration through the final day of the drop/add period**, usually the first week of classes. Students may add and drop courses in person at the Registrar's Office or via the Osprey Online. **Courses officially dropped during the drop/add period will not be entered on a student's permanent (transcript) record and will be completely refunded.**

Normally, students may not drop courses, and receive a full refund, or add courses after the drop/add period. However, students who encounter exceptional circumstances clearly beyond their control must complete a "Petition to Waive University Policy" form available from the Registrar's Office to permit them to drop or add courses after the drop/add deadline.

The Registrar's Office will automatically drop a student from all classes if this person does not pay or arrange for the deferral of tuition and fees by the posted deadline.



## Withdrawing from Courses after Drop/Add

A student may withdraw from a course or the University from the end of the drop/add period through the "Last day to withdraw" (see the University Calendar online). The student may withdraw online, submit an official withdrawal request in the Registrar's Office, or submit a letter postmarked no later than the deadline. The Registrar's Office will assign a grade of **W**, which will appear on the student's transcript.

Students who stop attending a course without officially withdrawing will receive a final grade of **F**.

Non-attendance does not guarantee a student will be dropped from class. Students are fee liable for all courses they register for unless dropped. Students must drop themselves from all courses they do not want to take.

## Late Withdrawals

Students who encounter exceptional circumstances clearly beyond their control may petition for late withdrawal after the withdrawal deadline. A student may petition for withdrawal from a course up until the end of the term, prior to the posting of grades. Students must petition the dean of their college and receive this person's approval. The petition is available in the Registrar's Office. The course instructor then assigns a grade of **WP** or **WF**, which will appear on the student's transcript.

Students do not have the right to withdraw from courses after the official withdrawal deadline simply because they have passing grades at the time.

## Course Loads

A **full-time graduate** course load is **9 or more hours**; a **part-time graduate** course load is **less than 9 hours**.

Students who wish to take more than 15 hours must present to the Registrar's Office written approval from the student's Program Administrator.

For information on the number of hours students must take in order to be eligible for financial assistance programs, refer to the Financial Information section of the catalog.

## Graduate Course Numbering

In accordance with the State University System's Statewide Common Course Numbering System, UNF offers three "levels" of graduate courses.

5000-level courses are typically introductory or beginning graduate-level courses. In some programs they are double-listed with undergraduate 4000-level courses, in which case they are offered to undergraduates for 4000-level credit and to graduate students (who are required to complete undergraduate and additional graduate course work requirements) for 5000-level credit.

6000-level courses are master's degree-level courses.

7000-level courses are doctoral courses. At present, UNF offers such courses in its Doctor of Education in Educational Leadership program.

## Grading and Course Credit

**Grades** The following grades are calculated in a student's GPA:

A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	D	1.0
B	3.0	F	0.0
B-	2.7	WF	0.0

Grades of NR, X, I, P, W, WP – in each case receiving a numerical value of 0.0 – are not calculated in the GPA.

Grades of WF receive a numerical value of 0.0 and are calculated in the GPA.

**NR – No Record** If the instructor does not submit grades by the processing deadline, the student will receive an NR. The NR will remain on record until changed by the instructor.

**I – Incomplete** Students who have completed a substantial portion, but not all of the required course work with sufficiently high grades may, at the instructor's discretion, be assigned a grade of Incomplete.

Incompletes are not computed in the grade point average. The instructor will specify the date – not to exceed one calendar year or graduation, whichever comes first, and whether or not the student is in residence – by which students must complete all course work. The instructor will also specify the grade to which the Incomplete will be automatically changed if the student does not complete the required work. At the end of the time limit, the instructor will change the Incomplete to a

letter grade based on the quality of whatever work the student has submitted. The Registrar's Office will then calculate that grade in the student's GPA.

To extend an incomplete beyond one year, the student must submit to the Registrar's Office a petition for a waiver of University policy.

Students may not register for courses in which incomplete grades have been received.

Veterans and other eligible persons should contact the Office of Veterans Affairs concerning the effect of incomplete or failing grades upon certification.

**X – Audit** Students must indicate **when they register** if they wish to audit the course rather than take it for credit. **If students wish to change from credit to audit or from audit to credit, they must do so before the close of drop/add.** Fees for audit classes are the same as the fees for credit classes and are non-refundable.

**P – Passing** Indicates passing grade for the employment experience in the Cooperative Education Program and, at the discretion of the college and departments, for thesis, dissertation, independent study, practicum and/or internship courses. Passing grades are not calculated in the grade point average.

**W – Withdrawn** Assigned when a student has officially withdrawn from a course before the established deadline.

**WP – Withdrawn, Passing** Assigned when a student has successfully petitioned to withdraw from a course after the official deadline and was making satisfactory progress at the time.

**WF – Withdrawn, Failing** Indicates a student has successfully petitioned to withdraw from a course after the official deadline and was not making satisfactory progress at the time.

**Disciplinary Expulsion** The consequences of Disciplinary Action for Expulsion are listed in the UNF Student Handbook.

**Grade Point Average** The Registrar's Office determines GPA by dividing the sum of grade points earned in graded courses by the number of UNF hours attempted. In the following example, the sum of all grade points multiplied by credit hours (48.7) divided by the number of (Psychology) course credit hours (14) equals a GPA of 3.478.

### Example:

Course	Grade	Grade Points	x	Credit Hours	= Total Points
PCO 6056	A-	3.7		4	14.8
PCO 6317C	B	3.0		4	12.0
PCO 6869	B+	3.3		3	9.9
PCO 6935	A	4.0		<u>3</u>	<u>12.0</u>
Totals:				14	48.7

The Graduate GPA does not include hours with grades of X, I, P, NR, W, WP. Nor does it include any transfer credits.

Graduate students are not eligible for grade or term forgiveness.

## Graduate versus Post-Baccalaureate GPA

Two parameters govern the calculation of GPA.

(1) **The Graduate GPA does not include any hours the student earns as a post-baccalaureate.** If a student is permitted to take graduate courses as a post-baccalaureate, up to ten hours may apply to the student's graduate program even though they will not be included in the Graduate GPA.

(2) The Graduate GPA includes **all** hours the student earns once fully admitted, even if those hours are in undergraduate courses.

## Satisfactory Academic Progress

Graduate students who fail to maintain a 3.0 (B) average will be placed on academic probation. Probation shall be noted on the academic transcript for the terms in which the graduate GPA is below 3.0. If while on probation, the GPA does not reach 3.0 (B), the student is eligible for suspension. Academic suspension is noted on the academic transcript. Students may earn up to two (2) Cs as graduate students provided that the term and cumulative graduate GPAs are 3.0 or higher. Graduate students who earn a third C will be placed on academic probation for the remainder of their graduate program. If they subsequently earn a grade of C or lower, they may continue only with approval of the program director. Graduate students who do not have a 3.0 or higher final graduate GPA will not graduate.

## Good Academic Standing

Graduate students who have earned fewer than three (3) Cs and possess a cumulative UNF GPA of 3.0 or higher are considered to be in "good academic standing."

## Suspension of VA Benefits upon Unsatisfactory Progress

If their Graduate GPA falls below 3.0 during the term following probation status, graduate students receiving Department of Veterans Affairs education benefits will be notified of their unsatisfactory progress and will have their benefits suspended.

## Grade Reporting

At the close of each term, students may access their grades through the **Osprey Online available at [www.unf.edu](http://www.unf.edu)**.

## Course Credits

All credits are expressed in semester hours. All courses taken at UNF are considered residence credit.

## Credit Validation for Course Work Completed More than Five Years Ago

UNF requires that students who have taken courses at UNF or elsewhere more than five years prior to the completion of a graduate-degree program or admission to candidacy for the doctoral degree must petition their Program Administrator to

validate these courses before the Registrar's Office will apply them toward the student's current program. Program Administrators have the authority to require the student to demonstrate his or her knowledge of the material covered in those courses.

Colleges and programs may have more restrictive policies concerning course validation. Check with your Program Administrator.

## Credit Transfers – Up to Six Hours

With approval of the Program Administrator and appropriate college program committee, a student may transfer up to six semester hours of course work from another regionally accredited graduate program at another approved institution. Students wishing to enroll in courses at another institution for the purpose of transferring credits into their graduate program of study must complete a "Concurrent Enrollment" form and have prior approval from the program director.

1. The student must have completed the course work subject to the time limits applicable to his or her current graduate program.
2. The student must have earned grades of 3.0 or higher in the courses.
3. The student is not entitled to apply transfer credits toward the 18 hour minimum of 6000-level courses required for all master's degrees.
4. The student is not entitled to transfer credit for correspondence courses, courses included in a completed degree program, or portfolio-based experiential learning that has taken place prior to admission to the current graduate program.

## Credit Earned as a Post-Baccalaureate – Up to 10 Hours

A student may transfer up to 10 hours of graduate course work taken at UNF as a post-baccalaureate. (Such transfer credits will not be included in the student's UNF graduate GPA.) The student must receive the approval of the Program Administrator, who will so inform the Registrar's Office. Students who transfer 10 hours of coursework as a post-baccalaureate may not transfer any additional hours from another accredited institution.

## Computer and Internet Access

Beginning with the Fall 2001 term, all students have been required to have access to a personal computer with Internet service and every currently enrolled student has been provided with an e-mail account at no cost to the student.

University units may elect to use e-mail to provide information and notices either in lieu of or in addition to existing methods of communication. These University provided e-mail addresses will be the only officially recognized e-mail address for all currently enrolled students.

# Student Records, Rights and Responsibilities

## Transcripts

**Unofficial Copies of Transcripts** Students can download unofficial copies of their transcripts using Osprey Online at the UNF website: [www.unf.edu](http://www.unf.edu). Upon receipt of their diploma, students will receive two official copies of their transcripts.

**Official Copies of Transcripts** To receive official copies of transcripts or to have official copies sent to an agency or institution, students must submit their request to the Registrar's Office either **in person or in writing**. The Registrar's Office will not accept requests students submit by fax, telephone, or e-mail.

The cost is \$5.00 for each official transcript, which the Registrar's Office will send in a University of North Florida envelope marked "Unofficial if seal is broken."

Transcript requests will not be processed for students who have an outstanding financial obligation to the University.

The Registrar's Office cannot supply official copies of the student's standardized test scores or transcripts from other schools they have attended. Students must request scores and transcripts directly from those agencies or institutions.

## Other Student Records

Students have the right, subject to state and federal regulations and UNF policy, to inspect and review their records. To exercise this right students must submit their requests in writing to the office of the appropriate **Custodian of Records**.

For copies of their **UNF Academic Records** – their **UNF transcripts** – students should direct their requests to the **Registrar's Office**.

For **athletic records** – the **Athletic Department**.

For **disciplinary records** – **Student Affairs**.

For **employment records** – **Human Resources**.

For **financial aid records** – the **Office of Student Financial Aid and Scholarships**.

For **health and medical records** – **Medical Compliance Office**.

For **housing records** – the **Department of Housing Operations**.

For **police records** – the **Department of Police and Public Safety**.

For **student services records** – **Student Affairs**.



**Fees for Copies of Records Other than Transcripts** The University of North Florida charges (a) \$.15 per page for copying and (b) administrative costs incurred in searching, retrieving, and mailing the requested information.

Students must provide picture identification when they pick up copies of the records they have requested. If someone other than the student will be picking up the copies of the records, this person (a) must have written authorization from the student and (b) must provide picture identification.

The University of North Florida reserves the right to deny requests for copies of records if the student has outstanding financial obligations – unpaid, past-due bills – to the university or any pending disciplinary action.

### **The UNF Student Directory**

In accordance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA) as subsequently amended, commonly known as the Buckley Amendment, the University of North Florida interprets public or “directory information” as including: “Name, address, telephone number, dates of attendance, admitted college, degree(s) awarded, status (full or part-time), classification (freshman, sophomore, etc.), and e-mail.”

The University of North Florida reserves the right to release Directory information at its discretion without the student’s written consent. However, the University of North Florida will honor a student’s request not to publish such information. To this end the student must either complete and present to the Registrar’s Office – by the end of the first scheduled week of classes as noted in the University Calendar – **a written request for non-disclosure or complete the non-disclosure form online at Osprey OnLine.** (Students will find the relevant form on the UNF website: [www.unf.edu](http://www.unf.edu) or at the Registrar’s Office.) The University of North Florida will then withhold Directory information until the student notifies the Registrar’s Office to remove the non-disclosure.

If an individual or organization asks for Directory information on a student who has filed a non-disclosure form, the University of North Florida will not release that information unless the individual or organization provides written permission from the student to do so.

Students should be aware that they cannot hold the University of North Florida liable for the consequences of honoring their instructions to withhold Directory information.

### **The Rights of Students to Review Their UNF Education Records**

A student has the right to review his or her UNF records. The student’s review is subject to the provisions of FERPA, to the guidelines established by the Florida Board of Education, and to the policy of the University of North Florida, all of which are available from the Registrar’s Office.

**What are “education records”?** “Education records” include those records that the University of North Florida and its employees and agents maintain and that contain educational information directly related to a student. “Record” refers to any information or data recorded in any medium, including but not limited to handwriting, print, tapes, film, microfilm, and microfiche. An “agent” is any individual who has the University of North Florida’s express or implied authorization to represent and acts on its behalf.

**When and to whom may the university release a student’s education records?** UNF may release or open for inspection a student’s education records, including any “personally identifiable” information, only to the student or the parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954. “Personally identifiable” information includes the name of the student, the student’s parent, or other family member; the address of the student; a personal identifier such as the student’s social security number or a student number; a list of personal characteristics or other information that would make the student’s identity easily traceable.

A “student” is an individual who is registered for an on or off campus program for academic credit from the University of North Florida. The University of North Florida intends to exercise good judgment in also protecting the records of individuals who participate in university sponsored programs that do not entail academic credit.

**What is the procedure for requesting access to records?** Students must submit their signed request in writing to the appropriate Custodian of Records. Students must specify what information they want to be released, for what purpose or purposes, and to whom the Custodian should release the information.

The Custodian shall have 45 days in which to comply with the request. The recipient of the information must show proper identification, such as a valid driver’s license or passport, before the Custodian will permit them access to the records.

When the record includes information on more than one student, the Custodian shall release or permit access to only that part of the record which relates to the student in question.

The Custodian shall place in the student’s file a copy of the student’s request.

**To whom is the University of North Florida permitted to disclose “personally identifiable” information without the student’s consent?** (a) To officials and faculty of the University of North Florida or to officials of other State of Florida schools officials who have a legitimate educational interest in the information. (b) To officials of other schools at which the student seeks to enroll. (c) To federal, state, local, and independent agencies and representatives who have been authorized by federal and state law to request access to



student records and who have a legitimate educational interest in the information. (d) To officials presenting a judicial order or lawfully issued subpoena. (e) To appropriate parties in a health or safety emergency. (f) To parents or legal guardians of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954, in which case the parents or guardians must present proof that the student is a dependent. (g) In accordance with the USA Patriot Act of 2001.

The Registrar's Office will furnish copies of student transcripts to the institutions the student has previously attended if this institution requests such information as part of an effort to improve its educational services.

In accordance with FERPA, the Registrar's Office will supply grade information to agencies authorized to conduct studies concerning the enhancement of public higher education in Florida.

**Access to letters of recommendation** If a student has waived the right to review letters of recommendation and/or other confidential statements, the University of North Florida will not open those documents to student review unless the student legally compels the university to do so.

Students are not required to waive their rights to review these documents as a condition of admission, of receiving financial aid, or of receiving any other benefits.

## **Rights of Students to Explanation and Interpretation of Their Records**

Students have the right to request explanation and interpretation of their records. Students also have the right to ask that the University of North Florida correct or remove inaccurate, misleading, or inappropriate statements in their records or remove statements that are in violation of their privacy or other rights. In addition, students have the right to respond in writing to the information in their records and to have their responses added to that record.

**Resolution of disputes through informal meetings** The University of North Florida will attempt to settle disputes with a student – regarding the content of the educational records at issue – through informal meetings with him or her.

**Resolution of disputes through formal procedures** If a student and the Custodian are unable to resolve a dispute informally, students have the right to file a grievance. Students may obtain grievance procedures from the Office of the Vice President for Student Affairs or from the Registrar's Office, both of which are located in building 2 (Founders Hall) – rooms 2088 and 1230 respectively.

If the University of North Florida decides that the information is not inaccurate, is not misleading, or is not otherwise in violation of the privacy of other rights of the student, it shall inform the student that he or she has the right to place in the educational record a response to the university's finding and

to set forth any reasons for disagreeing with the university's decision.

The Florida laws that govern such hearings are Florida Statutes 228.093, 240.227(1), and 240.237 Florida Statute.

## **Right of Appeal**

All members of the University community are entitled to fair and equitable procedures.

**Appeals concerning UNF policies** Any member who believes that actions of other members are not equitable has the right of appeal. A student who believes that a University policy imposes an undue hardship may petition the Registrar's Office to waive that policy. The Registrar's Office will inform the student in writing of the results of the appeal.

**Appeals concerning courses** Students who wish to appeal a course grade (except for the grade of "Incomplete") must do so within one year of completing the course in question. Students can pick up the guidelines for grade appeals at the Registrar's Office.

**Appeals concerning civil rights** Members of the community who believe they have not been accorded rights under the Civil Rights Act of 1964 or Title IX of the Higher Education Amendments of 1972 should contact the Director of Equal Opportunity Programs, Building 1 (J. J. Daniel Hall), Room 2100 (620-2507).

## **Academic Integrity and Professionalism**

**The Free and Open Pursuit of Knowledge** The University of North Florida encourages the free and open pursuit of knowledge, which it considers to be a fundamental principle and strength of a democratic people. To this end the University of North Florida expects its students, its faculty, its administrators, and its staff to uphold the highest standards of academic integrity. The University of North Florida expects all members of the university community to both honor and protect one another's individual and collective rights.

**Course Content** A course may deal with subjects, issues, or perspectives to which some people might object. Such objections will not exempt a graduate student from course requirements. The University of North Florida stands behind the right of its instructors to include material that is challenging in any number of ways. The Graduate Faculty would urge students to discuss any concerns they might have concerning the content of their courses with their instructors.

**Claiming One's Own Work** Each student is honor-bound to submit under his or her name or personal signature only his or her own work; to fully acknowledge his or her use of any information, ideas, or other matter belonging to someone else and to properly document the source in question; and to offer for credit only that work which he or she has completed in relation to the current course.

**Violations of Academic Integrity** Under this heading the University of North Florida **Student Handbook** identifies several types of violations, which include but are not limited to: cheating; fabricating and falsifying information or citations; submitting the same work for credit in more than one course; plagiarizing; providing another student with access to one's own work to submit under this person's name or signature; destroying, stealing, or making inaccessible library or other academic resource material; and helping or attempting to help another person commit an act of academic dishonesty.

The University of North Florida authorizes any instructor who finds evidence of cheating, plagiarism, or other wrongful behavior that violates the University of North Florida Academic Integrity Code to take appropriate action and so inform the student. Possible action includes but is not limited to failing the person on the work in question, failing the person for the course, notifying the appropriate academic Dean or Vice President for Student Affairs, and requesting additional action be taken.

The consequences of a breach of academic integrity may result in an F, which is non-forgivable, regardless of withdrawal status.

**Class Attendance and Participation – In-Person, Online, and Otherwise** The University of North Florida authorizes its colleges, departments, and faculty to establish the attendance and participation policies they deem appropriate. In this regard the Graduate Faculty recognizes that the student's responsibility is not solely for mastering a particular body of knowledge but for doing so in relation to the multiple social contexts, which graduate classes represent in miniature, that make graduate studies at UNF possible.

**Florida Taxpayer Subvention of Graduate Education** The United States has long recognized the value of public access to higher education. In accordance with this recognition, Florida taxpayers subsidize a substantial percentage – approximately 75% – of graduate tuition. Such support helps underwrite the University of North Florida graduate programs. Through its commitment to academic integrity, the Graduate Faculty acknowledges the public support it receives. In partial reciprocation of the public's trust, the Graduate Faculty is committed to promoting among its graduate students an awareness of how academic integrity is not an abstract obligation but an essential aspect of their civic responsibility, in particular to Florida's taxpaying citizenry.

**Best Wishes** The University of North Florida – faculty, staff, and administrators – wish you every success in your pursuit of graduate education.



# Graduation Requirements Checklists



## General University Graduation Requirements for the Master's Degree

You must satisfy both the general university requirements and your program's specific requirements. If you can answer yes to the following questions, you should be eligible to graduate.

1. Have you submitted your **request to graduate** to the Registrar's Office in person or online by the published deadline?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
2. In the course of your program, have you, or will you have, enrolled in and completed with sufficiently high grades at least 30 semester hours of course work?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
  - a. Have you, or will you have, maintained an overall graduate GPA of 3.0 (B) or higher while earning no more than three C's?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
  - b. Have you, or will you have, enrolled in and passed, or will you have, with sufficiently high grades at least 18 hours at the 6000-level?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
  - c. Have you, or will you have, completed all 6000-level course work with a GPA of 3.0 or higher?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
3. Have you, or will you have, completed at least 24 hours at UNF as a fully admitted graduate student?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
4. Have you completed all course work within the specified time limits?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
  - a. Have you completed all work within six years of being fully admitted to the graduate program?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
  - b. If you have completed courses at UNF more than five years prior to the end of your program, have you petitioned the Program Administrator to validate and apply these courses to their program and to so inform the Registrar's Office?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
- c. If you have completed course work at other universities, have you made sure that the UNF Registrar's Office has received an official copy of your transcripts by the posted deadline (on or before the last day of UNF's final examinations for the term in question)?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
- d. If you intend to complete course work at another institution to satisfy UNF degree requirements, have you obtained written approval to do so prior to the term in which you intend to graduate?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
- e. If you have or will have completed course work at another institution to satisfy UNF degree requirements, have you made sure the UNF Registrar's Office has received an official copy of your transcripts by the posted deadline?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
5. Have you, or will you have, successfully completed all culminating requirements, exclusive of scheduled classes – including the thesis, a non-thesis project, or a Master's examination – no later than two weeks before commencement?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
6. If you have written a thesis, have you satisfied all department and college requirements?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
7. Have you delivered to the Dean of Graduate Studies:
  - a. At least one copy of the thesis at least two weeks prior to commencement?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
  - b. A signed Certificate of Approval page?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
  - c. A copy of the receipt of payment of binding fees from the library?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
8. Has the Dean of Graduate Studies accepted the thesis and signed the Certificate of Approval page?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

9. Has the Dean of Graduate Studies returned the thesis and signature pages to the department within five days?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
10. Has the department delivered the necessary material to the library?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
11. Have you satisfied all your financial obligations to the University?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
12. Has your Program Administrator signed the pre-certification forms – which indicates whether or not you have or by the end of the current semester will have completed all program requirements and are entitled to graduate – and returned them to the Registrar’s Office?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

- b. A signed Certificate of Approval page?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
- c. A copy of the receipt of payment of binding fees from the library?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
- d. A completed Report on Dissertation and Final Examination?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
3. Has the Dean of the Graduate School accepted the dissertation and signed the Certificate of Approval page?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
4. Has the Dean of Graduate Studies returned the dissertation and signature pages to the department within seven days?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
5. Has the department delivered the necessary material to the library?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

### General University Graduation Requirements for a Second Master’s Degree

1. Have you, or will you have, completed at least 24 hours of course work?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
2. Have you completed a minimum of 18 hours at UNF as an admitted graduate student?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
3. Have you satisfied all other general university requirements as well as program specific requirements?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
4. Have you submitted to the Registrar’s Office by the published deadline your request to graduate?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
5. Have you notified the Registrar’s Office of both the master’s degree already earned and the current master’s degree you are seeking?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

### General University Graduation Requirements for the Ed.D. in Educational Leadership

1. Have you satisfied all college requirements?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_
2. Have you delivered to the Dean of Graduate Studies at least two weeks prior to commencement the following materials:
  - a. At least one copy of the dissertation?  
Yes \_\_\_\_\_ Not Yet \_\_\_\_\_

### Graduation and Commencement Ceremony UNF’s Public Acknowledgment of Your Achievement

The University and the Office of Graduate Studies would like to publicly acknowledge your educational achievement and to that end hope you will attend the University’s Commencement ceremony. Commencement is held at the end of the Fall, Spring, and Summer C terms. The Registrar’s Office will send candidates for graduation detailed instructions for participating in the ceremony, including instructions on how to obtain tickets from the Ticket Box Office. Information on commencement is also available on the Registrar’s page at [www.unf.edu](http://www.unf.edu).

The **number of available tickets** depends upon the number of students graduating. At present, students can expect up to 4 tickets. Once again, however, this number is subject to change, especially as the size of the UNF student body continues to increase.

For information including the **date and time of graduation ceremonies**, contact the Registrar’s Office at 620-2620. For information **concerning** regalia – **caps and gowns** – contact the UNF Bookstore at 620-2665. You may also check the commencement page online at [www.unf.edu](http://www.unf.edu).

# Support Services

## Academic Advisement

**General** Students must have an official program of study filed with the advisement office of the college of their choice. Students should meet with an advisor concerning their programs as early as possible.

## Academic Center for Excellence

The Academic Center for Excellence (ACE) serves many functions. It provides tutoring support for the university, academic advising for all freshmen and sophomore students, an annual writing contest for graduate and undergraduate students as well as a variety of targeted retention programs.

These retention programs include the Study Enhancement Program (STEP) which incorporates mentoring, tutoring and enhancing study habits; Early Warning System (EWS) which encourages faculty to identify and refer potential at-risk students in their courses for intervention; College Success Skills courses designed to enhance and increase student success in college through education and instruction of effective study habits and techniques; the Academic Potential Program (APP) which is a probationary admission summer program for at-risk freshmen; the coordination of university-wide advising services for student athletes; CLAST review and preparatory workshops; workshops for undecided students in conjunction with Career Development and mid-term intervention for freshmen identified with unsatisfactory grades.

The Academic Center for Excellence works with faculty on a daily basis and encourages frequent faculty involvement and student referrals. There is a faculty led Tutoring Advising board made up of faculty members from areas where there is a high demand for tutoring services such as writing, math and the sciences in conjunction with ACE staff and students. ACE is committed to responding to student and faculty needs through the delivery of quality programs in a professional and caring atmosphere designed to assist and support students toward achieving their educational goals.

The Academic Center for Excellence is located in Founders Hall (Bldg. 2), room 2120. You can reach the center by calling (904) 620-1012 or through the web at <http://www.unf.edu/es/ace>.



**Office of Academic Testing** administers Independent Study examinations and such tests as the College-Level Academic Skills Test (CLAST), Florida Teacher Certification Exam (FTCE), Graduate Management Admission Test (GMAT), Graduate Record Exam (GRE), and Test of English as a Foreign Language Examinations (TOEFL).

The Florida Teacher Certification Examination (FTCE) is one requirement for teacher certification. Applications to register for the test are available from UNF's College of Education and Human Services and the Florida Department of Education.

Registration appointments for GMAT, GRE, and TOEFL can be scheduled in the Office of Academic Testing, Founders Hall, Room 2056, (904) 620-1973.

Information about many other tests is available in the Office of Academic Testing, Founders Hall, Room 2056, or call (904) 620-2927.

**Bookstore** The UNF bookstore provides an on-campus source for academic supplies, textbooks, course materials, an expanded selection of general books and magazines, Hallmark cards, plus UNF clothing and gift items. Computer software is offered at educational prices to students, staff and faculty. The bookstore also provides check cashing, continuous book buy-back, special ordering of books, graduation paraphernalia and employment opportunities.

The bookstore's hours of operation are Monday through Thursday, 7:45 a.m. to 7 p.m., Friday 8 a.m. to 5:30 p.m., and Saturday 10 a.m. to 4 p.m. Hours are extended during the first week of each term. For more information, call 620-2665 and for online textbook services: [efollett.com](http://efollett.com).

### Chartwells Dining Services

The University community has a variety of food service locations to choose from across the campus. Included are:

**Osprey Cafe** (south end of campus, near Residence Life buildings) Enjoy a wide variety of popular all-you-can-eat menu items in a comfortable, lakeside environment. This facility offers home-style cooking, healthy selections, cooked-to-order specialties, salads, grilled items, desserts, beverages and the following food stations: Market Carvery - Carved turkey, chicken, chops, macaroni and cheese, vegetables, etc.; Origins - Ethnic: Pacific Rim, American, European, epicurean culture foods; Menu-tainment - Culinary showmanship - exhibition cooking; stir-fry, wraps, and more; Sandwich Central - Sandwiches, subs, clubs, meats, cheeses, unique breads and spreads; Terra Ve - Innovative Vegan and vegetarian dishes - health conscious, excellent variety; Fresh Grille - Traditional favorites, new foods - much more than burgers and fries; Trattoria - Complete variety of pizzas, chicken, pastas, salads; Garden Emporium - The freshest salad varieties and combinations and hot, fresh soups; Double Treat Bakery - The perfect end to a delicious meal: sweet treats, ice cream, pies, cakes; Center of Refreshment - Juices, teas, coffee, milk, carbonated/non-carbonated drinks.

### Sbarro Italian Eatery@ Alumni Square

Sbarro is famous for hand-stretched New York style pizza. Our servings are generous and the prices are reasonable. We offer salads, daily chicken dishes, pastas, garlic rolls with sauce, desserts and drinks. Mix these elements with a passion for friendly service, absolute cleanliness and speedy service, and Sbarro delivers great value for the money.

### Freshens @ Alumni Cafe

Smoothie sensations, sundaes, ice cream and frozen yogurt. AFC Sushi made fresh daily.

### Outtakes Quick Quisine @ Alumni Square

An upscale market and state-of-the-art convenience store offering gourmet sandwiches and salads, sweet and salty snacks,

fresh, hot Ritazza coffee varieties, juice, milk and more. Au Bon Pain legendary soups offered daily.

**Wackadoo's @ The Boathouse** (north end of campus, across from the Arena) Our mission is to provide fresh, home-made food while keeping the budget of the college student in mind. We provide a full service breakfast, lunch and dinner. Open seven days a week until midnight. We only hire students!

**Sub Generation** by Chartwells located at the Boathouse offers delicious custom made Sub sandwiches made from freshly baked bread, garden fresh vegetables, and meats sliced on a daily basis. We offer homemade potato and vegetable salads as well as daily sandwich specials created by the chefs at Chartwells. Combos are offered daily with your choice of Sub or wrap served with a medium soda and your choice of chips or salad.

Chartwells Office is located in the Robinson Student Life Center, Building 14, at the back of the Osprey Cafe and is open Monday-Friday 9 a.m. to 4 p.m. Phone: (904) 620-2543.

**Information Technology Services** Information Technology Services (ITS), located in the John E. Mathews, Jr., Computer and Information Sciences Building, provides computer, networking, information systems, and telecommunications support to the academic and administrative communities of UNF.

A full-service Support Center is located on the second floor of the Mathews Building. It provides a variety of services for students, faculty, and staff including assistance with network and email accounts, audio-visual equipment requests for classrooms, and help with hardware and software problems. These services are accessible in a variety of ways; walk-in (15/2106), email ([its-support@unf.edu](mailto:its-support@unf.edu)), and phone (620-HELP).

A general-purpose computer lab is located on the second floor of the Mathews Building. ITS supports two computer classrooms on the first floor of the Mathews Building and technology-equipped classrooms in various buildings across campus.

Every currently enrolled student is provided with an e-mail account at no cost to the student. Instructions for accessing and using a UNF e-mail account are available at Information Technology Services' website: <http://www.unf.edu/dept/its/email/student-email.htm>

For detailed information on the facilities and services provided by Information Technology Services, consult the department's website: <http://www.unf.edu/dept/its>.

**Irish Studies** The university offers a variety of courses in Irish literature and is expanding its Irish Studies course offerings into other academic disciplines, e.g., history, political science and art history. In addition, the John Francis Reilly Performance and Lecture Series regularly presents programs related to the Irish and the Irish-American experience: Irish writers and performing artists, scholars with

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expertise in aspects of Irish Studies. These programs, open to the public and designed to serve both the university and the community at large, are made possible by grants from the Schultz Foundation and Hibernia, Inc.

**Thomas G. Carpenter Library** The UNF Library, named in honor of the University's first president, fulfills its primary mission to support the academic programs of the University by providing research materials for the university's faculty and students. The collection contains over 800,000 resources in various formats, including books, periodicals, maps, federal and state documents, media such as compact discs and videos, curriculum materials, microforms, and electronic materials. Staffed by 20 library faculty and 23 support personnel, the library provides services common to a university research library, including reference and information services, tours and bibliographic instruction, interlibrary loans, electronic databases, electronic full-text journals and books, and archives and special collections. Faculty and students can access most services through the library's web page, [www.unf.edu/library](http://www.unf.edu/library).

Through the Florida Center for Library Automation (FCLA), the library maintains an online catalog, Aleph from ExLibris, which searches holdings of the UNF Library, and more than 10 million MARC holdings records of the other ten libraries in the Florida public university system. The Library's links to various computerized networks and cataloging utilities (OCLC/SOLINET, RLIN) provide access to more than 53 million bibliographic records and holdings of affiliated libraries and networks nationwide. The combined advantage of these networks offers rapid identification and access to materials in the UNF Library or through local, national, and international interlibrary loan channels. The online catalog may be searched both in-library and through remote access for retrieval of print and digitized materials.

The library addition, completed in fall 2005, adds group study rooms, graduate carrels, reading rooms, and wireless technology throughout the building. Additional services include listening and viewing facilities for non-print media, microformat reader/printers, photocopiers, and more than 150 computer workstations for student use.

Except for holidays and semester breaks, the Library is open seven days per week. The operating schedule for the Library and its individual units is posted at entrances and on the Library's web page, [www.unf.edu/library](http://www.unf.edu/library).

### **Division of Sponsored Research and Training**

From its inception, the University of North Florida faculty and staff have been active in the search for new knowledge and engaged in collaborative initiatives that respond to regional and national needs and priorities in creative and positive ways. Faculty are encouraged to pursue basic and applied research activities and to involve students in research and training projects supported by public and private granting agencies. Through these activities, the University of North

Florida faculty enhance the university's instructional program while concomitantly applying their skills and expertise to address contemporary issues and problems.

The Division of Sponsored Research and Training is the central coordinating unit for grants and contracts at the University of North Florida. This includes planning, organizing, and administering a university-wide program for research and other projects that are funded by external organizations and agencies. All proposals for which outside support is sought must be transmitted through the Division of Sponsored Research and Training. The Division has five areas of responsibility: (1) to serve as the university liaison with external funding agencies; (2) to provide an array of information and support services to the university community including the identification of funding opportunities and acquisition of application materials; (3) to facilitate and coordinate the preparation and submission of proposals on behalf of the university by providing advice and assistance to faculty and staff in developing proposals; (4) to negotiate terms and conditions of acceptance with funding agencies; and (5) to provide financial and programmatic administration for awarded contracts and grants. For additional information, call 620-2455.

### **The Office of Veterans Affairs and Military Programs**

The Office of Veterans Affairs and Military Programs is available to assist military personnel and dependents, and veterans eligible for any of the educational benefit programs administered by the Veterans Administration. Currently, there are five VA Educational Assistance programs: the Montgomery GI Bill, Vocational Rehabilitation, Veterans Education Assistance Program (VEAP), Dependents Educational Assistance, and Educational Assistance for the Selected Reserve. For additional information on these programs, refer to the Financial Information section of the catalog.

The office provides the following services:

- Evaluation of military training courses
- VA educational benefits counseling
- Certification of enrollment for educational benefits
- Determination of continued eligibility by academic progress and/or changes in course load
- Documentation and program of studies for degree completion programs
- Liaison with military and veteran students, and the Veterans Administration

For additional information, the Office of Veterans Affairs and Military Programs is located in Building 2, Founders Hall, Room 1140, and can be reached at 620-2882.

# Student Affairs and Student Services

**Dr. Mauricio Gonzalez**, Vice President for Student and International Affairs  
Founders Hall (Building 2), Room 2091  
**620-2600 (Voice/TDD)**  
[www.unf.edu.studentaffairs/](http://www.unf.edu.studentaffairs/)

## Campus Life

Students attending the University of North Florida enjoy a collegiate experience unique in many ways.

UNF students often point to the beautiful, natural look of the 1,350-acre campus as one of the many reasons they selected UNF and as a source of everyday enjoyment while they pursue their studies. The campus core features abundant greenery and a series of small lakes nestled between student housing and academic and administrative buildings. The campus is conveniently designed and is encircled by 850 acres of undeveloped grounds. Its natural spaciousness provides students with a sense of openness and tranquility as well as ample room for a wide variety of formal and informal recreational opportunities. Nearly 15 percent of the 15,000 member student body lives on campus. They consider their collegiate neighborhood to be one of the most beautiful anywhere and also enjoy the fact that the campus is only a short drive to the beach. St. Johns Town Center, a newly opened upscale shopping center, provides students additional convenience and leisure just west of the campus.

Classroom learning is reinforced by the Division of Student Affairs through a variety of experiences and activities offered through the Division's 20 departments detailed in this chapter. Formal and informal events programming promotes a learning environment that supports the University's academic mission and recognizes the importance of learning outside the classroom. The work of Student Affairs professionals encourages personal development — moral, spiritual, physical and intellectual growth.

Also guaranteeing a unique experience for students who choose UNF is the increasing diversity of its student body. It is non-traditional when compared to most college campuses in terms of its significant ratio of part-time to full-time students, its wide range of ages and the percentage of students who hold full-time jobs while pursuing UNF degrees. Students are exposed to a broad variety of international origins, ethnic backgrounds, personal interests, career choices and lifestyles. This diversity has resulted in a generous selection of campus clubs for students to join and recreational options and activities from which to choose.

While welcoming increasing diversity, UNF continues to pride itself on its ability to balance growth and change with continued emphasis on the individuality of students by faculty and staff. Diversity also is present in the curriculum, with traditional and prescribed programs of study offered alongside individualized academic programs and those in response to constantly changing economic and social needs.





## Campus Regulations

Members of the University community — faculty, staff and students — are governed by campus regulations which include the Model Bill of Rights and Responsibilities developed by the Carnegie Commission on Higher Education. Other codes for campus behavior published in UNF's "Students and Parents Handbook" are the Student Conduct Code, Alcohol and Other Drug Policy, Parental Notification Policy, Academic Integrity Code, Disruptive Behavior Policy, Public Speaking Policy, Sexual Harassment Policy, and Prohibition Against Hazing Policy. All are basic statements expressing the spirit of expectations from members of the University community, both in and outside of UNF's classrooms.

Resident students are governed by additional policies, most of which are outlined in "The Resident Handbook." Copies of these documents are available in the Office of the Vice President for Student and International Affairs.

## Campus Events and Student Participation

Numerous events take place weekly on the UNF campus, some offered through Student Life and Student Government's Osprey Productions, as well as other campus departments. Most of these events are free for students with a valid I.D. and, depending upon the activity, the general public also may be welcome. The types of events vary widely, from comedians, to lectures to outdoor festivals, intercultural and international themes, and art shows to the presentation of classical and jazz music and occasional theatrical productions. The student-run Osprey Productions may be reached at **620-2460**.

Some activities, however, lend themselves to more than just attendance by students. For example, students interested in performing in a musical organization will find a concert choir, a concert band, string ensembles, jazz ensembles, jazz combos, and percussion and various woodwind and brass wind ensembles, and also a drumline. Faculty and student artists and groups present concerts almost weekly. For more information, contact the Music Department at **(904) 620-2961**.

In addition, several concerts and dance productions featuring internationally known performers occur each year on campus, most as part of the UNF Fine Arts Series. The opening of the Fine Arts Center on campus in 2003 has added to the quality of the University's cultural climate by creating space for larger scale productions and off-campus rentals that bring non-UNF productions to the campus. For information on the Series call **620-1895**.

For students interested in the visual arts, UNF has the Osprey Design Club, Potters Guild and other student groups which allow students with similar interests to meet and advance their favorite form of artistic expression. For more information, contact Club Alliance, **(904) 620-1470**, or the Department of Visual Arts at **(904) 620-2650**. And the University Gallery, located on the first floor of Founders Hall (Building Two), presents a variety of exhibits throughout the year, including the Annual Juried Student Show, the Graduating Senior Show,

the Visual Arts Faculty Show, as well as exhibitions, lectures and musical performances by artists of regional and national renown. For more information call **(904) 620-2534**.

Look for information or advertisements of events via the following: the Spinnaker (newspaper), Osprey Radio, Osprey TV, UNF Update (subscribe from UNF's web page), Student Update, UNF's Web Calendar, the Housing Information Channel, bulletin board flyers, road signs, SG kiosk and the electronic marquee. Students with disabilities who require special assistance to participate in an advertised program should contact the sponsoring group or the Disability Resource Center, **(620-2769 voice/TDD)** to request accommodations.

## African American Student Union

The African American Student Union is an agency of Student Government responsible for the development and implementation of cultural enrichment activities and educational workshops which reflect interests of the student body, with emphasis on African American culture. AASU offers a variety of opportunities for all students to engage in activities and events that enhance both their educational and social experience at UNF. Forums, Brain Bowl, Salad Bowl Fest, and the Unity Picnic are some of the events sponsored by AASU. This student run organization also functions as a clearinghouse of information and resources that benefit students of diverse backgrounds. Students are welcome and encouraged to become a part of AASU and serve on one of its committees. AASU is located in the Robinson Student Life Center (Bldg. 14)/Room 1535 and may be reached by phone at **620-2689**.

## Campus Ministry

The mission of the Campus Ministry is to *care* for the individual and to *lead, educate* and *advocate* the expression of religious faith and values in the University of North Florida community.

Broadly speaking, this is accomplished through:

- Supporting the mission of UNF
- Facilitating spiritual formation, development and expression
- Providing pastoral care to individuals
- Stimulating cooperative efforts among participating ministries
- Fostering respect for religious differences
- Interacting positively with the Administration and Faculty
- Setting and subscribing a responsible budget
- Working to build an interfaith religious center on campus

The Campus Ministry Office, located in Room 2638 on the second floor of the Robinson Student Life Center, is staffed by professional campus ministers with broad religious orientations and many years of experience. Religious activities and services are available to faculty, staff, and students, including disabled students, international students, and religious ethnic minorities.

Referrals for churches, synagogues, mosques, and temples can be arranged. Other services include individual and marital

counseling, group activities and studies, weddings and limited emergency loans. Although each ministry is accountable to its own sending agency, all campus programs and staff are under the day-by-day supervision of the Vice President for Student and International Affairs or designee, who also provides direct oversight of the Campus Ministries Board. Approved ministers are appointed by the Vice President for Student and International Affairs.

Currently UNF has credentialed professionally trained campus ministers representing the following religious traditions:

Baptist Collegiate Ministry

Buddhist Campus Ministry

Christian Faculty Staff Fellowship

InterVarsity Christian Fellowship

Jacksonville Campus Ministry

(sponsored by Christian [Disciples of Christ]; Episcopal;

Lutheran [ELCA]; Presbyterian [USA];

United Church of Christ (Congregational); United Methodist)

Jacksonville Christian Life

Jewish Student Union

Campus Ministry assists in the University's mission to provide for the holistic development of all individuals within the University community. Essential to this development is personal and interpersonal growth. Believing that religious and moral perspectives complete the triad of physical, intellectual and spiritual development, Campus Ministry seeks to enhance the quality of University community and personal life.

Hours of operation are posted in the Campus Ministry office and on the bulletin board next to the external elevator on the first floor of Schultz Hall (Bldg. 9), in the Courtyard area. The Campus Ministry office can be reached at **620-2837 or 620-2814**.

There are a number of religious student organizations recognized by the University but not affiliated with the Campus Ministry Office. Contact UNF Club Alliance, 620-1470, for more information regarding these student groups.

## Career Services

The need for career assistance begins early in students' college experiences and continues throughout their academic and professional lives. UNF's Career Services assists students in clarifying career goals, choosing meaningful academic majors, providing cooperative education and internship experiences, exploring graduate study programs, developing effective job search strategies, and identifying sources of job opportunities. Services and programs include:

**Career Counseling:** All students and alumni/ae seeking assistance with career planning, resumes, cooperative education, graduate school programs, or job-hunting issues may make an appointment to see a career counselor after registering with Career Services.

**Assessments:** Career Counselors use a variety of career instruments to facilitate the self-assessment and career

exploration process. Students meet with a career counselor to determine the appropriate assessments and arrange for interpretation. (Note: Available only to currently enrolled UNF students)

**Career Library:** Career Services has a small, non-circulating library collection containing career exploratory materials, directories, organizational literature, annual reports, professional journals, job newsletters, and cooperative education and internship information.

**Career Computer Lab:** Computerized career resources are available in the Career Library through a computer lab with four workstations. Access to SIGI Plus (a computerized assessment and exploration program) and the Internet are available.

**Cooperative Education:** Cooperative education is a university-wide program that engages employers in an educational partnership with UNF. Students enter the program as an integral part of their education, experiencing a blend of actual on-the-job work with related classroom study, thus giving them a more complete picture of their chosen career. Increased motivation, personal and social development, and job placement are among the rewards of cooperative education. In addition, students may be placed in salaried positions while participating in the learning experience. Students should be enrolled at UNF for at least one semester and must possess at least sophomore status prior to making application to the Cooperative Education program.

Cooperative Education courses are governed by separate VA regulations. Students receiving VA benefits must consult with the UNF Office of Veterans Affairs. Cooperative Education credit hours are not subject to the excess hours charge.

Students may "earn and learn" by alternating semesters of full-time work with full-time study, work part-time 15-20 hours per week, or work full-time one or two consecutive semesters. Academic credit may be earned up to six semester hours.

**Internships:** Students participate in short-term, career related work experiences lasting one or more semesters. Internships are available in a variety of organizations including businesses, non-profit agencies, government, advertising, public relations, and human service agencies.

**Job Vacancy Listings:** Career Services has an affiliation with MonsterTrak, a premier web based organization for posting jobs on college campuses. Full-time, part-time, and seasonal jobs can be accessed by students through the Internet. Look for "OspreyTrak" on the Career Services' website for more information.

**Workshops/Orientation:** Participatory workshops and orientation sessions on career planning, career exploration, cooperative education, resume and cover letter writing, graduate school application process, job hunting techniques, interviewing skills, and other career-related topics are offered

throughout the academic year. Advance sign-up in Career Services is requested.

**Job and Career Fairs:** Career Services supports and sponsors a number of job and career fairs each year. These fairs provide students and alumni/ae an opportunity to meet employer representatives to discuss internships, part-time and summer jobs, long term opportunities, and to learn about various career fields and options.

**Career Panels and Presentations:** Panel discussions and talks featuring employers, alumni/ae, students, faculty, and others are held throughout the year on various career fields and issues.

**Informational Booklets and Guides:** Informational booklets on topics such as resume and cover letter writing, interviewing skills, self-assessment, career exploration, and the job search are available in addition to guides on specific career fields.

**On-campus Recruiting Program:** Career Services sponsors visits from a wide range of organizations which interview on campus. Students can register and upload a resume, view a calendar of recruiting dates, and sign up on interview schedules through OspreyTrak.

**Resume Referral Program:** Throughout the year, employers contact Career Services to receive copies of resumes from UNF students and graduates for a wide variety of positions. Students should register and submit a resume for referral to potential employers through OspreyTrak.

**Practice Interviews:** Job seekers preparing for interviews can sign up for a practice interview conducted by a career counselor. Critiques are given after each interview. Video taping also is available.

**Career Development and Life Planning Course EDG 2931:** A 3 credit-hour course is taught by Career Services' career counseling staff and guides the student through the career development process.

**Career Services Website:** Career Services has developed a website to help students navigate through thousands of career related links on the Internet. <http://www.unf.edu/dept/cdc>

Career Services' main office is located in Founders Hall (Bldg. 2), Room 2039. Office Hours are: Monday-Friday, 8 a.m. to 5 p.m. The Career Library is located in Room 2086 and is open Monday and Thursday from 9 a.m. to 6 p.m., and Tuesday, Wednesday and Friday, 9 a.m. to 5 p.m. **Phone: 620-2955.**

## **Child Development Research Center**

**Child Care** The UNF Child Development Research Center (CDRC) promotes an atmosphere of creativity, freedom of choice and positive interaction with children of the University and the community. The CDRC is a fully accredited program

with the National Association for the Education of Young Children (NAEYA).

The Center offers a readiness program directed toward a formal education that includes arts, reading, sciences and math. A homework assistance program is offered for all school-aged children after school hours. Music and movement education are additional programs that are available. During the summer terms, a Youth Fitness Camp program is offered for children ages 5 through 10 years in cooperation with UNF's Recreation Department.

The Child Development Research Center is available to children aged 2 years/6 months (if fully toilet trained) through 10 of UNF students, faculty, staff and the general public.

Academic lessons for preschool children are conducted on a 1:10 staffing ratio. Degreed and qualified teaching staff is present during all operating hours. These hours are: Monday through Thursday, 7:30 a.m. to 9 p.m.; and Friday, 7:30 a.m. to 6 p.m. during UNF's fall and spring semesters. Summer semester hours are 7:30 a.m. to 6 p.m. Monday through Friday.

The Center serves the University's academic community by allowing faculty members to conduct research. This research is interdisciplinary in nature and involves various University departments and research projects. The Center serves as a pre-internship site for its University students as well as students within its region.

Daily and/or weekly fees for use of the Center vary according to parents' membership in the UNF community (student, faculty or staff, alumni or general community) as well as full-time or part-time usage. The fee structure for the academic year may be obtained by calling **(904) 620-2372**. The Center is Building 49, near the St. Johns Bluff Road entrance to the campus. CDRC's web site is <http://www.unf.edu/dept/cdrc>.

## **Commuter Student Services**

This office provides forms, brochures, handbooks, and other types of information both during the day and after normal business hours. Commuter Student Services will assist students who are looking for off-campus roommates and will provide information about off-campus housing availability. The office is located in Schultz Hall, Building 9, Room 1106. Personal assistance is available Monday through Friday, 8 a.m. to 5 p.m. with evening hours by appointment. Phone number is **(904) 620-1582**.

## **Counseling Center**

Personal counseling services can enhance the total education experience. Professional counselors are available in the Counseling Center to help students resolve their personal problems and concerns. From time to time, students may experience personal concerns that temporarily prevent them from achieving goals or potential. Counseling offers a safe, supportive environment where one's concerns can be shared and explored. Counseling is confidential within the guidelines

of the law and available free of charge to all currently enrolled UNF students.

**Individual Counseling:** One might consider individual counseling when dealing with such issues as: anxiety, depression, loneliness, alcohol/drug use, family or relationship difficulties, and sadness due to a loss.

**Group Programs:** Group counseling is offered to help improve understanding of self and others and increase effectiveness in interpersonal relationships. Groups generally are limited to 7-12 participants and meet weekly. Group themes vary each semester and may include such topics as: relationships, self-esteem, grief recovery, and personal growth.

**Couples:** Counseling for couples is available for persons having difficulties in a relationship with a significant other, such as a spouse or other family member.

**Drug and Alcohol Services:** The Counseling Center provides individual assessment, referral and counseling for students concerned about their substance use.

**Referral:** Students who require specialized assistance, such as medication for depression or anxiety, may be referred to on- and off-campus services based on evaluation of their needs.

**Consultation and Outreach:** Counselors are available for presentations to classes and other organizations on a wide variety of mental health issues. Interpretation of the Myers-Briggs Type Indicator also is available.

### **Appointments**

The Counseling Center is located in Building 2, Room 2068. Counseling appointments can be made either in person or by telephone **(620-2602)**. Students in crisis may come to the Center and accommodation will be made for them to see the first available counselor. After-hours emergencies should be directed to the **University Police (620-2800)**.

### **Disability Resource Center**

The Disability Resource Center office acts as a liaison between the students with disabilities and the academic community. In compliance with Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act (ADA) of 1990, the Disability Resource Center (DRC) provides academic support services necessary for the student's academic pursuits. The services provided by the DRC include note takers, test proctoring, sign language interpreters, readers, scribes, and a variety of adaptive equipment. The services are provided free of charge to DRC registered students. All services must be justified as necessary in documentation meeting UNF's guidelines.

In post-secondary education programs it is the student's responsibility to request academic accommodations. To receive support services, a student must register with the DRC. The DRC does not provide accommodations to students who

have not completed the registration process with their office. Students with disabilities are encouraged to register with DRC immediately upon being accepted for admission to UNF.

To register with the DRC, the student must supply written documentation of his/her disability to the DRC office. This documentation will be reviewed to ensure it meets UNF's Disability Documentation Guidelines. A copy of these guidelines is available at the DRC office upon request. Please allow up to ten (10) days for completion of the review process. Prior UNF students returning for course work after a three consecutive semester absence are subject to current DRC documentation requirements and policies.

UNF's President has designated a director to ensure compliance with policies regarding nondiscrimination against persons with disabilities. All ADA/Section 504/Title IX complaints should be addressed to the ADA/Section 504 Coordinator and Director of Equal Opportunity Programs at J.J. Daniel Hall (Bldg. 1), Room 2100, **(904)620-2507 (voice and TDD)**.

The DRC office is located in Honors Hall (Bldg. 10), Room 1201, **(904) 620-2769 (voice and TDD), (904) 620-3874 (fax)**.

### **The Florida/West Africa Institute (FLAWI)**

The Florida/West Africa Institute (FLAWI) is based at UNF and was created by Florida's Legislature in 1991 to promote educational, economic, commercial, cultural and professional exchanges between the state of Florida and the 16 countries which comprise the region of West Africa. The Institute is one of eleven administered by Florida's public universities, in affiliation with various Florida community colleges. FLAWI's affiliate institutions include: University of Florida, Gainesville; Florida A&M University, Tallahassee; and Florida Community College at Jacksonville.

FLAWI provides out-of-state tuition waivers to eligible students from the West African region to study at Florida's state universities and community colleges. Other activities include:

- maintenance of the FLAWI web page and regular publication of a FLAWI newsletter
- dissemination of information to Florida businesses, as well as their counterparts in West Africa, concerning international trade potentials and market conditions
- facilitation of agreements for faculty exchange, student exchange and joint research between universities in the State of Florida and in the countries of West Africa
- encouragement of cultural exchanges between community organizations in the State of Florida and their counterparts in the countries of West Africa
- sponsorship of symposia on contemporary West African issues

The Florida/West Africa Linkage Institute office is associated with UNF's Intercultural Center for PEACE and is located in Honors Hall, Room 1200, telephone **(904) 620-1950**.

## Greek Affairs

**Greek Life** The University of North Florida has 19 fraternities and sororities on campus. They include members of IFC, NPHC, Panhellenic Association and independents. There currently also are 11 organizations and honor societies, which provide support and service to the Greek community and UNF. These are the Greek Council, Interfraternity Council, Multicultural Council, National Pan Hellenic Council, National Panhellenic Association, Greek Judicial Board, Order of Omega, Gamma Sigma Alpha, President's Council, Advisor's Council, and GAMMA.

Currently recognized Chapters are:

Fraternities:

- Alpha Phi Alpha
- Chi Alpha
- Chi Phi
- Kappa Alpha Order
- Kappa Alpha Psi
- Kappa Sigma
- Lambda Chi Alpha
- Pi Kappa Phi
- Sigma Alpha Epsilon
- Sigma Chi
- Sigma Lambda Beta

Sororities:

- Alpha Chi Omega
- Alpha Kappa Alpha
- Delta Gamma
- Delta Sigma Theta
- Gamma Eta
- Kappa Delta
- Zeta Phi Beta
- Zeta Tau Alpha

Fraternities and sororities provide opportunities for students to gain leadership experience and to develop both the social and organizational skills needed for post-graduate success. Greek Life provides both a network of friendships on campus — many of which last a lifetime — and a post-graduate career resource.

Typically, membership in campus Greek organizations is limited to undergraduates; however, there are ways for graduate students to become involved with fraternities and sororities.

For more information about Greek Life, contact the Greek Affairs Office in the Robinson Student Life Center (Bldg. 14)/Room 1541 or by calling **620-2526**.

## Handbooks for Students

The UNF Student Handbook is produced out of the Office of the Vice President for Student and International Affairs and contains an overview of institutional policies, campus services, and recreational outlets of importance to all students. The Handbook is available in a variety of Student Affairs offices on campus including the Vice President (Bldg. 2),

Student Life (Bldg. 14), and the Robinson Center Information Desk (Bldg. 14).

The Residents' Handbook is produced by Residence Life and includes information regarding campus life and policies that specifically relate to resident students. It is available to all resident students through the Housing office (Bldg. 825).

The UNF Student Clubs & Advisors Handbook serves as a guide for UNF student club officers and their advisors. Among other information, it contains the procedure for starting and maintaining a UNF club or organization. Call **(904) 620-2569** to receive a copy or request information or assistance regarding UNF student clubs.

## Health Promotion

Health Promotion is committed to promoting healthy lifestyle choices to the University community. This is accomplished by offering a variety of programming and assessments for the individual who is motivated to improve his/her level of well-being. Programs and services include CPR classes, free anonymous HIV testing, STI information, health fairs, class presentations and workshops, residential programming and other outreach activities. The main office is located in the Arena (Bldg. 34)/Room 2003A and may be reached at **620-1570**.

**L.I.F.E. Peer Education Team (Lifestyle Improvement for Everyone)** Health Promotion sponsors a team of undergraduate and graduate student peer educators to assist students in using the resources available at UNF and in developing personal health goals. They are well trained in all areas of health promotion and facilitate numerous on-going campus events, workshops, and programs. They are available through contacting the main office of Health Promotion.

**Dr. Paul Shirley Assessment Center** The Center provides fitness, nutrition, stress assessments, exercise prescription, goal planning, nutritional counseling with a graduate nutrition student, chair massage, and a variety of health promotion programming. With the help of the professional staff, these programs can be instrumental in creating awareness, motivation, and encouraging healthy lifestyle changes. To take advantage of the Center's offerings call **620-1081** or visit the Center in the Dottie Dorion Fitness Center (Bldg. 25/Room 1106).

**C.A.D.I.C. (Campus Alcohol and Drug Information Center)** CADIC is committed to promoting the health and well being of the University community through a variety of prevention and awareness programs. This is accomplished through programs, information and activities designed to prevent: alcohol and other drug abuse and sexually transmissible infections (STIs). The office also provides free anonymous HIV testing. CADIC strives to provide a confidential and supportive atmosphere conducive to learning, healthier living and student retention. The Center is housed in the Arena (Bldg. 34)/Room 2003A and may be reached at **620-2557**.

## **Housing Operations and Residence Life**

### **The Advantage of Living on Campus**

Students who live on campus at UNF have many advantages over commuting students.

Our university is designed for the modern college student. The campus is nestled in 1,100 acres of woods. The university's own surrounding forest showcases its natural beauty. The beach and downtown are just minutes away by car.

The campus offers numerous fitness and wellness programs and many opportunities for formal and informal recreation through intramural sports, nature trails and swimming.

In addition to the pleasure of living on this beautiful campus, resident students also enjoy many everyday conveniences:

#### **Location**

Student residences are a short walk to such necessities as the cafeteria, library, computer center, campus convenience store, bookstore, and classes. Resident students enjoy the convenience of walking or biking to classes and other campus events.

#### **Convenience**

Each of the five housing complexes offers their own laundry facility. In-house study lounges are available to residents of Osprey Hall, Osprey Landing, Osprey Cove and The Crossings. A large recreation field built especially for resident students is located next to The Crossings.

#### **Social Interaction**

Opportunities to make friends, communicate and live with individuals from diversified cultural and social backgrounds abound at UNF. UNF students come from all over the U.S. and 90 foreign countries, and they represent a variety of experiences.

#### **Free High Speed Data Access, Local Telephone, Cable TV Service and Channel 12**

All housing rooms are wired for in-room, high-speed data access (ethernet), local telephone and broadband digital cable TV service, which are included in the rental rates. Students must provide their own equipment to access these services. All utilities are included in the rent assessment. A closed-circuit housing and campus information channel is broadcast to all campus housing units providing round-the-clock information on student safety, campus events, student government activities and housing programs.

#### **Roommate Choice**

Although roommate choices are not guaranteed, every effort is made to match students who have requested each other. If you do not make a choice, an assignment will be made for you based upon the information you provide on your contract. So please take the time to provide this information, and apply early!

#### **Staffing**

Peer support is provided to our on-campus students through Resident Assistants. These UNF students reside on campus to provide 24-hour assistance. In addition, Master's level professional staff members live in the residential community to provide an added level of support and supervision.

#### **Activities**

Other campus activities range from popular films to dances, and concerts offering rock, jazz and classical music. Informal recreation is made possible by the many natural settings in and around the campus, including nature trails as well as canoeing, jogging, walking, or use of numerous on-campus picnic areas.

#### **Something For Everyone**

Residential living is available to students regardless of race, color, religion, disability, or national origin. Disabled students are accommodated in Housing through the modern design of all five complexes which provide a number of specially designed living units for the physically challenged.

#### **Athletic and Recreation Complex**

Located at the North end of the campus, the Athletic and Recreation Complex allows UNF students to have free use of an indoor Olympic size swimming pool, arena, fitness center, softball field and tracks, as well as tennis courts, handball, basketball, racquetball and squash. Harmon Baseball Stadium, also located within the Recreation complex, is home to UNF's intercollegiate men's baseball team, and the Arena is the site of both men's and women's intercollegiate basketball and volleyball competitions. These facilities are all a short walk from housing. All UNF students are admitted free to all regular season intercollegiate athletic events and facilities by showing a valid UNF ID card.

#### **Opportunities for Involvement in Residence Life**

The Department of Residence Life provides residents with the opportunity for leadership through a variety of positions. The Resident Assistant, Desk Assistant, and Executive Board Members of RSA are examples of student positions available in Residence Life.

#### **Osprey Hall**

Osprey Hall, a three-story, lakeside, traditional college residence hall, houses 250 of the University's undergraduate students. Osprey Hall is an excellent facility for students attending college for the first time because of the opportunities it provides for them to meet, study and socialize with other students.

Osprey Hall is a limited-access building with freedom from cooking and upkeep of kitchen and bath. The residence hall's rooms provide 180 square feet of carpeted living space and feature large windows overlooking lakefront and wooded scenery. Moveable hardwood furniture enables residents to create individualized room arrangements. Osprey Hall residents have the convenience of an in-building laundry facility as well as a small lounge area on each floor equipped with a television, microwave oven and sink. Electric and water

utilities are included in the rent in this complex, as well as broadband digital cable television service, high-speed ethernet (one per student) and local phone service. Students must provide their own television, computer equipment, and telephone to access these services.

Each Osprey Hall resident may choose to bring a microwave oven and an efficiency size refrigerator not to exceed maximum total capacity 4.3 cu. ft.

### **Osprey Hall Amenities**

- Moveable hardwood furniture
- Free cable and information channel
- Free electric and water utilities
- Free local phone service
- Freedom from upkeep of kitchen and bathroom
- In-building laundry facility
- Lounge area on each floor
- High-speed ethernet service
- Welcome Desk

### **The Crossings**

The Crossings combines all of our experiences into a 500-bed multi-purpose facility that allows students the freedom to move about through an expansive lobby complete with an atrium. Once a resident is in the building, they will be able to enter their room or meet with friends in one of the many lounges or lobbies located in the building. Laundry facilities are included in each of the three buildings. The Crossings is a modified suite-style option in which the residents share a room with their own private bath. The rooms in The Crossings were designed as triple rooms. These rooms may be shared by either two or three students, depending on overall occupancy levels. Described as an “efficiency without kitchen,” the large (12’ x 32’) room has features such as a private bath, built-in closets, central heat and air conditioning and moveable hardwood furnishings.

Rooms also offer a vanity-sink and a small snack area in which students may add their own microwave and an efficiency size refrigerator maximum total capacity 4.3 cu. ft. (limit 2 refrigerators per room). Other features of the brick complex include a laundry room in each building, and lounges on every level with meeting areas for studying or socializing. Additionally, lounges on the 1st and 2nd floors provide access to cooking facilities. Rent includes utilities, broadband digital cable television service, high-speed Ethernet access (a port per student) and local phone service. Students must provide their own television, computer equipment, and telephone to access these services.

### **The Crossings Amenities**

- Private bath
- Rooms exit to an interior lobby
- Moveable hardwood furnishings
- Vanity-sink
- Snack area ideal for a microwave and efficiency size

refrigerator (Limit 2 refrigerators per room, maximum total capacity 4.3 cu. ft.)

- Laundry room in each building
- Lounges on each floor
- High-speed ethernet service
- Rent includes utilities, cable, and local phone service

### **Osprey Cove and Osprey Landing**

Osprey Cove and Osprey Landing give 900 more UNF students the opportunity to experience the convenience and fun of living on the University of North Florida campus. These three-building complexes are a modified suite-style option in which the residents share a room and their own private bath.

The rooms in Osprey Cove and Osprey Landing were designed as triple rooms. These rooms may be shared by either two or three students, depending on overall occupancy levels.

Described as an “efficiency without kitchen,” the large (12’ x 32’) rooms exit to an outdoor covered walkway and feature built-in closets, central heat and air conditioning and moveable hardwood furnishings.

Rooms also offer a vanity-sink (except Osprey Landing Y building) and a small snack area in which students may add their own microwave and an efficiency size refrigerator maximum total capacity 4.3 cu. ft. (limit 2 refrigerators per room). Other features of The Cove and The Landing include a laundry room in each building, covered walkways on each floor, lounges on every level with TVs and a second-story sun deck to provide space for community activities. Additionally, lounges on the 1st and 2nd floors provide access to cooking facilities.

These two complexes each consist of three identical, three-story buildings with triangular shaped central courtyards. Osprey Landing is located just south of Osprey Hall, and Osprey Cove is south of the Osprey Village Apartment Complex.

Rent includes utilities, broadband digital cable television service, high-speed Ethernet access (a port per student) and local phone service. Students must provide their own television, computer equipment, and telephone to access these services.

### **Osprey Cove and Osprey Landing Amenities**

- Private bath
- Rooms exit to an exterior courtyard
- Moveable hardwood furnishings
- Vanity-sink (except “Y” bldg.)
- Snack area ideal for a microwave and efficiency size refrigerator (Limit 2 refrigerators per room, maximum total capacity 4.3 cu. ft.)
- Laundry room in each building
- Lounges on each floor
- High-speed ethernet service
- Rent includes utilities, cable, and local phone service

## Osprey Village Apartments

Osprey Village Apartments house 435 upper-class students in one and two-bedroom furnished apartments with full kitchen and bath. Each of the seven, three-story apartment buildings features an attractive New Orleans' style central courtyard.

All apartments are kitchen-equipped and completely furnished (with the exception of linens and kitchenware). A Laundromat also is located in the complex.

Included in the apartment rent are all utilities, a high-speed Ethernet connection (one per student), broadband digital cable television service and local telephone service. Students must provide their own television, computer equipment, and telephone to access these services.

The one-bedroom apartment is a single-story, "flat" style unit made up of 400 square feet of living space. Two students share this style apartment.

The two-bedroom, "townhouse" apartment features a spiral staircase leading from the living room to a loft-style bedroom on the second floor. Four students share the two bedroom apartments. Total square-footage for the two-bedroom is 550. Two telephone lines are provided in these rooms.

## Village Apartments Amenities

- Apartment style living
- Private kitchen
- Full private bath
- Fully furnished
- Laundromat located in the complex
- Rent includes electric, water, cable and local phone service
- High-speed ethernet service

## Osprey Dining Services

Dining on campus has never been better. With more food locations and a wider variety of menu options, the choice is simple. Consider the variety of food outlets available.

*Osprey Cafe*, located conveniently near the residential communities, is the "all you care to eat" food venue.

*Wackadoo's*, a lakeside sports bar featuring a full service restaurant in a fun filled atmosphere.\*

*Outtakes*, located in Alumni Square, features a grab and go format with deli sandwiches, salads and drinks.\*

*Sbarro*, located in Alumni Square, is famous for its hand stretched New York style pizza as well as fresh baked lasagna and calzones.\*

*Freshens*, located in Alumni Square tempts you with fresh ice cream, yogurt and custom-made smoothies.\*

For additional information about food programs offered at UNF, please contact Osprey Dining Services at **(904) 620-2543**.

- \* Meal plan equivalencies are accepted at these locations. Please consult your dining agreement for details.

## Housing Contract Process

A Housing Contract may be obtained from the Central Housing Office, or by calling (904) 620-4663 (HOME) (Voice or TDD). Log on to our web page at [www.unfhousing.com](http://www.unfhousing.com) and request a complete Housing Contract on line.

To apply to live on campus, simply submit your Housing Contract along with a check made payable to UNF for \$150 (\$50 is a non-refundable processing fee and \$100 is applied to rent). The Housing Contract is a legally binding document between the student and the University. Housing Contracts are for two semesters, beginning in the Fall and terminating at the end of Spring term. Also available are Spring-only and Summer Contracts.

## Frequently Asked Questions

*How Do I Apply for Campus Housing?*

A. Complete a Housing Contract and submit it with a check for \$150.00. Information about the Housing Contract can be found on our web page [www.unfhousing.com](http://www.unfhousing.com).

*What is included in the rent?*

A. All utilities including electric, water and A/C are included. Also included are local phone service, broadband digital cable TV and high-speed Ethernet access.

*Will I get to choose where I live?*

A. Every effort is made to give you the building preference you choose. However, it is not guaranteed. The earlier you apply, the greater your chance is to get your preference.

*What about my roommate preference?*

A. If you have a person you want to live with, you must request them on your Housing Contract and they must request you on theirs. Again, there is no guarantee, but we make every effort to grant your request.

*How do I pay my rent?*

A. Cash, checks, or credit cards may all be used. Many students are eligible for Financial Aid or have grants and scholarships. Others pay using the Florida Pre Pay Dormitory Plan. A special payment plan can be used if necessary.



**Important numbers****(Area Code 904)**

Housing Operations and Residence Life*	620-HOME (4663)
Freshman / Sophomore Advising*	620-1012
Admissions*	620-2625
Osprey Dining Services	620-2543
Ticket Box Office*	620-2878
Lost & Found (Police)*	620-2804
I.D. Cards	620-4000
Emergencies (Police)*	620-2800
Health Services*	620-2900
Parking Services	620-2815

\* Voice/TDD

Email us at: [housing@unf.edu](mailto:housing@unf.edu)Web Site: [www.unfhousing.com](http://www.unfhousing.com)
**UNIVERSITY OF NORTH FLORIDA  
STUDENT HOUSING CONTRACT TERMS AND  
CONDITIONS**

This Student Housing Contract (“Contract”) establishes a legal, binding agreement between the University of North Florida Board of Trustees, a public body corporate for the benefit of the Department of Housing Operations (“University”) and the student (“Student”) for use of assigned space and facilities of a residence hall. The terms, conditions, and responsibilities are stated below:

**1. ELIGIBILITY FOR RESIDENCE:** The University’s Department of Housing Operations (“Department”) restricts all on-campus Housing to currently registered students at the University or FCCJ. Students attending FCCJ will be assigned on a space-available basis and only after all UNF students with housing contracts have been assigned. Exceptions to this policy must be approved in advance by the Director of Housing Operations (“Director”). On-campus student housing is not available to students who have dependents living with them.

**2. CONTRACT TERM:** Upon approval of this Contract by the Department as evidenced by the Director or his designee affixing his or her signature, this Contract will become a financially and legally binding contract between the University and Student (or parent or legal guardian where applicable). This contractual arrangement shall continue through the end of the contract period specified by the sidebar on the left side of the Contract. Specific occupancy dates for the contracted agreement period begin with the first day the facilities are designated “open” through the last day when the facilities are designated “closed.” Specific “opening” and “closing” dates for each term are determined and published by the Department. Facilities may be designated “closed” during certain holiday or semester break periods. Dates between contract periods (“intersession”) are NOT a part of any contract period and may be subject to additional fees and rents. FCCJ students are subject to these contract terms and occupancy periods, regardless of FCCJ academic calendar.

**3. ASSIGNMENT PROCEDURES AND PRIORITIES:**

This document does not guarantee assignment to a particular type of accommodation (room or apartment) or assignment to any of the preferences indicated by the Student. The Student’s preferences are considered as requests and room, apartment, occupancy, and roommate requests cannot be guaranteed. This Contract also does not determine final admission to the University. Assignment is contingent upon the University’s final acceptance of the Student for admission, approval of this Contract by the Director or his designee and receipt of full rent payment. If the rate for space, as assigned, varies from the payment made, an additional charge or refund will be made to the Student. Student should be aware that facilities may vary slightly from descriptions in brochures or from model rooms or apartments. No discounts in rental rates will be made for such minor variations. The Department reserves the right to reassign Student at any time during the contract term based on the best interests of the University including but not limited to space availability.

**4. OCCUPANCY PERIOD:** Rent for a semester or term covers residence from the date designated for the official opening of the residential facilities as published by the Department until the date designated for official closing of the residential facilities published by the same office. Occupancy shall begin when the Student signs for the keys to his/her assigned accommodation and shall terminate when written authorization is completed and above noted keys are returned and signed “in” by the appropriate Housing official. FCCJ students are subject to these contract terms and occupancy periods, regardless of FCCJ academic calendar.

**5. NONDISCRIMINATION:** In accordance with the University’s educational philosophy of total integration of all facilities and in accordance with the laws of the United States and the State of Florida, race, creed, color, religion, and national origin are not considered criteria in the placement of students in residential facilities or in room/apartment assignments. Gender is considered a criterion in room/apartment assignment; however, housing assignments to male and female students are proportionate in quantity and comparable in quality in compliance with Title IX mandates.

**6. LIMITATION OF UNIVERSITY LIABILITY:** The University is not liable for injury or inconvenience to persons, for loss of or damage to personal property caused by the failure or interruption of utilities such as heating, air conditioning, water, electricity, telephone, cable TV service, high speed data access, etc., or for power surges or water leaks. The University is insured under the State of Florida’s self-insurance trust fund which provides liability coverage up to the statutory limits solely for damages or injuries caused by the negligence of the University or its employees while working within the scope of their employment. Residents are encouraged to carry their own health insurance and to review their family’s homeowner’s insurance policy to determine coverages on personal property or to carry their own renter’s insurance. The University reserves the right to assess additional charges and/or rent during the contract period to offset

increased utility costs, provided the University gives written notification to the Student at least thirty (30) days prior to any increase in rent or charges.

**7. REPAIRS AND SECURITY:** Authorized Department personnel may enter student rooms without the resident's permission for maintenance and housekeeping purposes, health, fire and safety inspections, and inspection for damage. General room inspections may be conducted periodically. However, due notice shall be provided prior to such general room inspections. When authorized personnel have a reasonable belief that a violation of a University or Housing regulation, local ordinance, state or federal statute is in progress, and/or for other emergency purposes, they may enter student rooms/ apartments without notice. Student's signature of this Contract constitutes explicit consent for authorized personnel to enter Student's rooms/ apartments without notice for such purposes.

**8. USE OF ASSIGNED SPACE:** Rooms or apartments may be occupied ONLY by students to whom they are assigned. Overnight guests must be approved by the Department of Housing Operations and the Department of Residence Life. Room or apartment spaces may not be sublet to other persons. Room transfers may be made only AFTER written approval from the Housing Office has been secured. Appropriate monetary charges will be assessed and/or disciplinary action will be taken against violators of the provisions in this paragraph up to and including modification or termination of this Contract (see paragraph 16).

**9. CARE OF FACILITIES:** Rooms, lounges, lobbies, courtyards, and apartment spaces are to be kept clean and orderly at all times. Charges may be assessed against Student for damages to, unauthorized use of, or alterations to rooms, apartments, furnishings, appliances, equipment, locks or buildings, and for special cleaning necessitated by improper care of rooms, furnishings, appliances, or equipment. Residents are jointly responsible for the proper care and cleanliness of all public or joint use areas within residence facilities; including furniture, walls, doors, locks, equipment, and appliances, and for jointly controlled courtyards, grounds, walkways, appliances, furniture, and equipment within the residential community. Residents may be charged for damages occurring to, or within, the above described joint use or joint access areas of the building where their assigned rooms/ apartments are located.

**10. BEHAVIOR AND CONDUCT:** Residents are responsible for knowing and adhering to University regulations and procedures as set forth in The Resident Handbook, the Housing Rules and Regulations, all Administrative Procedures Act regulations relating to student conduct and/or student housing, The Student Code of Conduct, as well as other University publications. Residents are further advised that the University has established a Computer and Network Use Policy governing the use of computing, networking, telecommunications, and other information technology resources of the University. The University reserves the right to establish and publish additional regulations or procedures which in its

judgment may be necessary for the safety, care, and cleanliness of the premises and for the preservation of order. Student agrees to abide by the present and any future regulations and procedures. Appropriate disciplinary action will be taken for any violation of these provisions up to and including modification or termination of this Contract (see paragraph 16).

**11. INTERPRETATION:** Interpretation of policies outlined in this contract shall be decided by the Director, and shall be final and binding on Student. The Director may delegate his rights, duties and responsibilities under this Contract in whole or in part to designees in the Department.

**12. FAILURE TO CLAIM ASSIGNMENT:** Should a Student under contractual obligation with the Department receive a room/space assignment and then fail to claim that room or space assignment by the end of the drop/add period for that term, the room assignment will be forfeited. Should an assigned room or space not be claimed as noted, the Resident Contract may be canceled by Department of Housing or another assignment may be offered as space is available. Full rental obligation for the contract period will be assessed against the Student's account.

**13. STUDENT'S CANCELLATION OF CONTRACT PRIOR TO FACILITY OPENING:** Any request for cancellation of the Contract by Student must be submitted to the Director in writing. Unilateral cancellation of the Contract by the Student can occur only prior to occupancy for a contract period and prior to the deadline dates specified for each term:

#### **RETURNING STUDENTS\***

##### **Fall/Spring Contracts**

**PRIOR TO MAY 15:**

Student assessed \$300 cancellation fee. Prepayment refunded (less \$50 processing fee).

**AFTER MAY 15 and PRIOR TO OPENING OF FACILITY:**  
Student assessed \$300 cancellation fee. Prepayment forfeited.

##### **Spring Only Contracts**

**PRIOR TO NOVEMBER 1:**

Student assessed \$300 cancellation fee. Prepayment refunded (less \$50 processing fee).

**AFTER NOVEMBER 1 and PRIOR TO OPENING OF FACILITY:**  
Student assessed \$300 cancellation fee. Prepayment forfeited.

##### **Summer A Contracts**

**PRIOR TO APRIL 1:**

Student assessed \$300 cancellation fee. Prepayment refunded (less \$50 processing fee).

**AFTER APRIL 1 and PRIOR TO OPENING OF FACILITY:**  
Student assessed \$300 cancellation fee. Prepayment forfeited.

Summer B Contracts  
PRIOR TO MAY 1:  
Student assessed \$300 cancellation fee. Prepayment refunded (less \$50 processing fee).

AFTER MAY 1 and PRIOR TO OPENING OF FACILITY:  
Student assessed \$300 cancellation fee. Prepayment forfeited.

#### **NEW STUDENTS\*\***

##### **Fall/Spring Contracts**

PRIOR TO MAY 15:  
Cancellation with no penalty. Prepayment refunded (less \$50 processing fee).

AFTER MAY 15 and PRIOR TO OPENING OF FACILITY:  
Student assessed \$300 cancellation fee. Prepayment forfeited.

##### **Spring Only Contracts**

PRIOR TO NOVEMBER 1:  
Cancellation with no penalty. Prepayment refunded (less \$50 processing fee).

AFTER NOVEMBER 1 and PRIOR TO OPENING OF FACILITY:  
Student assessed \$300 cancellation fee. Prepayment forfeited.

##### **Summer A Contracts**

PRIOR TO APRIL 1:  
Cancellation with no penalty. Prepayment refunded (less \$50 processing fee).

AFTER APRIL 1 and PRIOR TO OPENING OF FACILITY:  
Student assessed \$300 cancellation fee. Prepayment forfeited.

##### **Summer B Contracts**

PRIOR TO MAY 1:  
Cancellation with no penalty. Prepayment refunded (less \$50 processing fee).

AFTER MAY 1 and PRIOR TO OPENING OF FACILITY:  
Student assessed \$300 cancellation fee. Prepayment forfeited.

\* Returning Students defined as those students who have lived on campus at UNF during the academic term prior to this Contract.

\*\* New Students defined as those students who have not lived on campus at UNF during the academic term prior to this Contract.

**14. CONTRACT CANCELLATION AFTER FACILITY OPENING:** Unless the Contract is canceled prior to established deadlines as set forth in chart above, this Contract may not be terminated without approval of the Director. The granting of a release from the Contract is NOT automatic, is rarely granted and falls completely within the discretion of the Director. In the event of termination of occupancy without approval, Student's obligation to pay rent will continue as long

as the Student is enrolled at UNF or FCCJ during the contract period. If Student does not enroll in classes at UNF or FCCJ, the Student's contract will be canceled and prepayment will be forfeited after the above dates.

**15. CONTRACT TERMINATION UPON STUDENT'S WITHDRAWAL FROM THE UNIVERSITY:** This Contract will automatically terminate upon the Student's withdrawal from the University and/or FCCJ and written notification to the Department of such withdrawal. The Student is required to vacate his/her assigned space within three (3) days of withdrawal. Students continue to be liable for rental payment until keys are returned and the facility vacated. The Student's failure to provide written notification to the Department of withdrawal from the University or FCCJ will result in the Student's continued responsibility to pay housing charges hereunder, despite his/her having vacated the premises, until official notification of withdrawal is received by the Department or until the Contract is canceled by the Department. If the Student withdraws from the University and/or FCCJ during the contract period, but fails to notify the Department, he/she may be subject to University disciplinary action and/or denial of any future housing request or contract.

Notice of withdrawal must be made in writing directly to the Department of Housing Operations. Notice made to the Office of Records and Registration or other University offices does not constitute official notice of withdrawal from housing accommodations. If the Student withdraws from the University during the contract period and then re-enrolls during the same semester or term he/she withdrew, this Contract shall remain valid. If, however, the Student withdraws from the University during the contract period and then re-enrolls during a subsequent semester or term, this Contract shall be null and void. The Contract remains valid for the contract period as long as there is no break in enrollment at UNF and/or FCCJ.

**16. TERMINATION AND/OR MODIFICATION OF CONTRACT BY UNIVERSITY:** The Director in his discretion may modify or terminate this Contract for reasons which include, but are not limited to, the following: the Student has failed to pay rental charges on time; the Student has failed to remain formally enrolled at the University or FCCJ; the Student has engaged in actions or activities detrimental to the health, safety, welfare or security of self or other residents; the Student has engaged in conduct that is disruptive to the residential community; the Student has failed to comply with any federal or state law or University policy to include the Computer and Network Use Policy; or the Student has failed to comply with any terms of this Contract. Prior to the Director's issuance of a written Notice of Termination or Modification of the Contract, Student will be given notice of the proposed termination/modification and an opportunity to discuss with the Director the basis for any proposed modification or termination of this Contract. Modification of the Contract may include, but is not limited to, changing Student's room assignment, moving the Student to another Housing facility or restricting the Student's access to housing facilities.

Upon the Director's issuance of a Notice of Termination, Student shall vacate the premises immediately or within such time period specified by the Director in the Notice of Termination, and Student will continue to be liable for the contract amount. However, if the termination is due to Student's academic dismissal or suspension from the University, Student shall have 48 hours to vacate the premises and will continue to be liable for the contract amount.

#### **17. STATEMENT REGARDING CRIMINAL RECORD:**

Student is under a continuing duty to report to the Director if he/she has been arrested or convicted of a crime, even if adjudication has been withheld. This duty includes specifying in writing the nature of the crime, when and where it occurred, and the case number. The Director reserves the right to terminate or modify the terms of this Contract, in accordance with paragraph 16, when the Director learns (1) that Student has been convicted of a felony or any crime against persons or property involving conduct which may threaten the safety or security of other residents or their property or (2) that there are reasonable grounds to believe Student has engaged in conduct which may threaten the safety or security of other residents or their property regardless of whether such conduct has resulted in an arrest or conviction.

**18. ENTIRE CONTRACT:** This Contract represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all of the negotiations, understandings and representations (if any) made by and between such parties. None of the terms and provisions hereof may be amended, supplemented, waived or changed orally, but only in writing signed by each of the parties hereto. Any alterations by the Student to the terms contained within the Contract will neither be honored nor deemed valid without specific written approval from the Director recognizing acceptance of and identifying the proposed alterations.

### **FIRST YEAR RESIDENTIAL HOUSING OPTIONS**

#### **FALL 2005-SPRING 2006**

The excitement of living on campus is contagious! More than ever students are recognizing the value of a residential experience and are looking forward to making new friends and living on this active residential campus. We are working hard to create additional spaces on campus and have designated three areas primarily for our first year students — Osprey Hall, Osprey Landing and The Crossings.

**Osprey Hall...** Nearly 250 first year students will be living in this residence hall. All of these rooms are double rooms and offer the traditional college experience including community bathrooms and a Welcome Desk that is staffed evenings and weekends. This residence hall is located next to the Gray and Blue Cafe and is the closest to classes, meeting rooms, post office and library.

**The Crossings...** Our premiere facility, The Crossings, with large lounges and spacious lobbies allow our first year

students to interact and study in a student friendly environment. All of the rooms in Buildings R and S will continue to be triple rooms for Fall 2005. By increasing the number of residents assigned to these buildings we can offer this premiere residence hall to more students. This residence hall is our newest facility on campus and is designed with additional programming rooms and study space. We are able to offer a discounted room rate for triples, wireless technology in the common areas, and additional staff members, so living in a triple room has never been better!

**Osprey Landing...** Generous rooms and convenient location make this an attractive facility. Osprey Landing is also a first year housing complex and will provide triple rooms in all 3 Buildings — W, X, and Y at a discounted rate.

Please visit our website at [www.unfhousing.com](http://www.unfhousing.com) to learn more about living in a triple room.

**Residential FIG's...** Students participating in the Residential Freshman Interest Groups will live in Building Q in The Crossings.

**Honors...** Students admitted to the Honors Program at UNF who are assigned to Building Q in The Crossings will live in a triple room. Since space in Building Q is limited we really encourage all Honors students to apply early for housing.

### **Intercollegiate Athletics**

The University of North Florida athletic program is beginning its first year of the reclassification process to NCAA Division I. With this change, the program has become an associate member of the Atlantic Sun Conference (D-I). The University fields 17 men's and women's sports. Women's sports include basketball, cross country, soccer, softball, tennis, indoor and outdoor track, volleyball, and swimming and diving. Men's sports include baseball, basketball, cross country, soccer, tennis, indoor and outdoor track, and golf.

The UNF athletic program boasts facilities that rank among the finest in the country. The UNF Arena, baseball stadium, softball field, aquatic center, warm-up track, and tennis complex are accessible to all UNF students free of charge. Construction continues on the soccer/track stadium with the completion last year of the new competition soccer field, team locker rooms and state-of-the-art athletic training room. Students with questions concerning participation in any intercollegiate sport should contact the Athletic Department (located in the UNF Arena) or the specific head coach. Students are admitted free to all regular season intercollegiate athletic events and facilities by showing a valid UNF ID card.

The mascot of the University sports teams is the Osprey, and the teams' nicknames are the "Ospreys" or "Lady Ospreys."

For more information concerning UNF's athletic program phone the Athletic Department, Monday through Friday, 8:30 a.m. to 5 p.m. (904) 620-2833 or write to UNF Athletics, 4567 St. Johns Bluff Road, South, Jacksonville, Florida 32224-2672.

## Intercultural Center for PEACE

The Intercultural Center for the Promotion, Education and Advancement of Cultures and Ethnicities (PEACE) promotes civility and respect for the dignity and worth of each individual at UNF, encourages peace through cultural diversity, and educates and advances the understanding of cultures and ethnicities. The Center is dedicated to maintaining an environment that places the highest priority on encouraging the appreciation of our differences, collegial relationships, mutual respect, and sensitivity among its students, faculty and staff. The Center has four priorities: embracing and providing more interaction with UNF's minority student organizations, creating a forum for campus dialog regarding race relations and current domestic and global issues, coordinating and supporting the Florida/West African Linkage Institute (FLAWI), and implementing diversity workshops for the University. The Center is located in Honors Hall (Bldg. 10)/Room 1200, and is open Monday through Wednesday, 8 a.m. to 6 p.m.; Thursday and Friday, 8 a.m. to 5 p.m.; (904) 620-2475; [www.unf.edu/dept/icp/](http://www.unf.edu/dept/icp/)

## The International Center

The University of North Florida has made a strong commitment to the development of international opportunities for its students, faculty, and staff through the UNF International Center. The International Center serves as the interdisciplinary focal point within the University to coordinate the international mission of the University.

The International Center fulfills the University's role in international education by providing centralized services for study abroad programs, international faculty exchanges, international scholars and visitors, relationships with foreign universities, and international training projects. See also Study Abroad and Florida/West Africa Linkage Institute headings in this section. For additional information call (904) 620-2657.

International students at UNF represent more than 100 countries from around the world. The UNF community welcomes international students and is sensitive to the needs that arise when studying in a foreign country. Specialized programs which attempt to meet these needs include orientations, international student receptions, and immigration workshops. For further information on admissions for international students call (904) 620-2657.

The UNF Division of Continuing Education offers intensive English language instruction for international students, members of the community, visitors, and business people. The curriculum focuses on preparation for academic course work in specialized fields of study, as well as English for specific business purposes. Cultural and functional language components assist students in adapting to their new environment. For more information or to request a brochure, contact the UNF Division of Continuing Education at (904) 620-4281 or [rharrold@unf.edu](mailto:rharrold@unf.edu). See also the listing under the Division of Continuing Education.

## Medical Compliance

Focusing on our mission to promote health and prevent health risks, the staff of the Office of Medical Compliance is available to assist students with their immunization, insurance and statement of good health requirements. Hours of operation are 8 a.m.-5 p.m. Monday through Friday. The Office may be reached at (904) 620-2175; or fax (904) 620-2901. The office is located in Founders Hall (Bldg. 2) Room 2084.

**Immunization Services** The department maintains current immunization and health history records on students born in 1957 and after. Proof of immunity to measles (two doses) and rubella (one dose) is a prerequisite to registration, and a health history is required for all students. Beginning January 7, 2003, it is required by Florida Statute (1006.69) that all on-campus residents provide to UNF documentation of vaccination against meningococcal Meningitis and Hepatitis B, unless the resident has signed a waiver declining each of these vaccinations and acknowledging receipt and review of the University-provided information concerning Meningitis and Hepatitis B. For more information on these requirements, diseases and vaccinations please see [www.unf.edu/dept/medcom/immuniz.htm](http://www.unf.edu/dept/medcom/immuniz.htm).

**Insurance** Students are strongly encouraged to have health insurance coverage. If you are not covered, UNF sponsors accident/illness insurance for domestic and International students and their families. International students must present proof of acceptable medical insurance to Medical Compliance prior to registration for classes (See "Admission Requirements for International Students" listing in the Admissions section in this catalog). [www.collegiaterisk.com](http://www.collegiaterisk.com)

**Statement of Good Health** A statement is required from a medical provider for all International students prior to registration. The statement is included on the current UNF immunization form. (See [www.unf.edu/dept/medcom/goodhlth.htm](http://www.unf.edu/dept/medcom/goodhlth.htm))

**Meningococcal Meningitis** is a severe form of bacterial meningitis that causes an infection of the brain and spinal cord. This bacterial infection, though rare, may cause severe neurological impairment, partial extremity amputations or even death (10-15% mortality rate). The American College Health Association and the Centers for Disease Control and Prevention recommend that students consider getting the meningococcal vaccine. Meningococcal vaccine enhances immunity to four strains of bacteria that cause 65-70% of the disease and lasts 3-5 years. Freshmen living in residence halls, exposure to cigarette smoke, bar patronage and excessive alcohol consumption may further increase the risk of infection within the 17-24 age group. The incidence in young adults is one case in 100,000 and 3.8 cases per 100,000 for college freshmen living in dormitories. People should not receive this vaccine if they have ever had a serious allergic reaction to a previous dose of the vaccine. People with moderate or severe illness usually should wait until they recover to receive the shot. Meningococcal vaccine may be available through your local health department, your primary care physician and is

available through UNF's Student Medical Services once you are eligible for services with us.

**Hepatitis B** is a serious viral liver infection, prevalent worldwide, that can lead to chronic liver disease and liver cancer. Anyone who comes in contact with blood or other body fluids (semen, vaginal fluids and saliva) of an infected person is at risk for the disease. The virus also can be spread from mother to baby during pregnancy and delivery. Hepatitis B vaccine is extremely safe and effective and can provide immunity against Hepatitis B for individuals at risk. People should not receive the vaccine if they have ever had a life threatening allergic reaction to baker's yeast or to a previous dose of this vaccine. People who are moderately or severely ill at the time of the shot usually should wait until they recover before getting the vaccine. Hepatitis B vaccine may be available from your local health department, your primary care physician and is available from Student Medical Services once you are eligible for services with us.

### **Ombudsman for Students**

If you have a University related problem, the Student Ombudsman can assist you in obtaining the information needed to help you solve it. The Student Ombudsman will listen, advise, help define options and make recommendations. In addition, this person can make referrals to individuals more expert in a specific area. The Student Ombudsman is located in Schultz Hall (Bldg. 9)/Room 1106 or may be reached by phone at **620-1582**.

### **Osprey Productions**

Osprey Productions (OP) is the SG agency that plans and produces a variety of large- and small-scale entertainment events for the entire student body. Interested students may apply to join the board at any time during the academic year. Those eligible are qualified, fee-paying students meeting membership criteria of regular attendance at meetings and reliable assistance in the production of events. OP's student-director and assistant director are hired each year by the Osprey Productions Advisory Board and appointed upon approval by the SG Senate. Members have the opportunity to develop programming ideas for campus entertainment as well as to work in all facets of events planning, promotion, and production.

Regular weekday programming includes free weekly movies, live local bands, karaoke, trivia, bingo and open mic nights. Large-scale programming includes campus festivals featuring live music and refreshments on the University Green or soccer field, major concerts and comedians in UNF's Arena, and the annual multicultural Earth Music Festival every spring. In addition, Osprey Productions sponsors annual trips to off-campus events such as Halloween Horror Nights at Universal Studios in Orlando. Notable past events include: on-campus performances by comedians Carlos Menica, Pablo Francisco, Lewis Black, Aisha Tyler, Dave Chappelle, Jon Stewart, Carrot Top, David Spade, Norm Macdonald and Kathy Griffin. Reggae superstars headlining Earth Music Fest have included: Buju Banton, Maxi Priest, Capleton, Shaggy, Inner Circle,

Third World, The Wailers, Pato Banton, Black Uhuru and Yellowman. Past Arena concerts have featured such artists as: Yellowcard, Something Corporate, Dashboard Confessional, No Doubt, Stone Temple Pilots, the Deftones, Incubus, Alanis Morissette, Green Day, A Tribe Called Quest, Pantera, Ice Cube, 311, Method Man, Blues Traveler, Everclear, Brandy, Garbage, Lit, Eve 6, Third Eye Blind, and Nelly.

Osprey Productions is located in the Robinson Student Life Center (Bldg. 14) Room 2648. You may also contact their hotline at **620-2460** or visit their website at **www.unf.edu/groups/osprod**.

### **Police and Public Safety, Department of**

The Department of Police and Public Safety is located in the Police Building (41), on the campus of the University of North Florida. The Police Department provides community focused police services for all members of the University community. Twenty-four hour patrol and dispatch services are provided with access to municipal emergency services. University police officers are sworn law enforcement officers of the State of Florida. Territorial jurisdiction consists of any property or facility which is under the guidance, supervision, regulation, or control of the University of North Florida.

General services provided by the University Police include vehicle patrol, bicycle patrol, foot patrol, investigation of all criminal offenses, traffic enforcement, traffic crash investigation, special events management, safety escorts and crime prevention programs.

The Police Department has an excellent working relationship with all local law enforcement agencies assuring the delivery of professional police services. The Florida Department of Law Enforcement and other State agencies are available to assist upon request. Communication and coordination with all area law enforcement agencies are maintained on a 24-hour basis via radio and computer networks, such as the First Coast Radio System and the National Crime Information Center. UPD may be reached for general assistance or emergencies at **620-2800**.

### **Recreation (Campus)**

The Department of Campus Recreation is sponsored by Student Government funding. Programs are planned and organized with the assistance of student leaders and administrators. The purpose of the program is to provide students, faculty, and staff with an opportunity to participate in competitive and non-competitive sports as well as activities to enhance their lifestyle and college experience.

Through participation in the various programs, students are able to develop positive human relationships, attitudes and leadership skills. The sponsored programs include intramural sports, open recreation and equipment checkout, group fitness programs, recreational sports clubs and nature trails.

**Intramural Sports** An intramural sports calendar is posted at the beginning of each term. The intramural sports program offers recreational experiences ranging from soccer, flag football and basketball, to tennis and racquetball. Check the intramural sports calendar at [www.unf.edu/recsports](http://www.unf.edu/recsports) for sign-up deadlines and captain's meetings.

**Open Recreation and Sports Facilities** UNF's Recreational sports complex provides students with a selection of activity areas from which to choose. Open recreational resources include:

**Dottie Dorion Fitness Center** - Fully equipped

- Paul Shirley Assessment Center
- Free weights
- Stairmasters
- Nautilus, Hammer Strength and Cybex machines
- Treadmills
- Life cycles
- Air Dyne ergometers
- Locker rooms/showers
- Elliptical cross trainers
- Personal Training

**Hayt Golf Learning Center** (see more below)

**Tennis Courts**

**Jogging trails**

**Lakes for fishing and canoeing**

**Softball field**

**Multipurpose Recreational fields**

**Nature Trails**

**Sand volleyball court**

**Indoor and outdoor basketball courts**

**Indoor racquetball courts**

**Outdoor track**

Students must show their valid UNF student identification card at all recreational facilities to gain entry and to check out equipment.

**The UNF Arena** This versatile \$9.9 million facility seats 5,800 spectators. It is home to UNF's men's and women's varsity basketball and women's volleyball teams and is the site for graduations, concerts and other University functions. The facility includes four indoor racquetball (one squash) courts, locker rooms, basketball, volleyball and badminton courts, classrooms, teaching laboratories and offices. Students enjoy open recreational time in the facility participating in a variety of activities. The departments of Campus Recreation and Intercollegiate Athletics have offices in the facility as well as Physical Education faculty. Facility hours and usage procedures will be posted each semester.

**Group Fitness Program** Classes are held on weekdays in the Arena. A variety of classes are offered including Spinning, Step Aerobics, Kickboxing and Yoga. Equipment is provided. Students are encouraged to bring a full water bottle and towel. Proper footwear is required. The program is free to students, faculty and staff with a valid UNF I.D. Classes are scheduled

on a semester basis. Call the Recreation Office at **620-2998** for current class times.

**Aquatic Center** The UNF Aquatic Center features an indoor Olympic size pool (50 meters by 25 yards) with both one-meter and three-meter diving boards. A large outdoor sundeck is adjacent to the pool. The facility gained national prominence last year with an "Excellence in Aquatics Award" from the National Recreation and Parks Association. Activities offered include: swimming instruction, Osprey Aquatic Club, aqua-aerobic classes, water polo, water volleyball and lifeguard training courses. Lanes are always available for lap swimming and there is a lift for disabled individuals. A certified lifeguard is on duty at all times. Hours are posted each semester. For more information call **620-2854**.

**Nature Trails and Picnic Areas** The UNF nature trails are a component of the National Recreational Trail System. Students may fish and canoe on Lake Oneida and Candy Cane Lake, which are adjacent to student housing. Picnics are allowed on most outside areas of the campus. However, no fires or alcoholic beverages are permitted. Picnic tables are available at Lake Oneida, the Boathouse lake and student residence picnic pavilion. Wild game is sighted regularly along UNF's nature trails. UNF requests that visitors respect the natural habitat by leaving the trails and picnic grounds clean and undisturbed. For details, contact the Nature Trails Office at **(904) 620-1810**, which is located in the Hayt Golf Learning Center (Bldg. 48).

**Hayt Golf Learning Center** The UNF Hayt Golf Learning Center, a 38 acre site on campus which opened recently for the UNF community's and the public's use, was designed and will be maintained to merge wildlife conservation, habitat enhancements, and First Tee (a national program which makes golf more accessible and affordable to children who would not otherwise have the opportunity to learn golf). In addition to a three-hole golf facility with a 50 tee driving range, short game practice area and putting green, the building features a snack bar, golf library and an Audubon Natural Resource Center. The facility also contains office space for the University's Nature Trail staff, as well as labs for faculty conducting environmental research on campus. The facility is named for John T. and Geraldine Hayt, whose donation was matched by the state to establish the Center. Golf operations for Golf Plex at UNF are managed by McCumber Golf. Call **620-2050** for additional information.

**UNF Stadium** Completion of UNF's 9,000-seat stadium continues as funding becomes available. The Stadium first-floor concourse—consisting of locker rooms, restrooms, physical therapy labs, classrooms, and concession areas—opened in 2004. The facility will host special events such as festivals, sporting competitions and concerts sponsored by campus event planners as well as community users who reserve the facility for a fee. In 2004-05 the Stadium served as the practice site for a visiting Gator Bowl Team as well as for one of the NFL teams visiting Jacksonville for Super Bowl XXXIX.

**Recreational Sports Clubs** UNF's recreational sports clubs provide students with an opportunity to learn, compete and socialize with students who share similar interests. UNF's recreational sports clubs include: Cycling, Cuong Nhu, Sailing, Aquatics, Hockey, Rugby, Surfing, Wakeboarding/Waterskiing, Ultimate Frisbee, Aikido and Flag Football, Weightlifting, Sweet Science Studies (boxing) and Water Polo. These organizations are open to participation by students, faculty and alumni.

The Recreation Office is located in the UNF Arena (Bldg. 34), Room 1043. For more information, call **(904) 620-2998**.

## Reentry Program

The Reentry Program provides assistance and advocacy for nontraditional college students, age 25 years and older or students with child-rearing responsibilities, and is geared toward the needs of those students entering college for the first time or returning to school after an absence. Workshops and individual assistance are available to entering students. In addition, scholarships, support services and advocacy are available for students. The program provides information and referrals to both prospective adult students and to currently enrolled reentry students. Reentry Program phone: **(904) 620-1340**. The Reentry Program is located in the Women's Center in the Robinson Student Center (Bldg. 14), Room 2623. Office hours are Monday and Thursday, 8 a.m. to 6 p.m.; Tuesday and Wednesday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 5 p.m. and other times by appointment.

## Student Government

Student Government at UNF provides many opportunities for involvement to students in ways that allow them to have input into decision-making processes, thereby affecting the quality of students' lives at the University. The three branches of Student Government are: the Executive, which includes the elected President and Vice President and their appointed cabinet members and selected Agency Chairs; the Legislative, composed of 46 elected senators; and the Judicial Branch, composed of seven student justices.

Students may also represent their classmates and gain valuable leadership and work experience by representing the student body on a broad variety of University committees to which the student body President is authorized to nominate them.

**The Executive Branch** is the administrative arm of Student Government and consists of the student body President, the student body Vice President, the SG Treasurer, the President's Cabinet, and the SG Agencies. The cabinet is responsible for the planning and executing of programs, projects and services to educate the student body about various issues that affect them, and to enhance their safety and well-being at UNF. This arm is composed of administrative officers who represent the student body on specific issues which affect them.

**The Legislative Branch** is composed of the SG Senate, a maximum of forty-six elected or appointed UNF students who

represent students in all University matters and develop and promote activities of special value and interest to students. Four standing committees of the Senate include: Budget and Allocations; Constitution and Statutes; Elections, Selections and Appointments; and the Student Advocacy Committee.

**The Judicial Branch** is vested in a Judicial Council composed of seven Justices and two Alternate Justices who are appointed by the student body President with confirmation by majority of the Senate. Justices are ordained to protect the rights of the student body by ensuring the rights of the individual through interpretation of the SG Constitution and Statutes. Members of the Judiciary also serve on the following University committees and boards: Student Conduct, Academic Appeal, and Parking Ticket Appeal.

**SG Agencies** The SG agencies also provide activities and services to the student body as administrative divisions of the Executive Branch of Student Government. They are created, funded and managed entirely by SG to provide services to the UNF student body as the Student Senate deems necessary. SG Agencies are as follows:

**African American Student Union** This agency is responsible for the development and implementation of cultural enrichment activities and educational workshops that reflect the various interests of the student body with special focus on African American culture. The Union may be contacted by phone at **620-2689** or visited in Bldg. 14/Room 1535.

**Club Alliance** This agency provides coordination, support, information, and resources to approximately 150 student organizations on campus. This student-run organization may be reached by phone at **620-1470** or by a visit to the Robinson Center (Bldg. 14) Room 1524. (See "Student Organizations" in this Catalog section.)

**Osprey Productions** This agency plans and produces a variety of entertainment events for the student body including weekly concerts and movies, major concerts and comedians in the Arena, outdoor festivals on the Green, and free tickets to movie premiers at local cinemas. Call **620-2460** or visit the Student Life Center (Bldg. 14) Room 2648. (See more detail on Osprey Productions in this Catalog section.)

**Volunteer Center** This agency connects students and faculty to community service organizations in the city of Jacksonville and provides opportunities to interact with the community through volunteerism. It is located in Bldg. 14/Room 1540 and may be reached by phone at **620-2755** or by e-mail at [volctr1@unf.edu](mailto:volctr1@unf.edu). (See more detail on the Volunteer Center on the following page.)

Student Government is housed in the Andrew Robinson Student Life Center, Room 2605. For additional information, contact SG by calling **(904) 620-2750** or [www.unf.edu/groups/sga](http://www.unf.edu/groups/sga)



## Student Health

(see entries on Student Medical Services, Medical Compliance Office, or Office of Health Promotion in this section)

## Student Leadership Program

Leadership may be the most misunderstood concept in contemporary society, yet leadership is crucial to understand. The need for competent leaders in an increasingly complex global world is obvious. In order to understand and fully appreciate leadership, students must have opportunities to learn about leadership and must have experience through practice with some of the basic components of leadership. For students who want to make a difference, this creative yet non-nonsense program on leadership uses focused activities that produce results. The series of courses lays the foundation for your current and future success. The courses in The Leadership Program will educate students for and about leadership.

Why should students participate?

- To improve or enhance performance as a student leader now.
- To gain key skills in leadership, putting you ahead in the job market.
- To capitalize on a dynamic opportunity for lifelong success.

All enrolled UNF students are eligible to participate in the Leadership Program. To enroll and register for classes, please call Student Affairs, **620-2600**.

## Student Life

Student Life is headed by UNF's Dean of Students and includes: management of the Andrew A. Robinson Student Life Center, Campus Ministries, Greek Affairs, Department of Student Activities, Student Organizations, Student Media Center, and advisement of Student Government and its agencies (AASU, Club Alliance, Osprey Productions and the Volunteer Center). Student Life is located in the Robinson Student Life Center (Bldg. 14)/ Room 2640. During evening and weekend hours, contact the staff at the Robinson Student Life Center Information Desk which is located on the first floor next to the Game Room, **620-1084**.

## Andrew A. Robinson, Jr., Student Life Center

The Robinson Student Life Center (UNF's Student Union) serves as a campus living room for student meetings and social functions. The Center provides a variety of meeting spaces, informal student lounges, a computer gaming Hub, a TV Lounge, the Little Auditorium (Rm. 1700), the Osprey Cafeteria, the Robinson Theatre and a game room which has pool tables, table tennis and live entertainment.

The Robinson Student Center also is the home of many campus services offered through the Department of Student Life, which is comprised of the Robinson Center Reservations and Management, Department of Student Activities, the Office of Entertainment Programming, Center for Student Media, Office of Student Organizations and Leadership Development, and Office of Greek Affairs. Also housed there are the Women's Center, Student Medical Services, Campus Ministry,

and Student Government (including SG's four agencies: African American Student Union, Osprey Productions, Club Alliance, and the Volunteer Center).

The RSC also hosts a variety of special event programming, such as the free biweekly movie series, live bands, karaoke, comedians and open mic nights. To reserve space in the Center e-mail [rslescresv@unf.edu](mailto:rslescresv@unf.edu) or get more information, contact **620-1496**.

## Student Media, Center for

The Center for Student Media serves as the umbrella organization over student-run media outlets at UNF including the Spinnaker, UNF's official newspaper; Osprey Radio, UNF's official radio station; and Osprey Television, UNF's official television station. The day-to-day operations of the Center for Student Media are overseen by the media advisor.

**The Spinnaker** is UNF's student newspaper and is funded by Student Government as well as advertising revenues. Published each week during the fall and spring semesters, the Spinnaker is free and distributed at various locations throughout campus. Students who wish to apply to become writers, photographers or editors for the Spinnaker should telephone **(904) 620-2727** or inquire at the Robinson Student Life Center (Bldg. 14) Room 2627.

**Osprey Radio** is UNF's student run radio station and is funded by Student Government as well as advertising revenues. Osprey Radio currently operates as the audio portion of UNF's closed-circuit Channel 56. Students who wish to apply to be a part of Osprey Radio should telephone **(904) 620-2908** or inquire at Student Life, located in the Robinson Student Life Center (Bldg. 14) Room 2640.

**Osprey Television** is UNF's student television station and is funded by Student Government as well as advertising revenues. Osprey Television operates on UNF's closed-circuit Channel 12 with limited programming. Students who wish to be a part of Osprey TV should telephone **(904) 620-2260** or inquire in the Robinson Student Life Center (Bldg. 14) Room 2628.

## Student Medical Services

Student Medical Services provides primary care services for the student population at UNF. Acute and chronic medical concerns are evaluated and treated. Risk factors for future health problems are addressed and individualized counseling is provided to promote optimal long term health.

**Nursing Services** Registered nurses are available to provide first aid, health care and health counseling to ill or injured students from 8 a.m. to 5 p.m. Monday through Thursday, and 8 a.m. to 4:30 p.m. Friday. No appointment is necessary.

**Medical Providers** On-campus medical providers include two physicians who are available to students 40 hours per week by appointment and a Nurse Practitioner who specializes in gynecology. Available services include: physicals, general

health counseling, GYN exams, lab testing, and treatment of minor emergencies including suturing and pharmacy.

The office is located in the Robinson Student Life Center/ Room 1501 and may be reached at **(904) 620-2900; or fax (904) 620-2902.**

## Student Organizations

The Office of Student Organizations provides support to the more than 150 student organizations at UNF, grants University recognition to new clubs, and advises Club Alliance (an SG agency). Clubs exist because of student interest, generally being formed for social, honorary, cultural, recreational or pre-professional purposes. The Office, which is part of the Department of Student Life, is located in the Robinson Student Life Center (Bldg. 14), Room 2640. The Office of Student Organizations can provide a continuously updated listing of all recognized clubs to UNF students, staff or faculty upon request. For more information, contact the Office at **620-2569.**

## Study Abroad

Through study abroad, the University of North Florida is committed to providing opportunities for students to enhance their academic experiences, enjoy personal growth, and develop their resumes. In addition to registering for faculty-led, short-term study abroad courses typically taking place during the summer terms, UNF students can participate in summer, semester, or year-long programs at locations overseas while continuing progress to their degrees. During the 2004-2005 academic year, UNF students earned credit for coursework in 26 countries on six continents. Students may participate in study abroad programs in most countries of the world. For additional information, contact the UNF International Center at **(904) 620-2657.**

## Vice President for Student Affairs Office

Located in Founders Hall (Bldg. 2)/Room 2091, the Vice President for Student and International Affairs has the responsibility for management of a variety of student services, most of which are described in this catalog chapter. The Vice President's Office produces the Student Handbook, and coordinates campus leadership programming as well as international efforts across campus. This office also is the avenue of appeal for the Student Conduct System and assists students with personal and academic concerns, as well as with general University policies and procedures.

Campus departments reporting to this office include: Athletics, Campus Ministry, Child Development Research Center, Campus Recreation, Career Services, Commuter Student Services, Campus Alcohol and Drug Information Center, Counseling Center, Disability Resource Center, Health Promotion, Housing Operations, Intercultural Center for PEACE, International Center, Medical Compliance, Residence Life, Student Life (including Greek Affairs, Student Activities, Student Organizations, Student Conduct, Robinson Center management, and Center for Student Media) Student Medical

Services, Student Ombudsman, University Police Department, and the Women's Center.

The office serves as the University's administrative liaison with Student Government in collaborating on concerns related to the student body. The office is open 8 a.m. to 5 p.m. Monday through Friday and may be reached at **(904) 620-2600** (Fax 2644).

## Victim Advocacy Program

The Victim Advocacy Program provides 24 hour crisis intervention services to the University community. The program is committed to providing effective assistance to students, both male and female, who have experienced threatened or actual violence. Confidential services include: 24 hour crisis helpline, emotional support, evaluation of options, explanation of and assistance through criminal justice and/or campus judicial process, and any other assistance that may be required to aid a person affected by crime. All services are confidential. This program is sponsored by the Women's Center. The 24 Hour Crisis Helpline may be reached at **(904) 620-1010.**

The Victim Advocacy Program is located in the Robinson Student Life Center (Bldg. 14), Room 2623, **phone (904) 620-2528, fax (904) 620-2527.** Office hours are Monday and Thursday, 8 a.m. to 6 p.m.; Tuesday and Wednesday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 5 p.m. and other times by appointment.

## Volunteer Center

The UNF Volunteer Center, an agency of Student Government, is a community service organization designed to serve students, staff, faculty, and alumni. The Center can help students gain volunteer experiences in their chosen fields of study. Our mission is to increase volunteerism at UNF and in the Jacksonville community through referrals, information resources, group service projects, and education.

The Center maintains a computerized database of local organizations in need of volunteers. The database contains more than 400 contacts locally, statewide, and nationally.

The Volunteer Center:

- assists clubs in choosing and planning community service projects;
- sponsors annual community service projects for the entire UNF community;
- works closely with the Financial Aid Office in placing College Work-Study Students in community service organizations; and
- allows students to gain volunteer experience and funding for school.

By being part of the Center, students participate in and help organize volunteer projects. UNF Volunteer Center is located in the Robinson Student Life Center [Bldg. 14], Room 1526. For more information contact **620-2755**; fax 620-1005 email: volctr1@unf.edu or go online at [www.unf.edu/groups/volctr1](http://www.unf.edu/groups/volctr1)

## Women's Center

Located in the Robinson Student Life Center (Bldg. 14)/ Room 2623, the Women's Center advocates for the political, social, and economic gains of all people by eradicating gender based inequalities in a supportive atmosphere that encourages and facilitates the evolution and development of personal and academic potentials.

### General Activities and Services

- Brown Bag Lunch Lectures
- Celebration of Women in the Arts
- Information and Referrals
- Lending Library
- Leadership Scholarships
- Support Groups
- Child Care Stipends
- Emergency Loans
- Women's History Month Celebration
- Special Events Performances

## Rape Awareness Education

The Women's Center also provides educational programs and presentations to the campus community on rape, interpersonal violence and risk reduction. Presentations are specifically tailored to meet the needs of the audience. Interactive educational presentations range from lectures to drama performances by the Women's Center Peer Theater Troupe. Due to the fact that women between the ages of 16 and 24 are at greatest risk for sexual assault, raising awareness to the problem of rape as well as exploring different ways to address the issue is a critical and invaluable service the Women's Center provides.

The Women's Center's hours of operation are Monday and Thursday, 8 a.m. to 6 p.m.; Tuesday and Wednesday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 5 p.m. and other times by appointment. The Women's Center can be reached by phone at **(904) 620-2528**, fax at **(904) 620-2527**; or email: **womenctr@unf.edu**.



# College of Arts and Sciences



## Dean's Office 620-2560

**Mark E. Workman, Ph.D.**, Dean of the  
College of Arts and Sciences and Professor

**David Jaffee, Ph.D.**,  
Associate Dean of the College of Arts  
and Sciences and Associate Professor

**Peter Braza, Ph.D.**,  
Associate Dean of the College of Arts  
and Sciences and Associate Professor

## Department of Biology Faculty 620-2830

**Gregory A. Ahearn, Ph.D.**, Professor and Chair

**Joseph A. Butler, Ph.D.**, Professor

**Gerald J. Stine, Ph.D.**, Professor

**Michael R. Lentz, Ph.D.**, Associate Professor

**Charles R. Paulson, Ph.D.**, Associate Professor

**Anthony M. Rossi, Ph.D.**, Associate Professor

**Doria F. Bowers, Ph.D.**, Assistant Professor

**Dale Casamatta, Jr., Ph.D.**, Assistant Professor

**Matthew R. Gilg, Ph.D.**, Assistant Professor

**John D. Hatle, Ph.D.**, Assistant Professor

**Daniel C. Moon, Ph.D.**, Assistant Professor

**Kelly J. Smith, Ph.D.**, Assistant Professor

**Prabir K. Mandal, Ph.D.**, Visiting Assistant Professor

## Master of Arts in Biology

The Master of Arts (M.A.) in Biology degree program is designed primarily to provide secondary school teachers with advanced training in the biological sciences. It is expected that the M.A. Biology degree program will enhance the understanding of the scientific process among secondary school teachers in northeast Florida and result in improved science education for secondary school students. Although the program is structured around successful completion of both lecture- and lab-based courses, each student in the M.A. Biology program must submit a review paper that has been approved by their graduate committee.

### Admission

To be considered for admission to the M.A. Biology degree program, the applicant must submit all required documentation to the UNF Office of Admissions and Office of Graduate Studies. For Fall admission the deadline to apply is March 1. In addition, the applicant must submit the Biology Graduate Coordinator the following:



1. Applicant must hold the B.A., B.S. Biology, Science Education or equivalent degree from a nationally (or internationally) accredited university or institution (contact the Office of Graduate Studies with questions).
2. Official undergraduate transcripts from the institution of record: Minimum undergraduate G.P.A. of 3.0 is required for admission to the program.
3. Official G.R.E. scores for the General Test: Minimum score (combined verbal and quantitative) of 1000 is required for admission to the program.
4. Official TOEFL scores for students for which English is not their primary language: Minimum score of 570 is required for admission to the program.
5. Letter formally requesting admission to the program; the letter should briefly address the following:
  - a) career goals including areas of interest (i.e. molecular biology, ecology, etc.).
  - b) relevant educational and employment experience.
6. Three letters of recommendation from references that are able to comment on the applicant's academic and personal attributes as well as the applicant's ability to successfully complete an advanced program of study in biology.
7. Applicant must make contact with a full-time tenure track faculty member who agrees to serve as the student's major advisor (i.e. fulfillment of the above requirements does not necessarily guarantee admittance into the program).

## Graduate Advising

Students admitted to the program must meet with the Graduate Coordinator prior to their first semester in the program for orientation; the Graduate Coordinator will also help to identify appropriate graduate advisors and assist in planning graduate curricula. Each student must have an approved three member graduate committee list submitted to the Graduate Coordinator at the end of their first semester in the program. Each committee must consist of a Major Advisor, who must be tenure-track. Additionally, each graduate committee must contain one External Committee Member, who is from another institution or academic department at UNF. External Committee Members must also possess the appropriate terminal degree (typically the Ph.D.) in their discipline. The graduate committee will guide the student through the program, determine an appropriate course curriculum, as well as establish and critique (assigning a pass/fail grade) of an appropriate review topic, which is required in partial fulfillment of the degree.

## Major: Biology

### Track: Biology

### Degree: Master of Arts

The Master of Arts (M.A.) in Biology degree program is designed primarily to provide secondary school teachers with advanced training in the biological sciences. It is expected that the M.A. Biology degree program will enhance the understanding of the scientific process among secondary school teachers and result in improved education for secondary school teachers.

#### Prerequisites

(37 SEMESTER HOURS)

Grades of "B" or above required in all courses.

CHM 2210	3.0	Organic Chem I Lect
CHM 2210 L	1.0	Organic Chem I Lab
CHM 2211	3.0	Organic Chemistry II
CHM 2211 L	1.0	Organic Chem II Lab
BSC 2020 C	4.0	Human Biology
PCB 3043 C	4.0	Ecology
PCB 3063 C	4.0	Genetics
MAC 2311	4.0	G(M) Calculus I
STA 2014	3.0	G(M)Elem Sta-Hlth/SS

Select 10 hours of biology electives

BCH BOT BSC MCB PCB ZOO

Although the program is structured around successful completion of both lecture and lab based courses, each student in the M.A. program must submit a review paper that has been approved by their graduate committee.

#### Core Requirements

(36 SEMESTER HOURS)

Students may select from the course list below:

BSC 5099 C	4.0	Advanced Physiology
BSC 5905	2-4	Dir Ind Studt/Bio
BSC 5931	1-3	Adv Readings Biol
BSC 5936	1-4	Spec Top:Biolog
BSC 5936 AR	3.0	ST:Biolog Of Cancer
BSC 5936 AX	4.0	ST:Histology W/Lab
BSC 6931	1-3	Adv Readings Biol
BSC 6098 C	4.0	Environmental Phys

PCB 5314 C	4.0	Marine Ecology
PCB 5525	3.0	Molecular Genetics
PCB 5675	3.0	Advanced Evolution
PCB 6446	3.0	Ecology Of Wetlands
PCB 6685	3.0	Population Genetics
PCB 6990 AC	3.0	Community Ecology
ZOO 5235 C	4.0	Adv Parasitology
ZOO 5463 C	4.0	Advanced Herpetology
ZOO 5455 C	4.0	Advanced Ichthyology
ZOO 5717 C	4.0	Canine Anatomy

\* a minimum of 36 semester hours (in addition to necessary prerequisites) are required to complete the degree.

\* grades of "B" or better are required in all courses (however in courses designated as "pass/fail," students must receive a "pass").

\* students who receive a "C" in any graded course will be placed on academic probation and must complete the following semester with grades of "B" or better in all graded courses. Failure to comply will result in loss of graduate assistantships (if applicable) and may result in expulsion from the graduate program.

\* all students must apply for graduation during registration for their last semester of courses at UNF (deadlines are published each semester in the web guide and online).

## Master of Science in Biology

The Master of Science (M.S.) Biology degree program is designed to provide graduate students with advanced knowledge, skills and techniques in the biological sciences. Under the direct supervision of their Major Advisor and further guided by their Graduate Committee, successful M.S. Biology students will conduct an original research project, which result in an approved thesis. Students will supplement their graduate education with advanced coursework and training in appropriate laboratory and/or field settings.

### Admission

To be considered for admission to the M.S. Biology degree program, the applicant must submit all required documentation to the UNF Office of Admissions and Office of Graduate Studies. In addition, the applicant must submit the Biology Graduate Coordinator the following:

1. Applicant must hold the B.A., B.S. Biology or an equivalent degree from a nationally (or internationally) accredited university or institution (contact the Office of Graduate Studies with questions).
2. Official undergraduate transcripts from the institution of record: Minimum undergraduate G.P.A. of 3.0 is required for admission to the program.
3. Official G.R.E. scores for the General Test: Minimum score (combined verbal and quantitative) of 1000 is required for admission to the program.
4. Official TOEFL scores for students for which English is not their primary language: Minimum score of 570 is required for admission to the program.
5. Letter formally requesting admission to the program; the letter should briefly address the following:
  - a) career goals including areas of interest (i.e. molecular biology, ecology, etc.).
  - b) relevant educational and employment experience.

- Three letters of recommendation from references that are able to comment on the applicant's academic and personal attributes as well as the applicant's ability to successfully complete an advanced program of study in biology.
- Applicant must make contact with a full-time tenure track faculty member who agrees to serve as the student's major advisor (i.e. fulfillment of the above requirements does not necessarily guarantee admittance into the program).

### Graduate Advising

Students admitted to the program must meet with the Graduate Coordinator prior to their first semester in the program for orientation; the Graduate Coordinator will also help to identify appropriate graduate advisors and assist in planning graduate curricula. Each student must have an approved three member Graduate Committee submitted to the Graduate Coordinator at the end of their first semester in the program. Each committee must consist of a Major Advisor, who must be tenure-track, and Departmental Committee. Additionally, each graduate committee must contain one External Committee Member, who is from another institution or academic department at UNF. External Committee Members must also possess the appropriate terminal degree (typically the Ph.D.) in their discipline. The Graduate Committee (especially the Major Advisor) will guide the Graduate Committee will guide the student through the program, determine an appropriate curriculum as well as assess whether the student has met the requirements of the research thesis, which is required in partial fulfillment of the degree. Lastly, the Graduate Committee will administer and evaluate (pass/fail) a comprehensive examination administered to the student in the third academic semester (excluding summer terms).

Note: Timetable discussed above applies to full-time students only.

**Major: Biology**  
**Track: Biology**  
**Degree: Master of Science**

The Master of Science (M.S.) in Biology degree program is designed to provide graduate students with advanced knowledge, skills and techniques in the biological sciences. Under the direct supervision of their major advisor and further guided by their graduate committee, successful M.S. Biology students will conduct an original research project, which will result in an approved thesis. Students will supplement their graduate education with advanced coursework and training in appropriate laboratory and/or field settings.

### Prerequisites (37 SEMESTER HOURS)

Grades of "B" or above required in all courses.

CHM 2210	3.0	Organic Chem I Lect
CHM 2210 L	1.0	Organic Chem I Lab
CHM 2211	3.0	Organic Chemistry II
CHM 2211 L	1.0	Organic Chem II Lab
BSC 2020 C	4.0	Human Biology
PCB 3043 C	4.0	Ecology
PCB 3063 C	4.0	Genetics
MAC 2311	4.0	G(M) Calculus I
STA 2014	3.0	G(M)Elem Sta-Hlth/SS

Select 10 hours of biology electives  
 BCH BOT BSC MCB PCB ZOO

### Core Requirements (33 SEMESTER HOURS)

Students enrolled in the Thesis (M.S.) program must complete a minimum of 30 hours at the graduate level. A maximum of 10 combined research and thesis defense hours may apply toward the degree. Students may select from the course list below:

BSC 5099 C	4.0	Advanced Physiology
BSC 5905	2-4	Dir Ind Studt/Bio
BSC 5931	1-3	Adv Readings Biol
BSC 5936	1-4	Spec Top:Biolog
BSC 5936 AR	3.0	ST:Biolog Of Cancer
BSC 5936 AX	4.0	ST:Histology W/Lab
BSC 6971	1.0	Grad Thesis Defense
BSC 6972	1-9	Grad Thesis Research
BSC 6098 C	4.0	Environmental Phys
PCB 5314 C	4.0	Marine Ecology
PCB 5675	3.0	Advanced Evolution
PCB 5525	3.0	Molecular Genetics
PCB 6685	3.0	Population Genetics
PCB 6446	3.0	Ecology Of Wetlands
PCB 6990 AC	3.0	Community Ecology
ZOO 5463 C	4.0	Advanced Herpetology
ZOO 5455 C	4.0	Advanced Ichthyology
ZOO 5235 C	4.0	Adv Parasitology
ZOO 5717 C	4.0	Canine Anatomy

Grades of "B" or above required in all courses.

\* Students must apply to graduate by the published deadline during their final semester.

\* Grades of "B" or better are required in all graduate courses.

## Department of English Faculty 620-2273

### Master of Arts in English

**Mark E. Workman, Ph.D.**, Dean of the College of Arts and Sciences and Professor  
**William Slaughter, Ph.D.**, Professor and Chair  
**Richard B. Bizot, Ph.D.**, Professor and Coordinator of Irish Studies  
**Kathleen Hassall, Ph.D.**, Associate Professor and Director of the Writing Center  
**Michael G. Wiley, Ph.D.**, Associate Professor and Graduate Coordinator  
**Mary K. Baron, Ph.D.**, Professor  
**Marnie Jones, Ph.D.**, Professor  
**E. Allen Tilley, Ph.D.**, Professor  
**A. Samuel Kimball, Ph.D.**, Associate Professor  
**Nancy J. Levine, Ph.D.**, Associate Professor  
**Jason I. Mauro, Ph.D.**, Associate Professor  
**Pamela A. Monteleone, Ph.D.**, Associate Professor  
**Brian J. Striar, Ph.D.**, Associate Professor  
**Keith Cartwright, Ph.D.**, Assistant Professor  
**D. Christopher Gabbard, Ph.D.**, Assistant Professor  
**Betsy L. Nies, Ph.D.**, Assistant Professor  
**Jillian Smith, Ph.D.**, Assistant Professor  
**Bart Welling, Ph.D.**, Assistant Professor

## Master of Arts in English

**Greetings** The Department of English welcomes your interest and participation in our graduate program. We accept full-time or part-time students year round and invite you to apply for admission beginning in any semester — fall, spring, summer A or summer B.

**The Value of an M.A. in English** Focusing on the analysis and appreciation of literary texts, the program provides students the opportunity to develop their analytic, interpretive, and writing skills; offers English teachers the chance to explore new pedagogical strategies; supports aspiring writers in their creative endeavors; and helps prepare students who intend to pursue the Ph.D. in English for the challenges of advanced graduate work.

**Employment Prospects** In addition to offering one of the supreme human enjoyments, the study of literature enables students to enhance the ability most critical for success in an information-based economy — the ability to communicate well. Many graduates of our program are teaching in public schools or at community colleges. Others have found or created jobs for themselves in law, television and radio production, journalism, advertising, marketing, technical writing, editing, trade publishing, bookstore management, corporate in-house education and training, consulting, university admissions, fund raising, script writing, and more. There will always be employment opportunities for people who can read critically, analyze quickly and accurately, translate their ideas in ways others can readily grasp, and write clearly.

### Overview of the M.A. in English Program (34 Hours)

The program entails eleven courses (33 credit hours) and an M.A. Exam (one credit hour). **Literature Courses:** The literature courses focus on the analysis of poetry, drama, fiction, film, and other kinds of texts, including biography and memoir; on developing a critical vocabulary for describing the complexities of literary texts; on understanding the nature of literary conventions; on exploring the different traditions in British, American, and world literature; and on investigating developments in and the value of contemporary literary theory. **Creative Writing Courses:** Students may take up to two creative writing — workshop — courses, in which they have opportunities to receive critiques of their creative work. **Teaching Practicum and Independent Study Courses:** Students who would like college-level classroom teaching experience or who wish to pursue a course of independent study may do so by seeking out faculty members willing to direct them.

**Creative Writing Thesis Option (37 Hours)** The program offers students the opportunity to write a creative thesis. Student who wish to do so are obliged, in the process of meeting the program requirement of 33 hours of course work, to (a) take six hours of fiction, poetry, or other creative writing seminars or workshops and (b) receive approval of the creative writing faculty to enroll in ENG 6971 — Thesis (3 credit hours).

## Admission Requirements

Applicants must satisfy both the SUS general requirements and the specific requirements of the M.A. in English Program.

1. A GPA of 3.0 or higher for the last two years (60 semester hours) of undergraduate course work or a combined score of 1000 on the verbal and quantitative sections of the GRE.
2. A B.A. in English or a minimum of 18 semester hours of literature course work, in either case with sufficiently high grades.
3. A course in literary criticism (such as ENG 4014) with a grade of B or higher. (Applicants who lack such a course, but who otherwise fulfill the admissions requirements, may take ENG 4014 as part of the admissions process.)
4. A writing sample submitted directly to the Graduate Coordinator.

**Admission Status** For an explanation of the differences among the types of admission status and the advantage of having Full Admission rather than Trial, Provisional, or Post-Baccalaureate status, please refer to the discussion in the **Admission** section of the Graduate Catalog (**I: Getting Admitted into UNF**) or consult with the Graduate Coordinator.

### Admission Sequence

1. Prospective students must complete the university's application forms.
2. At the same time they must forward their writing samples directly to the Graduate Coordinator of the M.A. Program in English — Dr. Wiley.
3. Once the Admissions Office receives the applicant's transcripts and GRE scores, an Admissions Officer will forward a Graduate Referral to the Graduate Coordinator, who will make the final decision concerning the applicant's acceptance and so inform the Admissions Office.
4. An Admissions Officer will then send a formal letter with the Graduate Coordinator's decision.
5. Students should meet with the Graduate Coordinator as soon as possible to review their Programs of Study.

**Graduate Advising and the Program of Study** The Graduate Coordinator serves as the advisor to all graduate students in the M.A. in English Program. All newly admitted students should meet with the Graduate Coordinator to identify their program aims, discuss their program options, develop their initial program of study, and review the time frame for the M.A. Exam.

**Linguistics Prerequisite** Students must have an upper division general linguistics or history of the English language course with a grade of C or higher. **This course may be taken either before or after entering the M.A. in English Program.** This course does not count toward completion of the 34 semester hours requirement (or the 37 hour requirement for those completing a creative writing thesis).

**Program Requirements** 34 semester hours — 11 three-credit hour courses plus a one-credit hour M.A. Exam. A minimum of 7 three-credit hour courses must be completed at the 6000 level; the remaining 4 three-credit hour courses may be completed at either the 5000 or 6000 level.

1. LIT 6246, LIT 6509 or the equivalent - Major Authors
2. ENG 6018 – History of Literary Criticism and Theory or ENG 6019 – Contemporary Literary Criticism and Theory.
3. At least two British Literature courses.\*
4. At least two American Literature courses.\*
5. At least two courses before 1800.\*
6. At least two courses after 1800.\*
7. ENG 6966 – M.A. Exam (one credit hour; pass/fail)

\* A course may satisfy more than one requirement. For example, LIT 6246 – Shakespeare would satisfy the major author requirement and would count both as one of the two required British literature courses and as one of the two pre-1800 courses.

**Program Options** ENG 6971 – Thesis (pass/fail). A literature thesis will count as one of the required 11 three-credit hour courses. A creative writing thesis is in addition to the eleven courses.

**Grade Point Average (GPA)** All students must maintain a GPA of 3.00 (B) or higher. Grades lower than 2.70 (B-) will not count toward completion of the program but will be included in the GPA.

### Registration for Courses

**Fully enrolled graduate students** will receive an early registration appointment from the Registrar's Office. They will not need the Graduate Coordinator's approval or electronic permission unless they wish to enroll in (a) ENG 6941 – Practicum in Teaching Composition, (b) LIT 6941 – Practicum in Teaching Literature, (c) LIT 6905 – Directed Independent Study, (d) ENG 6966 – M.A. Exam, or (e) ENG 6971 – Thesis.

**Post-baccalaureate students** must first receive both the Graduate Coordinator's approval to enroll in any graduate courses and his electronic permission to register.

**First-Day attendance policy** Students must notify the office of the Department of English in advance if they will miss the first class meeting of the course. If they do not, the course instructor has the authority to drop them from the course.

**Questions** If you have any questions, please feel free to contact the Graduate Coordinator, Professor Wiley – by phone at 620-1256 or by email at mwiley@unf.edu.

**Major: English**  
**Track: English**  
**Degree: Master of Arts**

### Prerequisites (3000 - 4000 LEVEL) (21 SEMESTER HOURS)

At least 18 hours of undergraduate literature with sufficiently high grades.

AML/ENL/CRW/LIT/ENG

Linguistics or history of language

LIN 3010 3.0 Prin Of Linguistics

### Major Requirements (06 SEMESTER HOURS)

LIT 6246 3.0 Major Authors

Select One

ENG 6018 3.0 Hist Lit Crit/Theory

ENG 6019 3.0 Contemp Lit Crit/Thy

### Major Electives (28 SEMESTER HOURS)

2 courses must be before 1800 & 2 courses must be after 1800.

A maximum of 12 semester hours (4 courses only) at the 5000 level, all other courses must be taken at the 6000 level.

Two British Literature (5000 - 6000 LEVEL)

ENL

Two American Literature (5000 - 6000 LEVEL)

AML

Select 5 Major Electives (5000 - 6000 LEVEL)

Must also fulfill before/after 1800 requirement if not satisfied.

\*graduate coordinator's approval required prior to enrolling in ENG 6941, LIT 6905, LIT 6941, ENG 6971, and ENG 6966.

AML 6455	3.0	Stud In American Lit
CRW 6025	3.0	Topics:Creative Writ
CRW 6130	3.0	Fiction Workshop
CRW 6331	3.0	Poetry Workshop
ENC 6700	3.0	Theory:Composition
ENG 6138	3.0	Studies In Film
ENG 6941	3.0	DIS:Prac/Tch Comp
ENL 6455	3.0	Stud In British Lit
LIT 5934	1-3	Spec Top:Literature
LIT 6017	3.0	Studies In Fiction
LIT 6037	3.0	Studies In Poetry
LIT 6047	3.0	Studies In Drama
LIT 6654	3.0	Comprtvt/Wrld Lit
LIT 6905	1-3	Dir Independent Stu
LIT 6934	3.0	Spec Top:Literature
LIT 6941	3.0	Practicum:Tch Lit

Reading list-M.A. Examination (pass/fail)

ENG 6966 1.0 M.A. Exam

Program Option

ENG 6971 3.0 Thesis

\* Grades of B or above are required in all courses.

\* A minimum of 34 semester hours are required for the degree.

\* All students must apply for graduation during registration for the last semester of courses at UNF. Deadlines are available online.



## Department of History Faculty

### Master of Arts in History

**Dale L. Clifford, Ph.D.**, Associate Professor, Chair, and Graduate Coordinator

**David T. Courtwright, Ph.D.**, Professor

**James B. Crooks, Ph.D.**, Professor Emeritus

**Elizabeth L. Furdell, Ph.D.**, Professor

**Thomas M. Leonard, Ph.D.**, Professor

**Theophilus C. Prousis, Ph.D.**, Professor

**Daniel L. Schafer, Ph.D.**, Professor

**J. Michael Francis, Ph.D.**, Associate Professor

**Carolyn L. Williams, Ph.D.**, Associate Professor

**Charles E. Closmann, Ph.D.**, Assistant Professor

**Paul Halsall, Ph.D.**, Assistant Professor

**Philip G. Kaplan, Ph.D.**, Assistant Professor

**N. Harry Rothschild, Ph.D.**, Assistant Professor

**Aaron Sheehan-Dean, Ph.D.**, Assistant Professor

**Master of Arts in History** The Department of History offers a master of arts in history, with fields of concentration in European or US history. Both concentrations offer students a choice of either the traditional thesis option or a non-thesis option.

The thesis option requires a minimum of 30 semester hours of graduate course work and completion and defense of the thesis. Course work will include (1) at least 12 hours in the field of concentration; (2) at least 12 hours of history courses outside the field of concentration; (3) at least 6 hours and no more than 15 hours of HIS 6970 Master's Thesis Research. Students choosing the thesis option must demonstrate reading knowledge of one foreign language and complete a statistics course.

The non-thesis option requires a minimum of 39 semester hours of graduate history course work. Students choosing the non-thesis option will: (1) substitute 9 additional graduate-level history credits for a thesis; (2) submit two seminar or research papers to two different faculty supervisors; (3) pass a written comprehensive examination; (4) satisfy either the foreign language and statistics requirement or complete a 6 credit hour minor in another discipline.

Students may not take a 5000 level survey course for graduate credit if they took that course at the undergraduate level. Students may not choose between thesis and non-thesis options until they have completed two 6000-level seminars. Regardless of the option, only a total of three courses from the categories Directed Readings and/or Independent Studies may be included in the graduate program of study. Thesis and non-thesis students shall take no more than four graduate history courses with one faculty member. This does not include thesis students' continuous registration in Master's Thesis Research.

Graduate students are expected to maintain at least a 3.0 average, and no student may be awarded a master's degree unless the graduate average is B or higher.

**Admission** In addition to the general admission requirements at UNF, applicants are expected to have earned an undergraduate GPA of at least 3.0 overall and a 3.4 GPA in history courses, and have scored a minimum of 1000 (combined verbal and math score) on the GRE examination.

Students are not required to have been history majors, but it is expected that they will have taken the equivalent of at least a minor (15 hours) in undergraduate history courses. Students who have not met this requirement should consider taking additional undergraduate history courses at UNF before applying for the M.A. program.

Students may transfer up to six graduate credit hours of history from other programs, with the approval of the graduate advisor.

Students should send application forms, all undergraduate and postgraduate transcripts, and GRE scores to the Office of Admissions, 4567 St. Johns Bluff Road South, Jacksonville, Florida 32224-2645. The Office of Academic Testing (620-2927) provides information regarding administration of the GRE. Previous GRE scores may be used if not more than five years old.

In addition, applicants must send to the UNF Department of History a typewritten essay of three to five double-spaced pages describing their career goals and areas of historical interest, and three letters of reference. At least one of the letters should come from a former or current history professor. For further information, contact the graduate advisor or department chair.

**Graduate Advising** All M.A. history students must meet with the graduate coordinator during their first term of graduate work in order to plan their course of study, select an academic advisor, and discuss any questions they may have about the program. A hold will be placed on registration for a second term of graduate course work until this obligatory meeting takes place. The coordinator monitors the subsequent progress of each student and helps with selection of courses, faculty advisor(s), thesis director and committee members.

**Foreign Language** All students taking the thesis track, as well as those non-thesis students who opt for the language requirement, must demonstrate reading knowledge of a language other than English. The department will arrange an appropriate test.

**Major: History**  
**Track: European History (Non-Thesis)**  
**Degree: Master Of Arts**

**Prerequisites (03 SEMESTER HOURS)**

Craft of Historian or equivalent  
HIS 3051 3.0 G(6) Craft Of Histm

**Requisites (06 SEMESTER HOURS)**

Choose Option I or II:

Option I: (6 semester hours)  
6 credit minor in another discipline. Must be approved by advisor.  
( i.e. literature, sociology, philosophy )

Option II:  
1 elem statistics or equivalent  
STA

Foreign language:  
Students must demonstrate reading competence in one foreign language. The department will arrange an appropriate test.

**Major Requirements (33 SEMESTER HOURS)**

4 European history courses (5000 - 6000 level)  
EUH

2 European History Seminars  
EUH 6936 3.0 Seminar On Europ His  
EUH 6936 3.0 Seminar On Europ His

4 Non-European Hist Courses (5000 - 6000 LEVEL)  
EUH 6935 - European Hist/Historians I & II are considered outside the area of concentration.  
ASH/AMH/HIS/INR/LAH

1 Non-European Hist Seminar (6000 LEVEL)  
ASH/AMH/HIS/INR/LAH

Directed readings will not substitute for the required 6000 level seminars. Only 2 sections of HIS 6946 (Internship in History) will be permitted for the non-thesis program. Internships will not substitute for seminars.

- \* Two seminar or research papers of approximately 20-40 pages each must be written for two different faculty supervisors and must receive a grade of B or higher (B- will not count). Each supervising faculty member will read and grade the paper and will communicate the results to the student and the graduate coordinator. It is the student's responsibility to meet all of the specific research and writing requirements which are established by the faculty supervisor of each paper.
- \* Designation of official manuscript/footnote for thesis, and for non-thesis papers: "Chicago Manual of Style," using footnotes rather than endnotes.
- \* Two faculty members from the student's field of concentration, selected by the student and the graduate coordinator, will prepare and administer a written examination. The three-hour essay examination will cover areas and topics represented by the student's course work in the field of concentration and will be graded either satisfactory or unsatisfactory. The two faculty examiners will communicate the results to the student and the graduate coordinator.
- \* Non-thesis students will have two years following the completion of their course work to finish all of the non-thesis requirements.
- \* All students must apply for graduation during registration for the last semester of courses at UNF. Deadlines are published in the course schedule booklet each semester.

**Major: History**  
**Track: European History With Thesis**  
**Degree: Master Of Arts**

**Prerequisites (03 SEMESTER HOURS)**

Craft of Historian or equivalent  
HIS 3051 3.0 G(6) Craft Of Histm

**Requisites (03 SEMESTER HOURS)**

1 elem statistics or equivalent  
STA

Students must demonstrate reading competence in one foreign language. The department will arrange an appropriate test.

**Major Requirements (30 SEMESTER HOURS)**

3 European history courses (5000 - 6000 level)  
EUH

1 European History Seminar  
EUH 6936 3.0 Seminar On Europ His

Directed readings will not substitute for the required seminars. Internships will not substitute for the seminar requirement.

4 Non-European history courses (5000 - 6000 level)  
Must include one 6000-level seminar if only one section of EUH 6936 is completed.

EUH 6935 - European History/Historians I & II are considered outside the area of concentration.

ASH/AMH/HIS/INR/LAH

Master's Thesis Research (5000 - 6000 LEVEL)  
At least 6 hours and no more than 15 hours required in HIS 6971.  
Continual enrollment in HIS 6971 (summer exempted) required.

HIS 6971 3.0 Thesis Research  
HIS 6971 3.0 Thesis Research

Only one section of HIS 6946 (Internship in History) will be permitted for a thesis program. Internships will not substitute for seminars. After course requirements have been completed, students will enroll in thesis research until the thesis is completed.

- \* Students under the thesis option will have two years following completion of regular course requirements to write and defend their thesis.
- \* Students who have not finished the thesis two years after completion of course work will be required to transfer to the non-thesis option and will have the third year for the additional course work and the comprehensive examination.
- \* The thesis advisor, always a historian, will be selected by the student in consultation with the graduate coordinator once two 6000 level seminars have been completed.
- \* Designation of official manuscript/footnote format for thesis, and for non-thesis papers: "Chicago Manual of Style," using footnotes rather than endnotes.
- \* An oral defense will be scheduled after the thesis has been approved by the committee. Committee members will conduct the defense, which may be attended by any member of the graduate faculty. After the defense, the student is responsible for fulfilling the university's requirements regarding the binding of the thesis and its delivery to the UNF library.
- \* All students must apply for graduation during registration for the last semester of courses at UNF. Deadlines are published in the course schedule booklet each semester.

**Major: History**  
**Track: United States History (Non-Thesis)**  
**Degree: Master Of Arts**

**Prerequisites** (03 SEMESTER HOURS)  
Craft of Historian or equivalent  
HIS 3051 3.0 G(6)Craft Of Histrn

**Requisites** (06 SEMESTER HOURS)  
Choose option I or II:

Option I:  
6 credit minor in another discipline. Consult advisor  
(i.e. literature, sociology, philosophy)

Option II:  
1 elementary statistics or equivalent  
STA

Foreign language:  
Students must demonstrate reading competence in one foreign  
language. The department will arrange an appropriate test.

**Major Requirements** (33 SEMESTER HOURS)  
4 Us History Courses (5000 - 6000 LEVEL)  
AMH

2 US Seminars  
AMH 6936 3.0 Sem In American Hist  
AMH 6936 3.0 Sem In American Hist

4 Non-US Courses (5000 - 6000 LEVEL)  
ASH/EUH/HIS/INR

1 Non-US Seminar (6000 LEVEL)  
ASH/EUH/HIS

Directed readings will not substitute for the required 6000-level seminars. Only 2 sections of HIS 6946 (Internship in History) will be permitted for non-thesis program. Internships will not substitute for seminars.

\* Two seminar or research papers of approximately 20-40 pages each must be written for two different faculty supervisors and must receive a grade of B or higher (B- will not count). Each supervising faculty member will read and grade the paper and will communicate the results to the student and the graduate coordinator. It is the student's responsibility to meet all of the specific research and writing requirements which are established by the faculty supervisor of each paper.

\* Designation of official manuscript/footnote format for thesis and non-thesis papers: "Chicago Manual of Style," using footnotes rather than endnotes.

\* Two faculty members from the student's field of concentration, selected by the student and the graduate coordinator, will prepare and administer a written examination. The three-hour essay examination will cover areas and topics represented by the student's course work in the field of concentration and will be graded either satisfactory or unsatisfactory. The two faculty examiners will communicate the results to the student and the graduate coordinator.

\* Non-thesis students will have two years following the completion of their course work to finish all of the non-thesis requirements.

\* All students must apply for graduation during registration for the last semester of courses at UNF. Deadlines are published in the course schedule booklet each semester.

**Major: History**  
**Track: United States History With Thesis**  
**Degree: Master Of Arts**

**Prerequisites** (03 SEMESTER HOURS)  
Craft of Historian or equivalent  
HIS 3051 3.0 G(6)Craft Of Histrn

**Requisites** (03 SEMESTER HOURS)  
Elementary statistics or equivalent  
STA

Foreign language:  
Students must demonstrate reading competency in one foreign  
language. The department will arrange an appropriate test.

**Major Requirements** (30 SEMESTER HOURS)  
(5000 - 6000 LEVEL)  
Three US history courses  
AMH

One US History Seminar  
AMH 6936 3.0 Sem In American Hist  
Directed readings will not substitute for the seminar.

4 Non-US History Courses (5000 - 6000 LEVEL)  
Must include one 6000 level seminar if only one section of  
AMH 6936 is completed.  
ASH/EUH/HIS/LAH/INR

Master's Thesis Research

At least 6 hours and no more than 15 hours required in HIS 6971.  
Continual enrollment in HIS 6971 is required. (summer exempt).

HIS 6971 3.0 Thesis Research  
HIS 6971 3.0 Thesis Research

One section of HIS 6946 (Internship in History) will be permitted for a thesis program. Internships will not substitute for seminars. After course requirements have been completed, students will enroll in thesis research until the thesis is completed

\* Students under the thesis option will have two years following completion of regular course requirements to write and defend their thesis.

\* Students who have not finished the thesis two years after completion of course work will be required to transfer to the non-thesis option and will have the third year for the additional course work and the comprehensive examination.

\* At least three graduate faculty members, two of them historians, shall serve on the thesis committee. The thesis advisor, always an historian, will be selected by the student in consultation with the graduate coordinator once two 6000 level seminars have been completed. Other committee members will be chosen by the student in consultation with the thesis advisor.

\* An oral defense will be scheduled after the thesis has been approved by the committee. Committee members will conduct the defense, which may be attended by any member of the graduate faculty. After the defense, the student is responsible for fulfilling the university's requirements regarding the binding of the thesis and its delivery to the UNF library.

\* All students must apply for graduation during registration for the last semester of courses at UNF. Deadlines are published in the course schedule booklet each semester.

## Department of Mathematics and Statistics Faculty

### Master of Science in Mathematical Sciences

**Scott H. Hochwald, Ph.D.**, Associate Professor  
and Chair

**Champak D. Panchal, Ph.D.**, Associate Professor and  
Graduate Coordinator

**Denis R. Bell, Ph.D.**, Professor

**Ping Sa, Ph.D.**, Professor

**Jingcheng Tong, Ph.D.**, Professor

**Faiz Al-Rubae, Ph.D.**, Associate Professor

**Adel N. Boules, Ph.D.**, Associate Professor

**Peter Braza, Ph.D.**, Associate Dean of the College  
of Arts and Sciences and Associate Professor

**Daniel Dreibelbis, Ph.D.**, Associate Professor

**Donna L. Mohr, Ph.D.**, Associate Professor

**Richard F. Patterson, Ph.D.**, Associate Professor

**Rama M. Rao, Ph.D.**, Associate Professor

**Pali Sen, Ph.D.**, Associate Professor

**Peter Wludyka, Ph.D.**, Associate Professor

**Mei-Qin Zhan, Ph.D.**, Associate Professor

**Michelle Dedeo-Lefkowitz, Ph.D.**, Assistant Professor

**Ognjen Milatovic, Ph.D.**, Assistant Professor

### Master of Science in Mathematical Sciences

Corresponding to the undergraduate mathematics and statistics programs, the degree program leading to a master of science in mathematical sciences is interdisciplinary, emphasizing the interrelationships among the disciplines represented. In addition to examining topics from each of mathematics and statistics, the student will select an area of concentration from one of these disciplines. The program is designed to provide the graduate with an understanding of the utility of the mathematical sciences, and to present the theory needed to make those applications meaningful.

**Admission** In addition to satisfying general UNF criteria for admission into a graduate program, students wishing to enter the mathematical sciences master's degree program must present GRE scores and must have completed the equivalent of an undergraduate degree program in the Department of Mathematics and Statistics at UNF. Applicants are expected to have an undergraduate GPA of at least 3.0 and a minimum of 1000 on the GRE. Otherwise-qualified students not satisfying the latter condition may be admitted after arranging with the graduate coordinator for a program that will remove the deficiencies.

**Graduate Advising** All newly admitted students to the Master of Science in Mathematical Sciences will meet with the Graduate Coordinator to map out their programs of study. Meetings are held each semester thereafter in order for the graduate coordinator to help the students select courses and discuss their progress toward the completion of degree requirements. Students who choose the thesis option will work with the graduate coordinator to form a thesis commit-

tee, which will guide the students through the process of conducting their research.

### Major: Mathematical Science

#### Track: Mathematics

#### Degree: Master Of Science

Special conditions on admissions:  
Mathematics track

Prerequisites		(33 SEMESTER HOURS)
MAC 2311	4.0	G(M) Calculus I
MAC 2312	4.0	G(M) Calculus II
MAC 2313	4.0	G(M) Calculus III
MAS 3105	4.0	G(M) Linear Algebra
MAA 4211	4.0	G(M) Adv Calculus I
MAA 4212	3.0	G(M) Adv Calculus II
MAP 2302	3.0	G(M) Ord Diff Equatns
STA 4321	4.0	G(M) Prob & Statistics
COP 2220	3.0	Intro To C

Major Requirements		(18 SEMESTER HOURS)
Mathematics Core		
MAS 6107	3.0	Adv. Linear Algebra
STA 6446	3.0	Probability
Statistics Core		
STA 6166	3.0	Statistical Mthds I
STA 6326	3.0	Math Statistics I
Computing Core		
MAD 6405	3.0	Numerical Analysis
MAP 6385	3.0	Scientific Computing

#### Major Electives (14 SEMESTER HOURS)

In one of the concentrations (to be selected in consultation with the graduate advisor). May include no more than 6 semester hours of thesis.

MAA 6417	3.0	Complex Analysis
MAA 6938	3.0	Top: Applied Analysis
MAP 6336	3.0	Ord Diff Equations
MAP 6345	3.0	Partl Diff Equations
MAP 6932	3.0	Topics: Optimization
MAS 6311	3.0	Abstract Algebra
MAS 6933	1-3	Topics In Algebra
MAS 6938	3.0	Top: Applied Algebra
MAT 5932	1-3	Spec Topics: Math Sci
MAT 6908	1-3	Dir Individual Study
MAT 6933	1-3	Spec Topics: Math Sci
MAT 6938	1-3	Seminar In Math
MAT 6971	1-3	Thesis

\* Students must apply to graduate by the published deadline during their final semester.

\* Grades of "B" or better are required in all graduate courses.

\* Grades of B or above are required in all courses (unless otherwise specified by the graduate committee).

\* A minimum of 32 semester hours are required for the degree.

\* All students must apply for graduation during registration for the last semester of courses at UNF. Deadlines are published in the course schedule booklet each semester.

**Major: Mathematical Science**  
**Track: Statistics**  
**Degree: Master Of Science**

Special conditions on admissions:  
 Statistics track

<b>Prerequisites</b>		<b>(24 SEMESTER HOURS)</b>
MAC 2311	4.0	G(M) Calculus I
MAC 2312	4.0	G(M) Calculus II
MAC 2313	4.0	G(M) Calculus III
MAS 3105	4.0	G(M)Linear Algebra
MAA 4211	4.0	G(M) Adv Calculus I
STA 4321	4.0	G(M)Prob & Statistics
COP 2220	3.0	Intro To C

Other undergraduate background:

<b>Major Requirements</b>		<b>(18 SEMESTER HOURS)</b>
Mathematics Core		
MAS 6107	3.0	Adv. Linear Algebra
STA 6446	3.0	Probability
Statistics Core		
STA 6166	3.0	Statistical Mthds I
STA 6326	3.0	Math Statistics I
Computing Core		
MAD 6405	3.0	Numerical Analysis
STA 6106	3.0	Stat Computing

**Major Electives** **(14 SEMESTER HOURS)**  
 Select one concentration (in consultation with the graduate advisor).  
 May include no more than 6 semester hours of thesis.

STA 6167	3.0	Statistical Mthds II
STA 6205	3.0	Design Of Experiment
STA 6226	3.0	Sampling
STA 6505	3.0	Categorical Data
STA 6707	3.0	Multivariate Mthds
STA 6908	1-3	Dir Individual Stu
STA 6932	1-3	Special Topics
STA 6938	1-3	Seminar:Statistics
STA 6940	1-3	Statistcl Consulting
STA 6971	1-3	Thesis

- \* Students must apply to graduate by the published deadline during their final semester.
- \* Grades of "B" or better are required in all graduate courses.
- \* Grades of B or above are required in all courses (unless otherwise specified by the graduate advisor).
- \* A minimum of 32 semester hours are required for the degree.
- \* All students must apply for graduation during registration for the last semester of courses at UNF. Deadlines are published in the course schedule booklet each semester.

**Department of Philosophy Faculty**

**Master of Arts in Practical Philosophy and Applied Ethics**

- Andrew Buchwalter, Ph.D.**, Associate Professor and Chair  
**Hans-Herbert Kögler, Ph.D.**, Associate Professor and Graduate Studies Coordinator  
**A. David Kline, Ph.D.**, Professor  
**John C. Maraldo, Ph.D.**, Professor  
**David E. W. Fenner, Ph.D.**, Associate Professor  
**Ellen Wagner, Ph.D.**, Associate Professor  
**Daniel J. Callcut, Ph.D.**, Assistant Professor  
**Jennifer A. Fisher, Ph.D.**, Assistant Professor  
**Allissa Hurwitz Swota, Ph.D.**, Assistant Professor

**Master of Arts in Practical Philosophy and Applied Ethics**

The Master of Arts (M.A.) in Practical Philosophy and Applied Ethics seeks to foster application of ethical and philosophical knowledge to concerns in social, political, economic, and cultural life. Its primary objective is to offer practically oriented but philosophically grounded expertise in ethics and normative theory generally. The program provides training in ethical decision-making, cultural understanding, and analytic reasoning needed to address the dilemmas that increasingly confront present and future professionals and policy makers as well as citizens generally. It also provides an excellent foundation for further graduate studies in philosophy. Two options are offered for meeting the MA requirements: a thesis option, recommended for students wishing to pursue a career in teaching, further graduate study, or specific training in the articulation of applied philosophy; and an internship option, which provides opportunity for immediate work in public and professional life. Both options are designed to ensure that graduates have a command of the basic disciplines of philosophy and a specialized knowledge of their applications in medicine, business, education, law or other areas of public life.

**Graduate Certificate in Applied Ethics**

The Graduate Certificate is designed for professionals and policy makers who wish to develop an expertise in ethics that is directly relevant to their working environment. It provides a valuable credential to those who, for example, serve on institutional ethics committee and compliance boards or seek advanced ethics training to meet licensure requirements.

**Admission Requirements for the MA in Practical Philosophy and Applied Ethics:**

- Applicants must submit
- a completed university application for admission;
  - a letter of application, including a statement of career goals and areas of interest;
  - \$30 application fee;
  - official undergraduate transcripts indicating earned baccalaureate or equivalent degree;
  - relevant transcripts of previous graduate training;

- a GPA of 3.0 or higher for the last two semesters (60 hours) of undergraduate course work;
  - official scores from the GRE, with a minimum combined verbal and quantitative score of 1000;
  - three letters of reference that speak to the candidate's ability to succeed at the graduate level;
- and
- a writing sample (10-15 pages).

Students transferring from other graduate programs may be awarded up to six credit hours of graduate study, subject to departmental review. Applicants need not have a prior degree in philosophy.

### Admission Requirements for the Graduate Certificate in Applied Ethics:

- a completed university application for admission;
- a letter of application, including a statement of career goals and areas of interest;
- official undergraduate transcripts indicating earned baccalaureate or equivalent degree;
- relevant transcripts of previous graduate training;
- three letters of reference that speak to the candidate's ability to succeed at the graduate level;

**Graduate Advising** All students in the M.A. program must meet with the graduate coordinator during the first term of graduate work to identify their program aims, plan their course of study, select an academic advisor, and discuss questions they may have about the program. The coordinator monitors the subsequent progress of each student and assists in selection of courses and faculty advisor(s). The graduate coordinator will also assist students in identifying, as appropriate, a thesis director and thesis committee members or an internship supervisor.

**Program Prerequisites** While students entering the program are not required to have a B.A. in philosophy, they are expected to have completed at least one undergraduate course in each of the following areas: logic, history of philosophy, and theoretical philosophy. Entering students who have not met this requirement will be expected to take courses in these areas on a remedial basis, which may involve up to nine credit hours of additional course work.

**General Program Requirements** *33 total hours* The thesis option requires 24 credit hours of core and specialized courses plus 9 hours of thesis writing, supervision and defense. The internship option requires 27 credit hours of courses plus 6 credit hours of internship work, including written report of findings.

### Major: Practical Philosophy and Applied Ethics Track: Practical Philosophy and Applied Ethics Degree: Master of Arts

#### Prerequisites

While students entering in the M.A. Program are not required to have a B.A. in philosophy, they are expected to have completed at least one undergraduate course in each of the following areas: logic, history of philosophy, and theoretical philosophy.

Entering students who have not met this requirement will be expected to take courses in these areas on remedial basis, which may involve up to nine credit hours of additional course work.

One course in logic  
One course in history of philosophy  
One course in theoretical philosophy

#### Major Requirements (18 SEMESTER HOURS)

Grades of "B" or above are required in all graduate courses.

#### Two Proseminar Courses

PHI 6937	3.0	Prosem Pract Philos
PHI 6938	3.0	Prosem Applied Ethic

#### One Ethical Theory

PHI 5605	3.0	Ethics
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#### One Intro Ethical Issues

PHI 5627	3.0	Ethics Sex Gender
PHI 5628	3.0	Business Ethics
PHI 5668	3.0	Ethics East West
PHI 5691	3.0	Environmental Ethics
PHI 5886	3.0	Ethics And Lit
PHI 6125	3.0	Ancient Greek Ethics

#### One Practical Philosophy

PHM 5105	3.0	Social Philosophy
PHM 5305	3.0	Political Philosophy
PHM 5365	3.0	Philos Of Democracy
PHM 5405	3.0	Philosophy Of Law
PHM 6345	3.0	Cont Political Phil
PHI 5808	3.0	Aesthetics
PHI 6405	3.0	Philos Of Science
PHI 6425	3.0	Philos Of Social Sci

#### One elective course

PHI PHH PHM PHP

#### Internships

(15 SEMESTER HOURS)

Internship or thesis

Option 1: 6 hours of internship plus 9 hours in specialized graduate courses.

PHI 6942	3-6	Internship Ap Ethics
PHI 6942	3-6	Internship Ap Ethics
PHI		

Option 2: 9 hours of thesis research/writing plus 6 hours in specialized graduate courses.

PHI 6971	3-9	Thesis
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Selected specialized graduate courses	
PHI 6936	3.0 Adv Selected Topics
PHI 5934	3.0 Selected Topics

Topics may include, but are not limited to, themes in ancient ethics, contemporary ethical theory, educational ethics, intercultural philosophy, theories of rationality, philosophy of psychiatry, philosophy of culture, philosophy of globalization, mental health ethics, and issues in biomedical or business ethics.

- \* grades of "B" or better are required in all graduate courses.
- \* a minimum of 33 hours is required for the degree.
- \* all students must apply for graduation during registration for the last semester of courses at UNF. (deadlines for graduation application are published online).

### **Requirements for the Graduate Certificate in Applied Ethics** Four courses (*12 total credit hours*)

One course in ethical theory:  
PHI 5XXX 3.0 Ethics

One proseminar course:  
PHI 6938 3.0 Methods in Applied Ethics

Two three credit hour electives in applied ethics:  
Jointly selected by the student and the Graduate Studies Coordinator

## **Department of Political Science and Public Administration Faculty**

### **Master of Public Administration**

**Theodore J. Stumm, Ph.D.**, Associate Professor and Chair

**J. Patrick Plumlee, Ph.D.**, Associate Professor and MPA Director

**Henry B. Thomas, DPA**, Associate Professor, Director, Florida Institute of Government, University of North Florida

**Mary O. Borg, Ph.D.**, Professor

**Anne H. Hopkins, Ph.D.**, Professor

**Ronald T. Libby, Ph.D.**, Professor

**Matthew T. Corrigan, Ph.D.**, Associate Professor

**Pamela A. Zeiser, Ph.D.**, Associate Professor

**Paul G. Harwood, Ph.D.**, Assistant Professor

**David M. Schwam-Baird, Ph.D.**, Assistant Professor

**Martin I. Edwards, J.D.**, Instructor

### **Master of Public Administration**

The mission of the Department of Political Science and Public Administration is to serve the State of Florida through excellent teaching, quality research, and the application of public affairs theory, knowledge, and best practice. The MPA program shares this mission, and is dedicated to supporting high quality administration in the public and not-for-profit sectors by preparing its graduates for effective performance and leadership in their chosen careers. The curriculum is

intended to enrich student understanding of the complex arrangements that constitute the modern public service and the not-for-profit sector, and to enable students to develop the skills and attitudes that contribute to effective program administration. For the student who already possesses significant government or not-for-profit experience, the program provides opportunities to gain new skills and to develop an enlarged perspective on public sector management.

Although the public administration degree is usually associated with a background in political science, students from any discipline or background, or at any stage in their careers, who are interested in public or not-for-profit employment or advancement are encouraged to consider the MPA program.

### **Overview of the MPA Program**

The program consists of a minimum of 42 credit hours of approved course work, not counting the required program prerequisite. The program is arranged in a common core of 27 semester hours (9 courses) that all students are required to take, combined with an additional 15 hours (5 courses) of electives, chosen in coordination with the MPA Director. Electives for the program consist of all MPA courses offered that are not designated as core courses. Other graduate courses in the university may be considered for meeting MPA elective requirements with the consent of the MPA Director.

Students fulfilling the requirements above will be classified as having a concentration or track in General Administration. Students who wish to specialize to a greater degree in the MPA program have the option of completing up to 12 hours of courses in any one of the following additional concentrations or tracks: Local Government Policy and Administration, Health Administration, or National Security Policy and Administration. The concentrations in Urban Policy and Administration or Health Administration, if selected, will substitute for the General Administration concentration. Students interested in pursuing the Urban Policy, Health Administration, or National Security tracks should notify the MPA advisor of their intentions early in their program.

For students without significant public or not-for-profit work experience, an internship consisting of a relevant work experience and three semester hours of course work may be required. These hours are equivalent to one elective in the program. The MPA Director will advise each student whether or not she or he has experience sufficient to waive the internship requirement. Students for whom the internship requirement is waived will be expected to take an elective course in lieu of the internship. All students must complete the required 42 hours of course work.

MPA students are expected to maintain at least a 3.0 GPA, and no student will be awarded an MPA degree unless the overall graduate average is 3.0 or higher.

## Admission Status

There are a variety of types of admission into the university for students who have completed Bachelor's degrees. In general, the MPA program advises that students should seek full admission as graduate students into the MPA program. However, post-baccalaureate status can be a useful option for a student interested in moving quickly into a program. Up to 9 hours earned in a post-baccalaureate status can be transferred to the MPA program. For an explanation of the differences among the types of admission status and the advantages of full admission over provision or post-baccalaureate status, refer to the discussion under "Types of Admission Status" in the Admissions section of this catalog, or consult with the MPA Program Director.

## Admission Requirements

Applicants must satisfy current Florida Board of Education requirements and the specific requirements of the Department of Political Science and Public Administration.

### 1. State-Mandated Admission Requirements:

- a. A baccalaureate degree from a regionally accredited college or university;
- b. GRE or GMAT scores;
- c. **One** of the following: (a) a GPA of 3.0 or higher for all work attempted as an upper level student, typically the last two years (60 semester hours) of undergraduate course work, or (b) a combined score of 1000 on the verbal and quantitative sections of the Graduate Record Examination (GRE), or (c) a graduate degree from an accredited institution.

**2. MPA Program Requirements:** Applicants must meet the general graduate admission requirements of the university listed above. MPA students must have a bachelor's degree from an accredited institution with a minimum GPA of 3.0 on the last 60 hours of undergraduate work. In addition, sufficiently high scores on either the GRE or GMAT are required. The combined score on the verbal and quantitative portions of the GRE must be sufficient to engender confidence that the student can successfully meet the academic requirements of a graduate program. In general, a combined score of 1000 or above on the verbal and math sections of the GRE will be sufficient to ensure admission. Alternatively, students may submit scores from the GMAT. Minimum scores for the verbal and quantitative components must be 30 and 29, respectively. However, lower GRE or GMAT scores, or a lower GPA, may be considered acceptable for admission if review of an applicant's overall academic record or work experience suggests that the applicant has the potential for success in the MPA program. Students with a GPA below the minimum or with GRE or GMAT scores below the minimum may be admitted fully or conditionally upon review of their applications by the MPA Director in consultation with the MPA Steering Committee. Conditional admission means that a student is allowed to take up to three MPA courses on a trial basis. If each of these courses are completed with a grade of "B" or better, the student's conditional status will be changed to that of a fully-admitted graduate student.

The MPA program requires that each applicant have completed at least one undergraduate course in American government or the American political system prior to admission to the program. Students are also expected to possess basic knowledge of computer applications such as word processing, spreadsheets, and using the Internet.

Each applicant is required to submit two letters of recommendation. These letters should be submitted directly to the MPA Director. These letters should be from persons familiar with the academic or work performance of the applicant. Applicants are also urged to arrange an admission interview with the MPA Director. This interview should be scheduled prior to the semester in which the applicant intends to begin the program.

## Internship Requirement

For students without significant public or not-for-profit work experience, an internship consisting of a relevant work experience and three semester hours of course work may be required. Designation of a student as a pre-professional (internship required) or as in-service (no internship required) will be made by the MPA Director, in consultation with the MPA Steering Committee in borderline cases. Internships will earn 3 credit hours per semester, with a maximum of 6 credits earned, and normally should not begin until 18 or more hours of graduate course work have been successfully completed. The MPA Director will designate the internship advisor for individual student internships. The internship should involve placement with a public or not-for-profit organization for approximately 15-20 hours of work per week, for a minimum of 15 weeks. In order to receive credit, the student must satisfy the work site requirements of the position, as well as satisfactorily complete an internship paper as directed by the MPA program internship supervisor.

## Capstone Requirement

The MPA program requires the successful completion of a capstone project. This project consists of a paper submitted to a committee of the MPA faculty, and an oral defense of that paper before that committee. **Students who do not complete the capstone project will not be awarded the MPA degree.** The capstone project is carried out as part of a two-part course sequence. The first part is PAD 6706, Research Design, which is generally taken in the semester prior to taking PAD 6066, Capstone Seminar. In PAD 6706, students are expected to choose a topic in collaboration with their capstone committee, and provide a completed prospectus to the committee by the end of the course. In PAD 6066, students are expected to complete their approved project and defend it by the end of classes for the term in which PAD 6066 is held. If a student does not complete the capstone project by the end of the term in which she or he took PAD 6066, then the student must register for PAD 6900, Directed Independent Study, for one credit hour with his or her capstone committee chair each semester (summer sessions excepted) until the project is completed.



## Graduate Advising

The MPA Director serves as advisor to all graduate students in the MPA program. Prospective and newly-admitted students should meet with the MPA Director to discuss program options, develop programs of study, and obtain advice on course selection. After admission, each student should contact the MPA Director at least once a semester to check on their progress in the program, and to receive advice on course availability and options.

## Admission Sequence

1. Prospective students arrange to have their transcripts and their GRE scores sent to the university Admissions Office. If the applicant has not taken the GRE, he or she should arrange to do so at an early date.
2. Prospective students must complete the university's application forms and indicate a desire to be admitted into the MPA program.
3. Once the Admissions Office receives the applicants transcripts and GRE scores, an Admissions Office will forward a Graduate Referral to the MPA Director, who will make the final decision regarding the applicant's acceptance and inform the Admissions Office.
4. The Admissions Office will then send a letter to the applicant, informing him or her of the MPA Director's decision.
5. Students should contact the MPA Director soon after receiving their letters to verify their intent to enroll in the program, and to receive further guidance concerning their program of study.

## Major: Public Administration Track: General Administration Degree: Master of Public Administration

### Prerequisites (03 SEMESTER HOURS)

One undergrad course in American Govt or Amer Political System  
POS 2041 3.0 Intro American Gov

### Core Requirements (27 SEMESTER HOURS)

Each student is required to defend a research paper written in conjunction with the two course capstone sequence, PAD 6066 and 6706. Note: PAD 5700 is a prerequisite for PAD 6706, PAD 6066, and PUP 6007. PAD 6706 is a prerequisite for PAD 6066.

PAD 5700 3.0 Pub Adm Rsrch Meth  
PAD 6706 3.0 Research Design  
PAD 6060 3.0 Pub Admn/Modrn Socty  
PAD 6066 3.0 Capstone Seminar  
Prereq: requires permission of MPA Director  
PAD 6106 3.0 Admin Behvr Pub Orgn  
PAD 6227 3.0 Govmt Budgt/Finance  
PAD 6417 3.0 Public Personnel Adm  
PAD 6436 3.0 Ethics Administrat

Select 1 from the following:

PUP 6006 3.0 Public Prog Eval  
PUP 6007 3.0 Policy Analysis

### Major Electives (5000 - 6000 LEVEL) (15 SEMESTER HOURS)

Select 5 general administration courses approved by the MPA Director. These will normally be departmental courses but in special circumstances, graduate courses in other University programs may be acceptable.

-or-

If a student is designated as a pre-professional student, an internship may be required. The internship course will count as one of the five required elective courses. Designation will be made by the MPA Director, in consultation with the MPA Steering Committee.

PAD 5385 3.0 Plcy Frmtn/Implmntn  
PAD 5605 3.0 Administrative Law  
PAD 6021 3.0 Case Stud/Pub Admini  
PAD 6053 3.0 Issues In Public Mgt  
PAD 6207 3.0 Municipal Fin Admin  
PAD 6447 3.0 Gov/Minority Rltns  
PAD 6612 3.0 Regulatory Admin  
PAD 6807 3.0 Urban Administration  
PAD 6900 1-4 Dir Indep Study  
Prereq: requires permission of MPA Director  
PAD 6934 2-6 Spec Top:Public Adm  
PAD 6946 3.0 Internship/Pub Admin  
Prereq: requires permission of MPA Director  
POS 6095 3.0 Intergovtmntl Reltns  
POS 6158 3.0 Polit/Policy Loc Gov  
URP 6058 3.0 Urn Regnl Planning

\* Students may select courses in graduate programs other than the MPA Program with the approval of the MPA Director. Students selecting this option must meet the prerequisites or other requirements of the program they are considering.

\* Students from the UNF undergraduate MPA Fast Track Program who have successfully met the admission requirements of the MPA Program are not required to take PAD 6060. They must take the remainder of the MPA core but are further required to take only three electives, for a total of 33 hours of graduate course work

\* MPA students must meet the minimum graduation requirements for Master's degree students at the university. In addition, grades of "B" or above are required in at least 8 of the 9 required core courses in order to graduate in the program.

\* All students must apply for graduation during registration for the last semester of courses in the program. Deadlines are published on the web each semester.

\* If a student does not complete the capstone project by the end of the term in which she or he took PAD 6066, then the student must register for PAD 6900, Directed Independent Study for one credit hour with his or her capstone committee chair each semester (summer sessions excepted) until the project is complete.

**Major: Public Administration**  
**Track: Health Administration**  
**Degree: Master of Public Administration**

**Prerequisites (03 SEMESTER HOURS)**

One undergrad course in American Govt or Amer Political System  
 POS 2041 3.0 Intro American Gov

**Core Requirements (27 SEMESTER HOURS)**  
**(5000 - 6000 LEVEL)**

Each student is required to defend a research paper written in conjunction with the two course capstone sequence, PAD 6706 & PAD 6066.

Note: PAD 5700 is a prerequisite for PAD 6706, PAD 6066 and PUP 6007. PAD 6706 is a prerequisite for PAD 6066.

PAD 5700 3.0 Pub Adm Rsrch Meth  
 PAD 6706 3.0 Research Design  
 PAD 6060 3.0 Pub Admn/Modrn Socty  
 PAD 6066 3.0 Capstone Seminar  
 Prereq: requires permission of MPA Director  
 PAD 6106 3.0 Admin Behvr Pub Orgn  
 PAD 6227 3.0 Govmt Budgt/Finance  
 PAD 6417 3.0 Public Personnel Adm  
 PAD 6436 3.0 Ethics Administrat

Select 1 course from the following:

PUP 6006 3.0 Public Prog Eval  
 PUP 6007 3.0 Policy Analysis

**Major Requirements (12 SEMESTER HOURS)**  
**(5000 - 6000 LEVEL)**

Health Administration

Select 4 of the following:

HSA 5177 3.0 Health Care Finance  
 HSA 6116 3.0 Hlth Orgnztn/Delivry  
 HSA 6126 3.0 Managed Health Care  
 HSA 6435 3.0 Health Economics  
 HSA 6758 3.0 Quality Mgt Hea Care  
 HSA 6905 3.0 Health Policy

**Major Electives (5000 - 6000 LEVEL) (03 SEMESTER HOURS)**

Select 1 additional general administration major elective course approved by the MPA Director. These normally will be departmental courses, but in special circumstances, graduate courses in other university programs may be acceptable.

-or-

If a student is designated as a pre-professional student, an internship may be required. The internship course will count as the required elective course. Designation will be made by the MPA Director, in consultation with the MPA Steering Committee.

PAD 5385 3.0 Plcy Frmtn/Implmntn  
 PAD 5605 3.0 Administrative Law  
 PAD 6021 3.0 Case Stud/Pub Admini  
 PAD 6053 3.0 Issues In Public Mgt  
 PAD 6207 3.0 Municipal Fin Admin  
 PAD 6447 3.0 Gov/Minority Rltns  
 PAD 6612 3.0 Regulatory Admin  
 PAD 6807 3.0 Urban Administration  
 PAD 6900 1-4 Dir Indep Study  
 Prereq: requires permission of MPA Director

PAD 6934 2-6 Spec Top:public Adm  
 PAD 6946 3.0 Internship/Pub Admin  
 Prereq: requires permission of MPA Director  
 POS 6095 3.0 Intergovtmntl Reltns  
 POS 6158 3.0 Polit/Policy Loc Gov  
 URP 6058 3.0 Urn Regnl Planning

- \* Students choosing the Health Administration track may “not” select any additional courses in graduate programs other than the MPA Program. Students selecting this option must meet the prerequisites or other requirements of the College of Health and the Health Administration Program.
- \* Students from the UNF Undergraduate MPA Fast Track Program who have successfully met the admission requirements of the MPA Program are not required to take PAD 6060. They must take the remainder of the MPA Core but are further required to take only three electives, for a total of 33 hours of graduate course work.
- \* MPA students must meet the minimum graduation requirements for Master’s degree students at the university. In addition, grades of “B” or above are required in at least 8 or the 9 required core courses in order to graduate in the program.
- \* All students must apply for graduation during registration for the last semester of courses in the program. Deadline dates are published on the web each semester.
- \* If a student does not complete the capstone project by the end of the term in which she or he took PAD 6066, then the student must register for PAD 6900, Directed Independent Study for one credit hour with his or her capstone committee chair each semester (summer sessions excepted) until the project is complete.

**Major: Public Administration**  
**Track: Local Government Policy and Administration**  
**Degree: Master of Public Administration**

**Prerequisites (03 SEMESTER HOURS)**

One undergrad course in American Govt or Amer Political System  
 POS 2041 3.0 Intro American Gov

**Core Requirements (27 SEMESTER HOURS)**  
**(5000 - 6000 LEVEL)**

Each student is required to defend a research paper written in conjunction with the two course capstone sequence, PAD 6706 & PAD 6066.

Note: PAD 5700 is a prerequisite for PAD 6706, PAD 6066, and PUP 6007. PAD 6706 is a prerequisite for PAD 6066.

PAD 5700 3.0 Pub Adm Rsrch Meth  
 PAD 6706 3.0 Research Design  
 PAD 6060 3.0 Pub Admn/Modrn Socty  
 PAD 6066 3.0 Capstone Seminar  
 Prereq: requires permission of MPA Director  
 PAD 6106 3.0 Admin Behvr Pub Orgn  
 PAD 6227 3.0 Govmt Budgt/Finance  
 PAD 6417 3.0 Public Personnel Adm  
 PAD 6436 3.0 Ethics Administrat

Select 1 course from the following:

PUP 6006 3.0 Public Prog Eval  
 PUP 6007 3.0 Policy Analysis

**Major Requirements (12 SEMESTER HOURS)**  
**(5000 - 6000 LEVEL)**

Local government policy and administration

Select 4 courses

PAD 5385 3.0 Plcy Frmtn/Implmntn  
 PAD 6207 3.0 Municipal Fin Admin  
 PAD 6807 3.0 Urban Administration

POS 6095	3.0	Intergovtmntl Reltns
URP 6058	3.0	Urn Regnl Planning

**Major Electives (5000 - 6000 LEVEL) (03 SEMESTER HOURS)**

Select 1 additional general administration elective approved by the MPA Director. These will normally be departmental courses but in special circumstances, graduate courses in other university program are acceptable.

-or-

If a student is designated as a pre-professional student, an internship may be required. The internship course will count as the required elective course. Designation will be made by the MPA Director, in consultation with the MPA Steering Committee.

PAD 6066, PAD 6900 and PAD 6946 require permission of the MPA Director.

PAD 5385	3.0	Pcly Frmtn/Implmntn
PAD 5605	3.0	Administrative Law
PAD 6021	3.0	Case Stud/Pub Admini
PAD 6053	3.0	Issues In Public Mgt
PAD 6207	3.0	Municipal Fin Admin
PAD 6447	3.0	Gov/Minority Rltns
PAD 6612	3.0	Regulatory Admin
PAD 6900	1-4	Dir Indep Study
Prereq: requires permission of MPA Director		
PAD 6934	2-6	Spec Top:Public Adm
PAD 6946	3.0	Internship/Pub Admin
Prereq: requires permission of mpa director		
POS 6095	3.0	Intergovtmntl Reltns
POS 6158	3.0	Polit/Policy Loc Gov
URP 6058	3.0	Urn Regnl Planning

\* Students may also select as electives any course in an area of concentration other than their own with the approval of the MPA Director and MPA Steering Committee.

\* Students from the UNF Undergraduate MPA Fast Track Program who have successfully met the admissions requirements of the MPA Program are not required to take PAD 6060. They must take the remainder of the MPA Core but are further required to take only three electives, for a total of 33 hours of graduate course work.

\* MPA students must meet the minimum graduation requirements for masters degree students at the university. In addition, grades of "B" or above are required in at least 8 of the 9 required core courses in order to graduate in the program.

\* All students must apply for graduation during registration for the last semester of courses in the program. Deadlines are published on the web each semester.

\* If a student does not complete the capstone project by the end of the term in which she or he took PAD 6066, then the student must register for PAD 6900, Directed Independent Study for one credit hour with his or her capstone committee chair each semester (summer sessions excepted) until the project is complete.

**Major: Public Administration**  
**Track: National Security Policy and Administration**  
**Degree: Master of Public Administration**

This concentration is open only to persons who are enrolled simultaneously in both the UNF MPA Program and the Naval War College Nonresidential Seminar Program or who have completed the NWC Program prior to acceptance in the UNF MPA Program.

**Core Requirements (27 SEMESTER HOURS)**

Each student is required to defend a research paper written in conjunction with the two course capstone sequence, PAD 6706 & PAD 6066.

Note: PAD 5700 is a prerequisite for PAD 6706, PAD 6066, and PUP 6007. PAD 6706 is a prerequisite for PAD 6066.

PAD 5700	3.0	Pub Adm Rsrch Meth
PAD 6706	3.0	Research Design
PAD 6060	3.0	Pub Admn/Modrn Socty
PAD 6066	3.0	Capstone Seminar
Prereq: requires permission of mpa director		
PAD 6106	3.0	Admin Behvr Pub Orgn
PAD 6227	3.0	Govmt Budgt/Finance
PAD 6417	3.0	Public Personnel Adm
PAD 6436	3.0	Ethics Administrat

Select 1 course from the following:

PUP 6006	3.0	Public Prog Eval
PUP 6007	3.0	Policy Analysis

**Major Requirements (03 SEMESTER HOURS)**

National Security Policy & Administration Track students must transfer 9-15 hours from the Naval War College Nonresidential Seminar Program in order to meet the 42 hour MPA graduation requirement.

Select any two of the following courses if 9 hours are transferred from the Naval War College.

Select any one of the following courses if 12 hours are transferred from the Naval War College.

(note: PAD 6066, PAD 6900 and PAD 6946 require permission of the MPA Director).

PAD 5385	3.0	Pcly Frmtn/Implmntn
PAD 5605	3.0	Administrative Law
PAD 6021	3.0	Case Stud/Pub Admini
PAD 6053	3.0	Issues In Public Mgt
PAD 6207	3.0	Municipal Fin Admin
PAD 6447	3.0	Gov/Minority Rltns
PAD 6612	3.0	Regulatory Admin
PAD 6807	3.0	Urban Administration
PAD 6900	1-4	Dir Indep Study
Prereq: requires permission of MPA Director		
PAD 6934	2-6	Spec Top:Public Adm
PAD 6946	3.0	Internship/Pub Admin
Prereq: requires permission of MPA Director		
POS 6095	3.0	Intergovtmntl Reltns
POS 6158	3.0	Polit/Policy Loc Gov
URP 6058	3.0	Urn Regnl Planning

\* Students may also select courses in graduate programs other than the MPA Program with the approval of the MPA Director. Students selecting this option must meet the prerequisites or other requirements of the program they are

considering.

\* MPA students must meet the minimum graduation requirements for master's degree students at the university. In addition, grades of "B" or above are required in at least 8 or the 9 required core courses in order to graduate in the program.

\* All students must apply for graduation during registration for the last semester of courses in the program. Deadlines are published on the web each semester.

\* If a student does not complete the capstone project by the end of the term in which she or he took PAD 6066, then the student must register for PAD 6900, Directed Independent Study for one credit hour with his or her capstone committee chair each semester (summer sessions excepted) until the project is complete

## Department of Psychology Faculty 620-2807

### Master of Arts in Counseling Psychology Master of Arts in General Psychology

**Minor H. Chamblin, Ph.D.**, Associate Professor  
and Chair

**Linda A. Foley, Ph.D.**, Professor

**Iver H. Iversen, Ph.D.**, Professor

**J. Jurek Karylowski, Ph.D.**, Professor

**Christopher T. Leone, Ph.D.**, Professor and  
Coordinator of the MAGP program

**Rebecca A. Marcon, Ph.D.**, Professor

**Susana P. Urbina, Ph.D.**, Professor

**John Eisler, Ph.D.**, Associate Professor

**Michael J. Herkov, Ph.D.**, Associate Professor and  
Coordinator of the MACP program

**Randall J. Russac, Ph.D.**, Associate Professor

**Susan Borsky, Ph.D.**, Assistant Professor

**C. Dominik Güss, Ph.D.**, Assistant Professor

**Lori Y. Lange, Ph.D.**, Assistant Professor

**Susan Perez, Ph.D.**, Assistant Professor

**F. Dan Richard, Ph.D.**, Assistant Professor

**Ma. Teresa Tuason, Ph.D.**, Assistant Professor

**Dongyuan Debbie Wang, Ph.D.**, Assistant Professor

**Gabriel Ybarra, Ph.D.**, Assistant Professor

### Master of Arts in Counseling Psychology

The master of arts in counseling psychology (MACP) program is designed to prepare students to practice in the emerging professional roles of a master's level practitioner. The program emphasizes the development of counselor-client communication skills, both verbal and non-verbal, and stresses the importance of supporting those skills with didactic and experiential training.

Within the MACP program the following objectives are proposed:

1. To strengthen scientific competency in research design, analysis, and evaluation in psychological counseling;

2. To increase knowledge and understanding of methods of evaluating individual psychological functions, such as

intelligence and personality, with emphasis on their applications, validity, and limitations as applied in professional settings;

3. To develop communication skills that would enable the counselor to help the client(s) function more effectively;

4. To provide the counselor with the skills to meet the psychologically related educational and preventive needs of the client and the community.

**Program** The MACP program consists of 60 credit hours of study in psychology. Included in the program are a practicum requirement and a thesis option. Upon completion of both the MACP program and an ethics class, the academic requirements for a mental health counselor license will have been met.

**Admission** For admission consideration, each student's complete application including receipt of all transcripts, GRE scores, autobiographical statement and letters of recommendation should be available to the coordinator of graduate studies before March 1. The psychology department intends to extend offers to prospective candidates by April 1. These candidates will have two weeks to notify the psychology department regarding acceptance of our offers.

In addition to the basic university requirements for graduate admission, the following special requirements are necessary for admission consideration to the MACP program:

1. Scores on the GRE (verbal and quantitative sections);

2. An autobiographical statement in which you: (a) provide a brief personal/family history; (b) discuss the major milestone events and turning points in your life and how they may relate to your desire to become a counseling psychologist; (c) review any personal counseling or psychotherapy experiences you have had and indicate how these may have influenced your personal and professional development; and (d) explain why you want to become a professional in counseling psychology.

In addition to this autobiographical material, your statement should include: (a) a review of all your relevant work experiences; (b) a declaration of whether you are applying for admission as a part-time or full-time student; (c) the type of employment (if any) you expect to have while you are a student; and (d) the number of hours per week you expect to work.

You should close your essay by: (a) discussing your views on the role of science and religion in counseling psychology; (b) indicating how your views on these issues may influence your behavior as a professional counselor; and (c) sharing your reaction to the program's expectation that you self-disclose personal reactions and information to classmates during counseling courses.;

3. Two letters of reference from faculty members and/or employers which recommend the suitability of the applicant for graduate study and a profession in counseling psychology;

4. One of the following:

a) At least 9 semester hours in psychology from an approved institution, including the following courses: research methods or experimental psychology, personality theories or abnormal psychology, and an elective;

(Note: Acceptable equivalents will be considered if requested in writing by the applicant; the course requirements may be satisfied by completing the course work at an approved college-level institution with a GPA of 2.0 or better or by earning a satisfactory score on the appropriate College Level Examination Program (CLEP) test or on the appropriate advanced placement program test).

b) A score at the 50th percentile or higher on the Psychology Test of the GRE.

5. The student may be required to have a personal interview prior to final admission.

For more information on the master of arts in counseling psychology program, call or write the psychology department and request an information packet.

Students who are not selected for the program may request a review of their qualifications from the dean of the College of Arts and Sciences. A request for review must be made in writing and contain additional information beyond that already submitted.

**Retention** The record of any student who receives a grade of C or lower will be referred automatically to the graduate coordinator for review of the desirability of the student's continuation in the program.

**Graduate Advising** All newly admitted students in the MAGP and MACP programs will first meet with their respective Graduate Coordinators at the annual orientation prior to the beginning of the Fall semester. After the first semester of graduate study, students in the MAGP program meet with their Graduate Coordinator to form his/her own graduate committee, which will then direct the student through the rest of the program. Students in the MACP program meet with the Graduate Coordinator, who remains their advisor, each semester to discuss their program of study.

**Major: Counseling Psychology**  
**Track: Counseling Psychology**  
**Degree: Master Of Arts Counseling Psychology**

**Prerequisites (09 SEMESTER HOURS)**

1 research method or experimental psychology	
PSY 3214	3.0 Research Methods Psy
PSY 3214 L	1.0 Research Methods Lab
PSY 4304 C	4.0 Psychological Testng
EXP 3540 C	4.0 Exptml Cognitive Psy
SOP 3210 C	4.0 Expermtl Social Psy
EAB 3013 C	4.0 Exptl Ana Behvr/Lab
EXP 3703 C	4.0 Comp Appl Psycho Res

Choose 1:

CLP 4143	3.0 Psy Of Abnormal Behr
PPE 4004	3.0 Personality Theories

1 4000 Level Psych Elective

CLP/EAB/EXP/DEP/INP/PCO/PPE/PSY/SOP

**Major Requirements (54 SEMESTER HOURS)**

PCO 6317 C	4.0 Ind Eval & Assess
PSY 6216	3.0 Resrch/Program Eval
CLP 6166	3.0 Psychopathology
PCO 6406 C	3.0 Cnslng Theory/Pract
PCO 6407 C	4.0 Group Theories
PCO 6408 C	3.0 Found Men Hlth Cnslg
CLP 6459	3.0 Princ Of Sex Therapy
DEP 6055	3.0 Human Development
PCO 6943	1-9 Internship
PCO 6051	3.0 Cnslng Commun Setng
PCO 6869	3.0 Ethical/Legal Issues
PCO 6311	3.0 Psy Subs Abuse/Addic
PCO 6939 AA	3.0 Sem:Cog Therapy
PCO 6939 AB	3.0 Sem:Marr/Fam Thrpy
PCO 6271	3.0 Soc/Cul Fndns Cnslng
PCO 6531	3.0 Career/Lifest Assess

**Major Electives (03 SEMESTER HOURS)**

Select 3 or 4 hours

PPE 6466	3.0 Adv Prsnlty Theories
SOP 6069	3.0 Adv Social Psych
PSY 6910	3.0 Supervised Research
CLP 6441 C	4.0 Individ Intel Tstng
CLP 6445 C	4.0 Indiv Personal Tstng
PSY 6931	1-3 Special Topics

Or 6 Hours

PSY 6971 A	3.0 Thesis
PSY 6971 B	3.0 Thesis

\* Grades of B or above are required in all courses.

\* A minimum of 60 semester hours are required for the degree (in addition to any necessary prerequisites).

\* All students must apply for graduation during registration for the last semester of courses at UNF. Deadlines are published in the course schedule booklet each semester.

\* The record of any student who receives a grade of "C" or lower will be referred automatically to the graduate coordinator for review of the desirability of the student's continuation in the program.

**Master of Arts in General Psychology** The master of arts in general psychology (MAGP) is a broad based, research-oriented program intended to equip students with the critical skills and knowledge necessary for continued occupational and educational advancement in fields related to psychology. The program consists of course work designed around a core curriculum of statistics, research design, substantive areas of psychology and a research based thesis. Depending upon the particular sequence of courses and research experiences selected, students completing the program would be qualified: (1) to go on to further graduate work at universities offering a Ph.D. in psychology; (2) to find employment in jobs requiring expertise in such applied endeavors as product development; and/or (3) to work as human factors and evaluation research specialists in government, community agencies and industry.

**Admission** For admission consideration, each student's complete application including receipt of all transcripts, GRE scores, autobiographical statement and letters of recommendation should be available to the coordinator of graduate studies before June 1.

In addition to the basic university requirements for graduate admission, the following special requirements are necessary for admission consideration to the MAGP program:

1. Scores on the GRE (verbal and quantitative sections);
2. A letter written by the applicant to the coordinator of graduate studies stating reasons for seeking admission to this program and professional career objectives;
3. Two letters of reference from faculty members and/or employers which recommend the suitability of the applicant for graduate study and a profession in general psychology;
4. One of the following:
  - a) At least 9 semester hours in psychology from an approved institution, including the following courses: research methods or experimental psychology, personality theories or abnormal psychology, and an elective;

(Note: Acceptable equivalents will be considered if requested in writing by the applicant; the course requirements may be satisfied by completing the course work at an approved college-level institution with a GPA of 2.0 or better or by earning a satisfactory score on the appropriate College Level Examination Program (CLEP) test or on the appropriate advanced placement program test.)

b) A score at the 50th percentile or higher on the Psychology Test of the GRE.

5. The student may be required to have a personal interview prior to final admission.

For more information on the master of arts in general psychology program, call or write the psychology department and request an information packet.

Students who are not selected for the program may request a review of their qualifications from the dean of the College of Arts and Sciences. A request for review must be made in writing and contain additional information beyond that already submitted.

**Major: General Psychology**  
**Track: General Psychology**  
**Degree: Master Of Arts**

**Prerequisites (09 SEMESTER HOURS)**

1 Research Method Or Experimental		
PSY 3214	3.0	Research Methods Psy
PSY 3214 L	1.0	Research Methods Lab
PSY 4304 C	4.0	Psychological Testng
EXP 3540 C	4.0	Exptml Cognitive Psy
SOP 3210 C	4.0	Expermtl Social Psy
EAB 3013 C	4.0	Exptl Ana Behvr/Lab
EXP 3703 C	4.0	Comp Appl Psycho Res

Choose 1:

CLP 4143	3.0	Psy Of Abnormal Behr
PPE 4004	3.0	Personality Theories

1 4000 Level Psych Elective

CLP/EAB/EXP/DEP/INP/PCO/PPE/PSY/SOP

**Major Requirements (37 SEMESTER HOURS)**

DEP 6055	3.0	Human Development
EXP 6506	3.0	Learning & Cognition
PPE 6466	3.0	Adv Prsnlty Theories
PSY 6217	4.0	Rsrch Desgn/Analysis
SOP 6069	3.0	Adv Social Psych
PSY 6910	3.0	Supervised Research
PSY 6910	3.0	Supervised Research
PSY 6937	1.0	Collqum:Psy Rsrch
PSY 6937	1.0	Collqum:Psy Rsrch
PSY 6937	1.0	Collqum:Psy Rsrch
PSY 6971 A	3.0	Thesis
PSY 6971 B	3.0	Thesis
STA 5126	3.0	Stat Methods/Soc Sci

1 Psych Elective (5000 - 6000 LEVEL)

CLP/EAB/EXP/DEP/INP/PCO/PPE/PSY/SOP

- \* Grades of B or above are required in all courses.
- \* A minimum of 37 semester hours are required for the degree (in addition to any necessary prerequisites).
- \* All students must apply for graduation during registration for the last semester of courses at UNF. Deadlines are published in the course schedule booklet each semester.
- \* The record of any student who receives a grade of "C" or lower will be referred automatically to the graduate coordinator for review of the desirability of the student's continuation in the program.

**Retention** Retention rules are the same as in the Master of Arts in Counseling Psychology program.

**Department of Sociology, Anthropology and  
Criminal Justice Faculty 620-2850**

**Master of Science in Criminal Justice  
Master of Science in Applied Sociology**

**Michael A. Hallett, Ph.D.**, Associate Professor and  
Interim Chair

**Glenn Coffey, Ph.D.**, Assistant Professor

**Eddie L. Collins, Ph.D.**, Assistant Professor

**Rosa De Jorio, Ph.D.**, Associate Professor

**Harriet Howe, Ph.D.**, Visiting Assistant Professor

**David Jaffee, Ph.D.**, Associate Dean of the College of  
Arts and Sciences and Professor

**Ronald Kephart, Ph.D.**, Associate Professor

**S. Kumar Kuthiala, Ph.D.**, Associate Professor

**Ronald A. Lukens-Bull, Ph.D.**, Associate Professor

**Charles E. Owens, Ed.D.**, Professor

**Krista E. Paulsen, Ph.D.**, Assistant Professor

**Richard D. Phillips, Ph.D.**, Assistant Professor

**Gordon Rakita, Ph.D.**, Assistant Professor

**Christine E. Rasche, Ph.D.**, Associate Professor  
and MSCJ Director

**Adam Shapiro, Ph.D.**, Associate Professor and  
Sociology Graduate Coordinator

**Elizabeth Stearns, Ph.D.**, Assistant Professor

**Stanley L. Swart, Ph.D.**, Associate Professor

**Robert L. Thunen, Ph.D.**, Assistant Professor

**Jeffry Will, Ph.D.**, Associate Professor

**Master of Science in Criminal Justice**

Criminal Justice education is one of the most rapidly emerging disciplines in higher education today. The problem of crime has become a major national concern, generating wide recognition that highly educated professionals are needed to work in the various agencies and institutions which respond to this problem. Careers in the field increasingly require advanced degrees or other professional development.

The Master of Science in Criminal Justice (MSCJ) at UNF provides an opportunity for advanced academic work in this expanding field of study. As a discipline, criminal justice draws together all the social and behavioral sciences, natural sciences, mathematical and computer sciences, history, law and jurisprudence to focus on the problem of crime in society. The graduate program at UNF builds upon the unifying multidisciplinary nature of the field it seeks to address.

Furthermore, the program at UNF is vitally concerned with theory, practice and research, based on the firm conviction that none of these can stand alone. Sound practice requires a strong theoretical and research base, while advances in theory and research arise from the realities of practice. The MSCJ program emphasizes the acquisition of professional skills that will permit students to keep abreast of new theory, research and practice in the field long after they have completed their formal studies.

**Graduate Advising** All applicants for the MSCJ will first work with the Graduate Director to develop their initial programs of study. Eventually, students selecting the thesis or practicum options will work with the Graduate Director and the faculty to develop his/her own Graduate Committee, which will then direct the student through the completion of the Exit Requirement.

**Admission** To be considered for admission to the MSCJ program, the applicant must submit the required documentation to the UNF Office of Admissions and then submit the following to the MSCJ Program Director:

1. A letter formally requesting admission to the program. This letter should include a brief discussion of the student's:
  - a) academic and relevant employment experiences;
  - b) career goals;
  - c) areas of chief interest in the field;
  - d) reasons for seeking the MSCJ degree.
2. Two (2) or more letters of recommendation from responsible persons with graduate education who can attest to the student's ability to do graduate work and to pursue an advanced career in the criminal justice field.
3. Evidence that the required program prerequisites have been satisfactorily completed, and evidence of the student's status with regard to program co-requisites. College transcripts will normally satisfy this requirement.

Ordinarily, students should submit these materials to the Program Director at least two (2) months prior to anticipated enrollment. Students are urged to make application to the program through the MSCJ Program Director at the same time materials are submitted to the university. Students may enroll in courses, especially prerequisite or co-requisite courses, prior to official graduate admission; this can be done with permission of the MSCJ Program Director.

Students failing to meet University or Program requirements may petition the University through the Program Director for an "exceptional admission." Admission on an exceptional basis places the student on probationary status pending satisfactory completion of specified graduate courses.

**Program Prerequisites** Students entering into advanced study at the graduate level are expected to be familiar with the basics of the discipline. Prerequisite requirements for the MSCJ include successful completion of courses in both (1) undergraduate statistics or social science research methods, and (2) undergraduate criminological theory, or their equivalents.

Students with limited background in criminal justice are encouraged to apply to the MSCJ, but will be expected to prepare for advanced MSCJ courses upon entering the program. Students must complete any needed prerequisites within the first nine hours of graduate course work.

**Co-requisite Requirements** Students admitted to the MSCJ program lacking computer literacy will be required to complete an appropriate graduate computer literacy course as designated by the faculty.

Students admitted to the MSCJ program lacking undergraduate course work in criminal law or criminal justice systems are required to complete the graduate course in "Criminal Law and Procedure in Criminal Justice Systems."

Students needing one or both co-requisites may complete these requirements as part of their elective hours.

**Major: Criminal Justice**  
**Track: Criminal Justice**  
**Degree: Master of Science**

**Prerequisites (06 SEMESTER HOURS)**

Prerequisites must be completed within the first 9 hours of graduate course work.

1. At least one general social science research methods or statistics course, although both are strongly recommended.

SYA 3300 3.0 Logic Of Inquiry  
 STA 2014 3.0 G(M)Elem Sta-Hlth/SS

2. Undergraduate criminological theory or intro crim w/theory

CCJ 3603 3.0 Explanations/Crime

**Corequisites (03 SEMESTER HOURS)**

CJL 5120 3.0 Crim Law And CJ Sys

Evidence of computer literacy:

**Major Requirements (12 SEMESTER HOURS)**

CCJ 6059 3.0 Adv Crim Theory  
 CCJ 6605 3.0 Deviance Process  
 CCJ 6706 3.0 Quan Resch Methods  
 CCJ 6709 3.0 Qual Resch Methods

**Exit Requirement (06 SEMESTER HOURS)**

Select from thesis or non-thesis options (non-thesis option requires written comprehensive examination.)

A. Thesis option (must take 6 hours)

CCJ 6974 3-6. Thesis/Demo Project

Or

B. Non-thesis Option

Select one option (non-thesis option requires the comprehensive exam):

Option 1 (must take 6 hours)

CCJ 6946 3-6 Grd Prac/Crim Jus

Option 2 (Must Take 6 Hours)

CCJ 6944 3-6 Grd Supv Tch/Crm Jus

CCJ 6944 3-6 Grd Supv Tch/Crm Jus

Option 3

Two additional graduate courses by special exception and permission of graduate coordinator only.

**Major Electives (18 SEMESTER HOURS)**

18 Hours Of Major Electives

CCJ 5050 3.0 Pro-Sem/Dev,Crim,CrJ

CJL 5120 3.0 Crim Law And CJ Sys  
 CJC 5020 3.0 Hist/Philo Correctns  
 CJC 5420 3.0 Counsel App/Crim Jus  
 CCJ 5346 3.0 Crisis Int & Col Bev  
 CCJ 5456 3.0 Crm Jus Adm Thry/Pra  
 CCJ 5475 3.0 Crm Jus Plan & Eval  
 CJJ 5586 3.0 Wrk W/Juv&Ythfl Ofnd  
 CCJ 5635 3.0 Comp Cri Just Systms  
 CCJ 5665 3.0 Victimology  
 CCJ 5668 3.0 Elite Crime  
 CCJ 6705 3.0 Adv Mthds Crim Rsch  
 CCJ 6906 1-4 Dir Indpdnt Study  
 CCJ 5930 3.0 Issues Modn Cri Just  
 CCJ 5934 3.0 Spec Top:Cri Justice  
 CCJ 5934 3.0 Spec Top:Cri Justice  
 CCJ 5934 3.0 Spec Top:Cri Justice  
 SYD 6705 3.0 Anlys Subcul Perspct

Areas of concentration within the MSCJ can be constructed by careful choice of these electives, though such concentrations are not required. Concentrations may include, but are not limited to, the following examples:

**Electives suitable for a counseling concentration:**

CCJ 5306 History and Philosophy of Corrections  
 CCJ 5345 Counseling Applications in Criminal Justice  
 CCJ 5346 Crisis Intervention and Collective Behavior  
 CCJ 5545 Working with Juveniles and Youthful Offenders  
 CCJ 5665 Victimology  
 SYD 6705 Analysis of Subcultural Perspectives  
 SYO 5175 Family Dynamics

**Electives suitable for a justice management concentration:**

CCJ 5206 Criminal Law and Procedure in Criminal Justice Systems  
 CCJ 5306 History and Philosophy of Corrections  
 CCJ 5456 Criminal Justice Administration: Theory and Practice  
 CCJ 5475 Criminal Justice Planning and Evaluation  
 CCJ 5477 Information Systems in Criminal Justice  
 CCJ 5635 Comparative Criminal Justice Systems  
 CCJ 5668 Elite Crime

**Electives suitable for a college teaching concentration:**

CCJ 5206 Criminal Law and Procedure in Criminal Justice Systems  
 CCJ 5306 History and Philosophy of Corrections  
 CCJ 5456 Criminal Justice Administration: Theory and Practice  
 CCJ 5545 Working with Juveniles and Youthful Offenders  
 CCJ 5635 Comparative Criminal Justice Systems  
 CCJ 5665 Victimology  
 CCJ 5668 Elite Crime  
 CCJ 5930 Issues in Modern Criminal Justice

**Electives suitable for a research concentration:**

CCJ 5475 Criminal Justice Planning and Evaluation  
 CCJ 5477 Information Systems in Criminal Justice  
 CCJ 5635 Comparative Criminal Justice Systems  
 CCJ 6705 Advanced Methods of Criminological Research  
 STA 5126 Statistical Methods for the Social Sciences



## Master of Science in Applied Sociology

The primary goal of the M.S. in Applied Sociology is to provide training in sociological research and theory, as well as a broad based understanding of applied sociological research and social issues and problems. In addition, the program offers highly qualified and motivated students the opportunity to develop the academic skills required for continued training at the doctoral level. Thus, the program is designed to provide both classroom-based academic instruction and hand-on research training.

The M.S. in Applied Sociology program consists of 36 credit hours with two primary options. First, the thesis option consists of 30 hours of course work and a six (6) hour thesis component. Second, the non-thesis option includes 36 hours of course work and a comprehensive examination. The primary course offerings focus on research methodology, applied social program evaluation and assessment, sociological theory, social problems and inequality, as well as other relevant substantive areas within Sociology. Electives include courses in urban systems, demography, community, organizations, aging, environment, poverty/inequality, culture, and other areas.

**Graduate Advising** Applicants to the Masters in Applied Sociology program will work with the Program Director to develop their initial graduate program of study. At the end of the first year of graduate study, students will work with the Program Director and Sociology faculty to develop a graduate committee that will direct the student through completion of the program.

**Admission** To be admitted to the Masters in Applied Sociology Program, applicants must meet *both* University of North Florida and program admission requirements. These include:

### University Requirements:

1. A baccalaureate degree from an approved college or university;
  2. At least one of the following:
    - a) A grade point average of 3.00 (B) or higher for all work as an upper division student;
    - b) A composite score of 1000 or better on the verbal and quantitative sections of the Graduate Record Exam (GRE);
- or*
- c) A graduate degree from an accredited university.

*(Note: All applicants must submit GRE scores)*

### Departmental Requirements:

To be considered for admission to the Master in Applied Sociology Program, the applicant must submit the following to the Program Director:

1. A letter requesting admission to the program discussing:
  - a) Academic and other relevant experiences;
  - b) Career goals;
  - c) Areas of interest in the field; and
  - d) Reasons for seeking the degree.
2. Three letters of recommendation from former or current

professors, or other responsible individuals familiar with your interests and capabilities,

3. Evidence of satisfactory completion of program prerequisites.

Ordinarily, students are admitted to the Program beginning in the fall semester. Deadlines for application to the University are May 1 for fall semester, October 1 for spring semester, and February 1 for summer. Applications to the department should be made at the same time materials to the University are submitted. Students failing to meet University or program requirements may petition the program for an exceptional admission, in accordance with University graduate admissions policies.

**Research and Teaching Opportunities** A number of opportunities are available in the department for students in good standing and interested in working as teaching assistants or research assistants. The Program Director is available to discuss these opportunities.

*Research Assistants:* In recent years, a number of Sociology faculty members have been successful in obtaining external research funds. A number of students have been hired as research assistants.

*Graduate Teaching Assistants:* Each semester, one or more paid assistantships are available for graduate students to assist in undergraduate courses.

**Major: Applied Sociology**  
**Track: Applied Sociology**  
**Degree: Master of Science**

**Prerequisites** (06 SEMESTER HOURS)

1 undergraduate social science methods or statistics  
STA 2014 3.0 G(M)Elem Sta-Hlth/SS  
SYA 3300 3.0 Logic Of Inquiry

1 undergraduate sociological theory or social science theory  
SYA 4010 3.0 Sociological Theory

**Major Requirements** (21 SEMESTER HOURS)

All courses must be completed with grades of "B" or better

Required Theory Courses

SYA 6125 3.0 Dev Soc Theory  
SYA 6126 3.0 Contemp Soc Theory

Required Methods Courses

SYA 6305 3.0 Quant Methods 1  
SYA 6455 3.0 Quant Rsch Methods 2  
SYA 6315 3.0 Qualta Rsch Methods

Program & Population Analysis

SYA 6657 3.0 Eval & Prog Analysis  
SYA 6308 3.0 Population Analysis

**Major Electives** (09 SEMESTER HOURS)

All courses must be completed with grades of "B" or better

Thesis option: select 9 hours of major electives

SYP 6735	3.0	Sociology Of Aging
SYD 6426	3.0	Urban Sociology
SYO 6535	3.0	Social Stratificatio
SYO 6545	3.0	Org And Work
SYD 6605	3.0	Community & Society
SYD 6706	3.0	Race Relations
SYP 6636	3.0	Soc Of Culture
SYD 6515	3.0	Env & Society
SYP 6448	3.0	Soc Change & Developm
SYA 6909	3-6	Dir Indept Study

Non-thesis option: select 15 hours of major electives

SYP 6735	3.0	Sociology Of Aging
SYD 6426	3.0	Urban Sociology
SYO 6535	3.0	Social Stratificatio
SYO 6545	3.0	Org And Work
SYD 6605	3.0	Community & Society
SYD 6706	3.0	Race Relations
SYP 6636	3.0	Soc Of Culture
SYD 6515	3.0	Env & Society
SYP 6448	3.0	Soc Change & Developm
SYA 6909	3-6	Dir Indept Study
SYA 6938	3.0	ST: Sociology

**Exit Requirement (06 SEMESTER HOURS)**

Select from thesis or non-thesis options (non-thesis option requires a written comprehensive examination.)

A. Thesis option (must take 6 hours of thesis)

SYA 6975	3-6	Master Thesis
SYA 6975	3-6	Master Thesis

Or

B. Non-thesis Option

Non-thesis option: requires a written comprehensive exam.

\* Students must apply to graduate by the published deadline during their final semester.

\* Grades of "B" or better are required in all graduate courses.



# College of Arts and Sciences

## Course Descriptions



### Art

**ART 5930C - Special Topics in Art** v. 1 - 3  
 Prerequisite: Permission of instructor. Introductory graduate-level course in art. May be repeated for a maximum of 15 credits under different topics.

### Biology

**BSC 5099C - Advanced Physiology** 4  
 Prerequisite: Permission of instructor. The study of functional activities and interactions of cells, tissues, and organs, with emphasis on respiration, excitation, transport phenomena, and control mechanisms. An independent literature research project will be required. (*A laboratory fee of \$25 assessed*)

**BSC 5905 - Directed Independent Study: Biology** v. 2 - 4  
 Prerequisite: Permission of instructor. Participation in a research investigation under the supervision of the instructor. May be repeated for credit.

**BSC 5936 - Selected Topics in Biology** v. 1 - 4  
 Prerequisite: Permission of instructor. Introductory graduate-level course in biology. May be repeated for credit.

**BSC 6098C - Environmental Physiology** 4  
 Prerequisite: PCB 4713C, or permission of instructor. This course is designed to prepare students to conduct graduate research in environmental physiology or a related field. Students will learn how animals cope with challenging, changing environments. The themes of the course will be acclimation, or physiological adjustment to a new environment, and physiological adaptation, or genetic change of regulatory mechanisms. (*A laboratory fee of \$25 assessed*)

**BSC 6931 - Advanced Readings in Biology** v. 1 - 3  
 Prerequisite: permission of instructor. This course will focus on in-depth reading and discussion of primary literature in biology. Before the course, the instructor will be responsible for advertising the sub-discipline in biology on which the course will focus. The exact papers to be read will depend on the interests of the instructor and the students. The readings will be a series of papers on a single topic for several weeks, so that the conversation on the topic continues from meeting to meeting.

**BSC 6971 - Graduate Thesis Defense** 1  
 Prerequisite: Permission of instructor. Graduate students in biology must take this course during their final semester in the program. Students must complete the written portion of their thesis and provide a public oral defense. It is required for partial fulfillment of the graduate degree in biology.

**BSC 6972 - Graduate Thesis Research** v. 1 - 9  
 Prerequisite: Acceptance into the MS program in Biology. MS graduate students in biology must complete a minimum of 10 graduate thesis research credits in partial fulfillment of the

requirements for the MS in Biology degree. Students will conduct directed independent research under the advisement of their graduate advisor and committee.

**MCB 5205 - Pathogenic Bacteriology** 3  
 Prerequisite: MCB 2013C. This course will delve into the biologic basis of infectious diseases. It will emphasize bacterial infections, the principles of the host-parasite relationship, the pathogenic characteristics and virulence factors of micro-organisms, and the various modes of action of antimicrobial agents. Three hours lecture.

**PCB 5106 - Cellular Biology** 3  
 BA or BS in a natural science area. A study of cell structure and functions with emphasis on the structure and function of intracellular organelles and their biochemistry. Three hours lecture.

**PCB 5314C - Marine Ecology** 4  
 Prerequisite: PCB 3043C, OCB 2003C, or equivalent. A study of the distribution and dynamics of marine populations in relation to the physical and chemical environment of the ocean. (Open to certified biology teachers and advanced undergraduates by permission of instructor.) Three hours lecture, four hours laboratory. (*A laboratory fee of \$25 assessed.*)

**PCB 5525 - Molecular Genetics** 3  
 Prerequisites: PCB 3023C, BCH 4033, and PCB 3063C or equivalent. This course will detail the molecular basis of inheritance in both prokaryotes and eukaryotes. Topics will cover the structure and function of DNA, including replication, repair, and recombination. Expression of genes including transcription, translation, and processing of RNA will be covered, as well as regulation of these events. These processes will then be incorporated into the role of gene function in signal transduction and development.

**PCB 5675 - Advanced Evolution** 3  
 Prerequisites: PCB 3043C, PCB 3063C or permission of instructor. Evolution is the unifying theory of biology, linking fields as diverse as biochemistry and ecology, genetics and anatomy. In this course we will investigate both the wealth of evidence for evolution by common descent and the genetic and ecological mechanisms by which evolution occurs in natural populations. Students will be required to independently analyze current literature articles on evolutionary research on a weekly basis. In addition we will cover the history of evolutionary biology from pre-Darwinian views to present day controversies, and the key events that have lead to our current understanding of the subject.

**PCB 6236 - Advanced Cancer Biology** 3  
 Prerequisite: Permission of instructor. This course will focus on cancer biology at the molecular and cellular level. Changes in the genetics and behavior of cancer cells, as well as the causes of these changes will be discussed. Current aspects of cancer epidemiology and treatment will also be covered. Students who successfully

complete the course will have a thorough understanding of cancer biology at the cellular level.

**PCB 6446 - Ecology of Wetlands** 3  
Prerequisite: PCB 3043C or equivalent, or permission of instructor. This course will offer an in depth examination of wetlands habitats, including both marine and freshwater systems. In addition to learning about the fundamental systems, students will also be exposed to current research in freshwater and marine wetlands ecology. Much of the focus will be on systems within the Florida area, but other habitat types will also be introduced.

**PCB 6447 - Community Ecology** 3  
Prerequisite: PCB 3043C. This course will be an in depth examination of community ecology, with emphasis on diversity, stability, trophic structure, and the processes that affect community structure.

**PCB 6685 - Population Genetics** 3  
Prerequisite: PCB 3063C or permission of instructor. Understanding the genetic processes at work in natural populations is essential to the understanding of many biological fields including Evolution and Ecology. In this course we will discuss the basic mechanisms of population genetic change, such as mutation, non-random mating, genetic drift and natural selection. We will also cover topics such as quantitative genetics and molecular evolution.

**ZOO 5235C - Advanced Parasitology** 4  
Prerequisites: BSC 2020C or ZOO 3713C or permission of instructor. This course covers the biology of the most important human parasites and touches on many of veterinary significance. We will consider representatives from the protists, platyhelminthes, nematodes, and a few arthropods. Topics will include evolution, geographic range, anatomy, physiology, epidemiology and life cycles, disease caused, and treatments and cures. Students will complete a review paper on a topic of their choice in the field of Parasitology. (A laboratory fee of \$25 assessed)

**ZOO 5455C - Advanced Ichthyology** 4  
Prerequisite: PCB 4713C, permission of instructor. Ichthyology is the study of fishes. Topics covered during this course include anatomy, physiology, taxonomic diversity, life history, ecology, and behavior of fishes. Different techniques for the study of fishes will be introduced during the laboratory section. Students will be required to do an independent research project in fish biology. (A laboratory fee of \$25 assessed)

**ZOO 5463C - Advanced Herpetology** 4  
Prerequisites: BSC 2020C or ZOO 3713C or permission of instructor. In this course we will study the biology of two vertebrate classes, the Amphibia and Reptilia. We will consider some critical evolutionary adaptations emphasizing anatomy and physiology of each of these groups, and then survey important members of various families. The first half of the course is devoted to amphibians, and the second half to reptiles. Students will read about a topic, plan a study, collect data, and write a term paper in the field of Herpetology. (A laboratory fee of \$25 assessed)

**ZOO 5717C - Canine Anatomy** 4  
Prerequisites: BSC 2020C or ZOO 3713C or permission of instructor. In this course we will study the dog as a model for mammalian anatomy. The emphasis will be on laboratory dissections, which are held three times per week, and will be supplemented with two lectures per week. The dissections approaches are often those taken for surgery, and many structures not located in previous courses will

be found. Students will be required to conduct advanced dissections of selected anatomical structures. (A laboratory fee of \$25 assessed)

**ZOO 5754C - Advanced Histology** 4  
Prerequisite: Permission of instructor. Students will receive instruction concerning the structure and function of cells, tissues, and organs. Students will learn to recognize and identify all major cell types in the human body. The histological basis of cell function will be stressed. The course will be three hours lecture and four hours laboratory per week.

**Chemistry**  
**BCH 5025C - Biochemistry** 4  
Prerequisite: Graduate standing or permission of instructor. A study of the molecular basis of life emphasizing macromolecular structure and function and the production of cellular energy. Three hours lecture, four hours laboratory. (A laboratory fee of \$25 assessed.)

**CHM 5480C - Quantum Mechanics** 3  
Prerequisite: Graduate standing or permission of instructor. A graduate level course in basic quantum mechanics. Three hours lecture.

**CHM 5931 - Selected Topics in Chemistry** v. 1 - 4  
Prerequisite: Permission of instructor. Introductory graduate level courses in chemistry. May be repeated for a total of 12 credits.

**Communications**  
**MMC 5935 - Topics in Communications** v. 1 - 3  
Prerequisite: Graduate standing or permission of instructor. Study and report on current topics or problems in communications. May be repeated for a maximum of 9 credits under different topics.

**Criminal Justice**  
**CCJ 5050 - Pro-Seminar in Deviance, Criminology, and Criminal Justice** 3  
Intensive overview of the fields of social deviance, criminology, and the modern criminal justice system. Accelerated course designed for post-baccalaureate students. For prospective MSCJ students, fulfills prerequisite requirements for CCJ 3603, but does not count toward the 36 hour MSCJ degree requirement.

**CCJ 5346 - Crisis Intervention and Collective Behavior** 3  
An overview of various crisis intervention techniques applicable to criminal justice personnel. Also, an analysis of crowds and collective behavior phenomena, and methods for managing such situations. Includes role-playing.

**CCJ 5456 - Criminal Justice Administration Theory and Practice** 3  
Study of organization, communication, and motivation theories and their operational implications as they pertain to the structure and function of criminal justice entities. Includes an analysis of selected real or hypothetical cases from the criminal justice system and problem-solving exercises.

**CCJ 5475 - Criminal Justice Planning and Evaluation** 3  
Prerequisite: CCJ 6706. Examination of research design and execution of issues and techniques specific to components of the criminal justice system. Students prepare and present progressively more comprehensive treatment of selected actual and hypothetical cases.

- CCJ 5477 - Information Systems in Criminal Justice** 3  
A study of the information handling processes applicable to the criminal justice system and the ways they influence system performance and output.
- CCJ 5635 - Comparative Criminal Justice Systems** 3  
Examination of the analogues of law enforcement, judicial, and correctional systems of a number of specific cultures and/or societies. The particular societies chosen for comparison will differ depending on the instructor.
- CCJ 5665 - Victimology** 3  
The study of victims of crimes of property and violence. The relationships between offender and victim, patterns of victim response and methods of victim assistance will be included.
- CCJ 5668 - Elite Crime** 3  
The etiology, nature, and proposed solutions to the crimes committed by individuals and/or organizations with a preponderance of wealth, status, and/or power. Crimes in large corporations, government, and various dimensions of organized criminal activity will be considered.
- CCJ 5930 - Issues in Modern Criminal Justice** 3  
An in-depth study of selected current issues of importance to the criminal justice system or to its various components. Issues will vary according to timeliness and instructor.
- CCJ 5934 - Special Topics in Criminal Justice** 3  
Prerequisite: Permission of instructor. Forum for special courses for graduate students, focusing upon topics and issues not normally addressed in the general curriculum. May be repeated for a maximum of 9 credits under different topics.
- CCJ 6059 - Advanced Criminological Theory** 3  
Prerequisite: Admission to program. In-depth consideration of biological, psychological, and sociological theories of criminal behavior. Sociological, economical and political theories of law formation and law-breaking from historical and contemporary perspectives also are considered.
- CCJ 6605 - Deviance Processes and Social Control** 3  
Prerequisite: Admission to MSCJ Program or permission of the instructor. This course examines the larger theoretical context of behaviors with which criminal justice agencies deal. Deviance is analyzed as a process which involves: how norms are defined; why some persons fail to comply; social control efforts in response to deviance; and how deviants respond to those social control efforts.
- CCJ 6705 - Advanced Methods of Criminological Research** 3  
Prerequisite: Admission to the program. Research design, data collection, analysis, and interpretation of data pertaining to criminological research. Advanced techniques in such methods as survey research, content analysis, and participant observation are explored.
- CCJ 6706 - Quantitative Research Methods** 3  
Prerequisite: Admission to Program and completion of an undergraduate methods or statistics course. This course introduces graduate students to quantitative social science research and its applications to the field of criminology and criminal justice. This course examines techniques used in research, discusses how to design and conduct research projects, and how to analyze the results of such projects utilizing advanced computer statistical analysis software.
- CCJ 6709 - Qualitative Research Methods** 3  
Prerequisite: Admission to the Program. This course introduces students to methods used in field studies including participation, observation and interviewing. The course involves a directed field experience and intense instruction in the collection and analysis of qualitative data. Students will be expected to produce an empirical paper at the conclusion of the course.
- CCJ 6906 - Directed Independent Study** v. 1 - 4  
Prerequisite: Permission of instructor. Independent study of a narrow issue or topic in criminal justice, directed by a faculty member specializing in that issue or topic. May be repeated for a maximum of 12 credits under different topics.
- CCJ 6944 - Graduate Supervised Teaching Experience in Criminal Justice** v. 3 - 6  
Prerequisite: Permission of the department. Under the direction of faculty, the student participates in the planning, research, preparation, presentation, and examination aspects of the conduct of a section of an undergraduate criminal justice course. The student assumes progressively greater responsibility in each area. May be repeated for a maximum of 12 credits under different topics.
- CCJ 6946 - Graduate Practicum in Criminal Justice** v. 3 - 6  
Prerequisite: Permission of the department. A planned program of experience in a criminal justice agency. The student functions under the direction of agency personnel in a role analogous to that of an agency employee. Periodic meetings with supervising faculty facilitate preparation of a written report demonstrating the student's synthesis of theory and practice. May be repeated twice for a maximum of 6 credits under different topics.
- CCJ 6974 - Thesis/Demonstration Project** v. 3 - 6  
Prerequisite: Permission of the department. Under the direction of the faculty, the student designs and presents a project of his or her own conception which involves the completion of field research, the execution of a demonstration program or system, or a completed proposal of comparable quality and magnitude. May be repeated twice for a maximum of 6 credits under different topics.
- CJC 5020 - History and Philosophy of Corrections** 3  
An in-depth analysis in the history of social responses to deviance and crime and their underlying philosophical bases. Includes exploration of ancient and traditional punishments, the penitentiary and reformatory movement in the U.S., and analysis of current philosophical movements which affect modern practices.
- CJC 5420 - Counseling Applications in Criminal Justice** 3  
The exploration of how individual and group counseling strategies and techniques can be applied in situations particular to criminal justice; analysis of factors common to criminal justice settings which may affect counseling effectiveness.
- CJJ 5586 - Working with Juveniles and Youthful Offenders** 3  
An overview of intervention techniques and treatment methods particularly applicable for use with juvenile delinquents, runaways, neglected or abused children and youthful offenders.
- CJL 5120 - Criminal Law and Procedure in the Criminal Justice System** 3  
Prerequisites: Senior Standing or higher. This a course for entering MSCJ students requiring familiarity with criminal law, criminal procedure, and the components of the criminal justice system. These topics are studied by tracking actual or hypothetical criminal cases from the commission through the conclusion of the correctional process.

## History

- AMH 5116 - Early America** 3  
The European background of colonization and the evolution of social, political, economic and religious institutions in the colonies to 1763; the development of slavery; white-Indian interactions and their environmental consequences.
- AMH 5137 - American Revolution/Constitution** 3  
An examination of the economic, political and social consequences of the American Revolution; the impact of international events on the course of the Revolution; and the origins of the Constitution.
- AMH 5159 - Age of Jefferson and Jackson** 3  
The era encompassing the lives and careers of Thomas Jefferson and Andrew Jackson, with special reference to the emergence of major political parties and social attitudes and government policies regarding Native Americans and Afro-Americans.
- AMH 5176 - Civil War/Reconstruction** 3  
Examines the economic, political, social, and moral origins of the war; the course of the conflict; and the meaning and impact of Reconstruction.
- AMH 5207 - The United States Since World War I** 3  
Examines the social, political, economic, technological, and cultural forces and events that have shaped American history since World War I.
- AMH 5229 - Gilded Age/Progressive Era, 1877-1917** 3  
Examines the changes and continuities in American history from reconstruction to World War I, particularly in the areas of industrialization, urbanization, immigration, diplomacy, government, and the ways Americans thought about themselves.
- AMH 5235 - U.S. in the 1920s** 3  
This class focuses on the American experience in the 1920s. It explores many facets of the decade including the concept of the “New Woman,” the Harlem Renaissance, nativism, the ascendancy of the Republican Party, and Prohibition. The themes and images portrayed in the literature of the period will constitute one major focus of this course. Students will read poetry and prose of major American artists. In addition, students will investigate accounts of historians and scholars who analyze the era of the 1920s.
- AMH 5395 - Mark Twain’s America** 3  
This course covers American society, culture, and politics during Mark Twain’s lifetime, 1835-1910. The readings for the course consist in the main of books and essays written by Mark Twain. The premise of the course is that, if one studies American history while reading Twain, one can better appreciate his major literary works; conversely, if one reads Twain while studying American history, one can gain insights into past events not found in conventional history texts.
- AMH 5405 - History of the New South** 3  
This course introduces students to the history of the American South after the Civil War. We will consider the separate regions of the South — low country, piedmont, mountain — and how these change over time. A central focus of the course will be the development and changes in southerners’ thinking about race and racial difference. We will also consider other ways southerners identified and organized themselves — by gender, class, religious beliefs, political ideologies, and residence.
- AMH 5424 - Florida History** 3  
History of Florida from its colonial origins to the present. Economic, social, and political developments in Florida will be compared to other states in the region and the nation. Case studies of topics in Florida history will focus on Jacksonville and other cities and regions in the state.
- AMH 5429 - Local History** 3  
A research and writing workshop intended for graduate students seriously interested in local history. Although the focus of the course is the Northeast Florida region, the techniques learned should be equally applicable to any locality in the U.S.
- AMH 5446 - The Frontier in American History** 3  
An examination of the frontier, both as historical reality and as historiographical concept, in America from late colonial times to the present.
- AMH 5515 - U.S. in World Affairs** 3  
A thematic analysis of U.S. foreign policy from independence to the present. Concepts like self defense, economic expansion, international policeman and moral crusading are examined in connection with major events.
- AMH 5675 - Atlantic Slave Trade** 3  
This course will introduce students to the origins of the slave trade between Africa and the Americas. Specifically, we will examine the motivations that drove Africans and Europeans to create a system of slave sales and use in the New World. We will attempt to understand the people of early modern West and Central Africa on their own terms, explore western Europe and the aspirations and purposes behind the exploration of both Africa and the Americas, understand the processes and outcomes of the Trans-Atlantic Slave Trade, and explore the development of multiple slave systems within the Americas.
- AMH 5677 - The Civil Rights Movement** 3  
The complex relationship between the Civil Rights Movement, popular culture and the media will be investigated in this class. Following an examination of the origins of the late twentieth century struggle for African American freedom and equality, the class will concentrate on the main stages of the movement and on artistic endeavors that creatively explore the issues generate by and associated with the Civil Rights Movement.
- AMH 5934 - Selected Topics: US History** 3  
This course will present selected topics in US history. Subjects will vary according to the instructor. The course may be repeated up to 5 times for a total of 15 credits under different topics.
- AMH 6256 - Era of World War II** 3  
Our purpose during this course is to examine and analyze the era of World War II by focusing upon five major problems: (1) origins of the European War; (2) The Pearl Harbor Attack; (3) The Latin American Role; (4) Wartime Diplomacy; and (5) Origins of the Cold War.
- AMH 6935 - Directed Reading in American History** 3  
Directed reading in American history for graduate students. Topics, eras, or themes will vary. May be repeated for up to 9 credits under different topics with permission of the graduate advisor.
- AMH 6936 - Seminar in American History** 3  
Graduate research seminar in American history. Topics, eras, or themes will vary. May be repeated for up to 15 credits under different topics with permission of the graduate advisor.

- ASH 5225 - Islamic History to 1798** 3  
This course examines the Islamic world from its origins, c.600 CE until the decline of the last of the great Muslim “gunpowder” empires in the 18th century. The first half of the course will concentrate on the religious, political, and cultural achievements of the united Islamic world. The second half of the course will focus on the spread of Islam in the Middle East, South Asia, and Africa, the success of Islamic states in the early modern period, and the crisis they faced at the end of the 18th century with the rise of Western industrial military might. Our approach to Islamic history will be interdisciplinary — combining the approaches of history, literary analysis, religious studies, and art history.
- ASH 5445 - Japan Before 1868** 3  
This course covers the period from the ancient creation of the Imperial system through the rise of the military class. Readings will reveal the Japan of gods and goddesses, samurai, the great Buddhist academies and the classical arts of the tea ceremony, gardening, sculpture, literature and martial skills.
- ASH 5447 - Japan After 1868** 3  
This course examines the conscious creation of the “modern” nation state of Japan, its changing literature, arts, and social organization. It concludes with an examination of post-modern (post-war) Japan.
- ASH 5935 - Special Topics: Asian History** 3  
This course will present selected topics in Asian history. Subjects will vary according to the instructor. The course may be repeated up to 5 times for a total of 15 credits under different topics.
- ASH 6935 - Directed Reading in Asian History** 3  
Directed reading in Asian history for graduate students. Topics, eras, or themes will vary. May be repeated with permission of the graduate advisor.
- ASH 6936 - Seminar in Asian History** 3  
Graduate research seminar in Asian History. Topics, eras, or themes will vary. May be repeated with the permission of the graduate advisor.
- EUH 5125 - The Crusades** 3  
The crusades to the Holy Land lasted from 1095 until 1291, but the crusading movement came to encompass a much wider array of military expeditions — against Jews, Spanish Muslims, European heretics, Baltic pagans, and eventually Native Americans. We will study the deep roots of the crusading movement in Western Christian society; the ways in which the crusades brought three world cultures (The West, Byzantium, Islam) into contact and confrontation; the type of cultural interaction that took place; and the continued vitality of the crusading idea in the expansion of Western Europe.
- EUH 5126 - Medieval Europe** 3  
Traces development in government and society from the collapse of the Roman Empire in the West through the revolutionary High Middle Ages to the violence of the 14th century.
- EUH 5149 - Renaissance-Reformation** 3  
From 1300-1600, European society experienced profound changes in its political, religious, social and economic way of life, changes rooted in new views of the world.
- EUH 5207 - 20th Century Europe** 3  
An examination of Europe from World War I to the present; analyzing the development of contemporary European politics, society, and thought.
- EUH 5209 - 19th Century Europe** 3  
An examination of Europe from the French Revolution to the First World War, focusing on the dynamics of change in European politics, society, and thought.
- EUH 5246 - World War I** 3  
This course examines the history of World War I in its political, economic, social, cultural, and military dimensions.
- EUH 5249 - The Holocaust** 3  
This course examines the major causes, issues, phases, and legacies of the Holocaust - Nazi Germany’s organized and systematic destruction of European Jewry and various other non-Jewish groups from 1933 to 1945. Topics include debates among historians about the planners and perpetrators, collaborators and accomplices, bystanders and rescuers, victims and survivors, and those who continue to bear witness.
- EUH 5305 - Byzantine History** 3  
The Byzantine Empire upheld the Christian, Greek, and Roman traditions of the ancient world and remained the most powerful and splendid medieval society until the 13th century. The course examines the ability of the Empire periodically to renew itself from 325 to 1453. In doing so, we shall not overlook the artistic, musical and literary achievements of Byzantine civilization and the heritage of Byzantium in later cultures.
- EUH 5406 - Ancient Greece** 3  
This course will provide a detailed survey of ancient Greek history and culture, with an emphasis on working with the ancient sources. By reading the literature of the Greeks in translation, examining their archaeological and artistic remains, and studying the modern scholarship on ancient Greece, we will explore the remarkable achievements of the Greeks, and attempt to assess the contribution of Greek thought to world civilization.
- EUH 5457 - Seminar on the French Revolution** 3  
This course examines the origins and progress of the French revolution to 1799, with particular attention to the central questions of interpretation that remain controversial over 200 years after the event: Was the Revolution inevitable? Why the Terror? Is the Revolution “finished”?
- EUH 5459 - France Since 1789** 3  
Examines the political, social, economic, and cultural aspects of French history since the Revolution.
- EUH 5469 - Modern Germany** 3  
A history of modern Germany from 1815 to the present, concentrating on the period from unification under Bismarck to present-day Germany.
- EUH 5507 - Modern Britain** 3  
Examines the political, economic and social transformations of the United Kingdom from 1714 to present.
- EUH 5517 - Tudor-Stuart England, 1485-1714** 3  
The era of the Tudors and Stuarts, including such momentous events as the establishment of the Anglican Church, overseas colonization, the Puritan rebellion and the Glorious Revolution.
- EUH 5537 - The British Empire** 3  
Beginning in the 16th century and reinventing its purpose in the 19th century, England established an international empire on which the sun never set. This course will examine the origins, growth,

- zenith, and decline of the British empire. We will pay particular attention to Britain's activity in the non-western world.
- EUH 5578 - Imperial Russia** 3  
Examines Imperial Russia from the time of Peter the Great to the 1905 Revolution, focusing on Russian political, social, economic, and cultural developments.
- EUH 5579 - Russia Since 1905** 3  
This course examines Russia from the 1905 revolution to the present, analyzing the development of contemporary Russian politics, society, and culture. Emphasis is on the major figures, ideas, issues, events, and institutions which have shaped Russia since the late tsarist era. Topics include war, revolution, civil war, communism, nationalism, collapse of empire, and democratization.
- EUH 5685 - Hitler and Stalin** 3  
This seminar critically examines key events, issues, ideas, and actions which shaped the rise to power and the policies of Hitler and Stalin. In addition to the political personalities of both leaders, we explore politics, society, culture, and foreign affairs in Nazi Germany and Stalinist Russia.
- EUH 5934 - Selected Topics: European History** 3  
This course will present selected topics in European history. Subjects will vary according to the instructor. The course may be repeated up to 5 times for a total of 15 credits under different topics.
- EUH 6935 - Directed Reading in European History** 3  
Directed reading in European history for graduate students. Topics, eras, or themes will vary. May be repeated for 9 credits under different topics with permission of the graduate advisor.
- EUH 6936 - Seminar in European History** 3  
Graduate research seminar in European history. Topics, eras, or themes will vary. May be repeated up to 15 credits under different topics with permission of the graduate advisor.
- HIS 5302 - History in Photography and Film** 3  
This course considers how photographs and films (including documentary and feature films) both distort and reflect historical reality, and how photographs and films can be used as historical evidence.
- HIS 5325 - Eastern Europe** 3  
This course examines the major events, ideas, and issues which have shaped the history and culture of Eastern Europe from 1700 to the present. Topics include the impact of the Hapsburg and Ottoman Empires, the growth of national movements and nation-states, the influence of Europe's great powers, and the transformations caused by war, revolution, nationalism, communism, social and ethnic conflict, and democratization.
- HIS 5496 - History of Medicine and Disease** 3  
The development of the modern medical and allied health professions, with special reference to the U.S. from the late 18th through the 20th centuries; social, scientific, and historical factors that determine the nature, extent, and definition of disease.
- HIS 5934 - Special Topics in History** 3  
May be repeated up to 9 credits.
- HIS 6905 - Directed Independent Study** v. 1 - 4  
Prerequisite: Permission of instructor. May be repeated up to 9 credits under different topics with permission of graduate advisor.
- HIS 6935 - Special Topics in History** 3  
Prerequisite: Permission of instructor. The course will vary each time it is offered. May be repeated up to 9 credits under different topics with permission of graduate advisor.
- HIS 6946 - Internship in History** 3  
Prerequisite: Admission to graduate program, six hours of history graduate credit, and permission of the graduate advisor required. Provides a supervised work experience in an area historical, archaeological or cultural organization. Students must work at least 200 hours per semester. May be taken only once for credit in thesis program and twice in non-thesis program.
- HIS 6971 - Thesis Research** 3  
Prerequisite: Graduate standing. MA thesis research and writing. May be repeated for up to 15 credits with permission of graduate advisor.
- LAH 5205 - Latin America** 3  
An examination of recent Latin American history. Special emphasis will be placed on the roles of the church, landowner, military, middle sector, and peasant in the modernizing societies of selected countries.
- LAH 5426 - Aztecs/Incas/Mayas** 3  
This course is an introduction to the history of Mesoamerica and the Andes prior to 1492. Special attention will be given to the development of Maya, Aztec and Inca civilizations; however, we will also focus on the importance of earlier peoples such as Classic Teotihuacan, the Olmecs and Toltecs in Mesoamerica and the Chimú and Mochica of the Andes. Students will be introduced to some of the methodological problems that face scholars who attempt to reconstruct the history of the Americas during the pre-columbian period.
- LAH 5715 - Inter-American Relations** 3  
United States policy toward Latin America over the past 190 years has gone through a number of distinct phases and has shifted from neglect to intervention, from cooperation to conflict. Our purpose in this course is to determine how we got from the past to the present; to determine the framework of United States policies toward the region; to provide an understanding of the perceptions that U.S. policymakers have had toward Latin America; and to see the ways that the Latin Americans have responded to U.S. policy initiatives.
- LAH 5775 - Spiritual Conquest of Latin America** 3  
This seminar will examine the nature of the "spiritual encounter" between Europeans and Indians in the New World in the sixteenth and seventeenth centuries. Emphasis will be placed on the attempts to convert Indians to Catholicism and the native responses to such efforts. We will focus on the aims of the early Mendicants, their successes and their failures, as well as attempts to gain access to Christianity.
- LAH 5934 - Selected Topics: Latin American History** 3  
This course will present selected topics in Latin American history. Subjects will vary according to the instructor. The course may be repeated up to 5 times for a total of 15 credits under different topics.
- LAH 5955 - Latin America Abroad** 3  
This course combines five weeks of classroom instruction with visits to some of Latin America's most historically important archaeological sites. Destination and time frame will vary each time the course is taught.
- LAH 6935 - Directed Reading in Latin American History** 3  
Directed reading in Latin American history. Topics, era, or themes



will vary. May be repeated up to 9 credits under different topics with permission of the graduate advisor.

## Linguistics

### LIN 5743 - ESOL Applied Linguistics 3

This course explores the ways in which scientific knowledge of the structure, acquisition, and use of language can be applied in multilingual classroom settings.

## Literature

### AML 6455 - Studies in American Literature 3

Prerequisite: Graduate standing or permission of instructor. Variable topics or themes in Colonial, Enlightenment, Romantic, Realist, Naturalist, Modern, or Contemporary American literature. May be repeated for 12 credits under different topics.

### CRW 6025 - Special Topics in Creative Writing 3

Variable aspects of creative writing. Content varies.

### CRW 6130 - Fiction Workshop 3

A workshop for student writers of fiction. Critiques of students' own writings.

### CRW 6331 - Poetry Workshop 3

A workshop for student writers of poetry. Critiques of students' own writings.

### ENC 6700 - Theory of Composition 3

Study of the process of composition with emphasis on various theories of the creative process. Introduction to methods and styles of teaching composition.

### ENG 6018 - History of Literary Criticism and Theory 3

Prerequisite: Graduate standing. This course is a study of the major texts in literary criticism and theory from Plato and Aristotle to the twentieth century with an emphasis on theory and content as well as method.

### ENG 6019 - Contemporary Literary Criticism and Theory 3

This course is a study of various contemporary schools of and theoretical approaches to literary criticism — for example, formalist, psychological, mythic, anthropological, new historicist, feminist, structuralist, post-structuralist, deconstructionist, and others — with an emphasis on method as well as theory. May be repeated for a maximum of 12 credits under different topics.

### ENG 6138 - Studies in Film 3

Prerequisite: Graduate standing or permission of instructor. In-depth study of significant films as literature. Focus on critical language and skills useful for film interpretation. Readings in literature and in film scholarship.

### ENG 6941 - DIS: Practicum - Teaching Composition 3

Prerequisite: Graduate standing and a minimum of 24 semester hours of satisfactory work toward the MA in English. Permission of instructor and graduate coordinator. Practical experience in teaching composition at the college (freshman) level, including supervised teaching, grading, conferencing, and supervised reading. May be repeated.

### ENG 6966 - MA Exam 1

Students in the MA in English program will sign up for, and take the MA comprehensive exam toward the end of their course work (ordinarily in the term in which they finish their course work). Permission of graduate coordinator.

### ENG 6971 - Thesis 3

Prerequisite: Graduate standing. MA thesis: research and writing.

### ENL 6455 - Studies in British Literature 3

Prerequisite: Graduate standing or permission of instructor. Variable period, topical or thematic studies in British literature such as Medieval, Renaissance, Restoration and 18th Century, Romantic, Victorian, Modern, or Contemporary. May be repeated for a total of 12 credits under different topics.

### LIT 5934 - Topics in Literature v. 1 - 3

Prerequisite: Graduate standing permission of instructor. May be repeated up to 12 credits under different topics.

### LIT 6017 - Studies in Fiction 3

Prerequisite: Graduate standing or permission of instructor. Variable topics, themes, or periods such as British fiction, American fiction, or short fiction. May be repeated for 12 credits under different topics.

### LIT 6037 - Studies in Poetry 3

Prerequisite: Graduate standing or permission of instructor. Variable topics such as studies in lyric, epic, narrative, Metaphysical, Romantic, or Contemporary poetry. May be repeated up to 12 credits under different topics.

### LIT 6047 - Studies in Drama 3

Prerequisite: Graduate standing or permission of instructor. Variable periods, topics, or themes such as classical or modern, comedy or tragedy, the self in revolt, or women in drama. May be repeated up to 12 credits under different topics.

### LIT 6246 - Major Authors 3

Prerequisite: Graduate standing or permission of instructor. In-depth study of a major author such as Dante, Chaucer, Shakespeare, Milton, Wordsworth, Dickens, Melville, Faulkner, Yeats, Virginia Woolf, George Eliot, William Carlos Williams. May be repeated up to 12 credits under different topics.

### LIT 6654 - Comparative and World Literature 3

Study of literature in English translation. May include comparison of translated works with works written in English. Content varies. May be repeated up to 12 credits under different topics.

### LIT 6905 - Directed Independent Study v. 1 - 3

Prerequisite: Permission of instructor, graduate coordinator, and department chairperson. Investigation of literature topics at the advanced level. May be repeated for 6 credits under different topics.

### LIT 6934 - Special Topics in Literature 3

Prerequisite: Permission of instructor. Concepts in the study of literature. May be repeated for 12 credits under different topics.

### LIT 6941 - Practicum: Teaching Literature 3

Prerequisite: Graduate standing or permission of instructor. Practicum in teaching literature at the college level. Students work closely with a professor in the classroom.

## Mathematics and Statistics

### MAA 6417 - Complex Analysis 3

Prerequisite: MAA 4211. Holomorphic functions, Cauchy's theorem, power series, conformal mapping, harmonic functions, residues.

### MAA 6938 - Topics in Applied Analysis 3

Prerequisites: MAA 4212 and permission of the department. This course will consist of topics such as Hilbert space methods, integral

equations, Fourier analysis, variational methods, spectral theory, and quantum mechanics.

### **MAD 6405 - Numerical Analysis**

Prerequisites: MAC 2313, MAS 3105 and a scientific computing language. Nonlinear equations, interpolation, numerical integration, direct and indirect solutions of linear equations, eigenvalue problems and error analysis for the above numerical methods.

### **MAE 6871 - Mathematical Connections**

Prerequisites: Graduate standing in mathematics education. In this course we study connections among various branches of mathematics. These include geometry and number theory, geometry and complex numbers, surfaces and algebra, geometry and algebra (including impossible constructions), and interesting numbers such as  $\pi$ ,  $e$ ,  $i$ ,  $y$ .

### **MAE 6878 - Mathematical Applications Around Us**

Prerequisites: Graduate standing in mathematics education. Topics will be chosen from graph theory, coding, voting and apportionment, scaling, geometric and numerical patterns in nature, probability, or other areas of application. Projects will be assigned for individual research relating mathematics to art, music, biology, game theory, or other areas of application.

### **MAP 6336 - Ordinary Differential Equations**

Prerequisites: MAP 2302, MAA 4211 and MAS 3105. Existence and uniqueness theorems, properties of solutions of ordinary differential equations, linear and non-linear systems, stability.

### **MAP 6345 - Partial Differential Equations**

Prerequisites: MAP 2302, MAS 3105 and MAA 4211. First order equations; classification of second order linear equations; wave, heat, and Laplace equations; separation of variables and Fourier Series.

### **MAP 6385 - Scientific Computing**

Emphasis will be on the practical aspects of implementing numerical schemes and the use of well established software packages. Some consideration will be given to stability and accuracy questions. Topics may include: numerical solutions of nonlinear equations, interpolation, simulation and optimization.

### **MAP 6932 - Topics in Optimization**

Prerequisites: MAA 4212, MAP 2302 and permission of instructor. This course will consist of topics such as linear and nonlinear programming, integer programming, dynamic programming, calculus of variations and optimal control.

### **MAS 6107 - Advanced Linear Algebra**

Prerequisite: MAS 3105. Vector spaces, linear transformations, eigenvalues and eigenvectors, similarity transformations, positive definite matrices, canonical forms and other topics in linear algebra.

### **MAS 6311 - Abstract Algebra**

Prerequisite: MAS 4301 or permission of instructor. Algebraic structures, sub structures, quotient structures, modules, algebras, field extensions.

### **MAS 6933 - Topics in Algebra**

v. 1 - 3

Prerequisites: MAS 4301 or permission of instructor. Selected topics from ring theory, group theory, algebraic geometry, algebraic number theory, category theory, homological algebra.

### **MAS 6938 - Topics in Applied Algebra**

Prerequisites: MAS 4301 and permission of the department. This

course will consist of topics such as combinatorics, graph theory, coding theory, automata theory or design theory.

### **3 MAT 5932 - Special Topics in Mathematical Sciences v. 1 - 3**

Prerequisite: Permission of the department. Introductory graduate level courses in mathematics, statistics or computing, designed to support graduate programs in other departments in the University. May be repeated for a total of 9 credits.

### **3 MAT 6908 - Directed Individual Study v. 1 - 3**

Prerequisite: Permission of the department. May be repeated for 9 credits under different topics.

### **MAT 6933 - Special Topics in Mathematical Science v. 1 - 3**

Prerequisite: Permission of the department. May be repeated for 9 credits under different topics.

### **3 MAT 6938 - Seminar in Mathematics v. 1 - 3**

Various topics in mathematics. May be repeated for 9 credits under different topics.

### **MAT 6971 - Thesis v. 1 - 3**

Prerequisite: Permission of the department. May be repeated for 6 credits.

### **3 STA 5126 - Statistical Methods for the Social Sciences 3**

This course covers the statistical methods most often used in social science research. Topics include regression and correlation analysis, analysis of variance, categorical data and nonparametric statistics. This course cannot be used to satisfy degree requirements by statistics and mathematics majors.

### **STA 6106 - Computer-Intensive Methods in Statistics 3**

Prerequisite: STA 4321. This course will cover a variety of statistical methods which are dependent on the availability of massive computational power. The course will include but is not limited to topics such as simulation techniques, randomization tests, Monte Carlo techniques, bootstrap methods, and numerical optimization methods. The course will involve extensive computer programming on the part of the students.

### **STA 6166 - Statistical Methods I 3**

Prerequisite: MAS 3105 and STA 4321. Descriptive statistics, confidence intervals and hypothesis testing, multiple linear regression and its diagnostics, introduction to the analysis of variance. Emphasis is placed on the application of these techniques to data and interpretation of the results.

### **3 STA 6167 - Statistical Methods II 3**

Prerequisite: STA 6166. Analysis of variance and covariance, and additional topics in the analysis of categorical or multivariate data.

### **STA 6205 - Design of Experiments 3**

Prerequisite: STA 6166. Principles of design, randomized blocks, Latin squares, factorial designs, split plot and incomplete block designs.

### **STA 6226 - Sampling 3**

Prerequisite: STA 6166. Survey designs, simple random sampling, stratified sampling, ratio estimates.

### **STA 6326 - Mathematical Statistics I 3**

Prerequisite: MAA 4211 and STA 4321. Probability, random variables, expected values, sampling distributions, central limit theorem, estimation, properties of estimators, order statistics.

- STA 6446 - Probability** 3  
Prerequisites: MAS 3105, MAA 4211 and STA 4321. This course covers probability distributions, conditional probability and conditional expectations. A study of some of the fundamental stochastic processes — Markov chains, the Poisson process, Renewal Theory, Brownian motion — will be covered.
- STA 6505 - Categorical Data Analysis** 3  
Prerequisite: STA 6166. This course is an introduction to the methods used to analyze categorical responses and contingency tables. Topics include models for binary response variables, logistic regression, logit models for categorical data, loglinear models and the estimation of model parameters.
- STA 6707 - Multivariate Methods** 3  
Prerequisite: STA 6166. Multivariate analysis of variance, correlation, discriminant analysis, factor analysis.
- STA 6908 - Directed Individual Study** v. 1 - 3  
Prerequisite: Permission of the department. May be repeated for 9 credits under different topics.
- STA 6932 - Special Topics in Statistics** v. 1 - 3  
Prerequisite: Permission of the department. May be repeated for 9 credits under different topics.
- STA 6938 - Seminar in Statistics** v. 1 - 3  
Various topics in statistics. May be repeated for 9 credits under different topics.
- STA 6940 - Statistical Consulting** v. 1 - 3  
Prerequisites: Permission of instructor. Techniques, problem formulation, data analysis, and interpretation of the results of typical consulting problems. The course is designed to give students hands-on experience with statistical consulting. May be repeated for a total of 9 credits.
- STA 6971 - Thesis** v. 1 - 3  
Prerequisites: Permission of the department. May be repeated for 6 credits under different topics.
- Music**
- MUS 5930 - Special Topics in Music** v. 1 - 3  
Prerequisite: Permission of instructor. Introductory graduate level course in music. May be repeated for 6 credits under different topics.
- Philosophy**
- PHI 5605 - Ethics** 3  
Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. Ethics considers questions such as “How should I live?” and “How do I decide the right thing to do and why should I do it?” This course deals with those questions in the areas of moral metaphysics, meta-ethics and normative theories or moral conduct with come from the history of philosophy back to the time of Plato and Aristotle. Other theorists to be discussed include Immanuel Kant and John Stuart Mill, and may include figures such as Thomas Hobbes, David Hume, as well as contemporary theorists.
- PHI 5627 - Ethics of Sex and Gender** 3  
Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course will explore ethical dimensions of sex and gender and the gendered dimensions of ethical thought and practice. We will ask whether women and men approach moral problems differently and whether women’s traditional concerns, such as child care, can enhance ethical theory. We will also consider how “feminist ethics” has been altered by the perspectives of women in different social locations. We also address practical ethical issues related to sex and gender, such as reproductive technologies, prostitution, and militarism. We will explore each of these topics from a variety of both masculine and feminine perspectives.
- PHI 5628 - Business Ethics** 3  
Prerequisite: Admittance to the MA program in Practical Philosophy and Applied Ethics. This course examines the theoretical foundations of business ethics as well as various ethical issues which arise on personal, corporate, national and global levels in the business world. The course will include: an examination of a philosophical context for business ethics; and exploration of relevant ethical and social-political theories; consideration and discussion of real-world business ethical issues. Readings and lectures will be complemented by class discussion and an ongoing focus on case studies.
- PHI 5668 - Ethics East and West** 3  
Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course explores ethical theory and some contemporary ethical problems for the perspective of comparative philosophy. The focus will be on Asian approaches to ethics, and how differing views of nature and human nature alter the quest for what is good and for the good life. We will discuss the Hindu, Confucian, Taoist and Buddhist traditions, as well as contemporary Japanese theory.
- PHI 5691 - Environmental Ethics** 3  
Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course will cover intrinsic and instrumental value approaches to environmental ethics, alternative environmental ethical approaches, and special environmental ethical issues. The goal of the course is to familiarize students with all the major approaches to environmental ethics and with a few philosophically interesting environmental ethical issues. Students will appreciate and understand the complexity and intricacy of the arguments involved in adopting one approach or position over another.
- PHI 5808 - Aesthetics** 3  
Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course will examine questions such as What is art? What is beauty? What is the nature of aesthetic experience? What is an aesthetic object? What is the role of creativity in making and judging art? Can a work of art have more than one meaning? What is the role of the art critic? and Can art be immoral? We will examine the theories of philosophers and members of the art community from the time of Plato to the present day.
- PHI 5886 - Ethics and Literature** 3  
Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course explores the ways in which ethical theory and literature inform one another. We will consider how ethical perspectives are

illustrated in works of fiction, and whether fiction itself can be a form of moral philosophy. Students should gain an understanding of several moral theories, develop an appreciation of the importance of fictional narrative to ethical life and theory, and of the potential value of moral philosophy to literary criticism.

**PHI 5934 - Selected Topics** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course addresses variable topics in practical philosophy and applied ethics.

**PHI 6125 - Ancient Greek Ethics** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. In this course we study the origins of Western ethical thought in ancient Greece. Beginning with Aristotle, we will go on to examine the work of the Hellenistic philosophers, who more fully developed several distinctive schools of ethical thought and behavior. While these philosophers are interesting in themselves, they are also important because they formulated the basis of contemporary ethics, both in the questions asked and the solutions offered.

**PHI 6405 - Philosophy of Science** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course is a philosophical exploration of nature and the foundations of both the natural and the social sciences. Topics will include the structure of scientific explanation, the nature of theories, the possibility of scientific revolution, the idea of a science of human behavior and the relationship between science and human values.

**PHI 6425 - Philosophy of the Social Sciences** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course is an examination of the nature, foundations, and aims of the social sciences. Attention is given to differing accounts of human action, the nature of social explanation, the structure of comparative social analysis, and the conditions for societal evaluation. Special consideration is given to the relationship of the social sciences to the humanities and the natural sciences.

**PHI 6936 - Advanced Selected Topics** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course addresses variable topics in practical philosophy and applied ethics.

**PHI 6937 - Proseminar I: Practical Philosophy in Culture and Society** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course establishes conceptual links between social knowledge and its ethical application. Goals include a solid grounding in the most advanced moral, social, political, and cultural philosophies, with emphasis on relating general theoretical insights to concrete ethical issues and framing pressing practical problems in both a normative and a holistic manner.

**PHI 6938 - Proseminar II: Methods in Applied Ethics** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course offers an advanced study of the methods of applying ethical theory to a range of actual issues encountered in the professions, such as physician assisted suicide, cloning, health care reform, human subject research, faith-based initiatives, and corporate responsibility. It addresses the normative dimension of applied ethics and the cognitive unity of applied ethics as a field.

**PHI 6942 - Internship in Applied Ethics** v. 3 - 6

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course focuses on (1) documented hours of work experience with ethics committees, compliance boards, or other appropriate opportunities, and (2) a written report of the problems encountered and the solutions offered, with particular emphasis on the student's contributions. This course may be repeated up to 6 credits with permission of the graduate coordinator.

**PHI 6971 - Thesis** v. 3 - 9

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course focuses on research and writing. It may be repeated for up to 9 hours of credit with permission from the graduate coordinator.

**PHM 5105 - Social Philosophy** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course is an analysis and evaluation of different accounts of society, social order, and human sociation. Readings come from classical social philosophers and contemporary social theorists.

**PHM 5305 - Political Philosophy** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course is an examination of central concepts in political thought, including rights, laws, justice, liberty, obligation, political sovereignty, legitimate authority and the nature of political community. Emphasis is placed on classical theories and their relation to contemporary issues.

**PHM 5365 - Philosophy of Democracy** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course is a philosophical exploration of the nature of democracy. Principal consideration is given to ancient Greek, classical modern and contemporary accounts of democracy theory. Themes in democratic theory are also examined as they pertain to notions such as constitutionalism, group representation, worker self management, media politics, multiculturalism, feminism, and globalism.

**PHM 5405 - Philosophy of Law** 3

Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. The focus of this course is on such concepts as justice, rights, civil liberties, authority, responsibility and punishment. Attention is also given to the relation of law to psychiatry and to morality.

- PHM 6345 - Contemporary Political Philosophy** 3  
Prerequisite: Admission to the MA in Practical Philosophy and Applied Ethics OR admission to the Graduate Certificate in Applied Ethics OR permission of the Philosophy Graduate Coordinator. This course examines main trends in recent and current political philosophy. Emphasis is on contemporary philosophical treatments of concepts like rights, liberty, justice, equality, democracy, power, the state, and the political itself. These concepts are explored while examining (a) new theoretical developments like communitarianism, feminism, poststructuralism, hermeneutics, discourse and difference theory, and (b) current reformulations of such classical positions as utilitarianism, liberalism, socialism, and republicanism.
- Physics**
- PHY 5936 - Selected Topics in Physics** v. 1 - 4  
Prerequisite: Permission of instructor. Introductory graduate level courses in physics. May be repeated up to 12 credits under different topics.
- Political Science and Public Administration**
- INR 5249 - U.S., Caribbean/Central American Relations** 3  
A study of U.S. policy in the Caribbean and Central American region since 1900 focusing on the conflict of U.S. objectives and regional economic, social and political realities.
- INR 6079 - Terrorism and Public Safety** 3  
This course covers the politics, ideologies, capabilities and countermeasures of global terrorism. The course traces the history and development of terrorism, examines factors which make terrorism an effective and economical political tool for the achievement of specific goals, explores terrorist organizations, and assesses the various weapons and delivery capabilities of today's terrorists. Finally it examines and evaluates strategies and tactics for the suppression of terrorist activities, with emphasis on the political and economic costs involved and the Constitutional issues which affect the selection of specific countermeasures and tactics.
- PAD 5385 - Public Policy Formation and Implementation** 3  
This course explores alternative views of the linkage between the formation and implementation of public policy and political, organizational and environmental influences on the process of policy implementation. It also examines decision-making techniques and analytical modes for the study of policy implementation.
- PAD 5605 - Administrative Law** 3  
Prerequisite: PAD 6060 or equivalent. Case study approach to the administrative law with special emphasis on the powers, procedures, and liabilities of public agencies and their officers.
- PAD 5700 - Public Administration Research Methods** 3  
Examines research methods used by public administrators in the public sector work environment. Emphasis on basic research methods and quantitative techniques with special emphasis on public administrative problems.
- PAD 6021 - Case Studies in Public Administration** 3  
Examination of applied experiences in public management. Students analyze cases drawn from public personnel relations, budgeting, agency policy making, public service ethics and other relevant management areas.
- PAD 6053 - Issues in Public Management** 3  
The course introduces students to the field of public management and reviews the major issues facing public administrators in the management of public agencies with an emphasis on cases involving local government functions.
- PAD 6060 - Public Administration in Modern Society** 3  
Survey of study and practice of public administration emphasizing administrative theory, bureaucratic processes and politics, public versus private management and administrative responsibility.
- PAD 6066 - Capstone Seminar** 3  
Prerequisites: PAD 5706, PAD 6706, and completion of all but 12 credit hours in the MPA program. A summary and integration of the knowledge, skills and values appropriate to a professional career in public administration. Specific emphasis on the preparation of the MPA capstone paper. If student does not complete the capstone paper during this course, s/he must register for PAD 6900, Directed Independent Study, for one credit hour with committee chairperson each semester until completed.
- PAD 6106 - Administrative Behavior in Public Organizations** 3  
The examination of administrative theory and practice, with a special emphasis on the unique attributes of public bureaucracies. Topics include organizational structure and behavior, accountability, leadership, responsiveness, and administrative ethics.
- PAD 6207 - Municipal Finance Administration** 3  
The purpose of this course is to examine urban fiscal management policies in the post industrial city. Specific emphasis will be given to public management tools utilized by cities facing potential fiscal stress.
- PAD 6227 - Government Budgeting and Finance** 3  
Exploration of the influence of interest groups on budget decisions, with special attention to the formation of the executive budget, congressional budgeting, and various political reactions to fiscal insufficiency.
- PAD 6417 - Public Personnel Administration** 3  
Processes and procedures of contemporary public personnel systems. Emphasis on examination of competing models of personnel administration, application of personnel management strategies to specific case problems and public sector labor relations.
- PAD 6436 - Ethics: Theory and Practice for Public Administrators** 3  
The course examines the theory and practice of administrative ethics with a focus on current ethical problems for public administrators.
- PAD 6447 - Government and Minority Relations** 3  
This course investigates several aspects of the inter-relationships between poverty, race and public administration.
- PAD 6612 - Regulatory Administration** 3  
An exploration of government response to market failure through economic and social regulation. Topics include regulatory agencies, regulatory policy formation and implementation; theories of regulation; risk analysis and tradeoffs; and deregulation.
- PAD 6706 - Research Design for Public Administrators** 3  
Prerequisite: PAD 5706. This course provides an introduction to the types of research designs commonly used in public administration research and practice in the preparation of a formal research prospectus. It is a prerequisite for the Capstone Seminar course.
- PAD 6807 - Urban Administration** 3  
Problems and principles of municipal administration, including

taxes, budgeting, planning, personnel, and the provisions of services; for example, police, fire, health, recreation, water and sewers, welfare, and education.

#### **PAD 6836 - Comparative Public Administration**

This course will compare the public administration systems and public policy-making process in the United States, France, Germany, Britain and Japan. Administration in IGOs and NGOs, as well as in the European Union and selected developing countries will also be studied. The course will examine different means by which policy decisions are taken and implemented in different national and international contexts. The theoretical implications for administration and policy-making in the age of globalization will also be explored.

#### **PAD 6900 - Directed Independent Study** v. 1 - 4

Prerequisite: Consent of MPA program coordinator. Specialized study of an issue or topic in public administration, directed by a faculty member specializing in that topic. May be repeated for up to 9 credits under different topics.

#### **PAD 6934 - Topics in Public Administration** v. 2 - 6

Exploration of topics of enduring or emerging significance in public administration. May be repeated for up to 9 credits under different topics.

#### **PAD 6946 - Internship in Public Administration** 3

Supervised field work in public administration. Diary and/or research project and seminar attendance required. May be repeated up to 6 credits under different topics.

#### **POS 6095 - Intergovernmental Relations** 3

Course will focus on providing knowledge of intergovernmental administration and management. Topics of discussion will include intergovernmental policy making, program planning and implementation, development and improvement of the organization, and administration of government systems and management of governmental interactions.

#### **POS 6158 - Politics and Policy in Local Government** 3

The course examines the political power structures of local governments and the related policy outcomes in terms of resource allocation and service delivery. The material also focuses on the consequences of these issues for public administrators.

#### **PUP 6006 - Public Program Evaluation** 3

Review and analysis of problems involved in evaluating public programs and policies. Will focus principally on applied areas of public programs and the relationship of research methods.

#### **PUP 6007 - Policy Analysis** 3

Prerequisite: PAD 5706. The policy planning process, problems of implementing policy, evaluation of policy impacts, and techniques of policy forecasting

#### **URP 6058 - Urban and Regional Planning** 3

Examination of urban planning processes, institutions, and techniques, with special attention to the physical, legal, and demographic limits of urban planning.

## **Psychology**

#### **CLP 6166 - Psychopathology** 3

Prerequisite: Admission to the MACP program or permission of instructor. A study of the models that have been developed to describe human adjustment and psychopathological problems. The course is designed further to provide both a knowledge base and a dynamic understanding of these behaviors in an individual's life.

#### **CLP 6441C - Individual Intelligence Testing** 4

Prerequisites: PCO 6317C and consent of the instructor. This is an introduction to the theory, administration, scoring, and interpretation of individual tests of intelligence. The lab component will afford students practice in all facets of intelligence testing, under supervision.

#### **CLP 6445C - Individual Personality Testing** 4

Prerequisites: PCO 6317C and consent of the instructor. This is an introduction to the diagnostic assessment of personality and personality dynamics, including objective and projective techniques. The lab component will afford students supervised practice in testing, interpretation, and report writing techniques.

#### **CLP 6459 - Principles of Sex Therapy** 3

Prerequisite: Graduate standing and permission of instructor. The course will provide an orientation to the etiology of sexual dysfunctions and dissatisfactions. In addition, it will cover sex counseling research and cognitive and behavioral principles used in sex therapy.

#### **DEP 6055 - Human Development** 3

Prerequisite: Graduate standing or permission of instructor. The course will provide an intensive survey of the research literature and central issues concerning developmental changes across the life span. Both classical and contemporary perspectives will be examined.

#### **EXP 6506 - Learning and Cognition** 3

Prerequisite: Admission to the MAGP program or permission of instructor. The course is designed to acquaint students with current theoretical and empirical work in the area of human learning, cognition, and information processing. Topics include long- and short-term memory, semantics, natural language processing, and artificial intelligence.

#### **PCO 6051 - Counseling in Community Settings** 3

Prerequisite: Admission to the MACP program. This course provides an overview of principles, theories, and practices of community intervention. Topics include an examination of programs and facilities for inpatient, outpatient, partial treatment, and aftercare. Both human services networks and principles and techniques of community needs assessments and program development will be discussed.

#### **PCO 6056 - Health Psychology** 3

Prerequisite: Admission to the MAGP program or permission of instructor. A general introduction to and survey of the field of health psychology. A biopsychosocial model is developed and contrasted with traditional medical models. The course explores the many ways in which social and psychological research contribute to an understanding of health and illness behavior.

#### **PCO 6271 - Social and Cultural Foundations of Counseling** 3

Prerequisite: Admission to the MACP program. This course draws on an ecological perspective to examine issues of diversity in American society. During the course of the term we will focus on diversity as represented by racial/ethnic groups, gender, class and

sexual orientation in American society. Particular attention will be paid to the relationships between members of these groups, mainstream society and psychological well being and effective helping relationships.

**PCO 6311 - Psychology of Substance Abuse and Addiction** 3  
Prerequisite: Admission to the MACP program. This course provides an overview of models of substance abuse and other addictive behavior. Based on these models, prevention (both primary and secondary) and treatment strategies will be discussed, including individual, group, family, and social intervention.

**PCO 6317C - Individual Evaluation and Assessment** 4  
Prerequisite: PSY 6216 and admission to the MACP program or permission of instructor. The course introduces the principles and practices of individual evaluation and assessment within the context of psychological counseling. Emphasis is placed on understanding the basic psychometric principles needed to evaluate a wide range of test instruments and assessment tools. The experiential component of the course will center on the development and refinement of observation and interviewing skills. (*A material fee of \$15 assessed.*)

**PCO 6406C - Counseling Theories and Practice** 3  
Prerequisite: Admission to the MACP Program or permission of the instructor. To create an understanding of (1) the assumptions, implications, and ethics related to the counseling process; (2) the theories and methods of learning for both individual and group counseling; and (3) the application of research to the counseling process. Skill laboratory training involves the development of basic communication and facilitating counseling skills.

**PCO 6407C - Group Theories** 4  
Prerequisites: PCO 6406C plus admission to the MACP program or permission of instructor. A laboratory/practicum experience is required in this course as well as the presentation of theoretical and research background of group counseling. The experiential group process involves participation by counseling students in an actual on-going group experience to develop an understanding of one's functioning in relation to other people and to facilitate an awareness of self and interpersonal relationships.

**PCO 6408C - Foundations of Mental Health Counseling** 3  
Prerequisite: PCO 6317C, CLP 6166, PCO 6406C and PCO 6407C, plus admission to the MACP program or permission of instructor. To further develop the students' understanding of and ability to work with clients throughout the counseling process. This involves case management from initial contact, through assessment, evaluation, and goal development to referral. Advanced counseling skills will be taught and assessed in a laboratory setting.

**PCO 6531 - Career and Lifestyle Assessment** 3  
Prerequisite: Admission to the MACP program and PCO 6317C. The goal of this course is to provide future counselors with the tools they will need in order to implement effective strategies for career assessment and career guidance. Theories and practices in career choice and development will be examined from the perspective of the assessment process. In addition to career planning, the focus of attention will extend to social and family goals, leisure interests, and other types of decision-making through the lifespan. (*A material fee of \$15 assessed.*)

**PCO 6869 - Ethical and Legal Issues in Mental Health Practice** 3  
The course will provide an orientation to the legal and ethical aspects of mental health counseling. Topics will include issues

relevant to confidentiality, responsibilities of counselors, and professional certification and regulation.

**PCO 6939 - Counseling Seminar** 3  
Prerequisite: Established by instructor. A specialty area seminar involving theory, research, and practice in one counseling methodology; for example, vocational counseling, marriage and family counseling, Gestalt therapy, or behavior therapy. May be repeated for a total of 6 credits.

**PCO 6943 - Internship** v. 1 - 9  
Prerequisite: Admission to Master of Arts in Counseling Psychology program. This 900 hour practical experience component of the counseling program will take place in a mental health facility or agency. Three hundred hours of this experience must be direct client contact. May be repeated up to 9 credits.

**PCO 6945A - Practicum A** 2  
**PCO 6945B - Practicum B** 3  
Prerequisite: PCO 6317C, PSY 6216, PCO 6406C, PCO 6407C and CLP 6166 plus admission to the MACP program or permission of instructor. This practical experience in a mental health agency in the community extends over a two semester period. A minimum of 12 contact hours per week during the first semester and a minimum of 20 contact hours per week during the second semester is required.

**PPE 6466 - Advanced Personality Theories** 3  
Prerequisite: PPE 4004 or CLP 4143 plus admission to the MACP or MAGP program or permission of instructor. The course represents a survey of the major issues (e.g., cross-situational vs. situational specificity of behavior), "grand" theories (e.g., psychoanalytic), and experimental approaches (e.g., focus of control in personality). Course content provides a knowledge base relevant to counseling.

**PSY 6216 - Research and Program Evaluation** 3  
Prerequisite: PSY 3214 or an experimental psychology course plus admission to the MACP program or permission of instructor. Designed to enable the master's level practitioner to scientifically evaluate research involving human subjects; special emphasis placed on research strategies, methodologies, and ethics. Must be completed within the first 12 hours of MACP program course work.

**PSY 6217 - Research Design and Analysis** 4  
Prerequisite: PSY 3214 or an experimental psychology course plus admission to the MAGP program or permission of instructor. Further study of the design and analysis of psychological research. Emphasis is on issues concerning the choice of appropriate designs for implementation of research and statistics for analysis. Both experimental and correlational designs are explored. Introduction to the use of computerized statistical packages.

**PSY 6908 - Directed Individual Study** v. 1 - 3  
Prerequisite: Permission of departmental chairperson. May be repeated up to 12 credits under different topics.

**PSY 6910 - Supervised Research** 3  
Prerequisite: Admission to the MAGP program or permission of instructor. Intensive experience in design, implementation, analysis, and writing. A minimum of nine hours per week research involvement under faculty supervision. May be repeated for a total of 6 credits.

**PSY 6931 - Special Topics** v. 1 - 3  
Prerequisite: Admission to the MACP or MAGP program. This course will explore topics of current importance in psychology.

Topics may be initiated by faculty and/or students in consultation with the department chairperson. No more than three hours may be counted as part of the MACP or MAGP programs.

**PSY 6937 - Colloquium in Psychological Research** 1  
Prerequisite: Admission to the MAGP program or permission of instructor. An ongoing colloquium series, intended for graduate students in psychology, involving the presentation and discussion of research initiatives by faculty and graduate students. May be repeated for a total of 4 credit. Grading system is Pass/Fail.

**PSY 6971A - Thesis A** 3  
**PSY 6971B - Thesis B** 3  
Prerequisite: PSY 6216 or PSY 6217.

**SOP 6069 - Advanced Social Psychology** 3  
Prerequisites: SOP 3004, or equivalent, plus admission to the MAGP program or permission of instructor. An in-depth survey of the research literature of social psychology, with emphasis on individual behavior. Topics will include, but are not limited to, aggression, attraction, social perception, helping behavior, attribution, attitudes, applied social psychology, and communication.

## Sociology

**SYA 6125 - Development of Social Theory** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. This course surveys the corpus of theoretical works within sociology generally termed "classical" theory. The course traces the history and development of sociological theorizing from its inception to the early 20th century.

**SYA 6126 - Contemporary Social Theory** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. This course surveys the development of sociological theory in the 20th century with a particular focus on recent advances in social thought. The course emphasizes the application of contemporary sociological theory to current social problems.

**SYA 6305 - Quantitative Research Methods 1** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. This seminar provides a basic, but intensive, introduction to quantitative methods of sociological research. The course will provide students with the ability to formulate research questions, collect quantitative data, prepare data for analysis, and become better able to critically interpret quantitative social science research.

**SYA 6308 - Population Analysis** 3  
Prerequisite: Admission to the program or permission from the graduate program director. This course is designed to examine population change in the U.S. In particular, this course addresses the impact of population change on social program development and delivery. Special emphasis will be placed on how the changing demographic profile impacts U.S. economic and social issues as well as within the global context.

**SYA 6315 - Qualitative Research Methods** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. This course will introduce students to a variety of qualitative research methods, including participant observation, interviews, open-ended surveys, and archival research. Strategies for compiling and organizing data, and using qualitative evidence to support an argument will also be discussed.

**SYA 6455 - Quantitative Research Methods 2** 3  
Prerequisite: SYA 6305 or consent of the graduate director. The course is designed for graduate students to gain advanced training in quantitative data analysis. This course will teach students to organize and summarize important characteristics of data as well as to make inferences about unknown characteristics of a population based on sample data.

**SYA 6657 - Evaluation and Program Analysis** 3  
Prerequisite: Admission to the program or permission of the graduate director. The course provides a sociological introduction to evaluation and program analysis. The course is designed to introduce students to the theoretical base and practical application issues of evaluation research. In this course students will examine a number of evaluation studies that incorporate a variety of research methods.

**SYA 6909 - Directed Independent Study** v. 3 - 6  
Prerequisites: Permission of the instructor and graduate program director. This course is designed to allow students to address issues not presented in primary course listings.

**SYA 6938 - Special Topics in Sociology** 3  
The course will cover variable topics in sociology. The course may be repeated for a total of 9 credits under different topics with the permission of the graduate advisor.

**SYA 6975 - Masters Thesis** v. 3 - 6  
Prerequisite: Permission of the graduate program director. This course is required for students using the Masters Thesis Exit Option for the degree.

**SYD 6426 - Urban Sociology** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. This course examines the ways that sociologists have come to understand the workings of cities, as well as what sociologists have learned about society in general by making the city their object of study.

**SYD 6515 - Environment and Society** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. This course provides a sociological approach to environmental problems. Specifically, the course examines four central issues surrounding environmental problems: (i) the nature, scope, and social consequences of environmental problems; (ii) the human causes of environmental problems; (iii) the human responses to environmental problems; and (iv) an alternative way of thinking about and responding to environmental problems.

**SYD 6605 - Community and Society** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. This course examines community from a sociological perspective, including theoretical explanations of community cohesion and change, methods of studying community, exemplars of community studies. The course will also address community organization and economic development, including organizing by communities of interest, as well as contemporary claims that community in the U.S. is under threat.

**SYD 6705 - Analysis of Subcultural Perspectives** 3  
An in-depth study of subcultures in American society, and the cultural wholeness of lifestyles often labeled deviant in the society. Special emphasis will be given to gaining an understanding of the perspectives of others.



- SYD 6706 - Race Relations** 3  
Prerequisite: Admission to the program or permission of the graduate director. This course is designed to provide students with a sociological overview of the history of racial and ethnic relations in American Society, and to critique the social, economic and political consequences this history has had on various racial and ethnic populations. It will examine the role of British Colonial settlers and the adjustments of subsequent immigration groups, emphasis on relative adjustment to the dominant group, conflict among and between various groups, and their influence on the nature of American culture in religion, politics, economics and education.
- SYO 6327 - Social Policy and Administration** 3  
A survey and analysis of legislative and other provisions for social services and ways in which legislation is influenced. Major provisions of laws and programs at community, state, and national levels. Ways of finding and assessing resources available in local communities.
- SYO 6535 - Social Stratification** 3  
Prerequisite: Admission to the program or permission of the graduate director. This course provides a sociological introduction to stratification in the United States. Specifically, the course is designed to introduce students to the theoretical base, empirical research and applied aspects of social and economic stratification in U.S. society.
- SYO 6545 - Organizations and Work** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. The purpose of this course is to introduce the major theoretical approaches used to study and understand complex formal organizations and work. This will include the assessment of administrative, management, and organizational theories and their applications. Focus will be on the structure, internal processes, and environments of different forms of organization, how these influence the effectiveness of organizations, and how they impact on jobs, occupations, and the labor process.
- SYP 6448 - Social Change and Development** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. The course provides a critical examination of major problems confronting less developed countries. Specifically, problems of growth, equity, and environmental sustainability are situated in a critical perspective informed by modernization, dependency, and world-systems theory.
- SYP 6636 - Sociological Approaches to Culture** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. The course provides an introduction to how sociologists understand the role of culture in social life, drawing on contributions from scholars working in the Production of Culture tradition, as well as Cultural Studies. The course will also examine theoretical approaches to culture.
- SYP 6735 - Sociology of Aging** 3  
Prerequisite: Admission to the graduate program or permission of the graduate director. This course is an introduction to the sociological study of aging. During the semester we will deconstruct stereotypes of the aged, analyze the changes we face as we grow older and how individuals adapt to such change, analyze family relationships which include caregiving relationships, discuss health and financial security issues, and analyze how government policy will be affected by changes in the age structure of our society. All of the topics above will be placed in an historical and cross-cultural context.
- World Languages**
- FOL 5930 - Topics in World Language** v. 2 - 4  
Prerequisite: Graduate standing and permission of instructor and department chairperson. See department office for description of specific offering. May be repeated up to 12 credits.

# Coggin College of Business



## Dean's Office

**John P. McAllister, Ph.D., CPA,**  
Dean and Professor  
620-2590

**Jeffrey W. Steagall, Ph.D.,**  
Associate Dean and Professor  
620-2395

**Ron Davis, M.B.A., CPA,**  
Director of Finance  
620-1515

**Cheryl S. Campbell, M.B.A.,**  
Director of Student Services  
620-2575

[http://www.unf.edu/ccb/  
grad\\_programs/index.html](http://www.unf.edu/ccb/grad_programs/index.html)



## Coggin College of Business Faculty

### Master of Accountancy Master of Business Administration

**Ronald J. Adams, Ph.D.,** Professor  
**Seth C. Anderson, Ph.D., CFA,** Professor and Kathryn Magee Kip Professor of Financial Services  
**H. Eugene Baker III, Ph.D.,** Professor and Chair  
**Thomas L. Barton, Ph.D.,** Professor and Kathryn and Richard Kip Professor of Accounting  
**Homer L. Bates, Ph.D.,** Professor  
**Charles H. Calhoun, Ph.D., CPA,** Professor  
**B. Jay Coleman, Ph.D.,** Richard deRaismes Kip Professor of Operations Management and Quantitative Methods  
**Adel I. El-Ansary, Ph.D.,** Professor  
**Gary R. Fane, Ph.D., CPA, CMA,** Professor  
**Bruce Fortado, Ph.D.,** Professor  
**Edward A. Johnson, Ph.D.,** Professor  
**C. Bruce Kavan, Ph.D.,** Professor and Bank of America Professor of Information Technology  
**Reinhold Lamb, Ph.D.,** Professor and Smith Professor of Finance  
**John B. MacArthur, Ph.D., FCCA,** Professor and Kathryn and Richard Kip Professor of Accounting  
**Paul M. Mason, Ph.D.,** Professor and Chair

**John P. McAllister, Ph.D., CPA,** Dean and Professor of Accounting  
**Steven K. Paulson, Ph.D.,** Professor, Blanche and Luther Coggin Professor of Management  
**Lowell M. Salter, Ph.D.,** Professor  
**A. Coskun Samli, Ph.D.,** Research Professor  
**Stephen L. Shapiro, Ph.D.,** Director, Center for Economic Education; Professor  
**Jeffrey W. Steagall, Ph.D.,** Associate Dean, Professor, Richard de Raismes Kip Professor of International Business, and Director, International Business Program and Center for International Business Studies  
**Earle C. Traynham, Ph.D.,** ECT Distinguished Professor of Business Administration  
**M. Reza Vaghefi, Ph.D.,** Professor  
**Louis A. Woods, Ph.D.,** Professor  
**Mina N. Balamoune-Lutz, Ph.D.,** Associate Professor  
**Sharon C. Cobb, Ph.D.,** Associate Professor  
**Robert Frankel, Ph.D.,** Associate Professor and Kip Professor of Marketing/Logistics  
**Cheryl J. Frohlich, Ph.D.,** Associate Professor  
**Craig G. Harms, Ph.D.,** Associate Professor  
**David G. Jaeger, JD,** Associate Professor  
**John E. McEldowney, D.B.A., C.P.A., C.I.A.,** Associate Professor

**Jeffrey E. Michelman, Ph.D., CPA, CMA**, Associate Professor

**Sidney B. Rosenberg, Ph.D.**, Interim Chair and Associate Professor and William F. Sheffield Professor of Real Estate

**Robert W. Schupp, J.D.**, Associate Professor

**Harriet A. Stranahan, Ph.D.**, Associate Professor

**Cheryl A. Van Deusen, Ph.D., CHA, CHE**, Associate Professor

**Steven A. Williamson, DBA**, Director of Graduate Programs in Business Administration; Director, Institute of Management Development and Organizational Studies; and Associate Professor

**Parvez Ahmed, Ph.D.**, Assistant Professor

**Yemisi A Bolumole, Ph.D., C.N.M.**, Assistant Professor

**Youngtae Choi, Ph.D.**, Assistant Professor

**Lynn Comer-Jones, Ph.D., CPA**, Assistant Professor

**Paul A. Fadil, Ph.D.**, Assistant Professor

**Andrés Alberto Gallo, Ph.D.**, Assistant Professor

**Christopher Johnson, Ph.D.**, Assistant Professor

**Rahul W. Kale, Ph.D.**, Assistant Professor

**Chung-Ping Loh, Ph.D.**, Assistant Professor

**Dag Näslund, Ph.D.**, Assistant Professor

**Crystal L. Owen, Ph.D.**, Assistant Professor

**Antony Paulraj, D.B.A.**, Assistant Professor

**Oliver Schnusenberg, Ph.D.**, Assistant Professor

**Valerie K. Spittler, Ph.D.**, Assistant Professor

**Bobby Waldrup, Ph.D.**, Assistant Professor

**Joseph Steinman, DBA**, Visiting Distinguished Lecturer

**Executive Vision** We envision that our efforts to continuously improve our instructional capabilities and to adapt to the ever-changing business and societal requirements will be rewarded with national recognition as a premier institution for professional business education.

**Values** We believe that life-long learning is fundamental to the development of well-rounded, successful individuals. We are committed to providing the best business education possible. We are also committed to pursuing sufficient resources to accomplish our goal of providing the best programs of their type in the State of Florida. We value and expect hard work on the part of the faculty and staff, and on the part of the students. We believe that an outstanding business education program is one which:

- Enables students to successfully manage a business and make sound business decisions under conditions of uncertainty.
- Emphasizes ethics and sensitivity to diversity in the marketplace and stresses the importance of community.
- Requires the development of critical skills, including the ability to communicate effectively.
- Provides opportunities for real world experience and emphasizes career development and placement opportunities.
- Requires highly qualified, full-time faculty with sufficient support to perform their assignments effectively.
- Requires faculty devoted to outstanding classroom instruction and demands high quality performance.
- Requires faculty who are inquisitive and analytical and who are actively engaged in the pursuit of knowledge related to business.

- Requires small class sizes and promotes interaction between faculty and students inside and outside the classroom.

**Mission** The University of North Florida Coggin College of Business (CCB) is dedicated to the education and development of individuals who will become leaders of both private and public organizations. The College accomplishes this mission through outstanding undergraduate and graduate instruction, provided by faculty who integrate creative scholarly endeavors into relevant, high-quality programs, helping to enhance the University's reputation. Although the primary commitment is to outstanding instruction, research and service are also integral components of the mission.

**Accreditation** The Coggin College of Business is fully accredited at both the undergraduate and the graduate levels by AACSB International — The Association to Advance Collegiate Schools of Business. Further, the Accounting programs at both the undergraduate and graduate levels have received separate accreditation by AACSB International. AACSB is the premier accrediting agency for business schools internationally with only 494 business schools and only 166 accounting programs holding this distinction.

**Wall Street Journal Partnership** Each student enrolling in one or more Coggin College of Business (CCB) courses numbered 3000 or higher is assessed a \$15.00 fee each semester. The fee is just \$15.00, regardless of how many CCB courses the student takes. In return, each student is able to pick up a copy of *The Wall Street Journal (WSJ)* from locations within the College. Moreover, each student will receive access to all of the *WSJ's* online editions (e.g., European, Asian), as well as *Barron's* online and the *WSJ Employment Edition*. Additional information is available at <http://www.unf.edu/ccb/wsjs.htm>.

**Admission to Programs** Students desiring to enter the Master of Business Administration or Master of Accountancy programs must satisfy both general University admissions criteria and the specific criteria established by the Coggin College of Business. The College also has two certificate programs in e-Business and International Business. Students may participate in both programs as part of their graduate programs or as a separate experience. Only fully admitted graduate students may enroll in any graduate business course.

**The specific admission criteria established by the Coggin College of Business includes:**

1. a minimum 20 verbal and 22 quantitative score on the Graduate Management Admission Test (GMAT) and
2. a minimum 1000 score based upon the formula (200 x upper-level GPA) plus the GMAT total score.
3. a U.S. bachelor's degree must be from a regionally accredited university.
4. a minimum GMAT score of 450 for the MAcc program and the MBA program.

**Note: All applicants for admission must have completed the GMAT unless they possess an M.D. or Ph.D. degree.**

## Transfer of Graduate Credits from another College or University

A maximum of twelve (12) credit hours of 6000 level course work may be transferred in from another College or University. These credits must be from an AACSB accredited school, must have a Syllabus from each class, must have taken courses no more than seven years prior to the completion of a graduate-degree program, and must have a 3.0 or better grade in each class.

## Coggin College of Business Graduate Programs Probation/Suspension Policy

Any time a **graduate** student drops below a 3.0 overall GPA, the student will be put on Probation. The student will stay on probation until they increase his or her overall GPA to a 3.0 or higher. While on probation if the student does not maintain a semester 3.0 GPA or better, he or she will be suspended.

**One cannot take Business Policy if on Probation.** With the first suspension the student is not allowed to take coursework for one semester. With the second suspension the student is not allowed to take coursework for a minimum of one semester and a maximum of up to one year. Students may petition to be considered for enrollment after one semester. With the third suspension after one year the student may submit a petition to be considered for readmission into the Coggin College of Business. If the petition is approved the student must reapply for admission.

**Required GPA** Students graduating with a graduate degree or graduate certificate from the Coggin College of Business must have a minimum of 3.00 GPA in all course work taken at the graduate level. All students are required to have a minimum 3.0 GPA prior to enrolling in MAN 6726, Advanced Business Policy.

**Foundation Requirements** The business graduate foundation requirements consist of a set of subjects considered by the graduate faculty as required for regular graduate study in the MBA or MAcc degrees.

**The Foundation Requirements include:** Foundations of Marketing and Management, Law and the Business Environment, Economic Analysis, and Financial Analysis.

These Foundation Requirements are prerequisites for registration in advanced graduate courses. A student with satisfactory academic experience in the foundation subjects need not take Foundation Requirements at UNF. A student whose educational experience does not include specific Foundation Requirements will be required to take appropriate foundation courses at UNF.

**Study Abroad Opportunities** The Coggin College of Business provides its students with opportunities to experience first-hand the international aspects of business. Therefore, the College has set up student and faculty exchange agreements with institutions of higher learning throughout the world. The College's current exchange partners include the following:

- Al-Akhawayn University (Ifrane, Morocco)
- Beijing International Studies University (Beijing, China)
- ECOBUSINESS School (Belo Horizonte, Brazil)
- EUROMED (Marseilles, France)
- ESC-Rennes (Rennes, France)
- ESCEM (Poitiers and Tours, France)
- ESG-Paris (Paris, France)
- European Business School (Paris, France)
- Fachhochschule Köln (Cologne, Germany)
- Universidad Austral (Rosario, Argentina)
- Universidade Gama Filho (Rio de Janeiro, Brazil)
- Universidad Iberoamericano (Santo Domingo, Dominican Republic)
- University of Madras (Madras, India)
- Universidad Mayor (Santiago, Chile)
- Universidad de Montevideo (Montevideo, Uruguay)
- Université de Provence (Aix-en-Provence, France)
- Uniwersytetu Warszawskiego (Warsaw, Poland)

Students may choose to study at one or more of these institutions for a semester or a year. At some institutions, students may take courses in English; at others, students must be fluent in a foreign language to attend. Students participating in these exchanges sign up for UNF courses and pay their usual tuition to UNF. Credits earned count in the student's degree program at UNF. Graduate students are reminded, however, that they must complete 24 hours of 6000-level classes on the UNF campus to receive a UNF graduate degree.

The Coggin College of Business also offers short-term, faculty-led study abroad courses for credit. Typically, the College offers at least one such course during spring break and several such courses during each summer. These courses allow students to experience the culture and business practices of another nation directly, through lectures from university faculty, business visits, and discussions with social and political leaders.

In some degree programs, students may also be eligible to complete internships abroad for course credit.

Detailed information about exchange and study abroad opportunities is available through the *Study Abroad* links at [www.unf.edu/ccb/intlbus/](http://www.unf.edu/ccb/intlbus/).

## CCB Policy on Use of International Academic Experiences in Graduate Programs of Study Definitions

The Coggin College of Business (CCB) allows its students to use in their programs of study the following three types of international academic experiences:

1. *CCB-sponsored Faculty-led Study Abroad Courses*, which include international travel and business visits as an integral part of a larger course that focuses on business issues.
2. *Non-CCB Faculty-led Study Abroad Courses (i.e., those sponsored by other UNF colleges)*, which include international travel as an integral part of a larger course that focuses on non-business issues.

3. *Student Exchange Programs*, which provide students with the opportunity to take courses at foreign institutions. Most student exchanges are one or two semesters in duration. Two exceptions are the University of Provence (one month) and ESCEM-Poitiers (two week) summer exchanges.

**Policy: Use of International Experience Credits in Program of Study by Graduate Students**

In all cases, the student and his/her advisor must agree in writing regarding how exchange credits will be used *before* the student begins the study abroad or exchange experience.

**Directed Independent Studies** The intent of a Directed Independent Study is to allow a student to pursue a selected topic in greater depth under the direction of a Coggin College of Business graduate faculty. Required and regularly offered courses usually involve classroom interaction and normally are not available as directed independent studies. Not more than 6 semester hours of directed independent studies may be counted toward graduation requirements. All directed independent studies require prior approval by the instructor and the Director of Graduate Studies.

**The Master of Business Administration Degree Program** The purpose of the UNF MBA program is to prepare qualified men and women for positions of leadership in business organizations. The program is designed to meet the graduate business educational needs of individuals working in the Northeast Florida region, offering classes to full-time, part-time, and weekend students.

To accomplish the program purpose, the faculty has adopted a Value-Based Management theme. The curriculum focuses on general management education and in-depth knowledge of the various skills required to manage effectively in a rapidly changing and increasingly technical and global environment. The curriculum is carefully integrated to reflect the importance of value-based management. A variety of approaches to learning is used, including lectures, case analysis, and group work and team building exercises. The curriculum allows students to concentrate in a functional discipline or participate in one of the two certificate programs.

**Students in the MBA degree program may choose one of the following concentrations:**

- Accounting
- Construction Management
- E-Commerce
- Economics
- Finance
- Human Resource Management
- International Business
- Logistics
- Management Applications

**Major: General Business  
Track: General Business  
Degree: Master of Business Administration**

**Prerequisites (12 SEMESTER HOURS)**

BUL 3130	3.0	Legal Environ Of Bus
ECO 5115	3.0	Intro Econ Analysis
FIN 5405	3.0	Essen Managerial Fin
MAN 5036	3.0	Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

Group 1

MAN 6204	3.0	Organization Theory
ECO 6415	3.0	Decisions With Data
ECP 6705	3.0	Econ Of Busin Decis
ACG 6305	3.0	Management Acctng

Accounting majors should substitute ACC 6309

Group 2

MAR 6805	3.0	Marketing Strategy
FIN 6406	3.0	Adv Finan Management
ISM 6021	3.0	Mgmt Info Technology

Accounting majors may substitute ACG 6405

Group 3

MAN 6501	3.0	Modeling & Man Oper
MAN 6726	3.0	Adv Business Policy

**Business Electives (6000 LEVEL) (09 SEMESTER HOURS)**

ACG/BUL/ECO/ECP/FIN/GEB/ISM/MAN/QMB/MAR/REE/TAX/TRA

- \* 1. Electives—6000-level business or approved non-business courses—most are offered only once annually.
- \* 2. Complete course prerequisites before registering for any graduate course.
- \* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.
- \* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)
- \* 4. MAN 6726-Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.
- \* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period)

**Major: General Business  
Track: Accounting  
Degree: Master Of Business Administration**

**Prerequisites (12 SEMESTER HOURS)**

BUL 3130	3.0	Legal Environ Of Bus
ECO 5115	3.0	Intro Econ Analysis
FIN 5405	3.0	Essen Managerial Fin
MAN 5036	3.0	Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

Group 1

MAN 6204	3.0	Organization Theory
ECO 6415	3.0	Decisions With Data
ECP 6705	3.0	Econ Of Busin Decis
ACG 6309	3.0	Adv Man Acc Theory

Group 2

MAR 6805	3.0	Marketing Strategy
FIN 6406	3.0	Adv Finan Management
ACG 6405	3.0	Adv Acc Info System

**Group 3**

MAN 6501	3.0	Modeling & Man Oper
MAN 6726	3.0	Adv Business Policy

**Business Electives (6000 LEVEL) (09 SEMESTER HOURS)**

Undergraduate accounting majors choose the following option

ACG/TAX

Excluding TAX 6726 and ACG 6305

Undergraduate majors other than accounting choose the following:

ACG 6805	3.0	Adv Acctng Theory
TAX 6105	3.0	Bus Corporation Tax
ACG 6645	3.0	Auditing Theory

\* 1. Electives—6000-level business or approved non-business courses—most are offered only once annually.

\* 2. Complete course prerequisites before registering for any graduate course.

\* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.

\* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)

\* 4. MAN 6726- Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.

\* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period)

**Major: General Business****Track: Construction Management****Degree: Master Of Business Administration****Prerequisites (12 SEMESTER HOURS)**

Foundation

BUL 3130	3.0	Legal Environ Of Bus
ECO 5115	3.0	Intro Econ Analysis
FIN 5405	3.0	Essen Managerial Fin
MAN 5036	3.0	Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

Group 1

MAN 6204	3.0	Organization Theory
ECO 6415	3.0	Decisions With Data
ECP 6705	3.0	Econ Of Busin Decis
ACG 6305	3.0	Management Acctng

Group 2

MAR 6805	3.0	Marketing Strategy
FIN 6406	3.0	Adv Finan Management
ISM 6021	3.0	Mgmt Info Technology

Group 3

MAN 6501	3.0	Modeling & Man Oper
MAN 6726	3.0	Adv Business Policy

**Business Electives (6000 LEVEL) (09 SEMESTER HOURS)**

Three Required

BCN 6748	3.0	Construction Law
BCN 6728	3.0	Const Plan & Sched
BCN 6595	3.0	Env Issue Land/Const

\* 1. Electives—6000-level business or approved non-business courses—most are offered only once annually.

\* 2. Complete course prerequisites before registering for any graduate course.

\* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.

\* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)

\* 4. MAN 6726 - Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.

\* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period)

**Major: General Business****Track: Economics****Degree: Master Of Business Administration****Prerequisites (12 SEMESTER HOURS)**

BUL 3130	3.0	Legal Environ Of Bus
ECO 5115	3.0	Intro Econ Analysis
FIN 5405	3.0	Essen Managerial Fin
MAN 5036	3.0	Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

Group 1

MAN 6204	3.0	Organization Theory
ECO 6415	3.0	Decisions With Data
ECP 6705	3.0	Econ Of Busin Decis
ACG 6305	3.0	Management Acctng

Group 2

MAR 6805	3.0	Marketing Strategy
FIN 6406	3.0	Adv Finan Management
ISM 6021	3.0	Mgmt Info Technology

Group 3

MAN 6501	3.0	Modeling & Man Oper
MAN 6726	3.0	Adv Business Policy

**Business Electives (6000 LEVEL) (09 SEMESTER HOURS)**

ECO/ECP/GEO

\* 1. Electives—6000-level business or approved non-business courses—most are offered only once annually.

\* 2. Complete course prerequisites before registering for any graduate course.

\* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.

\* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)

\* 4. MAN 6726-Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.

\* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period)

**Major: General Business****Track: E-commerce****Degree: Master Of Business Administration****Prerequisites (12 SEMESTER HOURS)**

BUL 3130	3.0	Legal Environ Of Bus
ECO 5115	3.0	Intro Econ Analysis
FIN 5405	3.0	Essen Managerial Fin
MAN 5036	3.0	Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

Group 1

MAN 6204	3.0	Organization Theory
ECO 6415	3.0	Decisions With Data
ECP 6705	3.0	Econ Of Busin Decis
ACG 6305	3.0	Management Acctng

Group 2

MAR 6805	3.0	Marketing Strategy
FIN 6406	3.0	Adv Finan Management
ISM 6021	3.0	Mgmt Info Technology

Group 3

MAN 6501	3.0	Modeling & Man Oper
MAN 6726	3.0	Adv Business Policy

**Business Electives (6000 LEVEL) (09 SEMESTER HOURS)**

MAN 6785 3.0 E-business Strategy

## Select Two Courses

MAR 6726 3.0 Marketing Internet  
 TRA 6157 3.0 E-Supply Chain Mgt  
 MAN 6875 3.0 Entrep & Ven Capital  
 MAN 6026 3.0 Project Management  
 MAN 6959 1-9 Stud Abroad Mgmt  
 MAR 6958 1-9 Stud Abroad Market

If study abroad courses are chosen, these courses must have a significant e-commerce orientation to be counted toward this concentration.

- \* 1. Electives—6000-level business or approved non-business courses—most are offered only once annually.
- \* 2. Complete course prerequisites before registering for any graduate course.
- \* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.
- \* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)
- \* 4. MAN 6726-Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.
- \* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period)

**Major: General Business****Track: Finance Concentration****Degree: Master Of Business Administration****Prerequisites (12 SEMESTER HOURS)**

## Foundation

BUL 3130 3.0 Legal Environ Of Bus  
 ECO 5115 3.0 Intro Econ Analysis  
 FIN 5405 3.0 Essen Managerial Fin  
 MAN 5036 3.0 Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

## Group 1

MAN 6204 3.0 Organization Theory  
 ECO 6415 3.0 Decisions With Data  
 ECP 6705 3.0 Econ Of Busin Decis  
 ACG 6305 3.0 Management Acctng

## Group 2

MAR 6805 3.0 Marketing Strategy  
 FIN 6406 3.0 Adv Finan Management  
 ISM 6021 3.0 Mgmt Info Technology

## Group 3

MAN 6501 3.0 Modeling & Man Oper  
 MAN 6726 3.0 Adv Business Policy

**Business Electives (6000 LEVEL) (09 SEMESTER HOURS)**

## Choose Two Of The Following

FIN 6314 3.0 Banking & Fin Admin  
 FIN 6516 3.0 Investments  
 FIN 6605 3.0 International Financ  
 FIN 6906 1-3 Spec Work In Finance  
 FIN 6936 1-3 Spec Topics:Finance  
 FIN 6565 3.0 Stu Man Fund Invt I  
 FIN 6566 3.0 Stu Man Fund Invt II  
 REE 6146 3.0 Real Property Analys  
 REE 6906 1-3 Dir Individual Stu  
 FIN 6958 1-9 Stud Abroad Finance

## Choose One (6000 LEVEL)

ACG/BUL/ECO/ECP/FIN/GEB/ISM/MAN/QMB/MAR/REE/  
 TAX/TRA

- \* 1. Electives—6000-level business or approved non-business courses—most are offered only once annually.
- \* 2. Complete course prerequisites before registering for any graduate course.
- \* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.
- \* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)
- \* 4. MAN 6726-Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.
- \* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period)

**Major: General Business****Track: Human Resource Management Concentration****Degree: Master Of Business Administration****Prerequisites (12 SEMESTER HOURS)**

BUL 3130 3.0 Legal Environ Of Bus  
 ECO 5115 3.0 Intro Econ Analysis  
 FIN 5405 3.0 Essen Managerial Fin  
 MAN 5036 3.0 Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

## Group 1

MAN 6204 3.0 Organization Theory  
 ECO 6415 3.0 Decisions With Data  
 ECP 6705 3.0 Econ Of Busin Decis  
 ACG 6305 3.0 Management Acctng

Accounting majors should substitute ACC 6309

## Group 2

MAR 6805 3.0 Marketing Strategy  
 FIN 6406 3.0 Adv Finan Management  
 ISM 6021 3.0 Mgmt Info Technology

Accounting majors may substitute ACG 6405

## Group 3

MAN 6501 3.0 Modeling & Man Oper  
 MAN 6726 3.0 Adv Business Policy

**Human Resource Management (09 SEMESTER HOURS)**

MAN 6331 3.0 Compensation Managmt  
 MAN 6411 3.0 Lbr Reltns/Coll Barg  
 MAN 6305 3.0 Human Resource Mgt

- \* 1. Electives—6000-level hr elective or approved non-business courses—most are offered only once annually.
- \* 2. Complete course prerequisites before registering for any graduate course.
- \* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.
- \* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)
- \* 4. MAN 6726-Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.
- \* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period.)

**Major: General Business****Track: International Business****Degree: Master Of Business Administration****Prerequisites (12 SEMESTER HOURS)**

## Foundation

BUL 3130 3.0 Legal Environ Of Bus  
 ECO 5115 3.0 Intro Econ Analysis  
 FIN 5405 3.0 Essen Managerial Fin  
 MAN 5036 3.0 Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

## Group 1

MAN 6204	3.0	Organization Theory
ECO 6415	3.0	Decisions With Data
ECP 6705	3.0	Econ Of Busin Decis
ACG 6305	3.0	Management Acctng

## Group 2

MAR 6805	3.0	Marketing Strategy
FIN 6406	3.0	Adv Finan Management
ISM 6021	3.0	Mgmt Info Technology

## Group 3

MAN 6501	3.0	Modeling & Man Oper
MAN 6726	3.0	Adv Business Policy

**Business Electives (6000 LEVEL) (09 SEMESTER HOURS)**

## Choose Two Of The Following

MAN 6606	3.0	Culture & Intl Bus
MAN 6931 BT	3.0	ST:Mgt Mul-ntnl Cor
MAR 6157	3.0	Import-Export Markt
FIN 6605	3.0	International Financ

## Choose One Of The Following

BUL 6850	3.0	Legl Asp Intrntl Bus
ECO 6705	3.0	The Global Economy
MAN 6067	3.0	Global Business Ethi
TRA 6725	3.0	International Logist
GEO 6506	3.0	Economic Geog & Gis
TAX 6505	3.0	International Tax
ACG 6957	1-9	Stud Abroad Account
ECO 6959	1-9	St Abroad Economics
FIN 6958	1-9	Stud Abroad Finance
GEB 6959	1-9	Stud Abroad Business
MAN 6959	1-9	Stud Abroad Mgmnt
MAR 6958	1-9	Stud Abroad Market
TRA 6959	1-9	Stud Abroad Logistic

\* 1. Electives—6000-level business or approved non-business courses—most are offered only once annually.

\* 2. Complete course prerequisites before registering for any graduate course.

\* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.

\* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)

\* 4. MAN 6726-Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.

\* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period)

**Major: General Business****Track: Logistics****Degree: Master Of Business Administration****Prerequisites (12 SEMESTER HOURS)**

BUL 3130	3.0	Legal Environ Of Bus
ECO 5115	3.0	Intro Econ Analysis
FIN 5405	3.0	Essen Managerial Fin
MAN 5036	3.0	Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

## Group 1

MAN 6204	3.0	Organization Theory
ECO 6415	3.0	Decisions With Data
ECP 6705	3.0	Econ Of Busin Decis
ACG 6305	3.0	Management Acctng

## Group 2

MAR 6805	3.0	Marketing Strategy
FIN 6406	3.0	Adv Finan Management
ISM 6021	3.0	Mgmt Info Technology

## Group 3

MAN 6501	3.0	Modeling & Man Oper
MAN 6726	3.0	Adv Business Policy

**Business Electives (6000 LEVEL) (09 SEMESTER HOURS)**

TRA 6157	3.0	E-Supply Chain Mgt
TRA 6216	3.0	Strategic Logist Mgt
QMB 6603	3.0	Quant Man Analysis

\* 1. Electives—6000-level business or approved non-business courses—most are offered only once annually.

\* 2. Complete course prerequisites before registering for any graduate course.

\* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.

\* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)

\* 4. MAN 6726-Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.

\* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period)

**Major: General Business****Track: Management Applications****Degree: Master Of Business Administration****Prerequisites (12 SEMESTER HOURS)**

BUL 3130	3.0	Legal Environ Of Bus
ECO 5115	3.0	Intro Econ Analysis
FIN 5405	3.0	Essen Managerial Fin
MAN 5036	3.0	Fund Of Mgmt & Mkt

**Major Requirements (27 SEMESTER HOURS)**

## Group 1

MAN 6204	3.0	Organization Theory
ECO 6415	3.0	Decisions With Data
ECP 6705	3.0	Econ Of Busin Decis
ACG 6305	3.0	Management Acctng

## Group 2

MAR 6805	3.0	Marketing Strategy
FIN 6406	3.0	Adv Finan Management
ISM 6021	3.0	Mgmt Info Technology

## Group 3

MAN 6501	3.0	Modeling & Man Oper
MAN 6726	3.0	Adv Business Policy

**Business Electives (6000 LEVEL) (09 SEMESTER HOURS)**

## Choose one of the options below

## Option one (9 hours)

MAN/QMB

## Option two (9 hours)

## Select One Course

TRA 6157	3.0	E-Supply Chain Mgt
TRA 6216	3.0	Strategic Logist Mgt
MAN/QMB		

\* 1. Electives—6000-level business or approved non-business courses—most are offered only once annually.

\* 2. Complete course prerequisites before registering for any graduate course.

\* 3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.

\* Prerequisites must be completed before registering for FIN 6406 (ECO 6415 must be taken prior to or with FIN 6406)

\* 4. MAN 6726-Business Policy must be taken in last semester. Recommend that FIN 6406 and MAR 6805 be completed prior to enrolling in MAN 6726.

\* 5. MAN 6726 requires permission to register (see web site for instructions prior to registration period)



## The Master of Accountancy Degree Program

The Accounting degree programs are separately accredited by The International Association for Management Education (AACSB). In accounting, fewer than 170 institutions have achieved AACSB accreditation at various degree levels.

The University of North Florida's Accounting Programs are among the best in the nation in preparing students to successfully take the Uniform CPA examination under Florida's accountancy law after 150 credit hours of coursework. For example, UNF students ranked 10th, 8th, 56th, 32nd, and 1st in the nation in the May 1996, November 1996, May 1997, November 1998, and November 1999 Uniform CPA examinations, respectively, in terms of the percentage of first-time candidates without advanced degrees passing all sections of the examination. University of North Florida students also captured first, second, and seventh place rankings for candidates in the State of Florida passing the May 2000 Uniform CPA examination.

The objectives of the MAcc program are:

1. To attract and retain students from diverse backgrounds with appropriate accounting undergraduate backgrounds and the abilities necessary for graduate study and subsequent success in the accounting profession.
2. To provide an opportunity to pursue concentrations in financial accounting or taxation.
3. To enhance the analytical, team-building, and technological skills; written and oral communication skills; critical thinking, research and problem solving skills that are necessary for lifelong success in the accounting profession.
4. To explore contemporary issues relevant to the professional accounting and taxation environment.
5. To provide the additional education necessary for the successful completion of professional examinations in accounting and taxation.
6. To encourage students to become active in professional organizations in accounting and taxation.
7. To maintain an AACSB accredited MAcc program.
8. To prepare students to enter quality doctoral programs.
9. To provide internship and field experience opportunities to students.
10. To provide students the opportunity to work with faculty on research projects.
11. To provide students opportunities for international travel and study.

The increasingly complex nature of the accounting and controllership functions, as well as the growing responsibilities of the accountant, make graduate study desirable. The Coggin College of Business provides a professionally oriented Master of Accountancy degree which enables career advancement in the accounting profession and the additional accounting coursework necessary to take the uniform CPA examination under Florida's accountancy law. The objective of the curriculum leading to the Master of Accountancy (MAcc) degree is to provide the necessary advanced study for those seeking careers in professional accounting as controllers and

accounting executives in industry and government, or as independent certified public accountants.

The MAcc program at UNF places utmost importance on reflecting accounting as a modern profession, and the accountant as a modern professional. Emphasis is given to how accountants relate theory to current problems, and how accountants communicate such information to the various users of accounting data.

The program is designed to allow those who possess a recent baccalaureate degree from an AACSB accredited college, with an accounting major or its equivalent, to complete the MAcc in three to four semesters. Those who possess a baccalaureate degree in business administration or in some other discipline will be required to take foundation courses and undergraduate accounting courses to remove any deficiencies.

### Major: Accounting

### Track: Accounting

### Degree: Master of Accountancy

#### Prerequisites (48 SEMESTER HOURS)

##### Foundation

##### (non-business majors)

STA 2023	3.0	G(M)Elem Stats-Bus
ACG 2021	3.0	Prin Financial Acc
ACG 2071	3.0	Prin Managerial Acc
BUL 3130	3.0	Legal Environ Of Bus
MAR 3023	3.0	Prin Of Marketing
MAN 3025	3.0	Adminis Management
ECO 5115	3.0	Intro Econ Analysis
FIN 5405	3.0	Essen Managerial Fin
MAN 4720	3.0	Strat Mgt Bus Policy

##### (Non-accounting Majors)

ACG 3103	3.0	Intermediate Acc I
ACG 3113	3.0	Intermediate Acc II
ACG 3123	3.0	Intermediate Acc III
ACG 4361	3.0	Cost Accounting
TAX 3001	3.0	Federal Income Tax
ACG 4401	3.0	Acc Info Systems
ACG 4651	3.0	Auditing
Or		
ACG 4671	3.0	Fund Internal Audit

#### Core Requirements (24 SEMESTER HOURS)

##### And Related Business Courses

ACG 6805	3.0	Adv Acctng Theory
ACG 6309	3.0	Adv Man Acc Theory
ACG 6645	3.0	Auditing Theory
ACG 6405	3.0	Adv Acc Info System
TAX 6105	3.0	Bus Corporation Tax
ECO 6415	3.0	Decisions With Data
FIN 6406	3.0	Adv Finan Management

##### Choose One

MAN 6501	3.0	Modeling & Man Oper
QMB 6603	3.0	Quant Man Analysis

#### Major Electives (6000 LEVEL) (12 SEMESTER HOURS)

Select three, 3 credit hour accounting, tax, or finance courses (minimum of 2 accounting or tax courses required)

(excluding ACG 6305 - Management Accounting and  
TAX 6726 - Tax Planning & Principles)  
ACG/TAX/FIN/REE

Non-accounting Business Course

Select one, 3 credit hour course

BUL/ECO/ECP/FIN/GEB/ISM/MAN/QMB/MAR/REE/TRA

- \* Most ACG and TAX courses are offered only one semester a year.
  - \* Successful completion of a business policy course is required.
  - \* The non-accounting/tax courses that are required (ECO 6415, QMB 6300, and FIN 6406) are offered every semester. In planning your schedule, take the accounting/tax courses when they are offered and fill in with the others. Please keep in mind that ECO 6415 is a prerequisite for FIN 6406, so plan accordingly. Also, QMB 6603 is a recommended but not required prerequisite for FIN 6406.
  - \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
  - \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
  - \* Graduation will most likely be delayed for students who do attempt dual enrollment in their last semester.
1. Electives—6000-level business or approved non-business courses—most are offered only once annually.
  2. Complete course prerequisites before registering for any graduate course.
  3. Your GPA will reflect all repeated courses even though credit for a course may be received only once.
  - \* Prerequisites must be completed before registering for fin 6406 (eco 6415 must be taken prior to or with fin6406)
  4. Man 6726-business policy must be taken in last semester. Recommend that fin 6406 and mar 6805 be completed prior to enrolling in man 6726.
  5. Man 6726 requires permission to register (see web site for instructions prior to registration period)

## Major: Accounting

Track: Taxation Concentration

Degree: Master of Accountancy

### Prerequisites

Foundation

(non-business majors — 27 semester hours)

STA 2023	3.0	G(M)Elem Stats-Bus
ACG 2021	3.0	Prin Financial Acc
ACG 2071	3.0	Prin Managerial Acc
BUL 3130	3.0	Legal Environ Of Bus
MAR 3023	3.0	Prin Of Marketing
MAN 3025	3.0	Adminis Management
ECO 5115	3.0	Intro Econ Analysis
FIN 5405	3.0	Essen Managerial Fin
MAN 4720	3.0	Strat Mgt Bus Policy

(non-accounting majors — 21 semester hours)

ACG 3103	3.0	Intermediate Acc I
ACG 3113	3.0	Intermediate Acc II
ACG 3123	3.0	Intermediate Acc III
ACG 4361	3.0	Cost Accounting
TAX 3001	3.0	Federal Income Tax
ACG 4401	3.0	Acc Info Systems
ACG 4651	3.0	Auditing
Or		
ACG 4671	3.0	Fund Internal Auditg

### Core Requirements

(27 SEMESTER HOURS)

And Related Business Courses

ACG 6805	3.0	Adv Acctng Theory
ACG 6309	3.0	Adv Man Acc Theory

ACG 6645	3.0	Auditing Theory
ACG 6405	3.0	Adv Acc Info System
TAX 6045	3.0	Tax Rsrch/Writing
TAX 6105	3.0	Bus Corporation Tax
ECO 6415	3.0	Decisions With Data
FIN 6406	3.0	Adv Finan Management

Choose One

MAN 6501	3.0	Modeling & Man Oper
QMB 6603	3.0	Quant Man Analysis

### Major Electives

(09 SEMESTER HOURS)

Select 3 Tax Courses (6000 LEVEL)

(exclude TAX 6726 - Tax Planning and Principles)

TAX

- \* Most ACG and TAX courses are offered only one semester a year.
- \* Successful completion of a business policy course is required.
- \* The non-accounting/tax courses that are required (ECO 6415, QMB 6300, and FIN 6406) are offered every semester. In planning your schedule, take the accounting/tax courses when they are offered and fill in with the others. Please keep in mind that ECO 6415 is a prerequisite for FIN 6406, so plan accordingly. Also, QMB 6603 is a recommended but not required prerequisite for FIN 6406.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who do attempt dual enrollment in their last semester.

## Certificate in e-Business (CeB)

The Certificate in e-Business (CeB) was created to provide graduate students in business with a solid foundation in both the theory and strategy of a variety of e-Business issues. The purpose of the program is to provide student participants the requisite management skills for the new e-economy. As organizations compete more aggressively for e-Business savvy managers, there are significant career opportunities for those individuals skilled in this dynamic and evolving business practice. E-Business is big business, whether you're talking about an early stage startup, a multinational corporation or anything in between. These activities represent a significant and escalating area of organizational spending. Despite the magnitude and importance of this business practice, practitioners frequently express dissatisfaction with the process, outcomes and the availability of individuals who are prepared to manage in this arena. Thus, the purpose of this certificate is to prepare our graduates as future e-economy participants to capitalize on this swiftly moving business model by offering a hybrid of cross-functional, Internet enhanced classroom learning experiences designed to provide exposure to the most important drivers of this emerging field.

### Minor: Certificate: E-Business

Students must possess graduate standing in the Coggin College of Business in order to enroll in the E-Business Certificate Program.

#### Certificate requirements (15 semester hours)

MAN 6785	3.0	E-Business Strategy
MAR 6933 BA	3.0	St:Mar On Internet
TRA 6157	3.0	E-Supply Chain Mgt
MAN 6875	3.0	Entrep & Ven Capital
MAN 6026	3.0	Project Management

In order to receive the certificate in E-Business, students must have an average GPA in certificate courses of 3.0 and no grade below a "C."

### International Business Certificate (IBC)

The International Business Certificate (IBC) provides graduate students in business with a solid foundation in both the theory and practice of international business. Because of the nature of international, as opposed to domestic U.S. business, the IBC emphasizes cultural, geographic, information technology and legal issues, as well as those in the more traditional disciplines of economics, marketing, management, logistics, and finance.

The IBC consists of fifteen credit hours of integrated coursework. Required courses constitute twelve credit hours. Each student also selects three credits of electives. A study tour that provides students with a two-week faculty-supervised international experience is included as a highly-recommended elective. During a study tour, students and faculty members travel abroad to learn first-hand about the culture and people of that country. Study tours also include several in-firm visits, allowing students to investigate the difference between American and foreign business practices.

### Minor: Certificate: International Business

Students must possess graduate standing in the Coggin College of Business in order to enroll in the International Business Certificate.

#### Minor Requirements (15 SEMESTER HOURS)

##### Required Courses

FIN 6605	3.0	International Financ
MAN 6931 BT	3.0	St:Mgt Mul-ntnl Cor
MAN 6606	3.0	Culture & Intl Bus
MAR 6157	3.0	Import-Export Markt

##### Electives

BUL 6850	3.0	Legl Asp Intrntl Bus
ECO 6705	3.0	The Global Economy
GEO 6506	3.0	Economic Geog & GIS
MAN 6067	3.0	Global Business Ethi
TRA 6725	3.0	International Logist
TAX 6505	3.0	International Tax
ECO 6959	1-9	St Abroad Economics
ACG 6957	1-9	Stud Abroad Account
FIN 6958	1-9	Stud Abroad Finance
GEB 6959	1-9	Stud Abroad Business
MAN 6959	1-9	Stud Abroad Mgmnt
MAR 6958	1-9	Stud Abroad Market
TAX 6957	1-9	Study Abrd Taxation
TRA 6959	1-9	Stud Abroad Logistic

In order to receive the Certificate in International Business, students must have an average in certificate courses of 3.0 and no grade below a "C."

- \* 1. Complete course prerequisites before registering for any graduate course.
- \* 2. Your GPA will reflect all repeated courses even though credit for a course may be received only once.

### Who should take the certificate programs?

Any graduate or post-graduate business student wanting to update their skills by learning about these new and important business models. Additionally, any current graduate student seeking a practical elective in their MBA program might want to select courses from among the e-Business and international business certificate program offerings. Each of the e-Business and international classes will count as a MBA elective. In addition, those graduates or post-graduates holding technical degrees might want to further develop their own career options with an e-Business and/or international business certificate and perhaps ultimately the MBA.

### Osprey Investment Group (OIG)

Osprey Investment Group is comprised of undergraduate and graduate students that invest a portion of the assets of the UNF Foundation in a diversified, actively managed portfolio of equity and fixed income securities. The principal is from a gift to the Foundation from Jody and Layton Smith expressly for the purpose of enabling a special group of students to manage a \$500,000 portion of the endowment.

The course is organized like a professionally managed fund and students are assigned officer positions and sector responsibilities. The assets managed by OIG are invested in securities that comply with the guidelines for equity and fixed income securities contained in the University of North Florida Foundation, Inc. Statement of Investment Policies and Objectives. Within those parameters, each edition of OIG has the flexibility to establish an investment philosophy involving market capitalization, sector weights, and value and growth components. Quarterly Reports of performance are prepared and presented to the UNF Investment Committee.

OIG is a two-semester sequence of courses providing a maximum of six credits. Rather than enrolling in the course; however, students are required to apply. A maximum of 12 students is selected and they will comprise the class for both semesters. Eligible undergraduate students are majors in either finance or financial services. Eligible graduate students are enrolled in the MBA program and possess experience in personal or professional investing.



# Coggin College of Business

## Course Descriptions



### Accounting

- ACG 5005 - Basic Accounting** 3  
 Concentrated course for students entering the M.B.A. program; not required of students who have completed satisfactorily 6-10 hours of principles of accounting. The primary emphasis is on the understanding of financial statements.
- ACG 6305 - Management Accounting** 3  
 Prerequisite: ACG 2021 or equivalent and CGS 1100 or equivalent. A study of the basic cost flows through an organization; the accounting systems that are used to capture the cost data and the managerial uses of the cost data in routine and non-routine decision-making situations. This course may not be used to satisfy CPA requirements in Florida and should not be taken by M.B.A. students who were undergraduate accounting majors.
- ACG 6309 - Advanced Managerial Accounting Theory** 3  
 Prerequisite: ACG 4361 or ACG 6305. An examination of the development of managerial accounting, and contemporary managerial accounting issues with emphasis upon the underlying theories and objectives of managerial accounting as it relates to the management decision process. Recommended for MBA students who were undergraduate accounting majors.
- ACG 6405 - Advanced Accounting Information Systems** 3  
 Prerequisite: ACG 4361, ACG 4401 and FIN 3403 or equivalent. An objective user analysis of information systems and their role in providing accounting information for planning, operations control and managerial/financial control. Emphasis on developing a conceptual framework for applying computer technology to the functional areas of business.
- ACG 6505 - Not-For-Profit Accounting** 3  
 Prerequisite: Undergraduate accounting degree or equivalent. A study of how current methods of accounting for not-for-profit entities evolved, and a critical review of contemporary issues concerning changes to existing not-for-profit accounting methods.
- ACG 6645 - Auditing Theory** 3  
 Prerequisites: ACG 4651 or equivalent. An examination of the theoretical framework of auditing with emphasis upon the development and analysis of the philosophy and methodology of auditing. Ethical and legal considerations of auditing will receive special attention.
- ACG 6805 - Advanced Accounting Theory** 3  
 Prerequisite: Undergraduate accounting degree or equivalent. An examination of contemporary accounting issues with special emphasis upon the underlying theories, controversies, and objectives of asset valuation and income determination.
- ACG 6905 - Advanced Studies in Accounting** v. 1 - 3  
 Special studies undertaken independently under the supervision of an accounting department faculty member. Student must have the faculty supervisor and department chairperson's approval of special study prior to enrollment. May be repeated with a change in content up to a maximum of 6 credits.
- ACG 6936 - Special Topics in Accounting** v. 1 - 3  
 Prerequisites: ACG 6305 or equivalent and permission of advisor and department chairperson. Study of special topics not offered in other departmental courses. May be repeated with a change in content up to a maximum of 6 credits.
- ACG 6957 - Study Abroad in Accounting** v. 1 - 9  
 Prerequisites: Graduate standing in the Coggin College of Business and permission of the instructor. Students will study of a country's business practices, with a particular emphasis on accounting. During this course, students will: understand the culture, geography, history, and politics of the country; travel to the country; study the differences between business in the U.S. and business in that country; and learn about the current issues facing that nation. The course will have three phases: pre-trip preparation and orientation, foreign travel, and post-trip work.
- TAX 6045 - Tax Research and Writing** 3  
 Prerequisite: TAX 3011 or TAX 6105. This course is designed to familiarize students with the various sources of federal tax law and to enable students to analyze tax problems and to prepare tax briefs and memoranda to support their positions.
- TAX 6105 - Taxation of Business Corporations** 3  
 Prerequisite: TAX 3001 and ACG 4361 or equivalent. An examination of federal tax problems of business corporations. In particular, problems relative to formation, liquidation, and sale of assets and enterprises will be considered.
- TAX 6206 - Income Taxation of Partners and Partnerships** 3  
 Prerequisite: TAX 3001. An examination of federal tax problems of partners and partnerships. Special problems related to formation and liquidation will be studied.
- TAX 6405 - Federal Taxation of Gifts and Estates** 3  
 Prerequisite: TAX 3001. An examination of the federal tax laws covering gifts and estates.
- TAX 6415 - Income Taxation of Estates and Trusts** 3  
 Prerequisite: TAX 3001. The study of income tax problems associated with estate and trust planning.
- TAX 6505 - International Taxation** 3  
 Prerequisite: TAX 3011 or TAX 6105. Survey of the "source rules"; withholding tax issues; controlled foreign corporations; Subpart F and IRC §956 income; the foreign tax credit regime; utilization of tax treaties and executive agreements in tax planning; and transfer pricing rules. In addition, there will be a brief focus on foreign tax regimes as they affect the local activities of U.S. taxpayers.

- TAX 6726 - Tax Planning and Principles** 3  
Prerequisite: ACG 2021 or equivalent. A course designed to acquaint the student with current federal tax law and philosophy. It will focus on the non-specialist who is interested in acquiring knowledge of tax planning and current tax problems and policy. This course cannot be taken for credit by the MACC students.
- TAX 6835 - Taxation of Pension Plans and Deferred Compensation** 3  
Prerequisite: TAX 3011 or TAX 6105. An examination of federal tax problems associated with pension and deferred compensation plans.
- TAX 6905 - Advanced Studies in Taxation** v. 1 - 3  
Prerequisites: TAX 6105 and permission of the instructor and department chairperson. This course involves special studies undertaken independently under the supervision of an accounting department faculty member. The course may be repeated with a change in content up to a maximum of 6 credits.
- TAX 6936 - Special Topics in Taxation** v. 1 - 3  
Prerequisite: TAX 6105. This course involves the study of topics not offered in other departmental courses. The course may be repeated with a change in content up to a maximum of 6 credits.
- TAX 6957 - Study Abroad in Taxation** v. 1 - 9  
Prerequisites: Graduate standing in the Coggin College of Business and permission of the instructor. In this course students will study a country's business practices, with a particular emphasis on taxation. During this course, students will: understand the culture, geography, history, and politics of the country; travel to the country; study the differences between business in the U.S. and business in that country; and learn about the current issues facing that nation. The course will have three phases: pre-trip preparation and orientation, foreign travel, and post-trip work.
- Business Law**
- BUL 6840 - Employment Law** 3  
A study of the laws that affect employment. The major emphasis is on federal law such as those covering equal opportunity and affirmative action, OSHA, and ERISA, but there is also concern with significant Florida law affecting employees and the employment function.
- BUL 6850 - Legal Aspects of International Business** 3  
Prerequisite: BUL 3130 or equivalent. An examination of the legal problems that arise in commercial transactions and relations involving business organizations across national boundaries.
- BUL 6890 - Special Topics in Law** 3  
Prerequisite: Permission of instructor. Analysis and discussion of advanced problem areas in law. Credit for this course must be approved by student's major department or program director. May be repeated for 6 credits with change in course content.
- BUL 6904 - Directed Individual Studies in Business Law** v. 1 - 3  
Prerequisites: BUL 3130 or equivalent and approval of department chair, director of graduate program and faculty supervisor. The course allows graduate students to investigate selected topics in business law. May be repeated with a change in content up to a maximum of six credits.
- Economics**
- ECO 5115 - Introduction to Economic Analysis** 3  
Introduction to key analytical tools of macroeconomics and microeconomics. Application of economic analysis to current policy issues. Normally offered each term.
- ECO 6204 - Political Economy of the Global Trading Environment** 1.5  
Prerequisite: Graduate standing in the Coggin College of Business. This course affords students the opportunity to analyze and understand the economic issues affecting importing and exporting. Students will examine U.S. trade patterns at the local, state, and national levels and will learn about analogous patterns in other nations. They will also learn about the various types of trade barriers employed worldwide, as well as the databases and resources available for researching these regulations. They will analyze critically the case for free trade and the arguments against it, how to conduct trade with a particular country or trading bloc, and the role of the various international economic organizations.
- ECO 6257 - Economic Policy** 3  
Prerequisite: ECO 5115 or equivalent. Development and application of macroeconomic analysis to public policy decision-making. Emphasis on current policy issues such as inflation and unemployment, income policies, and economic planning. Normally offered spring term of even-numbered years.
- ECO 6415 - Making Decisions with Data** 3  
Prerequisite: Graduate standing in the Coggin College of Business. This course teaches students to utilize data to make business decisions properly and efficiently. Students use both spreadsheets and statistical software to enter, summarize, graph, and analyze data, applying the results to a variety of real business problems. The course will normally be offered each term.
- ECO 6705 - The Global Economy** 3  
Prerequisite: ECO 5115 or equivalent. The course provides the theoretical background for studying international trade and the international monetary system. Practical issues of interest to the business student, such as tariffs, import quotas, and the balance of payment, are also discussed. Normally offered fall term of odd-numbered years.
- ECO 6906 - Directed Individual Studies** v. 1 - 3  
Prerequisite: Consent of department chair. Study of special topics under the guidance of faculty members. May be repeated with change of content up to a maximum of six credits.
- ECO 6930 - Special Topics in Economics** 3  
Prerequisites: Graduate standing in the Coggin College of Business and permission of instructor. This course encompasses special topics in economics not normally offered by the department. It may be repeated with a change in content up to a maximum of nine credits.
- ECO 6957 - Study Abroad in Economics** v. 1 - 9  
Prerequisites: Graduate standing in the Coggin College of Business and permission of the instructor. Students will conduct advanced study a country's business practices, with a particular emphasis on economics. During this course, students will: understand the culture, geography, history, and politics of the country; travel to the country; study the differences between business in the US and business in that country; and learn about the current issues facing that nation. The course will have three phases: pre-trip preparation and orientation, foreign travel, and post-trip assignments.

- ECP 6205 - Human Resource Economics** 3  
Elective course for graduate students. Analysis of labor in the marketplace. Wage determination, labor organizations, manpower problems, collective bargaining, and the impact of labor on public welfare. Normally offered fall term of even-numbered years.
- ECP 6705 - Economics of Business Decisions** 3  
Prerequisite: ECO 5115 or equivalent. Study of the application of economic theory to decision-making in business. Normally offered each term.
- Finance**
- FIN 5405 - Essentials of Managerial Finance** 3  
Prerequisite: ACG 2021 or equivalent and STA 2023 or equivalent. An introductory course covering principles and techniques applicable to financial management of the firm. Required for M.B.A. candidates who have not had undergraduate or equivalent foundation work in financial management.
- FIN 6314 - Banking and Financial Administration** 3  
Prerequisite: FIN 6406. Structure of banking and other financial institutions; organization and administration of commercial banks and other financial institutions.
- FIN 6406 - Advanced Financial Management** 3  
Prerequisite: All required 5000 level foundation courses. Corequisite: ECO 6415. An examination of theory and practice in financial management. Case analysis is used as a focus for class discussion.
- FIN 6516 - Investments** 3  
Investment analysis, elements of the investment process, and criteria for investment decisions.
- FIN 6565 - Student Managed Investment Fund I** 3  
Prerequisite: FIN 6406 and permission of the instructor. This is the first in a sequence of two courses in which students perform the activities of managing a real portfolio of securities. The course is designed to operate like a typical professionally managed fund. Analyst teams are formed and officer positions are assigned. Students establish the criteria for selecting securities, research the prospective investments, generate reports, make decisions to buy or sell securities. Students accepted into this course must continue to SMIF II during the Spring semester.
- FIN 6566 - Student Managed Investment Fund II** 3  
Prerequisite: FIN 6565. This is the second course in the SMIF sequence and continues where SMIF I left off. Students continue to evaluate securities and manage the portfolio; however, more attention is directed at the beginning to position the fund for the idle summer months by identifying core holdings. The final project is the preparation of the Annual Report summarizing the performance of the fund during the Fall and Spring semesters.
- FIN 6605 - International Finance** 3  
Prerequisite: FIN 6406. A comprehensive survey of international finance. The course provides a basic understanding of the forces that affect the relative values of currencies, the financial problems associated with international trade, international capital markets and international institutions. Case studies will be used to illustrate specific situations.
- FIN 6608 - Financing International Trade** 1.5  
Prerequisite: FIN 6406. In this course the student will become familiar with issues involving international financial markets, exchange rates, influences on exchange rates, transaction and translations exposure, and direct foreign investments. The ultimate objective is to understand the financial risks involved in international trade and the various financial methods employed to manage these risks.
- FIN 6906 - Special Work in Finance** v. 1 - 3  
Prerequisite: FIN 6406. Selected problem or project of interest to the student. May be repeated with a change in content up to a maximum of six credits.
- FIN 6936 - Special Topics in Finance** v. 1 - 3  
Prerequisites: FIN 6406 and permission of advisor and department chairperson. Study of special topics not offered in other departmental courses. May be repeated with a change in content up to a maximum of six credits.
- FIN 6957 - Study Abroad in Finance** v. 1 - 9  
Prerequisites: FIN 5405 or equivalent and permission of the instructor. Students will conduct advanced study of a country's business practices, with a particular emphasis on finance. During this course, students will: understand the culture, geography, history, and politics of the country; travel to the country; study the differences between business in the U.S. and business in that country; and learn about the current issues facing that nation. The course will have three phases: pre-trip preparation and orientation, foreign travel, and post-trip assignments.
- General Business**
- GEB 6125 - Advanced Small Business Consulting** 3  
Prerequisite: Twenty-five credits in graduate business administration or permission of instructor. Practicum in providing assistance to small businesses.
- GEB 6957 - Study Abroad in Business** v. 1 - 9  
Prerequisites: Graduate standing in the Coggin College of Business and permission of the instructor. Students will conduct advanced study of a country's business practices. During this course, students will: understand the culture, geography, history, and politics of the country; travel to the country; study the differences between business in the U.S. and business in that country; and learn about the current issues facing that nation. The course will have three phases: pre-trip preparation and orientation, foreign travel, and post-trip assignments.
- Geography**
- GEO 6506 - Economic Geography & Geographic Information Systems** 3  
Prerequisite: Admission to the MBA program. This course will familiarize students with the major geographic features of the modern business world. The geo-economic evolution of the global trading environment will be analyzed and tools of spatial analysis using GIS technology will be introduced.
- GEO 6906 - Directed Individual Studies in Economic Geography** v. 1 - 3  
Prerequisite: Consent of department chair. Study of special topics under the guidance of faculty members. May be repeated with change of content up to a maximum of six credits.
- GEO 6936 - Special Topics in Economic Geography** 3  
Prerequisite: Admission to the MBA program. The study of advanced Geographic Information Systems.

## Management

### **ISM 6021 - Management of Information Technology** 3

Prerequisites: MAN 3025 and CGS 1100 or equivalents. A study of MIS with emphasis on the design, analysis, operation and control of information systems as an aid to managerial decision-making.

### **MAN 5036 - Fundamentals of Management and Marketing** 3

Prerequisite: Graduate standing. This course is a foundation course in management and marketing for students beginning their graduate study in business. It is intended for students who did not study business at the baccalaureate level.

### **MAN 6026 - Project Management** 3

Prerequisite: ISM 6021. This is an experiential learning project management course.

### **MAN 6056 - Cornerstones of Managing for Value** 3

Prerequisites: Foundation courses or undergraduate equivalent. Introductory M.B.A. course which examines the history and philosophy of business, including ethics, the concept of value-based management, TQM, functional integration, team building, information sources, information technology, international aspects of business.

### **MAN 6067 - Global Business Ethics** 3

Prerequisite: Graduate standing in the Coggin College of Business. Principles of ethics are applied to international business activity, the economic system of the United States and the business firm. Topics are examined from the perspective of the expatriate manager, the strategic decision-maker, stakeholder groups and non-U.S. as well as U.S. business organizations.

### **MAN 6204 - Topics in Organizational Theory** 3

Prerequisite: MAN 3025 or equivalent. A systematic approach to the design of structural components of organization for the purpose of increasing efficiency and effectiveness. Emphasis on internal and external determinants of structure and on the impact of structure on behavior in the organization.

### **MAN 6225 - Organizational Measurement and Analysis** 3

Prerequisite: MAN 3025 or equivalent and elementary statistics. Advanced applications of the scientific method to organizational management; review of the scientific methods in business; measurement in organizational research including instrumentation, collection, reliability and validity assessment; analysis of organizational data for managerial effectiveness; application.

### **MAN 6305 - Human Resource Management** 3

Prerequisite: MAN 3025 or equivalent. This course focuses on an in-depth analysis of the major functions of Human Resource Management. Topics include the contexts of human resource management, staffing, employee development, compensation, and governance.

### **MAN 6315 - Advanced Human Resource Management** 3

Prerequisite: MAN 6305. Focuses on role of corporate personnel vice president. Examines executive organization, managerial staffing systems, managerial succession, compensation and motivation and performance measures. Also, opportunity, employee benefits, training and education, quality of work life and productivity and other policy areas.

### **MAN 6331 - Compensation Management** 3

Prerequisite: MAN 4301 or equivalent. In-depth analysis and application of compensation planning, the determination of internal

consistency, external competitiveness and individual equity, benefits, management and legal compliance. Student consulting teams will each develop a company's total compensation system and make seminar presentations of their program.

### **MAN 6411 - Labor Relations and Collective Bargaining** 3

Prerequisite: MAN 3025 or equivalent. Problems in collective bargaining and managing personnel who work under a collectively bargained labor agreement. Designed for the MBA student who intends to manage workers in accordance with a collectively bargained labor contract.

### **MAN 6429 - Industrial Relations** 3

Survey of the roles of management, government, professional associations and unions in industrial relations. Emphasis is on basic economic, social and political issues; on the forces that have shaped growth, structure and behavior of management, government, professional associations and unions; and on significant theories of industrial relations systems. The present industrial relations system in the U.S. is covered in detail.

### **MAN 6445 - Advanced Topics in Negotiations** 3

Prerequisite: MAN 3025 or equivalent. Broad based examination of negotiation includes theory based on studies of collective bargaining between labor and management. Emphasis is placed on experiential exercises and on improving interpersonal skills. Active participation in the learning process is stressed.

### **MAN 6501 - Modeling and Management of Operations** 3

Prerequisite: ECO 6415. This course discusses planning and control of producing and distributing goods and services. Emphasis is placed on reducing costs while maintaining or increasing output, quality, and customer service. It includes an introduction to optimization and simulation techniques that are useful for addressing problems in production and distribution, as well as problems in finance, marketing, and other areas of management.

### **MAN 6601 - International Management** 3

A basic course in international business management, the course will focus on the international managerial variables that affect and influence strategic and operational decision and the conduct of business in the international environment.

### **MAN 6606 - Cultural Environment of Global Business** 3

Prerequisites: MAN 5036 or equivalent, and graduate standing in the Coggin College of Business. This course focuses on the primary cause of international business operations failures: cultural clashes. It analyzes the cultural perspectives that generate such problems and focuses on their proactive solutions.

### **MAN 6635 - Managing Multinational Corporations** 3

Prerequisites: MAN 5036 or equivalent, and graduate standing in the Coggin College of Business. This course considers the management problems inherent in multinational corporations, as contrasted with those faced by managers of firms with purely domestic operations. Several dimensions, including organizational structure, performance measurement and control, and economic issues are covered. Methodologies for determining whether and how to evaluate and select locations for MNC investment and trade are also provided.

### **MAN 6675 - International Business** 3

An in-depth analysis of international business concepts and investment strategies, product life cycles hypothesis and the role of multinationals in technology transfer; intensive investigation of

global market integration as well as regional markets; north-south trade and development conferences and trade implications for U.S. economy; extensive use of cases in above topics.

**MAN 6726 - Advanced Business Policy** 3

Prerequisites: Twenty credits in graduate business administration which must include FIN 6406 and MAR 6805. An analysis of how the various parts of the enterprise are integrated to meet objectives.

**MAN 6785 - e-Business Strategy** 3

Prerequisite: ISM 6021 or permission of instructor. This course encompasses the study of current management issues associated with electronic commerce strategies.

**MAN 6875 - Entrepreneurship and Venture Capital** 3

Prerequisite: Permission of instructor. This course focuses on the entrepreneurial aspects of small business development and funding.

**MAN 6905 - Directed Individual Studies in Management v. 1 - 3**

Prerequisite: MAN 3025 or equivalent. Allows the M.B.A. student to investigate selected management topics, especially those of local or regional interest. May be repeated with a change in content up to a maximum of 6 credits.

**MAN 6931 - Special Topics in Management v. 1 - 3**

Prerequisite: Permission of instructor. Study of special topics not offered in other courses in the department. May be repeated with a change in content up to a maximum of six credits.

**MAN 6957 - Study Abroad in Management v. 1 - 9**

Prerequisite: Graduate standing in the Coggin College of Business and permission of the instructor. Students will conduct advanced study of a country's business practices, with a particular emphasis on management. During this course, students will: understand the culture, geography, history, and politics of the country; travel to the country; study the differences between business in the U.S. and business in that country; and learn about the current issues facing that nation. The course will have three phases: pre-trip preparation and orientation, foreign travel, and post-trip assignments.

**QMB 6603 - Quantitative Management Analysis** 3

This course covers management science models and their applications to management decisions.

## Marketing

**MAR 6157 - Import-Export Marketing** 3

Prerequisites: MAN 5036 or equivalent, and graduate standing in the Coggin College of Business. This course examines macro and micro marketing issues relating to home, host, and international environments, structures, institutions and organizations, strategies, policies, and procedures pertinent to the export-import of goods and services. Course modules include conducting a new-country market feasibility study, developing and maintaining international inter-firm linkages, product mix, value pricing, promotion, and other marketing communication mix strategies.

**MAR 6158 - International Marketing** 3

Prerequisite: MAR 6805. In-depth study and analysis of the role of marketing in international trade. Attention is also focused on the functions of multinational marketing and the construction of a multinational marketing strategy.

**MAR 6206 - Marketing Channel Systems** 3

Prerequisite: MAR 6805. An investigation into the nature and role of marketing channels and intermediaries. Major marketing strategy

problems such as designing channel objectives and constraints, distinguishing major channel alternatives, and motivating, evaluating and controlling channel members will be analyzed. An elective in the M.B.A. program.

**MAR 6726 - Marketing on the Internet – Strategies and Programs** 3

Prerequisite: MAR 6805 or permission of the instructor. This course encompasses the formulation and implementation of an e-strategy and related strategic marketing plan for a product/service offering on the Internet including the development of a related company web site.

**MAR 6805 - Marketing Strategy** 3

Prerequisites: Graduate standing and MAN 5036 or MAR 3023. This course includes a study of the development and implementation of marketing strategy to provide for superior customer, value, satisfaction, and loyalty. Topics include mission/vision development, environmental scanning, SWOT analysis, marketing goals and objectives, and segmentation, targeting, differentiation, positioning and growth strategies. Emphasis is placed on relationship building, globalization, internal marketing, quality management, and entrepreneurship. Case studies will be emphasized.

**MAR 6816 - Strategic Marketing Planning** 3

Prerequisite: MAR 6805. The long range study of changes in business unit markets which create threats to and opportunities in markets for an organization. Methods for evaluating change and integrating strategic decisions into operating plans are analyzed.

**MAR 6916 - Directed Individual Study v. 1 - 3**

Prerequisite: MAR 6805. Allows the student to investigate special marketing topics, especially those of local and regional interest. May be repeated up to 6 credits with different course content.

**MAR 6933 - Special Topics in Marketing v. 1 - 3**

Prerequisite: Permission of instructor. Analysis and discussion of advanced problem areas in marketing. May be repeated up to 6 credits.

**MAR 6957 - Study Abroad in Marketing v. 1 - 9**

Prerequisites: Graduate standing in the Coggin College of Business and permission of the instructor. Students will conduct advanced study of a country's business practices, with a particular emphasis on marketing. During this course, students will: understand the culture, geography, history, and politics of the country; travel to the country; study the differences between business in the U.S. and business in that country; and learn about the current issues facing that nation. The course will have three phases: pre-trip preparation and orientation, foreign travel, and post-trip assignments.

## Real Estate and Urban Land Economics

**REE 6146 - Real Property Analysis** 3

A study of the decision-making process of real property asset management. Private and public issues regarding the housing, real property, and business environment are included in the study. Topics concerning the legal issues, valuation, financing and investment in real estate are discussed.

**REE 6906 - Directed Individual Study v. 1 - 3**

Prerequisite: Consent of instructor. Investigation of selected problems and topics of current and permanent import in real estate and urban land economics. May be repeated with a change in content up to a maximum of six credits.



## **Transportation and Logistics**

### **TRA 5223 - Production, Marketing, and Logistics Management**

Prerequisite: Graduate standing. Analysis of the production, marketing and logistics functions.

3

### **TRA 6157 - e-Supply Chain Management**

Prerequisites: MAN 6501 and ISM 6021, or permission of instructor. This course covers the integration, operations, management and strategic implications of electronic supply chain management for manufacturing and service firms. Emphasis is placed on the processes spanning multiple firms within the supply chain from source to end-customer.

3

### **TRA 6216 - Strategic Logistics Management**

Prerequisites: ACG 5005 and TRA 5223 or equivalents. Study of a total system approach to managing all activities involved in moving material, products, services and information from point of origin to point of use. Emphasis is placed on customer service as a means of gaining a competitive advantage.

3

### **TRA 6725 - International Logistics**

Prerequisite: Graduate standing in the Coggin College of Business. This course covers a variety of aspects of international logistics for establishing and sustaining global operations. Issues addressed include the strategic and operational roles of logistics in international trade; the role of shipping and air transportation in international logistics and its impact on world trade; international distribution channels; the logistics mix in an international context; and the management of import/export shipments including documentation requirements.

3

### **TRA 6905 - Directed Individual Study**

v. 1 - 3

Prerequisite: Permission of department chair. Study of special topics under faculty guidance. May be repeated for a total of 6 credits with different course content.

### **TRA 6935 - Special Topics in Logistics**

v. 1 - 3

Prerequisite: Permission of instructor. This course studies topics not offered in other courses in the department. May be repeated with a change in content up to a maximum of six credits.

### **TRA 6957 - Study Abroad in Transportation and Logistics**

v. 1-9

Prerequisite: Graduate standing in the Coggin College of Business and permission of the instructor. Students will conduct advanced study of a country's business practices, with a particular emphasis on transportation and logistics. During this course, students will: understand the culture, geography, history, and politics of the country; travel to the country; study the differences between business in the U.S. and business in that country; and learn about the current issues facing that nation. The course will have three phases: pre-trip preparation and orientation, foreign travel, and post-trip assignments. May be repeated for a maximum of 9 credits.

# College of Computing, Engineering, and Construction

**Neal S. Coulter, Ph.D.**, Dean  
**Donald D. Farshing, Ph.D.**, Director of the Florida  
Engineering Education Delivery System (FEEDS)

620-1350  
Fax 620-2385

## Department of Computer and Information Sciences

**Judith L. Solano, Ph.D.**, Chair  
**Charles N. Winton, Ph.D.**, Director of Graduate Programs

620-2985  
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## Graduate Faculty

**Sanjay P. Ahuja, Ph.D.**, Professor  
**Yap Siong Chua, Ph.D.**, Professor  
**Neal S. Coulter, Ph.D.**, Professor  
**Roger E. Eggen, Ph.D.**, Professor  
**William F. Klostermeyer, Ph.D.**, Professor  
**Kenneth E. Martin, Ph.D.**, Professor  
**Robert F. Roggio, Ph.D.**, Professor  
**Charles N. Winton, Ph.D.**, Professor  
**Arturo J. Sanchez-Ruiz, Ph.D.**, Associate Professor  
**Behrooz Seyed-Abbassi, Ph.D.**, Associate Professor  
**Judith L. Solano, Ph.D.**, Associate Professor  
**F. Layne Wallace, Ph.D.**, Associate Professor  
**Susan R. Wallace, Ph.D.**, Associate Professor  
**Sherif A. Elfayoumy, Ph.D.**, Assistant Professor  
**Ronnie G. King, Ph.D.**, Assistant Professor  
**Zornitza G. Prodanoff, Ph.D.**, Assistant Professor

## Affiliated Graduate Faculty

**John Alexander, Ph.D., PE**, Professor of Electrical  
Engineering  
**Daniel J. Cox, Ph.D.**, Associate Professor of  
Mechanical Engineering  
**J. David Lambert, Ph.D.**, Assistant Professor  
**Susan Vasana, Ph.D.**, Assistant Professor of Electrical  
Engineering  
**Patrick Welsh, Ph.D.**, Associate Professor of  
Engineering



## Master of Science in Computer and Information Sciences

The Department of Computer and Information Sciences offers a Master of Science degree which provides the opportunity for advanced study, laboratory work and research in the computing field to enhance professional opportunities in industry or provide the basis for further academic endeavors.

### Admission

In addition to satisfying general University of North Florida criteria for admission into a graduate program, students wishing to enter the degree program leading to the M.S. in Computer and Information Sciences must present:

**1.** Total verbal and quantitative GRE scores of 1000 (400 V, 600 Q) or higher,

2. A grade point average of 3.0 or higher in all work attempted as an upper level student, normally the 60 semester hours taken during the last two years of undergraduate study, and
3. An undergraduate degree supporting graduate study in one of computer science, information systems, or software engineering.

Students who do not have a degree in the field will need to complete preparatory course work with grades of B or better as a post baccalaureate student before seeking admission into the graduate program. Such students may make an appointment with an advisor to develop a program of study to meet background preparation requirements, which must be for computer science, information systems, or software engineering as outlined below:

**Computer Science Preparation**

Computability (COT 3210 at UNF)  
 Data Structures (COP 3530 & COP 4534 at UNF)  
 Systems Software (COP 3601 at UNF)

**Information Systems Preparation**

Object-Oriented Programming & Data Structures (COP 3540 at UNF)  
 Database Systems (COP 4720 at UNF)  
 Financial Analysis  
 Management and Marketing

**Software Engineering Preparation**

Object-Oriented Programming & Data Structures (COP 3540 at UNF)  
 Database Systems (COP 4720 at UNF)

Note: Each of the prerequisite courses listed has its own prerequisites.

A student who meets all admission requirements should apply for admission as a graduate student through the UNF Admissions Office, designating one of computer science, information systems, or software engineering. When all transcripts and test scores have been received by the UNF Admissions Office, the completed application package is forwarded to the Department of Computer and Information Sciences where it is considered by the Department Graduate Committee for admission to one of computer science, information systems, or software engineering. Upon notification of admission to the graduate program, the student will be invited to meet with the Graduate Director for preparation of a program of study.

**Program Requirements**

A student may choose the thesis option or the professional option. Prior to completing 30 credit hours of course work, the student must declare his or her choice to become a degree candidate. The candidate may change options only with the permission of the Department Graduate Committee.

**Thesis Option** — For this option, the degree candidate is required to complete 30 credit hours of course work and a master’s thesis (at least 6 credit hours), prepared according to

Department and University guidelines. The thesis requires a significant literature review with the application, synthesis and/or extension of the knowledge gained to add to the discipline of the computing sciences. A supporting programming effort may be undertaken to the extent that it provides insight or data for subsequent research. The overall effort is to be research-oriented.

**Professional Option** — This option is provided for degree candidates whose professional objectives would be best served by course work in the field. The candidate must complete at least 36 credit hours of graduate course work to include a master’s project (4 credit hours). A candidate will normally register for the master’s project during the last year of graduate studies. For the professional option, the candidate will investigate, propose, develop, and present his or her project. A candidate for this option must have his or her project proposal approved by the Graduate Committee in order to register for the project.

**General Requirements**

1. All courses taken for credit towards the master’s degree must be on an approved program of study developed with the Graduate Director.
2. A total of 36 credit hours of approved 5000 and 6000 level courses must be completed.
3. A minimum of 21 credit hours at the 6000 level must be taken within the Department (includes 6 credit hours of CIS 6970 for a thesis student or 4 credit hours of CIS 6910 for a student in the professional option).
4. With the prior approval of the Graduate Director, the program of study may include up to two independent studies, each one taken with a different faculty member.
5. Up to 6 credit hours may be transferred in or taken from other colleges within the University or through FEEDS with prior approval of the Graduate Director.
6. All courses applied to the program of study must be completed with a grade of B or better. A course may be repeated no more than once, with the exception of CIS 6970 (thesis).

**Certified Technical Computer Training** For your information, UNF Continuing Education offers certified technical computer training programs (courses in these programs cannot be taken for credit toward a CIS degree program). Call UNF Continuing Education at (904) 620-4242 for more information.

**Computer Science Program**

The Computer Science Program for the M.S. in Computer and Information Sciences is designed to add breadth and depth to a typical Bachelor’s degree program in computer science. Breadth must be demonstrated in the areas of computer networks, operating systems, algorithms, and databases. Depth must be accomplished in the areas of graphics/interfaces, networks, advanced systems, and data/language paradigms. Overall mastery of the discipline is demonstrated by submission of a Master’s thesis (thesis option) or a Master’s project (professional option). The student must select the

thesis option or the professional option by the time of completion of 30 credit hours of the graduate course of study.

An academic background preparation in Computer Science is required for entry into the program. Grades of "B" or better are expected in any preparatory course work taken at UNF.

**Major: Computer & Information Sciences**  
**Track: Computer Science**  
**Degree: Master Of Science**

Background preparation in computer science is required for entry into the masters program. Grades of "B" or better are expected in any preparatory course work taken at UNF.

**Prerequisites**

COT 3210	3.0	Computably/Automata
COP 3601	4.0	Intro Sys Software
COP 3530	4.0	Data Structures
COP 4534	4.0	Adv Data Structures

**Breadth requirement**

These courses must be taken if the equivalent was not covered in undergraduate studies.

CDA 5505	3.0	Netwrks/Distrtd Proc
COP 5615	3.0	Operating Systems
COP 5716	3.0	Data Model & Perform
COT 5405	3.0	Algrithms/Complexity

**Depth Requirement**

**(12 SEMESTER HOURS)**

Select One

CAP 6100	3.0	Interface Dsgn/Implm
CAP 6400	3.0	Graphics Img Rec/Man

Select One

CDA 6506	3.0	Netwk Arch & C/S Cmp
CIS 6302	3.0	Distrib/Internet Sys

Select One

COP 6611	3.0	Adv Operating Sys
COP 6616	3.0	Parallel Computing

Select One

COP 6735	3.0	Devel Database Struc
COP 6557	3.0	Prog Lang Dsgn Pdgms

**Major Requirements**

**(12 SEMESTER HOURS)**

Breadth + major requirements must equal a total of 12 semester hours. Any hours short of 12 in the breadth category must be selected from the list below. Courses may not count for both the depth and major requirements.

CAP 6671	3.0	Intelligent Systems
CDA 6011	3.0	Web Engineering
CAP 6100	3.0	Interface Dsgn/Implm
CAP 6400	3.0	Graphics Img Rec/Man
CDA 6506	3.0	Netwk Arch & C/S Cmp
CIS 6302	3.0	Distrib/Internet Sys
COP 6611	3.0	Adv Operating Sys
COP 6616	3.0	Parallel Computing
COP 6735	3.0	Devel Database Struc
COP 6557	3.0	Prog Lang Dsgn Pdgms

**Thesis or professional option**

**(4 or 6 semester hours)**

CIS 6910	4.0	Project
Or		
CIS 6970	3.0	Thesis/Comp Science
CIS 6970	3.0	Thesis/Comp Science

**Major electives**

**(6 or 8 semester hours)**

Professional option: select at least 8 credits of electives

Thesis option: select at least 6 credits of electives

CEN 6016 3.0 Eninring Of Soft I

Note: CEN 6016 must be elected if the student's undergraduate coursework does not include a course equivalent to CIS 4251 software development.

CAP CDA CEN CIS COP COT

- \* All courses applied to the program of study must be completed with a grade of B or better.
- \* A student must maintain a 3.0 or better GPA. A student whose GPA falls below 3.0 will be placed on probation.
- \* A student who receives a grade of C in 3 courses will be placed on probation.
- \* A student on probation who subsequently receives a grade of C is subject to suspension.
- \* A student who receives a grade below C immediately becomes eligible for suspension.
- \* No more than 6 credit hours taken from outside the department can be included in a student's program of study. These 6 credit hours cannot count toward the required 21 hour minimum for 6000 level courses.
- \* No more than 6 credit hours of graduate independent study can be applied to a student's program of study.
- \* No more than 15 credit hours of 5000-level courses can be applied to a student's program of study.
- \* A student who selects the thesis option enrolls in the thesis course CIS 6970 for at least two successive terms. In order to enroll in the thesis course the student must obtain the approval of the graduate director and the thesis advisor. Upon satisfactory completion of the thesis, the student defends the thesis in an open presentation to the satisfaction of the student's thesis committee.
- \* The student who selects the professional option will normally apply to enroll in the project course CIS 6910 during their last year of graduate studies, following the procedures established by the department.

**Information Systems Program**

The Information Systems Program for the M.S. in Computer and Information Sciences is designed to build upon a bachelor's degree program in information systems that has substantial content in both software development and business practice. Technical core content provides hands-on software engineering that addresses software life-cycle, database engineering, and project management issues. Business core content is oriented towards e-commerce issues in management, marketing, and finance. Additional technical coursework in software engineering assures depth in one or more additional subject areas. Overall mastery of the discipline is demonstrated by submission of a Masters thesis (thesis option) or a Masters project (professional option). The student must select the thesis option or the professional option by the time of completion of 30 credit hours of the graduate course of study.

An academic background preparation that includes standard software development practice is required for entry into the program. Grades of "B" or better are expected in any preparatory course work taken at UNF.

**Major: Computer & Information Sciences**  
**Track: Information Systems**  
**Degree: Master Of Science**

**Prerequisites**

Computing Courses

COP 3540	4.0	Data Struc Using OOP
Or		
COP 3530	4.0	Data Structures
COP 4534	4.0	Adv Data Structures

Select One:

COP 4720	3.0	Database Systems
COP 4710	3.0	Data Modeling

Business Courses

FIN 5405	3.0	Essen Managerial Fin
MAN 5036	3.0	Fund Of Mgmt & Mkt

**Core Requirements (21 SEMESTER HOURS)**

Information Systems

CEN 6016	3.0	Enginring Of Soft I
CEN 6017	3.0	Enginring Of Soft II
COP 6711	3.0	Database Eng/Admin

Select One

CIS 6516	3.0	Manag Sftwr Proj/Psl
MAN 6026	3.0	Project Management

Business

ISM 6021	3.0	Mgmt Info Technology
MAN 6785	3.0	E-Business Strategy

Select One

MAR 6726	3.0	Marketing Internet
MAN 6875	3.0	Entrep & Ven Capital

**Thesis or professional option (4 or 6 semester hours)**

CIS 6910	4.0	Project
Or		
CIS 6970	3.0	Thesis/Comp Science
CIS 6970	3.0	Thesis/Comp Science

**Major requirements (6 or 8 semester hours)**

Required Courses

Professional option: select at least 8 credits

Thesis option: select at least 6 credits

CAP 6100	3.0	Interface Dsgn/Implm
CDA 6011	3.0	Web Engineering
CDA 6506	3.0	Netwk Arch & C/S Cmp
CIS 6302	3.0	Distrib/Internet Sys
CEN 6070	3.0	Software Qual/Test
CIS 6101	3.0	Softwr Proc/Metrics
COP 6735	3.0	Devel Database Struc

**Major Electives (03 SEMESTER HOURS)**

CAP CDA CEN CIS COP COT

\* All courses applied to the program of study must be completed with a grade of B or better.

\* A student must maintain a 3.0 or better GPA. A student whose GPA falls below 3.0 will be placed on probation.

\* A student who receives a grade of C in 3 courses will be placed on probation.

\* A student on probation who subsequently receives a grade of C is subject to suspension.

\* A student who receives a grade below C immediately becomes eligible for suspension.

\* No more than 6 credit hours taken from outside the department can be included in a student's program of study. These 6 credit hours cannot count toward the required 21 hour minimum for 6000 level courses.

\* No more than 6 credit hours of graduate independent study can be applied to a student's program of study.

\* No more than 15 credit hours of 5000-level courses can be applied to a student's program of study.

\* A student who selects the thesis option enrolls in the thesis course CIS 6970 for at least two successive terms. In order to enroll in the thesis course the student must obtain the approval of the graduate director and the thesis advisor. Upon satisfactory completion of the thesis, the student defends the thesis in an open presentation to the satisfaction of the student's thesis committee.

\* The student who selects the professional option will normally apply to enroll in the project course CIS 6910 during their last year of graduate studies, following the procedures established by the department.

**Software Engineering Program**

The Software Engineering Program for the M.S. in Computer and Information Sciences is designed to build upon a CIS bachelor's degree program which has substantial content in software development. Core content for the program emphasizes hands-on software engineering as practiced in this day and time. Additional coursework in software engineering assures depth in one or more subject areas. Experience in the practice of software engineering is emphasized by participation in a "real-world" supervised group project. Overall mastery of the discipline is demonstrated by submission of a Master's thesis (thesis option) or a Master's project (professional option). The student must select the thesis option or the professional option by the time of completion of 30 credit hours of the graduate course of study.

An academic background preparation that includes standard software development practice is required for entry into the program. Grades of "B" or better are expected in any preparatory course work taken at UNF.

**Major: Computer & Information Sciences**  
**Track: Software Engineering**  
**Degree: Master Of Science**

**Prerequisites**

COP 3540	4.0	Data Struc Using OOP
COP 3530	4.0	Data Structures
COP 4534	4.0	Adv Data Structures

Select One:

COP 4720	3.0	Database Systems
COP 4710	3.0	Data Modeling

**Core Requirements (12 SEMESTER HOURS)**

CEN 6016	3.0	Enginring Of Soft I
CEN 6017	3.0	Enginring Of Soft II
CEN 6070	3.0	Software Qual/Test
COP 6711	3.0	Database Eng/Admin

**Major Requirements (09 SEMESTER HOURS)**

Select Three

CAP 6100	3.0	Interface Dsgn/Implm
CDA 6011	3.0	Web Engineering
CDA 6506	3.0	Netwk Arch & C/S Cmp
CIS 6302	3.0	Distrib/Internet Sys
CIS 6101	3.0	Softwr Proc/Metrics
CIS 6516	3.0	Manag Sftwr Proj/Psl
COP 6735	3.0	Devel Database Struc

**Practicum** (03 SEMESTER HOURS)  
CEN 6940 3.0 Soft Eng Practicum

**Thesis or professional option** (4 or 6 semester hours)  
CIS 6910 4.0 Project  
Or  
CIS 6970 3.0 Thesis/Comp Science  
CIS 6970 3.0 Thesis/Comp Science

**Major electives** (6 or 8 semester hours)  
Professional option: select at least 8 credits  
Thesis option: select at least 6 credits  
CAP CDA CEN CIS COP COT

\* All courses applied to the program of study must be completed with a grade of B or better.

\* A student must maintain a 3.0 or better GPA. A student whose GPA falls below 3.0 will be placed on probation.

\* A student who receives a grade of C in 3 courses will be placed on probation.

\* A student on probation who subsequently receives a grade of C is subject to suspension.

\* A student who receives a grade below C immediately becomes eligible for suspension.

\* No more than 6 credit hours taken from outside the department can be included in a student's program of study. These 6 credit hours cannot count toward the required 21 hour minimum for 6000 level courses.

\* No more than 6 credit hours of graduate independent study can be applied to a student's program of study.

\* No more than 15 credit hours of 5000-level courses can be applied to a student's program of study.

\* A student who selects the thesis option enrolls in the thesis course CIS 6970 for at least two successive terms. In order to enroll in the thesis course the student must obtain the approval of the graduate director and the thesis advisor. Upon satisfactory completion of the thesis, the student defends the thesis in an open presentation to the satisfaction of the student's thesis committee.

\* The student who selects the professional option will normally apply to enroll in the project course CIS 6910 during their last year of graduate studies, following the procedures established

## Florida Engineering Education Delivery System (FEEDS)

**Donald D. Farshing**, FEEDS Director 620-2695  
Fax: 620-2694; e-mail: feeds@unf.edu

The Florida Engineering Education Delivery System (FEEDS) delivers academic programs to engineers throughout the state of Florida. Delivery sites include university FEEDS centers, industry and government agency sites, and individuals' homes. Course materials originate at FEEDS centers which are located in the colleges of engineering of Florida institutions having accredited degree programs. Florida Agricultural and Mechanical – Florida State Universities (FAMU – FSU), Florida Atlantic University (FAU), Florida International University (FIU), The University of Central Florida (UCF), The University of Florida (UF), The University of South Florida (USF), University of Miami (UM), Florida Institute of Technology (FIT), and Embry Riddle Aeronautical University (ERAU) are the institutions housing these FEEDS centers. Florida Gulf Coast University (FGCU), The University of North Florida (UNF), and The University of West Florida

(UNF) serve as FEEDS centers, facilitating the delivery of degree programs and courses in their respective geographic areas. Many participating industry and government agency receiving locations make up the remainder of the FEEDS sites.

FEEDS was developed in response to the need of engineering graduates working in industry for access to quality graduate programs and extended studies in engineering. FEEDS, in effect, provides a unique university experience for place-bound engineers. The innovative use of electronic, computer, and telecommunications media brings students and professors together intellectually, regardless of location.

**Programs** Graduate engineering courses are available to support degree programs (Master of Engineering or Master of Science). Non-degree certificate programs and courses are available to support professional development. Degree programs are available in the following disciplines:

### Civil Engineering

- Civil
- Environmental
- Structures/Mechanics
- Structures
- Transportation
- Water Resources

### Computer Science and Engineering

- Computer and Information Sciences
- Computer Engineering
- Computer Science
- Computer Systems
- Information Systems

### Electrical Engineering

- Biomedical
- Communications
- Computer Engineering
- Controls
- Digital Systems
- Electromagnetics
- Electronic Circuits
- Electro-optics
- Networks
- Power
- Radar Systems
- Robotics
- Signal Processing
- Solid State
- Superconductors
- VLSI

### Industrial Engineering

- Engineering Management
- Operations Research
- Robotics
- Simulation Systems

## Mechanical Engineering

Automatic Controls and Robotics  
Biomedical  
Computational Mechanics  
Electronic Packaging  
Energy Analysis  
Energy Systems/Mechanical Systems  
Fluid Mechanics  
Heat Transfer  
HVAC  
Machine Systems/Thermal Systems  
Manufacturing Systems  
Engineering  
Manufacturing Methods: CIM and Robotics  
Mechanical  
Mechanical Systems Analysis

Courses in other engineering disciplines (aerospace, chemical, coastal, engineering sciences, materials and ocean) are offered to meet the needs of engineers in these areas. Other engineering disciplines may be added as the demand arises. Students at any of the Centers, in principle, have access to the graduate programs of any of the other Centers. FEEDS is committed to delivering programs that meet the needs of the community it serves.

Visit the FEEDS website at <http://www.feedsnet.org>

Each center has a director or coordinator responsible for supervision of the FEEDS operation at that center and for coordination with the academic departments.

## Admission

**General Information** The terms and policies for admission vary slightly from university to university. Prospective students must refer to the admission procedures and the catalog of the primary university of interest for specific information.

There are two student classifications for FEEDS participants: graduate degree-seeking and non-degree-seeking.

**Degree Seeking** State University System minimum requirements for graduate degree seeking students:

- formal admission to a graduate program
- baccalaureate degree in an appropriate discipline from an accredited school
- earned GPA of 3.0 or better on a 4.0 scale
- total score of at least 1000 on the Aptitude Test of the Graduate Record Examination (verbal and quantitative portions) or previous graduate degree from an accredited institution
- transcripts of all college work completed
- payment of the application fee

## Notes:

The total number of credits which may be transferred to a degree program is limited (normally six to nine credit hours); approval is never automatic. Students not meeting graduate admission requirements may be admitted in a conditional or provisional status. Requirements **in addition** to the minimums stated above may be specified for some degree programs.

## Non-Degree Seeking

- transcripts and GRE scores are not required

**Distance Learning/FEEDS** A fee of \$50 will be assessed for students enrolling in distance learning sections (including FEEDS) of video-based courses conducted in the Donald D. Farshing Video Production Classroom to help supplement the additional costs involved in delivering these classes.

**Transfer of Credit** The allowed transfer of credit varies between institutions and individual degree programs. In general, only graduate level courses may be transferred into a degree program, with a grade of B (3.0 on a 4.0 scale) or better, from an accredited institution; the credits allowed will apply to the degree program but the grades earned will not be included in the student's GPA. The maximum number of semester hours normally allowed ranges from six to nine hours; consult the graduate advisor for possible exceptions to this rule for credits transferred within the SUS.

**Registration** All students, degree and non-degree seeking, must register each term to enroll in one or more courses. Registration takes place approximately 30-60 days prior to each semester at selected centers throughout Florida. Contact the UNF FEEDS Center, telephone 620-2695, e-mail: [feeds@unf.edu](mailto:feeds@unf.edu) for detailed information. Each student is responsible for submitting adds, drops and withdrawals within the published deadline, using the proper forms.

# College of Computing, Engineering, and Construction Course Descriptions

## **BCN 6595 - Environmental Issues in Land Development and Construction**

3

This course provides an introduction to the natural, economic, political, and legal issues related to the environment that may affect land development and construction management. Topics include: issues related to sustainable development, environmental impact of land development and construction, the historical context for land use planning and environmental regulation, specific regulations affecting developers and construction managers, the process and players involved in the environmental review of developments, and practical and modern methods for construction managers to prevent or minimize the negative impacts of construction and land development.

## **BCN 6728 - Construction Planning and Scheduling**

3

Prerequisites: BCN 1252 and BCN 3611. This course introduces the fundamentals and techniques of scheduling and planning for construction projects. Topics include probabilistic scheduling, critical path method (CPM) using both arrow and precedence networks, CPM calculation methods, cost-time trade-off, PERT, resource leveling, and updating schedules during construction. Students will also be introduced to Internet based scheduling application software.

## **BCN 6748 - Construction Law**

3

Prerequisites: BCN 4708 and BCN 4709. This course introduces the principles and practices of contract documents and construction management. Different contract delivery systems relative to construction administration and law applications are covered. Other topics include project operations relative to contract administration and alternative dispute management processes. A case study synthesizing the course topics is included.

## **CAP 5605 - Introduction to Artificial Intelligence**

3

Prerequisite: COP 3530 or COP 3540. For beginning graduate students. Heuristic techniques for problem solving and decision making, control and search strategies, knowledge representation, logic, AI languages and tools. Applications such as expert systems, natural language understanding, planning, and computer vision. Students will extend course topics via library assignments or other instructor-assigned requirements.

## **CAP 5661C - Introduction to AI Robotics**

4

Prerequisites: COP 3530, COP 3601, graduate standing. This course focuses on models and methods for the design and development of robotic devices whose function is to accomplish prescribed tasks with minimal human intervention. Basic robotics elements are addressed: simple mechanics (moving, turning, lifting), sensing the environment (light, contact, proximity), monitoring internal state (time, position, orientation). Autonomous and semi-autonomous robots are designed, constructed, and programmed by combining basic reactive behaviors to support higher levels of cognition. Laboratory exercises are incorporated throughout the course, with a term objective of implementing a working robot to address a performance/survival specification. Students will extend course topics via library assignments or other instructor-assigned requirements. *(A material fee of \$25 will be assessed.)*

## **CAP 5715 - Computer Graphics**

3

Prerequisites: MAS 3105 and COP 3530. For beginning graduate students. Point-plotting techniques, line drawings, two- and three-dimensional transformations, clipping and windowing, data and file structures, interactive techniques, raster systems, perspective, hidden surface removal, shading. Students will extend course topics via library assignments or other instructor-assigned requirements.

## **CAP 5771 - Data Mining**

3

Prerequisites: COP 5716 or equivalent. Students will study concepts and techniques of data mining, including Characterization and Comparison, Association Rules Mining, Classification and Prediction, Cluster Analysis, and Mining Complex Types of Data. Students will also examine Applications and Trends in Data Mining.

## **CAP 5805 - Discrete Systems Modeling and Simulation**

3

Prerequisites: (STA 4321 or STA 2023) and (COP 3530 or COP 3540). For beginning graduate students. Model building; queuing models; design of experiments; simulation techniques; utilization of probability density functions; pseudo-random number generation; simulation tools such as GPSS, SIMSCRIPT, and SLAM; interpretation of results; simulation animation; continuous simulation. Students will extend course topics via library assignments or other instructor-assigned requirements.

## **CAP 6100 - Interface Design and Implementation**

3

Prerequisite: CEN 6016 or equivalent. This course covers issues associated with the design, implementation, and evaluation of human/computer interfaces including interface devices, metaphors, and interaction styles. Topics covered include task analysis; dialog models and examples; user centered design including naive and expert user interfaces; interface development methodologies and implementation tools; interface testing and quality assessment.

## **CAP 6400 - Graphics Image Recognition and Manipulation**

3

Prerequisite: CAP 5715. For advanced graduate students. Pattern recognition: edge following, thinning, feature extraction, pattern matching, syntactic pattern recognition. Image processing: image data representation, file formats, data compression, point and area processing, histogram equalization, adaptive histogram equalization, frequency domain, FFT, filters, noise handling, edge detection, color images.

## **CAP 6671 - Intelligent Systems**

3

Prerequisite: Permission of the instructor. The course may be repeated for credit with the consent of the Department. Each course offering examines an area concerned with intelligent systems chosen from among artificial intelligence, logic programming, language translation, vision, robotics, simulation, neural networks.

## **CDA 5106 - Introduction to Computer Architecture**

3

Prerequisite: CDA 3101. Corequisite: CDA 5106L. For beginning graduate students. Computer taxonomy, description languages, conventional computer architecture, microprogramming, instruction



sets, I/O techniques, memory, survey of non-conventional architectures. Software interface. Students will extend course topics via library assignments or other instructor assigned requirements.

**CDA 5106L - Intro to Computer Architecture Laboratory** 1  
Prerequisite: CDA 3101. Corequisite: CDA 5106. Laboratory exercises to accompany CDA 5106 emphasizing computer architecture, microprocessing, instruction sets, I/O techniques and memory using software interfaces. 3 hours of laboratory. (*A material fee of \$30 will be assessed.*)

**CDA 5315 - Microprocessors and Interfacing** 3  
Prerequisites: CDA 3101 and COP 3601 or CDA 3100. Corequisite: CDA 5315L. For beginning graduate students. Survey of current microprocessors and peripheral equipment, interfacing components, interfacing techniques, communication standards, software design and development, applications, hands-on laboratory. Students will extend course topics via library assignments or other instructor assigned requirements.

**CDA 5315L - Microprocessors and Interfacing Laboratory** 1  
Prerequisites: CDA 3101 and COP 3601. Corequisite: CDA 5315. Laboratory exercises to accompany CDA 5315 emphasizing microprocessor and peripheral interfacing techniques, communications standards and software design and development. 3 hours of laboratory. (*A material fee of \$30 will be assessed.*)

**CDA 5505 - Networks and Distributed Processing** 3  
Prerequisites: CEN 4510 or CEN 5515. For beginning graduate students. Network architecture and protocols in computer communication networks, network elements and topology, switching and routing, data management and security in a distributed environment. Students will extend course topics via library assignments or other instructor assigned requirements.

**CDA 6011 - Web Engineering** 3  
Prerequisite: CEN 6016 or equivalent. In this course, topics covered include the application of software engineering principles and techniques to the development, deployment, and maintenance of high quality Web-based systems and applications; markup languages, distributed objects, hypermedia and Web integration; architecture and security issues; client side and server side technologies; distributed technologies; data integration across heterogeneous Web sources.

**CDA 6506 - Network Architecture and Client/Server Computing** 3  
Prerequisite: CDA 5505 or equivalent. Topics covered in this course include: the technology and architecture of high-speed WANs and LANs including ATM, ATM-LANE, FDDI, fast and gigabit Ethernet; design and performance issues in high-speed networks; traffic analysis and queuing; resource allocation and congestion control; QoS parameters; RSVP and differentiated services; network security; wireless networks.

**CEN 5515 - Computer Communications** 3  
Prerequisite: COP 3530 or COP 3540. For beginning graduate students. Communications standards and protocols; transmission fundamentals; network topologies, data compression and encryption; flow control, bridging, switching, and routing; local and wide-area network protocols; client server and peer-to-peer models; performance measuring. Students will extend course topics via library assignments or other instructor-assigned requirements.

**CEN 6016 - Engineering of Software I** 3  
Prerequisite: COP 3540 or COP 4534 or equivalent. Topics covered in this course include: methods, techniques, and practices associated with software development that go from elicitation or requirements to the analysis of both the problem and solution domains; formal methods, executable specifications, classical and object-oriented approaches; support tools, and quality assurance practices; team-oriented project using methods, techniques and practices learned.

**CEN 6017 - Engineering of Software II** 3  
Prerequisite: CEN 6016. Topics covered in this course include: the design of a software system using classical and object-oriented approaches; software architectures, frameworks, functional and object-oriented decomposition, prototyping, design and implementation of reviews and walkthroughs, GUI design and implementation, interoperability, support tools, and quality assurance practices; team-oriented project used methods, techniques and practices learned.

**CEN 6070 - Software Quality Assurance and Testing** 3  
Prerequisite: CEN 6016. Topics covered in this course include: the quality of the software product; techniques with the stages of verification and validation; reliability; correctness, testing methods, coverage measures, testing specialized applications, formal verification, testing management techniques and support tools; team-oriented project used methods, techniques and practices learned.

**CEN 6940 - Software Engineering Practicum** 3  
Prerequisites: Software Engineering core: CIS 6101, CEN 6016, CEN 6017, and CEN 6070. This course involves a supervised team project, including field experience with real customers, to address a major software development effort that employs methods, techniques, and practices covered in the Software Engineering core.

**CIS 5105 - Systems Performance and Evaluation** 3  
Prerequisites: CDA 3100 and COP 3540. For beginning graduate students. Tools and techniques used in the evaluation of the performance of computing systems, empirical modeling, methods, simulation models, deterministic and stochastic methods. Students will extend course topics via library assignments or other instructor assigned requirements.

**CIS 5930 - Special Topics in Computer and Information Sciences** v. 1 - 4  
For beginning graduate students and advanced undergraduates. Topics are reflective of current faculty interests and advances in state-of-the-art computing not adequately addressed in current course offerings. This course can be repeated for credit a maximum of 4 times for a total of 12 credits.

**CIS 5935 - Seminar** v. 1 - 3  
Prerequisite: Permission of the Department of Computer and Information Sciences. Topics reflect broader interests than covered in a standard course. Students will be expected to make presentations of material extracted from current trade publications. May be repeated up to 12 credits.

**CIS 6101 - Software Processes and Metrics** 3  
Prerequisite: CEN 6016. Topics covered in this course include: software life cycle and process models; software metrics, software estimation, software standards, configuration management, version control, planning, scheduling, tracking, risk management, maintenance and reengineering; capability measures such as CMM; process approaches such as PSP, extreme programming, and TSP; ethical and professional issues; support tools; team-oriented project used methods, techniques and practices learned.

- CIS 6302 - Distributed and Internet Systems** 3  
Prerequisite: CDA 5505 or equivalent. This course covers topics in distributed and Internet systems from among design issues; mobile and wireless systems; resource allocation; load balancing; security; reliability; file systems; performance evaluation and architectural enhancements to improve performance. Case studies such as the distributed object architectures of CORBA and RMI are used to illustrate topics.
- CIS 6516 - Managing Software Projects and Personnel** 3  
Prerequisite: CEN 6016 or equivalent. For advanced graduate students. Principles of management as they apply to information technology enterprises. Emphasis on the unique requirements of software projects and the personnel involved in them examined in the context of the current information technology workplace.
- CIS 6900 - Directed Individual Study** v. 1 - 3  
For advanced graduate students, topic supportative of the student's overall program. May be repeated with permission.
- CIS 6910 - Project** 4  
Prerequisite: Permission of Director of Graduate Studies for Computer and Information Sciences. This graduate project is for advanced graduate students nearing completion of the degree. It requires completed proposal and approval prior to the semester of intended enrollment.
- CIS 6930 - Special Topics in Computer and Information Sciences** v. 1 - 4  
For advanced graduate students, topics reflective of current faculty research interests. This course can be repeated for credit a maximum of 9 times for a total of 27 credits.
- CIS 6935 - Seminar** v. 1 - 3  
Topics reflect broader interests than covered in a standard course. Students will be expected to make presentations of material extracted from current trade publications. May be repeated up to 27 credits.
- CIS 6970 - Thesis** 3  
For advanced graduate students nearing completion of the Masters degree. May be repeated up to 6 credits.
- COP 5533 - Advanced Data Structures** 4  
Prerequisite: COP 3530. For beginning graduate students. A continuation of COP 3530 to include AVL trees, B trees, B+ trees, B\* trees, Red Black trees, graph algorithms, external sorting, AA trees, hashing, sets. Projects will be implemented using an object oriented paradigm. Students will extend course topics via library assignments or other instructor-assigned requirements.
- COP 5615 - Operating Systems** 3  
Prerequisites: STA 4321, COP 3601. For beginning graduate students. Process management, memory management, file management, input/output device management, distributed systems issues. Students will extend course topics via library assignments or other instructor-assigned requirements.
- COP 5625 - Construction of Language Translators** 4  
Prerequisites: COT 3210 and COP 3601. For beginning graduate students. Grammars, languages, parsing, precedence, runtime storage organization, semantic routines, error recovery, optimization, intermediate code representations, scope, symbol tables, compiler-compilers. Students will extend course topics via library assignments or other instructor-assigned requirements.
- COP 5716 - Data Modeling and Performance** 3  
Prerequisites: COT 3210 and COP 3601. This course studies dynamic storage management, compression, data abstraction, data models (hierarchical, network, relational), query languages, concurrency and security, grammatical validation and standards. Schema design methodologies and evaluation including object oriented, semantic, functional entity-relationship data models, CASE tools, and SQL engine design are covered. Students will extend course topics via library assignments or other instructor-assigned requirements.
- COP 6557 - Programming Language Design Paradigms** 3  
Prerequisites: COP 5615 and COT 3210, or equivalent. Topics covered in this course include: operating system support features required by different programming paradigms; run time symbol tables and semantics; compiling vs. interpreting; binding and execution time requirements; storage management; subprogram control; implementation of inheritance; strong vs. weak data typing.
- COP 6611 - Advanced Operating Systems** 3  
Prerequisite: COP 5615 or equivalent. For advanced graduate students. Advanced topics in operating systems such as network operating systems, distributed operating systems, distributed shared memory, object-based systems, distributed file access.
- COP 6616 - Parallel Computing** 3  
Prerequisites: COP 5615 and COT 5405, or equivalent. In this course, topics covered include: parallel models and hardware architectures (shared-memory, message-passing, threads); basic communication operations; concurrency and synchronization techniques; parallel algorithms analysis and design; problem partitioning and mapping; parallel programming paradigms and environments; cluster-based computing; performance and scalability issues; parallel simulations; new trends in parallel computing.
- COP 6711 - Database Engineering and Administration** 3  
Prerequisites: COP 4720 and CEN 6016, or equivalent. This course covers the application of software engineering approaches in the strategy, analysis, design, implementation, verification, and validation phases of large scaled database design. Design issues and the user's role are studied. Database administration and management responsibilities are examined.
- COP 6735 - Developments in Database Structures** 3  
Prerequisite: COP 5716 or equivalent. This course covers traditional and emerging databases with emphasis on advanced areas in development methodologies, object orientation, connectivity, and query language/optimization. Research projects in selected topics, such as distributed, knowledge base, deductive, multimedia, spatial/temporal, data warehousing, and web databases, will be developed.
- COT 5405 - Algorithms and Complexity** 3  
Prerequisites: COT 3210, COP 3530. For beginning graduate students. Analysis of various algorithm design strategies, divide-and-conquer, greedy method, backtracking, branch-and-bound, lower bound theory, NP-hard and NP-complete. Students will extend course topics via library assignments or other instructor assigned requirements.
- COT 5561 - Applied Graph Theory** 3  
Prerequisites: COT 3100 and (COP 3530 or COP 3540) or equivalent. Topics in graph theory including coloring, domination, and flows will be covered as well as applications of graph theory in computing and modeling real-world phenomena, and graph algorithms. Individual research project will be required.

# College of Education and Human Services

## College of Education & Human Services Dean's Office

**Larry G. Daniel, Ph.D.**, Dean of the College of Education and Human Services; Professor  
620-2520

The College of Education and Human Services has long valued its role in the preparation of teaching professionals. The ever-broadening, increasingly diverse needs of society, however, have created a continuing demand not only for qualified teachers, but for other professionals as well. Students may choose from specialization tracks in educational leadership, counselor education, and special education, or seek certification for teaching options in school settings from pre-kindergarten to secondary levels.

The college envisions its faculty and students as active leaders and responsive partners in the study and enhancement of teaching and learning within diverse learning communities. In the same vein, the college's mission is to prepare and renew professionals who are equipped to live in pluralistic societies, capable of creating learning communities which focus on continued improvement of the teaching and learning process. Emphasis is placed on application of theory to

practice, with nearby schools and agencies serving as laboratories for learning.

Consistent with its commitment to accountability and to the success of graduate students during their time of matriculation, the college requires that students in all graduate programs be assessed at various transition points during their programs of study. At each transition point, faculty utilize specific data on student progress to make important decisions about continuation in the program. Transition point assessments are interspersed throughout a student's program and include measures such as formal evaluation of admission criteria; individual course assessments; formal faculty review of students at particular intervals within a program; program-required examinations, theses, or dissertations; completion of capstone courses; and formal review of student progress at the time of program completion. Information about transition points used within any particular program of study may be obtained by contacting the department or division office in which the program is offered.

In accordance with the federal Higher Education Act (HEA), the College of Education and Human Services keeps annual records of the success of teacher education candidates on a series of state assessments known as the Florida Teacher Certification Examination (FTCE). HEA provisions require that these data, along with the institution's ranking among the other institutions with teacher education programs in the state, be made available in institutional catalogs. For the year 2004 reporting period, 99% of UNF's teacher education program completers obtained acceptable scores on the basic skills portion of the FTCE. Pass rates on the professional knowledge and subject area portions of the FTCE were 97% and 98%, respectively.



**Doctoral Program** The college offers a program of advanced graduate study leading to a doctor of education degree in educational leadership. The program includes course work in specific areas of study and completion of a dissertation. Students are admitted as part of a cohort who complete the majority of their course work together. Admissions requirements and description of the program of study are included below. Applicants seeking admission to the doctoral program should contact the Department of Counseling and Educational Leadership, room 1130, in Frederick H. Schultz Hall, (904) 620-2990.

**The Master's Degree Programs** The programs leading to the master of education degree have as their primary objective the preparation of educators and human services professionals with demonstrated competencies and practices.

Master's programs are offered in educational leadership (educational leadership and instructional leadership tracks); elementary education (professional study, initial and add-on certification, and instructional technology tracks); K-12 education with specialization in reading; secondary education (professional study, initial and add-on certification, instructional technology, and adult learning tracks); special education (deaf education, disability services, and exceptional student education tracks); and counselor education (school counseling and mental health counseling tracks).

**Admissions** Applicants must meet minimum requirements for admission to graduate programs as established by the Florida Department of Education's Division of Colleges and Universities and the University of North Florida. Applicants who do not meet the minimum requirements for admission must apply for admission under the college's Exception Policy. Individual programs in the college have established admissions criteria beyond the minimum requirements.

All applicants seeking admission to master's programs in the college are required to meet with an academic advisor prior to admission. Contact the Office of Student Services, room 2305, in Frederick H. Schultz Hall, (904) 620-2530. Additional information regarding regular admission and admission by exception is available from the Office of Student Services.

**Master of Education** In addition to the basic requirements for graduate admissions, the following items must be submitted to the College of Education and Human Services for consideration for admission to master of education programs:

1. For professional education, "add-on" certification, and advanced study program tracks in elementary, secondary, and special education, and for educational leadership program tracks leading to Florida administrator certification, a regular Florida teaching certificate or its equivalent. Individuals not holding a regular certificate may be admitted to graduate study in certain programs. Persons holding temporary or provisional certificates do not meet this requirement.
2. For all M.Ed. programs, three letters of recommendation citing academic and professional potential.

**Note:** Evidence of successful teaching or work experience may be a criterion for Florida certification.

Students who fail to meet the College of Education and Human Services or special program/division requirements for admission may request a review of their qualifications by a program/division review committee and the dean of the College. Such requests must be in writing and must include supporting evidence.

### **Doctor of Education in Educational Leadership**

The minimum criteria for admission to the program are the following:

1. A master's degree earned from an accredited institution.
  2. Three years of successful teaching experience or related work in training and development.
  3. Demonstrated leadership or leadership potential.
  4. Demonstrated academic ability and potential to complete the course work and a dissertation successfully.
  5. A successful interview with the Doctoral Admissions Committee.
  6. Recommendation of the Doctoral Admissions Committee.
- Applicants will be asked to submit transcripts of previous college work and scores on the GRE. International applicants must also submit a TOEFL score. Information about the program and application forms may be obtained from the Department of Counseling and Educational Leadership, College of Education and Human Services.

**Component Cores** Master's programs require a minimum of 36 to 60 hours exclusive of prerequisites. Two core courses are required of all master's students regardless of program of study pursued. Specific master's degree programs may require additional core courses for all students in the given program.

Each student will be expected to demonstrate satisfactory performance in all elements of the core and major requirements.

Although minimum requirements for the degree programs have been established, actual requirements differ in each of the program areas. Wherever possible, flexibility has been maintained. Individual programs of study are developed in terms of the student's competency level and career goal.

**Academic Advisement** The Office of Student Services provides individualized academic advisement to all students in the college. During the initial advising conference, the advisor will (1) explain the admission procedures to the student, (2) help the student select the major which will lead the student to achieving career goals, (3) plan a tentative program of study. Upon admission to the program, the division chair will assign a program sponsor from among the college faculty to finalize the program of study.

**Academic Integrity** Students are expected to adhere to the highest standards of integrity and professionalism. This includes following the University Academic Integrity Code and the professional code of conduct in the College. Under

the Academic Integrity Code, when misconduct is uncovered, the instructor may take one or more actions including recommending dismissal from the program.

**Course Work Requirement** A minimum of 36 semester hours must be included in a planned master's program. No less than 60 percent of the total graduate hours must be at the 6000-level. At least one-half of the course work must be taken in the College of Education and Human Services. All requirements for the degree must be completed within five years of the initiation of the program.

**Independent Study** The purpose of an independent study is to allow a student to pursue a selected topic in greater depth under the direction of a College of Education and Human Services faculty member. Regularly offered courses typically involve classroom interaction and for this reason are not normally offered as independent studies. Interested students should contact the individual professor.

**Credit Transfers** Acceptance of transferred credit for the master's degree is at the discretion of the division chairperson, with the approval of the dean of the College of Education and Human Services. **No more than 6 hours may be accepted, and the grade for each course must be at least a B.** Such work must have been completed within the previous five years at an institution which offers a master's degree and is accredited by the regional accrediting association and/or approved by the Florida Department of Education for graduate-level teacher training.

**Course Validation** Course work completed at UNF more than five years prior to the completion of a master's degree program may not be applied toward that program unless validated. Course work completed at other institutions more than five years prior to the completion of a graduate degree may not be applied toward any program. UNF course work which has exceeded the five-year time limit may be considered for validation by the following procedures:

1. Permission of the appropriate division chair must be requested in writing by the student.
2. The division chair will review the request and either permit or deny the validation request. If permission is granted, the chair will assign the appropriate person(s) within the program for the student to contact to initiate the validation process.
3. The program faculty member responsible for the validation process may choose to (a) have the student attend the class and take the exams; or (b) assign selected readings and/or a text, then interview the student informally to determine if the student's knowledge is current and/or give a written assignment to assess the student's competence in the area.
4. If a student successfully completes the validation process, the faculty member will write a memorandum for the student's file which indicates the course has been validated and that it is acceptable for inclusion in the program of study.
5. The memorandum will be retained in the student's file and a copy forwarded to the Office of Records and Registration.

**Residence Requirement** Course work taken on campus or through the off-campus credit continuing education program is considered residence study for degree purposes, **assuming the student is a fully admitted graduate student.** At least 24 hours must be completed in residency.

## Doctor of Education in Educational Leadership

Special provisions regarding admissions, programs of study, and graduation related to the Ed.D. in Educational Leadership are described later in this section. Persons seeking more information about the Ed.D. in Educational Leadership should contact the Doctoral Program, Department of Counseling and Educational Leadership, College of Education and Human Services at (904) 620-2990.

## Master's Degree Majors — Prerequisites Elementary Education

- Valid Professional Florida Teaching Certificate in Elementary Education or its equivalent.
- Teaching experience

## K-12 and Secondary Education

- Valid Professional Florida Teaching Certificate in appropriate content field or its equivalent.
- All content requirements for certification
- Teaching experience

## Special Education

Eligibility for a Florida Teaching Certificate or appropriate experience as determined by the program faculty

## Counselor Education

**School Counseling Track:** Six semester hours of course work in the sociological or psychological foundations with grades of B or above, and completion of EDG 6250 (Instructional Strategies in the Curriculum) and EDF 6642 (Assessment in the Curriculum).

## Teacher-Certification-Only

Students who have completed a bachelor's degree in a non-education field of study may pursue teacher certification by completing "Teacher-Certification-Only" (TCO). All TCO coursework must be taken at the graduate level (i.e., 5000 and 6000 level courses) unless graduate-level courses are not offered. Enrollment of TCO students in undergraduate courses requires approval of an advisor and/or the appropriate Division Chair. TCO students must meet all criteria for admission to the College's undergraduate teacher education programs (see undergraduate catalog). TCO does not lead to the awarding of a degree. Students interested in TCO should contact the College's Office of Student Services at 620-2530.

## Division of Curriculum and Instruction Graduate Faculty

### Master of Education in Elementary Education Master of Education in Secondary Education

**Sandra L. Gupton, Ed.D.**, Chair; Professor,  
Educational Leadership  
**Michael P. Smith, Ed.D.**, Associate Chair and  
Associate Professor  
**Marianne B. Barnes, Ph.D.**, Professor  
**Paul D. Eggen, Ph.D.**, Professor  
**Bruce A. Gutknecht, Ed.D.**, Professor  
**Dennis M. Holt, Ph.D.**, Professor  
**Phillip S. Riner, Ed.D.**, Professor  
**Elinor A. Scheirer, Ph.D.**, Professor  
**G. Pritchey Smith, Ed.D.**, Professor  
**Royal W. VanHorn, Ph.D.**, Professor  
**Janet E. Bosnick, Ph.D.**, Associate Professor  
**Candice Carter, Ph.D.**, Associate Professor  
**Wanda B. Hedrick, Ph.D.**, Associate Professor  
**Donna M. Keenan, Ph.D.**, Associate Professor  
**Otilia L. Salmon, Ph.D.**, Associate Professor  
**Allan N. Sander, Ph.D.**, Associate Professor  
**Roy Singleton, Jr., Ed.D.**, Associate Professor  
**Nile V. Stanley, Ph.D.**, Associate Professor  
**Mary Sue Terrell, Ph.D.**, Associate Professor  
**Janice A. Wood, Ph.D.**, Associate Professor  
**Catherine Cavanaugh, Ph.D.**, Assistant Professor  
**Terence Cavanaugh, Ph.D.**, Assistant Professor  
**Richard H. Chant, Ed.D.**, Assistant Professor  
**Edwidge Crevecoeur-Bryant, Ed.D.**, Assistant Professor  
**Katrina Hall, Ph.D.**, Assistant Professor  
**Jace Hargis, Ph.D.**, Assistant Professor  
**Jennifer A. Kane, Ph.D.**, Assistant Professor  
**Menia Stone, Ed.D.**, Assistant Professor  
**Christine Weber, Ph.D.**, Assistant Professor  
**Zella M. Boulware, Ed.D.**, Instructor  
**Shari S. Little, Ed.D.**, Visiting Assistant Professor

The mission of the division is to assist learners in developing personal and professional competencies needed for successful instruction in today's public schools. This goal is achieved through programs emphasizing individually meaningful instruction, the use of innovative materials, and the application of theoretical concepts in laboratory and clinical experiences.

The division offers a wide array of graduate studies for teachers and other educational professionals. In meeting those diverse needs, the division offers four categories of studies at the graduate level.

#### • **Category I: Master's Degree Programs for Teachers with Professional Certificates**

Programs for certificated teachers that extend professional skills and knowledge and lead to the awarding of a Master of Education degree are the primary means for pursuing graduate study within the Division. The central mission of these programs is to extend and enhance the instructional expertise of the professional teacher. These programs make provisions for "add-on" endorsements to the initial teaching certificate and expand the teacher's licensed areas of instruction.

#### • **Category II: Master's Degree Programs for Uncertified Post-Baccalaureate Students**

These programs are for graduate students who do not hold professional teaching certificates but who wish to obtain a master's degree suitable to preparing them for careers in education. Candidates wishing to be certified as teachers who currently have no teaching credentials or who hold provisional, temporary, or emergency certificates may pursue the degree program in **Elementary Education - Initial Certification track**. This degree program allows the student to earn a master's degree while simultaneously completing a state-approved program for certification as a teacher. Alternately, graduate students who either are or are not currently certified as teachers and who wish to work in educational settings serving adult learners may pursue the degree program in **Secondary Education - Adult Learning track**. This program features studies in educational foundations and instructional methodology focused on the adult learner, along with 18 or more graduate credits in a specific content area, providing the graduate training consistent with teaching at the collegiate level.

#### • **Category III: Non-degree Studies that Lead to Certification**

These studies are highly individualized course-by-course sequences that approximate the minimal standards required for certification through the Florida Department of Education. A baccalaureate degree is required to pursue course-by-course certification. All undergraduate requirements for admission apply to qualify as an active "teacher certification only" (TCO) candidate. Course-by-course certification can be achieved for both initial certification and add-on endorsements to a current valid teaching certificate. Because course-by-course certification is determined by current state requirements and not as a result of successful completion of the Division's state approved teacher preparation program, actual requirements can and do change frequently. The COEHS Office of Student Services (620-2530) has current information regarding certification requirements.

#### • **Category IV: Non-degree Studies for Professional Enrichment**

The Division recognizes the on-going need for educational advancement of teachers. The division provides opportunities for non-degree avenues of study for experienced teachers for certificate renewal as well as post-master's degree study.

## The Master of Education Degree Program

For a major in the Division of Curriculum and Instruction, graduate students are required to complete a minimum of 36 semester hours. Master of Education programs are available in elementary, secondary, and K-12 certification areas.

“Advanced study” options are available for students who wish to pursue in-depth study in a particular interest area and do not lead to initial teacher certification. The number of semester hours needed for advanced study options depends on the certification requirements of a given area and the student’s prior academic training. Some advanced study programs may exceed 36 semester hours.

Normally, all credits are to be earned at the graduate level. Students are reminded that course validation requires a demonstration of current knowledge of all the course’s goals and objectives. Initial certification is limited to specific approved programs and may require significantly more credits in order to fulfill licensure and accreditation requirements.

Within each major, one or more tracks exist that enable students to design a strong professional program of study tailored to the candidate’s specific goals. Advanced Study tracks exist to provide optimal individualization while ensuring a solid academic base to all programs. Majors which lead to the addition of licensed areas of instruction to an existing certificate may have little opportunity for program customization due to regulations of the Florida Board of Education.

The Division offers the following avenues of study:

### • Category I: Master of Education Degree Programs for Certified Teachers

These programs are for Professional Educators, possessing a valid Florida professional teaching certificate (or equivalent certificate from another state or country). Provisional, temporary, or emergency licenses do not meet this requirement for admission to graduate programs in Category I. The following majors with various tracks are offered:

Master of Education Degree Majors and Associated Tracks

- Elementary Education
  - Professional Education
  - Reading (K-12) “add-on” Certification
  - Instructional Technology
  - Advanced Study
- Secondary Education
  - Professional Education
  - Instructional Technology
  - Adult Learning

## Major: Elementary Education Track: Professional Education Degree: Master Of Education

### Core Requirements (06 SEMESTER HOURS)

EDF 6480	3.0	Found Ed Research
EDF 6607	3.0	Education In America

### Major Requirements (21 SEMESTER HOURS)

EDE 6225	3.0	Element Sch Curr
Select 4 Courses		
EDG 6356	3.0	Gen Ed Comp:Mod Tch
EDG 6336	3.0	Improve Instruction
MHS 6407	3.0	Personality/Cou Thry
EDG 6380	3.0	Pre-Serv Tcher Super
EDF 5608	3.0	SoclgI Bases Of Educ
EDF 6442	3.0	Assess In The Curric
EDG 5935	1-3	Seminar Stud/Educ

Culminating experience. Select 1 option.

#### Option One

EDE 6940	1-6	Profess Lab Experien
EDE 6910	1-3	Dir Indv Study/Rsch

#### Option Two

EDE 6940	1-6	Profess Lab Experien
EDF 6971	1-6	Rsrch Master Thesis

#### Option Three

EDG 6923	3.0	Curriculum Readings
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### Major Electives (09 SEMESTER HOURS)

Select 3 Courses

Content specialization: content must satisfy initial certification requirement plus 3 of the following courses:

LAE 6415	3.0	Rev: Writ For Child
RED 6546	3.0	Diagnosis Read Disab
RED 6548	3.0	Remediat Read Disab
EEC 6611	3.0	Primary Education
EEC 6205	3.0	Curr/Instr Primar Ed
EEC 6944	3.0	Pract. In Primary Ed
EME 5403	3.0	Tech In Education
EME 6418	3.0	Education Multimedia
LAE 6319	3.0	Lang Arts Elem Tchr
SCE 6117	3.0	Elem Tcher Sci
SSE 6318	3.0	Soc Study Mthds:Elem
MAE 6318	3.0	Elem Tcher Math

\* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.

\* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.

\* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.

\* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.

\* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

**Major: Elementary Education**  
**Track: Reading (K-12) Add-on Certification**  
**Degree: Master Of Education**

**Core Requirements (06 SEMESTER HOURS)**

EDF 6607	3.0	Education In America
EDF 6480	3.0	Found Ed Research

**Major Requirements (33 SEMESTER HOURS)**

Required Courses

EDG 6356	3.0	Gen Ed Comp:Mod Tch
RED 6656	3.0	Adv Found Of Reading
RED 6546	3.0	Diagnosis Read Disab
RED 6548	3.0	Remediat Read Disab
LAE 6415	3.0	Rev: Writ For Child
RED 5846	1-3	Practicum In Reading

Select 1

EDE 6225	3.0	Element Sch Curr
ESE 6215	3.0	Secondary Sch Curr

Select 1

LAE 6319	3.0	Lang Arts Elem Tchr
LAE 6339	3.0	Spec Mthds: English

Select 1

RED 3333	3.0	Reading Methd I:Sec
SDS 6200	3.0	Appra Proc Sch Couns
EDF 6442	3.0	Assess In The Curric

Culminating Experience

6 hours in consultation with program sponsor

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- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

**Major: Elementary Education**  
**Track: Advanced Study**  
**Degree: Master Of Education**

**Core Requirements (06 SEMESTER HOURS)**

Required

EDF 6480	3.0	Found Ed Research
EDF 6607	3.0	Education In America

**Major Requirements (21 SEMESTER HOURS)**

Required

EDE 6225	3.0	Element Sch Curr
EDG 6356	3.0	Gen Ed Comp:Mod Tch
EDF 6442	3.0	Assess In The Curric
EDG 6336	3.0	Improve Instruction
EDG 6625 A	3.0	Curr Ldrshp/Schools

Culminating experience. Select 1 option.

Option One

EDE 6940	1-6	Profess Lab Experien
EDE 6910	1-3	Dir Indv Study/Rsch

Option Two

EDE 6940	1-6	Profess Lab Experien
EDF 6971	1-6	Rsrch Master Thesis

Option Three

EDG 6923	3.0	Curriculum Readings
One additional elective approved by the program sponsor		
EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE		

**Major Electives (09 SEMESTER HOURS)**

Required

EDF 6905	1-3	Rsrch Studies/Educ
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Select 2 Content Courses

EDE/EDF/EDG/EEC/EGC/EME/LAE/MAE/RED/SCE/SSE		
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- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

**Major: Secondary Education**  
**Track: Professional Education**  
**Degree: Master Of Education**

**Core Requirements (06 SEMESTER HOURS)**

EDF 6480	3.0	Found Ed Research
EDF 6607	3.0	Education In America

**Major Requirements (21 SEMESTER HOURS)**

ESE 6215	3.0	Secondary Sch Curr
EDG 6356	3.0	Gen Ed Comp:Mod Tch

Select 2 Courses

EDG 6336	3.0	Improve Instruction
EDF 6442	3.0	Assess In The Curric
MHS 6407	3.0	Personality/Cou Thry
EDF 5608	3.0	SoclgI Bases Of Educ
EDG 5935	1-3	Seminar Stud/Educ
EDG 6380	3.0	Pre-Serv Tcher Super
EME 5403	3.0	Tech In Education
EME 6418	3.0	Education Multimedia

Select One Course

LAE 6339	3.0	Spec Mthds: English
SCE 6337	3.0	Spec Mthds: Sci
SSE 6385	3.0	Spec Mthds: Soc St
MAE 6336	3.0	Spec Mthds: Math

Or

ARE 4353	4.0	Art Methods K-12
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Or Select Both

MUE 4311	3.0	Music Edu Elem Schl
MUE 6349	3.0	Spec Mthds: Music

Culminating experience. Select 1 option.

Option One

ESE 6947	1-6	Profess Lab Experien
EDG 6906	1-3	Indv Study/Research

Option Two

ESE 6947	1-6	Profess Lab Experien
EDF 6971	1-6	Rsrch Master Thesis



Option Three  
EDG 6923 3.0 Curriculum Readings  
Select 1 elective

**Major Electives (09 SEMESTER HOURS)**

Content specialization: content must satisfy initial certification requirements plus 3 content courses (var. sem. hrs) selected from Arts & Sciences in consultation with program sponsor

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

**Major: Elementary Education  
Track: Instructional Technology  
Degree: Master Of Education**

**Core Requirements (06 SEMESTER HOURS)**

EDF 6607 3.0 Education In America  
EDF 6480 3.0 Found Ed Research

**Major Requirements (06 SEMESTER HOURS)**

Required Courses:

EDE 6225 3.0 Element Sch Curr  
EDG 6356 3.0 Gen Ed Comp:Mod Tch

**Content Specialization (18 SEMESTER HOURS)**

Required Courses

EME 5403 3.0 Tech In Education  
EDG 6434 3.0 Enhancing Instr Tech  
EME 7415 3.0 Ed Design For Media  
EME 6628 3.0 Ed Tech Systems

EME 6405 3.0 Educational Web Des

Or

EME 6418 3.0 Education Multimedia

Select One Elective From Below

EME/EDG/EDF/EDE/EDA/EEC/ESE/EGI/EEX/MHS/SDS

**Culminating Experience (06 SEMESTER HOURS)**

Select 1 option for 6 credit hours

Option One

EDE 6940 1-6 Profess Lab Experien  
EDE 6910 1-3 Dir Indv Study/Rsch

Option Two

EDE 6940 1-6 Profess Lab Experien  
EDF 6971 1-6 Rsrch Master Thesis

Option Three

EDG 6923 3.0 Curriculum Readings

Select 1 elective

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.

\* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.

\* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

**Major: Secondary Education  
Track: Instructional Technology  
Degree: Master Of Education**

**Core Requirements (06 SEMESTER HOURS)**

Required

EDF 6480 3.0 Found Ed Research  
EDF 6607 3.0 Education In America

**Major Requirements (06 SEMESTER HOURS)**

Required Courses

ESE 6215 3.0 Secondary Sch Curr  
EDG 6356 3.0 Gen Ed Comp:Mod Tch

**Content Specialization (18 SEMESTER HOURS)**

Content Specialization

EME 5403 3.0 Tech In Education  
EDG 6434 3.0 Enhancing Instr Tech  
EME 7415 3.0 Ed Design For Media  
EME 6628 3.0 Ed Tech Systems

EME 6405 3.0 Educational Web Des

Or

EME 6418 3.0 Education Multimedia

Select One Elective From Below

EME/EDG/EDF/EDE/EDA/EEC/ESE/EDG/EEX/MHS/SDS

**Culminating Experience (06 SEMESTER HOURS)**

Culminating experience. Select 1 option.

Option One

ESE 6947 1-6 Profess Lab Experien  
EDG 6906 1-3 Indv Study/Research

Option Two

ESE 6947 1-6 Profess Lab Experien  
EDF 6971 1-6 Rsrch Master Thesis

Option Three

EDG 6923 3.0 Curriculum Readings

Select 1 elective

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

**• Category II: Master of Education Degree Programs  
Uncertified Post-Baccalaureate Students**

These master's degree programs are designed for students who have a bachelor's degree from an accredited college or university, but who have no formal training or certification as an educator. The two degree programs in this category are designed to prepare students with this background for careers in education. Students accepted in these programs of study must complete the entire course of study and may not request a change of major to a Category I program even if a provisional or temporary teaching certificate is obtained.

Programs for Uncertified Post-Baccalaureate Students

- Elementary Education
  - Initial Certification (K-6)
- Secondary Education
  - Adult Learning

**Major: Secondary Education  
Track: Adult Learning  
Degree: Master Of Education**

**Major Requirements (21 SEMESTER HOURS)**

EDF 6211	3.0	Adv Educ Psychology
EDG 6250	3.0	Instr Strat/Curric
EDA 6302	3.0	Lifelong Lrng&Prfs D
EME 6601	3.0	Instr Design & Apps
EDF 6480	3.0	Found Ed Research

Select one matching content area

LAE 6339	3.0	Spec Mthds: English
SCE 6337	3.0	Spec Mthds: Sci
SSE 6385	3.0	Spec Mthds: Soc St
MAE 6336	3.0	Spec Mthds: Math

Capstone course work

EDG 6626	3.0	C&I Adult Learning
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**Major Electives (18 SEMESTER HOURS)**

18 graduate credits approved by collaborating academic department focusing on student need and appropriate graduate academic content knowledge for lower division teaching (no undergraduate credits may be applied to content specialty or adult pedagogy (andragogy) components of the degree. Students must meet all admission standards and prerequisites of the collaborating COAS graduate program prior to enrolling in that program's graduate courses.

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

**Major: Elementary Education  
Track: Initial Certification (Elementary 1-6)  
Degree: Master Of Education**

**Prerequisites (19 SEMESTER HOURS)**

Required Courses

EDG 6250	3.0	Instr Strat/Curric
EDF 6442	3.0	Assess In The Curric
EDF 3151	3.0	Nature Learner
EDG 4410	3.0	Clstrm Managmt Commun
MGF 1107	3.0	G(M)Explor In Math
EDF 3945	2-4	Field Lab-I
EDF 3946	2-4	Field Lab-II

**Core Requirements (06 SEMESTER HOURS)**

Required

EDF 6480	3.0	Found Ed Research
EDF 6607	3.0	Education In America

**Major Requirements (54 SEMESTER HOURS)**

EDE 6225	3.0	Element Sch Curr
EDE 4943	12	Pract II: St Intern

Application for fall internship due the 4th Friday of previous spring term. Applications for spring internship due the 4th Friday of previous fall term.

RED 6656	3.0	Adv Found Of Reading
RED 6546	3.0	Diagnosis Read Disab
ARE 4313	3.0	Art Methods:Elem Tch
MUE 4210	3.0	Music Methods:Elem
HSC 3301	3.0	Hlth/Mov Ed:Elem Sch
LAE 6415	3.0	Rev: Writ For Child
LAE 6319	3.0	Lang Arts Elem Tchr
SCE 6117	3.0	Elem Tcher Sci
SSE 6318	3.0	Soc Study Mthds:Elem
MAE 6318	3.0	Elem Tcher Math
TSL 3550	3.0	Principle & Iss TESOL
TSL 4340	3.0	TESOL Meth & Curricl

**Culminating Experience**

EDG 6923	3.0	Curriculum Readings
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- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.
- \* The student must apply for the graduate practicum (EDE 4943) during the term prior to graduation.
- \* Passing all parts of the FTCE including general knowledge, professional education, and subject area exam is a requirement for graduation.

• **Category III: Non-Degree Studies Leading to Certification Through a “Course-by-Course” Process**

“Course-by-course” study is for prospective teachers who have a bachelor’s degree from an accredited college or university and desire to earn a teaching certificate. These students are classified within the Division as “Teacher Certification Only” (TCO). These programs of study are based on current state requirements and do not lead to any degree from the Division. Requirements for certification are based on a course-by-course evaluation of the state certification requirements and the student’s current transcripts.

Students admitted to the division to pursue this course of study must meet the same admission standards as undergraduate students including a minimum cumulative GPA of 2.5 and passing of all parts of the CLAST exam. (See undergraduate catalog.) Students should see an academic advisor for complete admission requirements and assistance in planning a sequence of studies. It is important for the student to understand that teacher certification is granted by the Florida Department of Education and not from the Division or from the University of North Florida.

• **Category IV: Non-Degree Professional Development and Enrichment**

The Division provides avenues for teachers to advance their instructional knowledge and skills without enrolling in degree programs. These opportunities are highly variable and can be customized in a variety of ways. Individuals may enroll in courses of interest or an entire school staff may request a specific course by an instructor who is sent to the school site for weekly instruction. The Division’s grants and contract activity often allows offering of classes at reduced tuition in order to promote study in high need areas. Collaborative arrangements with school districts can result in university academic and leadership support for school initiatives where academic credit can be earned for certificate renewal. Inquire for current possibilities by contacting the Office of Student Services in the College of Education and Human Services.

**Department of Special Education**

**Janice J. Seabrooks**, Associate Professor and Chair

**Special Education Program  
Graduate Faculty**

**Master of Education in Special Education**

**Thomas S. Serwatka, Ph.D.**, Dean of Graduate Studies and Research and Special Assistant to the President; Professor

**Janice J. Seabrooks, Ph.D.**, Associate Professor and Chair

**John J. Venn, Ph.D.**, Professor

**Clement J. Van Nagel, Ph.D.**, Professor

**Len Roberson, Ph.D.**, Associate Professor and Deaf Education Program Director

**Kristine Webb, Ph.D.**, Associate Professor

**Sharian L. Deering, Ph.D.**, Assistant Professor

**Karen B. Patterson, Ph.D.**, Assistant Professor

**Susan Syverud, Ph.D.**, Assistant Professor

**M. Lynn Woolsey, Ph.D.**, Assistant Professor

The graduate program in special education prepares graduate students to assume positions as professional clinical practitioners who work with exceptional individuals. The majority of these clinical practitioners become teachers in self-contained classes or resource rooms, while others serve in positions such as consulting teacher and parent-infant specialist. Practitioners may serve individuals with special needs ranging in age from preschool through adulthood. Additionally they may work with the families of individuals with special needs.

The graduate special education program offers three tracks. The first track in Exceptional Student Education is for students working toward initial state certification in special education. The second track is for students who have completed undergraduate studies in special education and who wish to pursue advanced study in deaf education. The third option is a concentration in disability services designed for students interested in serving individuals with disabilities in general education classes or non-educational settings.

Majors in special education consist of a minimum of 36 semester hours of advanced study. An individually designed program of study for each student is developed by the student, his or her program sponsor, and a college advisor.

Admission into the special education graduate program requires a score of 1000 on the Graduate Record Examination or a 3.0 GPA for the last two-years of undergraduate study. If one of these criteria is not met, the student will need to petition for admission by exception to the program. The program makes special provisions for admitting students with disabilities. Admission also requires the submission of three letters of recommendation.

**Special Education Concentrations** Certification programs in special education prepare teachers at the graduate level to teach in programs for students with hearing impairments or varying exceptionalities. Each program consists of a minimum of 36 semester hours of advanced study in one of the above-listed areas of certification.

**Major: Special Education**  
**Track: Deaf Education (K-12)**  
**Degree: Master Of Education**

**Prerequisites (48 SEMESTER HOURS)**

EHD 4245	3.0	Lang Dev/Deaf
SPA 4615	3.0	Amer Sign Lang IV
EDG 4327	3.0	Assmt Of Lng & Behav
EDF 3151	3.0	Nature Learner
EHD 4311	3.0	Psych/Educ: Deaf
EHD 4261	3.0	Audiology Speech Sci
EDF 3945	2-4	Field Lab-I
EEX 3202	3.0	Psy/Soc Excptl Lnrs
EEX 4604	3.0	Ed Mgmt:Excpt Studnt
EEX 4101	2-3	Language Dev/Disord
EEX 4281	3.0	Soc,Per,Car:LmrsExc
EEX 3251	3.0	Dev Skls/Math Prbms
EHD 4940	2.0	Deaf Ed Practicum
TSL 3550	3.0	Principle & Iss TESOL
EEX 4255	3.0	Curr/Instr:Lmrs Exc
EEX 3250	3.0	Read Mthds:Lmrs Exc
EEX 3252	3.0	Lang Arts:Excpt Lnrs

**Core Requirements (18 SEMESTER HOURS)**

COEHS Core		
EDF 6480	3.0	Found Ed Research
EDF 6607	3.0	Education In America
Special education core		
EEX 6025	3.0	Iss/Trends Spec Educ
Clinical requirement		
EEX 6841	3-9	Prac: Special Educ

**Major Requirements (19 SEMESTER HOURS)**

EHD 6241	3.0	Lang Instr: Deaf/HH
SPA 6625	3.0	Sign Comm Clsrn
EHD 6242	3.0	Tch Spch To Hrng Imp
EHD 6281	1.0	Teaching Speech Prac
EHD 5341	3.0	Curr/Instr: Deaf/HH
EHD 6343	3.0	Read Instr: Deaf/HH
SPA 6619	3.0	Adv ASL Conversation

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
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**Major: Special Education**  
**Track: Exceptional Student Education**  
**Degree: Master Of Education**

**Prerequisites (32 SEMESTER HOURS)**

EEX 5053	3.0	Foundations Spec Ed
EDF 6211	3.0	Adv Educ Psychology
EDG 6250	3.0	Instr Strat/Curric
EEX 4101	2-3	Language Dev/Disord
EEX 6225	3.0	Competen:Lab In Eval
EEX 6256	3.0	Lang Learn Impaired
EEX 6283	3.0	Soc,Pr,Carer Sk:Excp
EDF 6442	3.0	Assess In The Curric
EEX 3250	3.0	Read Mthds:Lmrs Exc
EEX 3251	3.0	Dev Skls/Math Prbms
RED 3310	3.0	Reading Methd I:Elem

**Core Requirements (22 SEMESTER HOURS)**

COEHS Core		
EDF 6480	3.0	Found Ed Research
EDF 6607	3.0	Education In America
EEX 6025	3.0	Iss/Trends Spec Educ
Clinical Requirements		
EDF 3945	2-4	Field Lab-I
EDF 3946	2-4	Field Lab-II
EEX 6841	3-9	Prac: Special Educ

**Major Requirements (21 SEMESTER HOURS)**

EEX 6625	3.0	Ed Mgmt:Excpt Studnt
EEX 6052	3.0	Nat/Needs/Curr VE
EEX 6402	3.0	Com Colab Consl Sped
EEX 6234	3.0	Tchng Mod Sev Disab
EEX 6259	3.0	Lit Strats Mild Dis
TSL 3550	3.0	Principle & Iss TESOL
TSL 4340	3.0	TESOL Meth & Curricl

Two years teaching experience is required or must complete clinical requirements.

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.
- \* The student must apply for the graduate practicum (EEX 6841) during the term prior to graduation
- \* Passing all parts of the FTCE including general knowledge, professional education and subject area exam is a requirement for graduation.

**Disability Services Concentration** The disability services concentration in special education is available for professionals who serve individuals with disabilities in general education and in settings other than schools. This course of study allows individuals to pursue graduate study in special education and in various cognate areas in education but does not lead to teacher certification. The program of study consists of a minimum of 36 semester hours and is individually designed.

**Major: Special Education**  
**Track: Disability Services**  
**Degree: Master Of Education**

**Core Requirements (06 SEMESTER HOURS)**  
 EDF 6480 3.0 Found Ed Research  
 EDF 6607 3.0 Education In America

**Major Requirements (12 SEMESTER HOURS)**  
 Content Specialization  
 EEX 5053 3.0 Foundations Spec Ed  
 EEX 6025 3.0 Iss/Trends Spec Educ  
 EEX 6301 1-3 Research: Spec Ed  
 EEX 6402 3.0 Com Colab Consl Sped

**Major Electives (18 SEMESTER HOURS)**  
 A minimum of 18 credit hours to be selected by the student in consultation with the program sponsor. Select from  
 EED/EEX/EGI/EHD/ELD/EMR/SPA/EDG/EDF/EME/TSL/SDS/MHS/EDA/EDS

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
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## Department of Counseling and Educational Leadership

The Department of Counseling and Educational Leadership offers professional studies suitable to students interested in careers as school counselors, mental health counselors, and educational leaders. Master of Education programs are offered in counselor education and educational leadership, and a Doctor of Education program is offered in educational leadership. The department also offers non-degree post-master's studies in mental health counseling and school counseling as well as non-degree post-baccalaureate studies in educational leadership.

**Joyce T. Jones, Ed.D.**, Assistant Professor and Chair  
**Larry G. Daniel, Ph.D.**, Professor and Dean,  
 College of Education and Human Services  
**Cheryl A. Fountain, Ed.D.**, Professor; Executive  
 Director, Florida Institute of Education  
**Lynne Carroll, Ph.D.**, Professor  
**Nicholas M. Karayanakis, Ph.D.**, Professor  
**Katherine M. Kasten, Ph.D.**, Professor  
**Jon Wiles, Ed.D.**, Professor  
**Warren A. Hodge, Ph.D.**, Associate Professor  
**Russell Mays, Ph.D.**, Associate Professor and Director,  
 Educational Leadership Master's Programs  
**Carolyn B. Stone, Ed.D.**, Associate Professor  
**Kenneth T. Wilburn, Ph.D.**, Associate Professor  
**Betty J. Bennett, Ph.D.**, Assistant Professor  
**Shunda Brown, Ph.D.**, Assistant Professor  
**Marcelle C. Lovett, Ed.D.**, Assistant Professor  
**Rebecca Schumacher, Ed.D.**, Assistant Professor  
 and Director, School Counseling Program  
**David Whittinghill, Ph.D.**, Assistant Professor  
 and Director, Mental Health Counseling Program  
**Barbara Pepper, Ph.D.**, SOAR Clinical Educator

## Master of Education in Counselor Education

### Program Description and Mission

The counselor education program offers a master of education degree with specializations in two tracks: mental health counseling and school counseling. Both tracks are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). CACREP approval is a professional standards accreditation which validates the quality of education of counseling and related programs. Graduates of the School Counseling track will have fulfilled the educational requirements for the Florida certificate in Guidance (K-12). Upon graduation, those in the Mental Health Counseling track will have fulfilled the educational requirements for Florida licensure as mental health counselors. Graduates of both tracks will also be eligible for national certification through the National Board of Certified Counselors (NBCC). The mission of the UNF counselor education program is to provide an intellectually stimulating and supportive environment in which to prepare professional counselors in schools or mental health agencies. This preparation encom-

passes academic rigor, promotes ethical and professional integrity, and emphasizes effective interpersonal communication and helping skills. Personal exploration and awareness are also integral components of the training process.

#### **Faculty Guiding Principles:**

- We believe that professional counselors value and honor diversity, equity, and equality of opportunity for all people.
- We believe that a life-span and global perspective is integral to the training of professional counselors.
- We believe that professional counselors stand for social, economic, and political justice and therefore must be proactive change agents and advocates for all people.
- We believe that professional counselors are obligated to confront their own beliefs and assumptions and change biased behavior regarding sexism, ageism, racism, classism, ableism, and homophobia.
- We believe that professional counselors are ethically obligated to strive toward optimum psychological health and to engage in self-care activities which attend to the physical, mental, spiritual and psychological dimensions.
- We believe that professional counselors have an ethical obligation to work at their highest level of competence and only within their areas of expertise.
- We believe the academic preparation process must emphasize the application of theory to practice and encompass opportunities for experiential learning throughout the program.

#### **Programmatic Guiding Principles:**

In order to ensure that the characteristics listed above are present in the graduates of the Counselor Education program, the faculty believes the program should include:

- comprehensive, rigorous entrance requirements for potential students;
- individual consultation and advisement throughout the students' program;
- screening at several points throughout the program;
- opportunities for students to engage in ongoing field experiences throughout their program;
- a comprehensive curriculum composed of an appropriate blend of theoretical knowledge and training in specific skills;
- an emphasis on the personal qualities of the counselor in training; and
- a strong emphasis on counseling, consultation, advocacy, and leadership skills throughout the program.

#### **The School Counseling Track**

The School Counseling track centers upon preparing counselors to meet the academic, career, emotional, and social needs of culturally and linguistically diverse student populations. The School Counseling track prepares school counselors to fulfill the following roles:

- serve as advocates, educational leaders, team members, counselors, and consultants to maximize opportunities for students to succeed academically;
- develop in students a commitment to achievement and provide conditions that enable students to accomplish their

goals;

- help students recognize their potential and enhance their capacity to make academic and career decisions;
- serve as leaders and stewards of equity and achievement and be able to remedy institutional and environmental barriers impeding students' progress;
- provide all students with academic and career advising in order for them to form values, attitudes and behaviors conducive to their educational and economic success; and
- become managers of resources and partnership builders, and enlist the support of parents, agencies, and community members.

#### **Admission to the Program**

The School Counseling track is organized according to a cohort model. Students are admitted to the program each spring for the cohort which will begin the following fall semester. Applicants must have a combined verbal and quantitative score of 1000 on the GRE or a 3.0 average for the last 60 semester hours of undergraduate study. Applicants need not have an undergraduate degree in education. Additionally, applicants are required to have completed at least 6 semester hours in the behavioral sciences (all with grades of A or B). Also required is an application portfolio which contains three letters of recommendation, a professional goals statement, an impromptu writing sample, and written reactions to journal articles and school scenarios. Applications may be found at web address [www.coehs.unf.edu/soar](http://www.coehs.unf.edu/soar). Applicants will interview with a selection committee comprised of program faculty and practicing school counselors and will deliver a brief public speech on an educational topic.

#### **Continuance in the Program**

All program applicants will be admitted on a trial basis at the end of the first semester. Instructors will provide written feedback regarding the student's progress to the admissions committee who will finalize the admission process. Faculty will monitor the student's performance throughout the program. Completion of the program is dependent not only upon academic performance but also on the demonstration of appropriate interpersonal skills, professional demeanor, and social and ethical judgment. Faculty will advise students in cases where they receive grades lower than a "B" and/or are not performing satisfactorily.

**Major: Counselor Education**  
**Track: School Counseling**  
**Degree: Master Of Education**

**Prerequisites (12 SEMESTER HOURS)**

EDF 6442	3.0	Assess In The Curric
EDG 5935 EC	3.0	General Curriculum
Other Preq		
SOC/PSY		

- computer skills (student is allowed to acquire skills through a variety of means and can demonstrate the necessary skills at designated times during the first semester through examination and/or demonstration)
- individualized school experience contract

**Core Requirements (06 SEMESTER HOURS)**

Required		
EDF 6607	3.0	Education In America
Select One		
EDF 6480	3.0	Found Ed Research
EDF 6480	3.0	Found Ed Research
EDF 6480	3.0	Found Ed Research
EDF 6480	3.0	Found Ed Research

**Major Requirements (42 SEMESTER HOURS)**

MHS 6006	3.0	Intro Couns Process
SDS 6310	3.0	Career/Lifestyle Dev
SDS 6014	3.0	Org/Adm Schl Counsng
MHS 6600	3.0	Sem:Consltn Skills
SDS 6820	3.0	Intern Consultation
SDS 6427	3.0	Sch Cnslg Sp Nds Stu
MHS 6530	3.0	Grp Lead Skls Sch
MHS 6780	3.0	Lgl/Eth/Prof Sch Cn
SDS 6832	3.0	Intern Career
SDS 6831	3.0	Intern Mgm Resources
SDS 6830	3.0	Intern Couns/Coor
MHS 6539	1.0	Clstrm Mngemnt Skls
MHS 6410	1.0	Behavior Mgm Skls
MHS 6609	3.0	Adv Consultation
SDS 6602	1.0	Sch Family Reltions
EDF 6114	3.0	Grth & Dev Of Lrn

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
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**The Mental Health Counseling Track**

The program of study for the Mental Health Counseling track is designed to provide comprehensive training for individuals who wish to counsel diverse populations in a variety of mental health settings. Curricular experiences encompass opportunities to explore the life-span, social, and cultural foundations of behavior; practice psychotherapeutic and diagnostic skills; and complete extensive field experiences in order to apply knowledge and skills in professional settings.

The Mental Health Counseling track prepares mental health counselors to fulfill the following roles:

- provide direct counseling services to individuals, groups, and families;
- assist clients in making responsible decisions and in developing skills of self determination;
- provide resources, referrals, and information to assist clients in coping with societal, economic, and other barriers;
- serve as models and mentors to clients as they pursue optimum levels of mental health;
- advocate for clients' rights through participation in community, state, and national organizational efforts; and
- become leaders in community agencies in efforts to facilitate delivery of optimum mental health services.

**Admission to the Program**

The Mental Health Counseling track is organized according to a cohort model. Students are admitted to the program each spring for the cohort which will begin the following fall semester. Applicants must have at least a combined verbal and quantitative score of 1000 on the GRE **or** a 3.0 average for the last 60 semester hours of undergraduate study. Additionally, applicants are required to have completed at least 12 semester hours in the behavioral sciences (all with grades of A or B) with at least one course in personality theories or abnormal psychology. Also required are a personal goals statement, a professional resume, and three letters of reference (on forms provided) from individuals who have professional or academic knowledge of the applicant. All applicants who meet the qualifications above will be invited to interview with the faculty. At this time applicants may be asked to complete writing samples and psychological assessment instruments designed to ascertain their potential as mental health counselors.

**Continuance in the Program**

Students' competence and suitability for the program are subject to an on-going and broadly based evaluation by the faculty. In addition to the regular evaluation processes and grading in individual courses, student progress is assessed after completing MHS 6006, MHS 6400, MHS 6510, prior to the practicum and internship, and during practicum and internship. In addition to academic performance, decisions regarding continuance of studies are based upon the demonstrated competence in each of the following areas: interpersonal skills, ethical judgment, and professional demeanor. Faculty will advise students in cases where they receive grades lower than a "B" and/or are not performing satisfactorily. Additional information regarding requirements of the program are delineated in the Counselor Education Student Handbook, which is provided to each student upon admission.

**Major: Counselor Education**  
**Track: Mental Health Counseling**  
**Degree: Master Of Education**

**Prerequisites (12 SEMESTER HOURS)**

12 hours in sociological or psychological foundations including a course in personality or abnormal psychology with a grade of A or B. SOC/PSY

**Core Requirements (03 SEMESTER HOURS)**

EDF 6480 3.0 Found Ed Research

**Major Requirements (48 SEMESTER HOURS)**

MHS 6006 3.0 Intro Couns Process  
MHS 6482 3.0 Pers & Life Span Dev  
MHS 6070 3.0 Psychopathology  
MHS 6201 3.0 Appr Proc Mtl Hth Co  
MHS 6400 3.0 Individual Counselng  
MHS 6401 3.0 Advanced Counseling  
MHS 6428 3.0 Counseling Diverse  
MHS 6450 3.0 Sub Abuse Couns  
MHS 6470 3.0 Sexual Issue Counsel  
MHS 6510 3.0 Group Counseling  
MHS 6700 3.0 Legal/Prof/Eth Couns  
MHS 6800 3-6 Prac:mental Hea Coun  
MHS 6830 3-6 Intern In Mental Hea  
MHS 6830 3-6 Intern In Mental Hea  
SDS 6310 3.0 Career/Lifestyle Dev  
MHS 6450 3.0 Sub Abuse Couns

**Major Electives (09 SEMESTER HOURS)**

Select 9 hours of classes with the following prefixes. Must have approval by program sponsor.

MHS SDS

\* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.

\* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.

\* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.

\* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.

\* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

**The Counselor Education Advanced Certificate Program**

The Counselor Education Program offers a non-degree advanced certificate program in Mental Health Counseling to accommodate individuals who have completed master's programs in counseling but who wish additional training or who are attempting to meet state requirements for licensure. Advanced certificate study in school counseling is available only to M.Ed. graduates of the UNF Mental Health Counseling track of the Counselor Education program. The requirements for admission to the program include the following:

1. Completion of a master's degree in Counseling.
2. Signed Program of Study consisting of AT LEAST 15 semester hours.
3. Completion of the program within three calendar years.

Individuals seeking admission to the Advanced Certificate program will meet with a faculty advisor to review their master's transcript and develop a program of study. Typically, the Program of Study (POS) will include all of the courses required for licensure or certification, as well as additional courses as determined by the faculty advisor. If a student needs a practicum or internship for licensure or certification, the student must agree to enroll in the field experience after completion of all other course work.

Although graduate level credit is awarded, the Advanced Certificate is not affiliated with the CACREP approved master's degree programs; therefore, students completing the Advanced Certificate will not have completed a CACREP approved program.

For additional information, students should contact Dr. Carroll (Mental Health Counseling) or Dr. Stone (School Counseling).

**Doctorate of Education in Educational Leadership**  
**Master of Education in Educational Leadership**

Guided by the belief that the most important purposes of schooling are teaching and learning, the programs in educational leadership are designed to develop effective educational leaders. Students are guided in their personal development of a vision of excellence in schooling. The programs are characterized by research-based studies of educational policy, leadership behaviors, managerial strategies and skills, and criteria of effective schools. The college offers educational leadership programs leading to a master of education degree (M.Ed.) and a doctor of education degree (Ed.D.). Non-degree studies leading to Florida certification in educational leadership are also available.

**Master's program admission requires the following:**

1. meet University requirements for admission to graduate study,
2. three satisfactory letters of recommendation (obtain forms from the Office of Student Services),

Program faculty may recommend a trial program for a student even if the applicant meets minimum admission requirements.

**Master's Programs** Two concentrations are available in the educational leadership program at the master's level. Programs of study in each of the degree tracks consist of the following elements: the six-hour graduate core requirement of the College (or equivalent graduate level course work); specified courses in educational leadership; and program electives.



**Educational Leadership Concentration** The educational leadership program is the master's degree program intended for individuals seeking professional certification in the area of educational leadership. The program of study includes the Florida educational leadership core curriculum required for certification.

**Major: Educational Leadership**  
**Track: Educational Leadership**  
**Degree: Master Of Education**

**Core Requirements (06 SEMESTER HOURS)**  
 Required

EDF 6607	3.0	Education In America
EDF 6480	3.0	Found Ed Research

**Major Requirements (21 SEMESTER HOURS)**  
 Required

EDG 6625 A	3.0	Curr Ldrshp/Schools
EDA 6196	3.0	Leadrshp/Lng Orgs
EDA 6232	3.0	Educate And The Law
EDA 6215	3.0	Dev School & Com Res
EDA 6242	3.0	School Finance

Take One

EDS 6050	3.0	Inst Ldrshp/Prof Dev
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Or

EDS 6130	3.0	Hum Res Dev In Educat
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Take One

EDA 6061	3.0	Intro Ed Leadership
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Or

EDA 6503	3.0	The School Principal
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**Major Electives (12 SEMESTER HOURS)**

Select 12 hours from any 4 of the following classes or another elective to be selected with your program sponsor

EDG 6287	1-3	Prin/Sch Acntblty
EDA 6910	1-3	Indv Study/Research
EDA 6931	1-3	Special Topics
EDA 6503	3.0	The School Principal
EDA 6930	3.0	Grants Development
EDA 6302	3.0	Lifelong Lrng&Prfs D
EDA 6191	3.0	Team Leadership
EDA 6061	3.0	Intro Ed Leadership
EDA 6271	3.0	Ed Management System
EDA 6945	1-9	Pract In Ed Leadrshp
EDA 6330	3.0	Admin/Mgmt Stu Servs
EDG 6285	3.0	Evaluatn School Prog

Or an approved elective

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

**Instructional Leadership Concentration** This concentration is intended for those students who wish to obtain a master's degree and assume leadership roles in educational institutions but **do not desire** the Florida Educational Leadership Certificate.

**Major: Educational Leadership**  
**Track: Instructional Leadership**  
**Degree: Master Of Education**

**Core Requirements (06 SEMESTER HOURS)**

EDF 6607	3.0	Education In America
EDF 6480	3.0	Found Ed Research

**Major Requirements (18 SEMESTER HOURS)**

Required Courses

EDA 6196	3.0	Leadrshp/Lng Orgs
EDS 6050	3.0	Inst Ldrshp/Prof Dev
EDG 6285	3.0	Evaluatn School Prog
EDA 6302	3.0	Lifelong Lrng&Prfs D
EDA 6191	3.0	Team Leadership
EDG 6626	3.0	C&I Adult Learning

**Major Electives (06 SEMESTER HOURS)**

Select 2 Courses

EDA 6061	3.0	Intro Ed Leadership
EDA 6215	3.0	Dev School & Com Res
EDG 6625 A	3.0	Curr Ldrshp/Schools
EDA 6503	3.0	The School Principal
EDA 6945	1-9	Pract In Ed Leadrshp
EDA 6930	3.0	Grants Development
EDA 6271	3.0	Ed Management System
EDA 6330	3.0	Admin/Mgmt Stu Servs
EDA 6232	3.0	Educate And The Law
EDA 6242	3.0	School Finance
EDG 6287	1-3	Prin/Sch Acntblty
EDA 6931	1-3	Special Topics
EDS 6130	3.0	Hum Res Dev In Educat

**Contextual Courses (06 SEMESTER HOURS)**

(5000 - 6000 LEVEL)

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Two additional electives in consultation with program sponsor. This program does not meet the requirements for certification in Ed leadership, administration or supervision as required by Florida Department of Education.

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Term prior to graduation.
- \* An approved dual/concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who attempt dual enrollment in their last semester.

## Non-Degree Certification in Educational Leadership

Non-degree studies in educational leadership are intended for individuals seeking professional certification who hold a master's degree and who may seek the Florida Educational Leadership Certificate. The eight courses encompass the Florida educational leadership core curriculum that is tested on the Florida Educational Leadership Examination. A list of required courses may be obtained from the Office of Student Services or from educational leadership program faculty. Individuals should be aware that there are requirements in addition to completed coursework necessary to obtaining Florida certification in educational leadership.

## Doctor of Education in Educational Leadership

Advanced graduate studies support the development of educational leaders with knowledge, vision, and commitment to work for the improvement of education through a variety of leadership roles. The interdisciplinary Doctor of Education in Educational Leadership program draws from a number of departments and other instructional resources of the university and incorporates advanced techniques in individual assessment.

**Admission Requirements** Minimum criteria for admission to the program are the following:

- a master's degree earned from an accredited institution;
- three years of successful teaching experience or related work in training and development;
- demonstrated leadership or leadership potential;
- demonstrated academic ability and potential to complete the course work and a dissertation successfully;
- successful interview with and recommendation of the Doctoral Admissions Committee.

Applicants will be asked to submit transcripts of previous college work and scores on the GRE. Foreign applicants must also submit a TOEFL score if they do not hold an academic degree from an English-speaking institution.

**Program of Study** The program consists of course work in interdisciplinary foundations, leadership, research methodologies, and a cognate (or minor) area and completion of a dissertation. Students will register for a minimum of six credit hours each semester (fall, spring, and summer) and will complete the majority of their course work along with a student cohort group. Each student will select a minimum of 12 semester hours of study in a cognate area. **With prior approval**, students may complete all or part of their cognate area studies at another regionally accredited institution offering relevant doctoral-level course work.

A planned program consists of a minimum of 76 graduate credits while enrolled in a doctoral program. Students may use no more than 24 hours of dissertation credits to satisfy the 76 credit hour minimum. Students may transfer a maximum of six graduate credit hours to their doctoral program of study, provided the hours have not been included in a degree awarded by UNF or another institution. Graduate credit hours transferred into the doctoral program must have been completed no more than five years prior to the semester in which

the student is admitted to the program and must have been completed at a regionally accredited institution that offers post-master's degree programs. All courses taken outside of the student's major area of study must be at or above the 6000 level. Students will complete at least 70 credit hours toward the Ed.D. at UNF and should expect to maintain continuous enrollment until they complete their degrees. Exceptions to this policy are subject to approval as described in the doctoral program policies and procedures (available from the Department of Counseling and Educational Leadership).

Upon completion of course work the student must pass a written and oral comprehensive examination in order to be admitted to candidacy for the doctoral degree. The student is admitted to candidacy upon recommendations of the dissertation committee.

Once admitted to candidacy, doctoral candidates will register for at least three hours of dissertation credit each term and be registered at UNF until all requirements for the degree are completed. A minimum of 24 credits are required. The dissertation will be a practice-centered inquiry that attests to the student's understanding of the field and ability to conduct scholarly inquiry about an issue related to the improvement of educational practice. Research conducted in partnership with schools and school districts will be encouraged. Each student will complete a final oral examination in order to defend the research conducted and to demonstrate the ability to use critical thought and judgment.

**Major: Educational Leadership**  
**Track: Doctor Of Education**  
**Degree: Doctor Of Education**

### Core Requirements (76 SEMESTER HOURS)

#### Major Requirements

EDA 7190	3.0	Evolvng Idea:Ed Lead
EDA 7192	3.0	Ldrsp:Group/Team Cnt
EDA 7193	3.0	Ed Ldsp IV:Ldsp/Chng
EDA 7194	3.0	Ed Ldsp V:Sem:21st C
EDA 7262	3.0	Ed Ld III:Org Thy/De
EDA 7400	3.0	Rsh Ed Ld:Quant Meth
EDA 7410	3.0	Rsh Ed Ld:Qual Meth
EDA 7420	3.0	Found Rsch:Ed Leadsp
EDA 7421	1.0	Inqur:Rsch Ed Leadsp
EDA 7945	1-6	Prctm:Ldrsp Assm/Dev
EDA 7945	1-6	Prctm:Ldrsp Assm/Dev
EDA 7945	1-6	Prctm:Ldrsp Assm/Dev
EDA 7979	3-6	Rsch Sem:Ed Leadrshp
EDF 7215	3.0	Psy-Soc Asp:Lrn/Inst
EDF 7545	3.0	Philosophy Of Eductn
EDF 7635	3.0	Cultrl/Soc Found Ed

#### Minimum 24 hs

EDA 7980	3-12	Dctrl Dissertn Rsrch
EDA 7980	3-12	Dctrl Dissertn Rsrch

Courses approved for cognate

**Additional Information:** More specific information concerning the doctoral program is available through the Doctoral Program, Department of Counseling and Educational Leadership. Telephone (904) 620-2990.



# College of Education and Human Services

## Course Descriptions



### Counselor Education

#### MHS 5005 - Introduction to Guidance 3

This course is designed as an introductory course for students wishing to pursue a career as a school counselor. It will focus on the roles and expectations of counselors at different levels, as well as an introduction to the skills of counseling, consulting, and career education.

#### MHS 6006 - Introduction to the Counseling Process 3

Prerequisite: Admission to the counselor education program or permission of instructor. This course provides an introduction to several models of counseling, including both theory and practice. Students will develop basic knowledge and skills associated with client-centered counseling, brief counseling, and cognitive-behavioral counseling. They will become familiar with the mechanics of counseling, including structuring sessions, establishing goals, and evaluating progress. Students will learn to assess their own suitability for a career in the counseling field and will become familiar with the basic counseling literature.

#### MHS 6070 - Psychopathology 3

Prerequisite: MHS 6006. An overview of abnormal behavior and knowledge of the basic criteria for categorizing mental disorders, using the DSM-IV. Includes a survey of the theoretical models of maladaptive behavior, as well as case studies to facilitate understanding of the breadth and complexity of reliable diagnosis.

#### MHS 6201 - Appraisal Procedures in Mental Health Counseling 3

Prerequisite: Introduction to statistics or equivalent. The study of standardized and projective instruments for testing of individuals in areas such as intelligence, attitudes, personality and motivation.

#### MHS 6400 - Individual Counseling 3

Prerequisite: MHS 6006. This course provides students with in-depth practice in intermediate counseling skills, as well as knowledge of the major counseling theories. Students will participate in a pre-practicum experience.

#### MHS 6401 - Advanced Counseling 3

Prerequisites: MHS 6400, MHS 6510, and MHS 6070. This course provides advanced application of selected counseling theories and intervention strategies which facilitate behavioral changes and personality development in clients. Students will become skilled in case management procedures from psycho social intake through termination and will develop the ability to work within managed care parameters. The course includes practical experience.

#### MHS 6402 - Overview of Brief Counseling 3

Prerequisite: Completion of MHS 6006 or permission of instructor. This course is appropriate for students having a basic counseling background (MHS 6006 or the equivalent), as well as more advanced students or practicing counselors. Students will become

skilled in the application of solution-focused counseling and interactive guided imagery. Selected techniques from other models will be attained.

#### MHS 6407 - Personality and Counseling Theories 3

Provides counselors in school and mental health settings with knowledge of personality and counseling theories. The role of theory in the counseling of children, youth, and adults will be emphasized.

#### MHS 6410 - Behavior Management Skills 1

This course is designed to prepare school counseling students for their role as counselor and consultant by examining various behavioral management techniques for use with individuals and in the classroom. Students will be given an in-depth look at potential problem situations and students. The course will look at profiles and characteristics of students presenting potential and active behavioral problems. Strategies for handling on-going behavioral problems are examined. The course will also address how to prevent problem behavior from beginning.

#### MHS 6428 - Counseling Diverse Populations 3

Designed to provide students with knowledge of diverse populations and the skills necessary to counsel individuals with diverse needs.

#### MHS 6430 - Introduction to Family Counseling 3

Prerequisite: MHS 6006. This course is designed to provide students with a comprehensive overview of contemporary theories and practices in family counseling. Students will acquire knowledge of psycho dynamic, humanistic, systems, structural, communication/strategic, and behavioral/cognitive approaches to working with families. Special emphasis will be placed on professional issues and ethical practices in family therapy.

#### MHS 6431 - Advanced Seminar in Family Counseling 3

Prerequisite: MHS 6006 and MHS 6430. This course is designed to provide students with an in-depth focus on a particular contemporary treatment approach to working with families. The selected treatment approach (e.g., systems, psychodynamic, strategic, cognitive-behavioral, etc.) will vary from semester to semester. Students will acquire knowledge of basic theoretical concepts as well as the techniques and interventions germane to the specific modality chosen. Special emphasis will be on skill-building and practicing family counseling techniques.

#### MHS 6440 - Counseling Couples 3

Prerequisite: MHS 6006. This course is designed as an elective in the counselor education program. Students will learn various models of counseling couples; will practice specific skills, interventions, and assessment procedures appropriate for couples; and will become knowledgeable and skilled in dealing with issues such as cultural differences, gay and lesbian relationships, domestic violence, and crisis intervention.

- MHS 6450 - Substance Abuse Counseling** 3  
Prerequisite: MHS 6006. This course is designed to prepare students for the challenges of working with clients who have substance dependency and abuse problems. Students will acquire knowledge in individual and group treatment approaches, therapeutic interventions and issues. This course emphasizes the acquisition of counseling skills and provides opportunities for students to practice skill-building. Special focus will also be placed on working with special populations including minorities, the elderly, adolescents, and the mentally ill.
- MHS 6470 - Sexual Issues in Counseling** 3  
Prerequisite: Admission to the Counselor Education program or permission of instructor. This course is designed to provide mental health counseling students and other individuals in the mental health field with an introduction to sexual issues in counseling. The course will cover theories of human sexuality, sexual dysfunctions, sexual deviations, and life adjustments in sexuality. Students will learn principles of assessment and formulation of sexual problems and will gain skill in treatment of sexual issues.
- MHS 6482 - Personality and Life Span Development** 3  
This course provides students with knowledge of personality and human development theories and research throughout the lifespan. Dynamics of personality and behavior, as well as their implications for counseling at each developmental stage will be presented.
- MHS 6510 - Group Counseling** 3  
Prerequisites: MHS 6006. This course is designed to provide students with theoretical knowledge and skills appropriate for counseling in a group setting. Students will participate in an on-going group, will learn and demonstrate group leadership skills, and will design, conduct, and evaluate a structured group counseling program.
- MHS 6530 - Group Leadership Skills for School Counselors** 3  
This course is designed to provide students with methods, materials, leadership skills and counseling techniques appropriate for group work in a school setting. The course will address group and classroom approaches for promoting academic achievement and success in school. It will cover principles and practices of group counseling, group dynamics, teaching and training models and skills, teaming and collaboration and working with parent groups. Academic, career, college counseling, and school leadership groups will be emphasized.
- MHS 6539 - Classroom Management Skills** 1  
This course is designed to prepare the School Counselor to manage the classroom during classroom guidance presentations and to strengthen their consultation role by helping them understand classroom structure and ways of helping teachers connect most effectively with learners. Strategies for managing students from various cultural backgrounds, the classroom environment and instructional activities which promote cognitive growth will be explored.
- MHS 6600 - Seminar: Consultation Skills** 3  
Examination of consultation models appropriate to education and human services. Develops basic skills in consultation with parents, teachers and other professionals.
- MHS 6609 - Advanced Consultation Skills** 3  
This course provides students with skills in advanced consultation, organization and implementation of parent, faculty/staff development activities, strategies for conducting advocacy and cross-disciplinary collaboration. Students learn to manage resources and secure alternative funding, access resources and support the academic achievement of K-12 students. The course will emphasize parenting, parent education programs, how to assist parents with helping their child succeed in school, and family influences on students' academic achievement.
- MHS 6610 - Clinical Supervision in Counseling** v. 1 - 3  
Prerequisites: MHS 6006, MHS 6400 and MHS 6510. Corequisite: MHS 6830. Designed for advanced graduate students and practicing counseling professionals. Focuses on models and techniques of clinical supervision, as well as issues in supervision and evaluative methods. Students will study various approaches to supervision, practice with supervisees in a field experience, and create a supervision guide book.
- MHS 6700 - Legal, Ethical, and Professional Issues in Counseling** 3  
Prerequisite: MHS 6006. This course provides students with an overview of legal, ethical, and professional issues that impact counselors. Through case studies, students will become familiar with Florida statutes and ethical principles which govern the practice of counseling. Students will be knowledgeable of the profession, including history, roles and functions of counselors, and professional organizations.
- MHS 6780 - Legal, Ethical, and Professional Issues in School Counseling** 3  
This course will survey ethical, legal, and professional issues facing the school counselor. School counselors function in an environment regulated by state and federal laws, court decisions, certification, cultural diversity issues and school board rules. Using case studies, students will explore and demystify some of the legal complexities through and exploration of American Counseling Association Code of Ethics and Standard of Practice, federal law, case law, state statutes, multi-cultural community standards and school board rules. Students will learn how these assist in the protection of students, parents and the school counselor. In addition, students will develop effective public communication skills (written and verbal). They will be given the tools to develop, organize and present a research conference. Students will host a conference and present their research projects from EDF 6480 at this conference.
- MHS 6800 - Practicum in Mental Health Counseling** v. 3 - 6  
Prerequisites: MHS 6006, MHS 6400, and MHS 6510 with grades of B or higher, and permission of the practicum committee. Classroom instruction in advanced counseling strategies, as well as supervised counseling experience in a mental health setting. May be repeated up to 6 credits.
- MHS 6830 - Internship in Mental Health Counseling** v. 3 - 6  
Prerequisites: Permission of the faculty. Year-long experience totaling nine semester hours. Designed to offer in-depth supervised experience in a mental health setting as culmination of the master's degree. May be repeated up to 12 credits.
- MHS 6905 - Directed Individual Study** v. 1 - 3  
Prerequisite: Permission of instructor. Supervised individual investigation of specific problems in counseling within an educational or mental health setting. May be repeated up to 30 credits.
- MHS 6930 - Special Topics in Counselor Education** v. 1 - 3  
Prerequisites: Variable. In-depth study of particular counseling strategies, theories, methodologies or populations. Variable titles may include topics such as Counseling Children, Cognitive Therapy or Counseling the Aging. May be repeated up to 30 credits.

- MHS 6931 - Contemporary Problems and Issues** v. 1 - 3  
Exploration of selected contemporary topics relevant to counselors in the area of social and cultural foundations. Topics include trends and changes in gender roles; multicultural and pluralistic characteristics and concerns of selected subgroups; and societal issues such as stress or substance abuse.
- SDS 5429 - Equity Methods and Resources** 3  
A course designed for the study of educational equity with emphasis on the identification of methods and resources to facilitate the progress of special student populations. Practical applications for classroom teachers, educational administrators and counselors are stressed.
- SDS 5601 - Home-School Communication** 3  
Explores the past, present, and future of home-school relationships. Covers strategies for working with parents with special needs (single parents, foster parents, etc.), includes methodology of communication skills, covers parent involvement, conferencing skills, parent education, and parent counseling.
- SDS 6014 - Organization and Administration of School Counseling** 3  
A study of various components in a comprehensive, developmental school counseling program, including an understanding of professional roles and functions, historical underpinnings and future trends, accountability and professional organizations, associations and credentialing.
- SDS 6200 - Appraisal Procedures in School Counseling** 3  
Prerequisite: Introduction to statistics or equivalent. Advanced study of standardized tests used in schools, including achievement, aptitude, intelligence, interest, motivation and structured interview instruments. Includes principles of measurement, rationale for test selection, guidelines for administration and the use of appraisal data for decision-making.
- SDS 6310 - Career and Lifestyle Development** 3  
Designed to enable counselors to help individuals assess their skills, knowledge and self-understanding necessary to arrive at appropriate career, educational, and lifestyle decisions throughout the life span. Both theory and practice are emphasized.
- SDS 6421 - Counseling Children and Adolescents** 3  
Prerequisites: MHS 6482, MHS 6006, and MHS 6400. This course concerns the helping relationship between the counselor and children and adolescents. Emphasis is placed on application of theoretical models and specific techniques required to counsel children and adolescents in both school and mental health settings.
- SDS 6427 - School Counselors and Special Needs Students** 3  
This course provides an in-depth study of individual and group counseling approaches appropriate for the developmental stages and needs of children and adolescents. Identified are the dominating issues which impede the academic development of children and adolescents in schools (e.g. attention deficit hyperactivity disorder, eating disorders, children and divorce, neglect) and appropriate interventions for removing academic barriers are studied and practiced. In-depth information will be given on school and agency resources to assist students with specialized needs. Studied and practiced will be methods of consulting with parents, teachers, administrators, support staff and community agency personnel.
- SDS 6602 - School and Family Relations** 1  
This course is designed to enhance the relationships between families/care givers and the school. It will give students tools to use when working with families. In addition, students will learn effective ways to include family members as active contributors in their child's education and overall well-being. Students will learn how to create collaborative teams that will include school personnel, families and other community agencies. The goal is to facilitate collaboration and to empower parents by providing them with an opportunity to interact with the school, explore social skill building techniques and improve communication between the school and their child.
- SDS 6820 - Internship in School Counseling: Consultation & Classroom Guidance Delivery** 3 each semester  
Prerequisite: Permission of the faculty. Year-long experience totaling six semester hours. This internship offers students an in-depth supervised experience in consultation services and classroom guidance delivery. May be repeated for credit.
- SDS 6830 - Internship in School Counseling: Counseling/Coordination of Guidance Services** 3  
This internship offers students an in-depth supervised experience in schools practicing individual and group counseling.
- SDS 6831 - Internship in School Counseling: Management of Resources and Data Analysis** 3  
This internship offers students an in-depth supervised experience in schools practicing management of resources and data analysis.
- SDS 6832 - Internship in School Counseling: Career Advising/Appraisal/Advocacy** 3  
This internship offers students an in-depth supervised experience practicing career and academic advising and advocacy in schools and businesses.
- SDS 6905 - Directed Independent Study** v. 1 - 3  
Variable hours and title.
- SDS 6940 - Practicum in School Counseling** 3  
Prerequisites: MHS 6006, MHS 6400, MHS 6510, and SDS 6014 with grades of B or higher, and permission of the practicum committee. Designed to apply knowledge and skills gained in study to actual school settings. Corresponding course work will be required in which the emphasis will be on the counselor as a consultant to parents, teachers, and administrators. May be repeated for credit.
- Education — Interdepartmental Courses**
- EDF 5608 - Sociological Bases of Education** 3  
A study of the contemporary social forces and their effect on the organization and nature of American education. The function of education in social change and concepts of multicultural education are addressed.
- EDF 6114 - Growth and Development of the Learner** 3  
This course is designed to examine learner development from the perspective of both the school and the School Counselor. The course takes an in-depth look at theory, research and classroom applications in the areas of learner development, learner differences, the nature of the learner, learner motivation and the implications for the School Counselor. The course will also examine the classroom needs and learning strategies for learners with exceptionalities and learners from various cultural backgrounds.

- EDF 6211 - Advanced Educational Psychology** 3  
This course is a Master's level course for teachers focusing on classroom applications of behavioral and cognitive views of learning, learner development, learner diversity, motivation and effective instruction.
- EDF 6442 - Assessment in the Curriculum** 3  
An in-depth study in the application of principles and methods of assessment. Focus on alignment of the curriculum, instructional methods, and evaluation; construction, administration, and interpretation of measurement instruments; research on published standardized tests; and utilization of technology.
- EDF 6480 - Foundations of Educational Research** 3  
Introduction to understanding and interpreting qualitative and quantitative methods of educational research. Review of the steps in planning, conducting, and reporting educational research, including a survey and analysis of types of research. Student work will emphasize research in the elementary school, the middle school, the secondary school, exceptional education, or adult education.
- EDF 6607 - Education in America** 3  
The goal of this course is to provide every graduate in the College of Education with the basic information needed to understand the role of education in our American culture. The course is designed to provide students with the general knowledge that will enable them to deal with new ideas, events and challenges with which they will be confronted as educated professionals.
- EDF 6687 - Multicultural and Urban Foundations of Education** 3  
This course examines theoretical and philosophical approaches to multicultural education; cultural learning and lifestyles; issues of class, race, ethnicity, gender and language; and policy, instruction, and curriculum issues in schools with diverse student populations. Emphasis is placed upon Americans of Native, African, Asian, Hispanic and other immigrant origins.
- EDF 6905 - Research: Studies in Education** v. 1 - 3  
Field-centered individual or group investigation of educational problems of an interdepartmental or interdisciplinary nature. May be repeated up to 24 credits.
- EDF 6971 - Research for Master's Thesis** v. 1 - 6  
Prerequisite: Completion of 24 graduate program hours and written permission signed by both the program sponsor and division chairperson. Limited to qualified M.Ed. candidates. A course designed to guide qualified M.Ed. candidates through the steps necessary to complete a master's thesis.
- EDG 5935 - Seminar: Studies in Education** v. 1 - 3  
Study of interdisciplinary or interdepartmental problems which are related to education. May be repeated up to 24 credits.
- EDG 6250 - Instructional Strategies in the Curriculum** 3  
This course is a graduate level course designed for inservice educators and post baccalaureates who are working toward state teacher certification in Secondary Education. The course focuses on two areas of the teacher's professional role: Instructional planning and instructional delivery. The course is designed to enable teachers to guide students in their development as whole persons, helping them to learn through direct and varied forms of encounter with the world as a foundation for clear, rigorous thinking; to bring all the resources of the culture to help them experience meaning, identity, purpose, and responsibility in the whole of life.
- EDG 6285 - Fundamentals of Program Evaluation** 3  
This course provides basic knowledge and the opportunity to develop fundamental skills in the evaluation of education and human service programs. Emphasis is on the evaluator's responsibility for designing and implementing an evaluation, conducting data analysis, and reporting evaluation results. Emphasis is on the application of qualitative and quantitative methods for conducting an assessment of program implemental, outcome, and impact. The course also examines applications of evaluative research in educational decision making and policy development.
- EDG 6336 - Improvement of Instruction** 3  
Philosophy, research, theory and practice related to the presentation of organized bodies of knowledge.
- EDG 6356 - General Educational Competencies: Models of Teaching** 3  
Investigation, discussion, and implementation of curriculum models as they apply to current education, including an analysis of their philosophical, historical, and psychological foundations.
- EDG 6380 - Supervision of Preservice Teachers** 3  
The function of the cooperating teacher who supervises preservice teachers.
- EDG 6434 - Enhancing Instruction with Technology** 3  
Prerequisite: EME 5403 or CI. This course focuses on the development of concepts, strategies, and materials for the use of technology in the enhancement of instruction. The course explores the impact that computer technology can have on the nature of the teaching/learning process. Recent developments in education software, the Internet, and computers have provided educators with a new array of tools for enriching the educational process. Topics include hardware, software, Internet, technology and curriculum standards, and strategies for a range of content areas. This course explores the theoretical bases of and critical issues in technology-enhanced learning.
- EDG 6455 - Storytelling** 3  
An investigation of storytelling and its role in educational settings. Develops resources and means for enhancing collective and personalized learning.
- EDG 6626 - Curriculum & Instruction for Adult Learning** 3  
Prerequisite: EDA 6302. This is an advanced course that presents the principles and practices of adult learning and instruction. Attention is given to those situations, factors, and methods that may influence how adults learn in a variety of traditional, non-traditional, and multimedia/telecommunication settings. An analysis of several teaching models and instructional approaches for creating learning environments for adults appropriate for community colleges, continuing education, and training and development will be a focal element of the course. This will be achieved through study, development, and application of different models of instructional designs for adult learners as well as identifying and evaluating variables related to these models.
- EDG 6632 - Multicultural Content in School Curriculum** 3  
Emphasis is upon developing curriculum units that infuse multicultural content in the school curricula for art, music, literature, social studies, science and mathematics. Emphasis is on ancient and modern cultural contributions of African, Asian, Hispanic, Native American and other cultural and ethnic groups.
- EDG 6735 - Cultural Learning Styles of Minority Students** 3  
A study of the theory, research, and practice about the cultural

learning styles of African American, Hispanic American, Asian American, Native American, Poor Whites and selected other groups. Emphasis is placed upon (1) how culture influences learning and (2) culturally responsive methods of instruction in culturally diverse classrooms.

**EDG 6757 - Teaching Linguistically Diverse Students** 3

A study of the theories, practices, and methods of constructively using the school students' first language as the basis for mastering standard English. Emphasis is placed upon Black English as a sociolinguistic system, principles of teaching English as a second language to non-native speakers of English, and verbal and nonverbal communication as sources of cultural conflict in the classroom. African American, Hispanic American, Asian American, and other linguistic heritages are included.

**EDG 6906 - Individual Study and Research** v. 1 - 3

Consent of division chair or specific faculty member required. May be repeated up to 24 credits.

**EDG 6923 - Curriculum Readings** 3

Prerequisite: Culminating Experience/Chair Signature. A culminating master's degree course designed to synthesize the major components of the Curriculum and Instruction graduate program.

**EME 5403 - Technology in Education** 3

This survey course for teachers and administrators emphasizes technology as a personal and professional productivity tool. Students will use technology for communicating, solving problems, and participating in activities that encourage lifelong learning. The course prepares educators to use technology to support and enhance teaching and learning. The course includes equitable, ethical, and legal issues in educational technology.

**EME 6405 - Educational Web Design** 3

Prerequisite: EME 5403 or consent of instructor. This course develops competencies in evaluating web pages for educational use, and in designing and producing effective web pages for school and classroom. The course prepares educators to create online content and tools for learning. Students develop their understanding of web design principles, multimedia, HTML, needs assessment, instructional design web publishing and usability testing.

**EME 6409 - Telecommunications in Education** 3

Prerequisite: EME 5403 or consent of instructor. This course introduces skills that will enhance instruction in the classroom and redefine the role of traditional education. Topics include infusing telecommunications activities into planning for and teaching the curriculum; electronic mail; ethical and legal considerations; smart strategies for searching the web; synchronous and asynchronous communication; electronic databases; other instructional applications, and future trends.

**EME 6418 - Educational Multimedia** 3

Prerequisite: EME 5403 or consent of instructor. This course focuses on the design, development, and implementation of interactive media in instructional settings. Topics include: instructional design, input and output devices, optical technologies, hypermedia with sound and video, communicating with multimedia products, and the future of technology in education.

**EME 6441 - Technologies for Special Populations** 3

Prerequisite: Computer experience. The course develops an understanding of assistive technology, accommodations, technology

applications and adaptations to improve functionality of learners of all abilities, including ESE and ESOL.

**EME 6601 - Instructional Design and Applications** 3

Prerequisite: EME 5403 or consent of instructor. This course focuses on the application of instructional design principles to the development of technology-based instruction. Topics include contemporary issues and trends in instructional design, foundations in learning research, requirements for instruction, task and needs analysis, learning situations and instructional models, learner characteristics, hardware and software innovations, assessing instructional outcomes, and factors affecting utilization.

**EME 6628 - Educational Technology Systems** 3

Prerequisite: Computer experience. This course develops understanding of educational technology hardware and network systems, including budgeting, purchase, setup, maintenance, upgrade, management and effective use in the school setting.

**EME 7415 - Educational Design for Digital Media** 3

Prerequisite: EME 6415 and consent of instructor. This course focuses on the study and application of instructional design principles to the development of multimedia materials. It emphasizes the application of learning principles to multimedia design and production. Students will design and develop a multimedia project using a variety of visual and auditory elements.

**PET 6910C - Independent Study and Research** v. 1 - 3

Independent investigation of a specific topic, field problem, or career role with faculty guidance. May be repeated up to 16 credits.

**TSL 6142 - ESOL Curriculum Development** 3

A review of theories, principles, research, and instructional practices related to first and second language acquisition. Instruction of Limited English Proficient students will be emphasized and issues of curriculum development and evaluation will be applied to development and modification of curriculum materials.

**TSL 6345 - Methods of Teaching in ESOL and Bilingual Settings** 3

Prerequisite: Teaching certificate or admission to the COEHS. This course is an examination of issues and methods for teaching English as a second language in grades K-12 and adult education programs. Techniques and strategies for teaching the communication skills of listening, speaking, reading, and writing will be emphasized.

**TSL 6350 - Grammar for Teachers of ESOL** 3

This is an advanced course that addresses the facet of English grammar that influence the language development of second language learners. Emphasis is placed on examination of traditional concepts of language, understanding of research on grammar development and exploration of the relationships among language learning, grammar development and effective teaching strategies.

**TSL 6440 - Assessment in ESOL Settings** 3

Prerequisite: Teaching certificate or admission to the COEHS. This course is designed for teachers working in settings serving students whose native language is not English. Assessment issues involving placement, diagnosis evaluation, use of traditional assessment instruments and procedures, and use of alternative assessment methods will be explored.

**TSL 6525 - Cross-Cultural Communication and Knowledge** 3

This course is a study of multicultural issues for ESOL teachers. Emphasis is on developing cultural awareness, applying cross-

cultural knowledge to classroom management and instruction, understanding sociocultural influences on identity development, and understanding values, beliefs, customs, lifestyles, and non-verbal communication of non-native and dialect speakers of English.

## **Educational Leadership Master's Courses**

### **EDA 6061 - Introduction to Educational Leadership**

**3**

An investigation of educational leadership as a profession. The course reviews literature covering the roles and the contexts that elementary and secondary school leaders experience. Students begin a personal leadership portfolio. The required first course for persons seeking admission to the program in educational leadership.

### **EDA 6191 - Team Leadership and Development**

**3**

This class provides students with an introduction to developing high performing work teams, leading work teams, and improving organizational teamwork in schools and other learning organizations.

### **EDA 6196 - Leadership for Learning Organizations**

**3**

Within this course, students will be introduced to the world of leadership through extensive investigations regarding major responsibilities of leaders. We will explore organizational behavior theories to provide a framework for making change within organizations.

### **EDA 6215 - Developing School and Community Resources**

**3**

This course explores the role of the educational leader in building school and community relations, emphasizing the need to involve diverse community stakeholders in the development of effective schools. Emphasis is given to planning programs and marshalling resources to build both human and social capital in school communities. Applications addressed are interpreting policy, identifying needs, setting goals and objectives, planning programs understanding school constituencies, and selecting appropriate communication tools.

### **EDA 6232 - Education and the Law**

**3**

Prerequisite: EDA 6061. A study of constitutional, statute, case laws and principles relating to the organization and operation of public education with particular emphasis upon the examination of legal principles involved in practical problems of school administration.

### **EDA 6242 - School Finance**

**3**

Prerequisite: EDA 6061. Provides the student with an introduction to federal, state and local financial theories and practices. Provides skills in school-level budget planning, preparation and utilization. Outlines the procedures for internal accounting and financial management.

### **EDA 6271 - Educational Management Systems**

**3**

Introduction to computerized systems for the management of the educational system. Emphasis on basic microcomputer applications. The goal of the course is to develop knowledge and understanding of the appropriate application of technology in the teaching and learning process and in the management of educational programs.

### **EDA 6302 - Lifelong Learning and Professional Development**

**3**

This seminar is designed for those who plan to work with adults in various learning contexts including academic and career preparation, professional development, inservice training, and continuing education. Students will explore the psychological, sociological, and economic dimensions of adult learning in the American experience. Emphasis will be given to the application of theory to contemporary practice in the formal provision of educational activities for adults.

### **EDA 6330 - Administration and Management of Student Services**

**3**

The course examines the wide variety of student personnel services including school safety, school discipline and management of

exceptional student education programs available in public school districts. A strong focus is placed on the nature and development of programs at the building and district levels of operation and discussion of current issues and trends.

### **EDA 6503 - The School Principal**

**3**

Prerequisite: EDA 6061. Organization and administration of the school; emphasis on the competencies necessary for leadership and management of the school center, both elementary and secondary.

### **EDA 6910 - Individual Study and Research**

**v. 1 - 3**

Prerequisite: Consent of instructor. For students who wish to undertake an individual project related to administration and supervision. May be repeated with change of content for up to a maximum of 12 credits.

### **EDA 6930 - Grants Development and Project Design**

**3**

This seminar addresses all aspects of grants development, from the germination of ideas to preparing a competitive proposal. Topics include needs assessment, problem statement development, funding searches, literature review, methodology, performance objectives, evaluation design, and budget planning. The course emphasizes resource development for educators and human service professionals in a variety of settings.

### **EDA 6931 - Special Topics**

**v. 1 - 3**

Prerequisite: Consent of instructor. For students who wish to undertake study of selected topics related to administration and supervision. May be repeated with change of content for up to a maximum of 9 credits.

### **EDA 6945 - Practicum in Educational Leadership**

**v. 1 - 9**

Prerequisite: Consent of the instructor. This course is designed for students who are in the Educational Leadership program for the master's degree. Selection of class section is made by the student and/or faculty based on course and program needs and/or student's employment interests. The course provides supervised experience in educational leadership (or in the principalship). Course requires minimum of 40 hours of field experience per credit hour, completion of the leadership practicum project, and seminars related to the role and responsibilities of the educational leader. May be repeated up to a total of 9 credits.

### **EDG 6287 - Principles of School Accountability and Assessment**

**v. 1 - 3**

This course provides an introduction to principles of school accountability and techniques in school-wide assessment. The emphasis is on Florida's comprehensive school based assessment and data based management practices.

### **EDG 6625 - Curriculum Leadership in Schools**

**3**

An in-depth study of current issues, trends and research related to school curricula at the primary, elementary, middle school, or secondary school levels within regular or exceptional student programs. The goal of the course is to provide an understanding of policies, practices and procedures related to the development of the K-12 school curriculum.

### **EDS 6050 - Instructional Leadership**

**3**

This course is designed to provide the student with an introduction to the theories, practices and processes for providing leadership of an instructional program and supervision and development of instructional personnel. Special attention is given to the process of mentoring, coaching, serving as a lead instructor, and using a clinical instructional development model. All students are required to complete an applied field-based project in which they work directly with an instructor as an instructional coach.



- EDS 6130 - Human Resource Development in Education** 3  
A study of the theories, practices, processes and procedures which comprise the personnel and supervisory functions within educational organizations. Emphasis placed on recruitment, selection, induction, assessment, development, and collective bargaining.
- Doctoral Studies**
- EDA 7190 - The Evolving Idea of the Educational Leader** 3  
This course examines the roles of educational leaders in history and the evolution of leader roles in society. It uses research, theory, history, biography, and fiction to frame changing concepts of leaders and leadership. Enrollment limited to students admitted to the doctoral program.
- EDA 7192 - Leadership: The Group/Team Context** 3  
This course focuses on the interpersonal aspects of leadership. It examines research principles and practice of effective group/team dynamics. Extensive attention is given to group/team roles and functions, issues of group/team development, cohesion, communication, conflicts and conflict resolution. Enrollment limited to students admitted to the doctoral program.
- EDA 7193 - Educational Leadership IV: Leadership Change** 3  
Change in schools will be analyzed using rational and nonrational frameworks. Factors affecting change at the federal, state and local levels will be identified. Students will develop a case study of an organization experiencing change. Enrollment limited to students admitted to the doctoral program.
- EDA 7194 - Educational Leadership V: Seminar, School Leadership in the Twenty-First Century** 3  
Issues related to educational leadership in the future will be considered. Specific areas of inquiry will vary. Enrollment limited to students admitted to the doctoral program.
- EDA 7262 - Educational Leadership III: Organizational Theory and Design** 3  
The structure of educational organizations will be examined from an assessment and contingency design perspective. Contemporary school structures as well as alternatives for the future, including multicultural settings, will be considered. The role of the leader as design facilitator and innovator will be discussed. Enrollment limited to students admitted to the doctoral program.
- EDA 7400 - Research in Educational Leadership: Quantitative Methodologies** 3  
The course is a close examination of the major approaches to quantitative research in educational leadership and critical analysis of their appropriateness and strengths in studying research questions in applied contexts. Enrollment limited to students admitted to the doctoral program.
- EDA 7410 - Research in Educational Leadership: Qualitative Methodologies** 3  
The course is a close examination of major approaches to qualitative research related to educational leadership and critical analysis of their appropriateness and strengths with regard to various research questions, with application to field situations and practitioner questions. Enrollment limited to students admitted to the doctoral program.
- EDA 7420 - Foundations of Research in Educational Leadership** 3  
The course is a study of approaches to problem identification and problem solving in education and a survey of research in educational leadership. Emphasis will be on quantitative and qualitative approaches to problem identification and problem solving in education. Enrollment limited to students admitted to the doctoral program.
- EDA 7421 - Inquiry into Research in Educational Leadership** 1  
This course is designed to develop analytical and technical skills in educational research appropriate to concurrent courses in the doctoral program in educational leadership. The course may be repeated for a maximum of three credits. Enrollment limited to students admitted to the doctoral program.
- EDA 7905 - Individual Study and Research** 1 - 3  
Prerequisite: Consent of instructor. For students who wish to undertake study of selected topics related to educational leadership. May be repeated with change of content for up to a maximum of 12 credits.
- EDA 7945 - Practicum: Leadership Assessment and Development** 1 - 6  
This practicum requires students to complete a variety of leadership assessment activities, to analyze assessment information, and to use assessment data to formulate a plan for continued leadership development. Enrollment limited to students admitted to the doctoral program. May be repeated for up to 6 credits.
- EDA 7979 - Research Seminar in Educational Leadership** 3 - 6  
The course includes advanced experiences in designing, conducting, reporting, and critiquing various phases of quantitative and qualitative educational research. Enrollment limited to students admitted to the doctoral program. May be repeated up to 12 credits.
- EDA 7980 - Doctoral Dissertation Research** 3 - 12  
Enrollment is limited to students enrolled in the doctoral program. Students must register for a minimum of 24 hours of dissertation credit before completion of the program and for a minimum of 3 hours of credit each semester once admitted to candidacy.
- EDF 7215 - Psycho-Social Aspects of Learning and Instruction** 3  
The course includes an overview and comparison of learning theories and instructional strategies. The course includes review of the effects of cultural and gender differences on the learning and instruction processes and the effects of the presence of an exceptionality on these processes. Enrollment limited to students admitted to the doctoral program.
- EDF 7545 - Philosophy of Education** 3  
The course is an investigation into the basic assumptions and ideas of education, human nature, and human society, with emphasis upon the epistemological, ethical, and value dimensions of education. Enrollment limited to students admitted to the doctoral program.
- EDF 7635 - Cultural and Social Foundations of Education** 3  
Social and cultural forces affecting school practice are examined in the context of major theories of the sociology of education, concepts of multicultural education, and theories of leadership. Relations among educational policy, multicultural curriculum development, school achievement, and diverse lifestyles and learning styles are explored. Enrollment limited to students admitted to the doctoral program.
- Elementary Education**
- EDE 6225 - The Elementary School Curriculum** 3  
Basic concepts of curriculum development and evaluation applied to the elementary program.
- EDE 6910 - Directed Individual Study and Research** v. 1 - 3  
Prerequisite: Consent of instructor and division chairperson. Pursuit of individual investigation of specific topic or field problem with faculty guidance. May be repeated up to 24 credits.

<b>EDE 6940 - Professional Laboratory Experiences</b>	<b>1 - 6</b>	literacy learning processes involving listening, speaking, writing, reading and thinking. Teachers are encouraged to become professional decision makers who create learning environments which encourage risk taking and value learning processes as highly as literacy encounter products.
Prerequisites: Completion of 21 graduate program hours, EDF 6480 and EDE 6225. Competencies in measurement, evaluation and curriculum are necessary for completion of this culminating experience. Application of theories, techniques and methods for improving teaching in real and/or simulated situations.		
<b>EEC 6205 - Curriculum and Instruction in Primary Education</b>	<b>3</b>	
Classroom organization and teaching strategies for teachers of primary aged children.		
<b>EEC 6611 - Primary Education</b>	<b>3</b>	
Theoretical bases and resultant trends in the developmental programs for primary aged children.		
<b>EEC 6944 - Practicum in Primary Education</b>	<b>3</b>	
Prerequisite or corequisite: EEC 6611, EEC 6205. Observation and interpretation of classrooms for primary aged children. The student will select special topics related to effective practices for teachers of young children.		
<b>LAE 6315 - Teaching Writing K-6</b>	<b>3</b>	
Prerequisite: Undergraduate degree. This course is designed to facilitate the acquisition of skills in teaching writing, grades K-6. Students will assess factors contributing to elementary pupils' success in learning to write, via their own research and by experiencing and reflecting on stages of the writing process.		
<b>LAE 6319 - Language Arts Methods for Elementary Teachers</b>	<b>3</b>	
The language arts in the elementary curriculum. Methods for integrating communication skills development across the curriculum are emphasized.		
<b>LAE 6415 - A Critical Review of Writing for Children</b>	<b>3</b>	
An analysis of children's literature and its place in the elementary program.		
<b>MAE 6317 - Teaching Elementary Mathematics Using Technology</b>	<b>3</b>	
Prerequisite: Completion of specialization requirements for elementary education. The course focus is on the integration of technological tools to the teaching of mathematics at the elementary level. The purpose of the course is to provide ways to infuse mathematics across the curriculum using a problem solving approach and technological delivery system.		
<b>MAE 6318 - Mathematics for Elementary Teachers</b>	<b>3</b>	
An extension of competencies in mathematics instruction in the elementary grades.		
<b>MUE 5945 - Graduate Internship in the Elementary School</b>	<b>9</b>	
Prerequisite: As prescribed on the student teaching application form: Bachelor's Degree. This course is a graduate internship experience which is organized around eight major objectives and the State of Florida's professional skills. Students must complete the requirements prescribed on the student's intern application form. This course is designed as a graduate level culminating experience in the student's major field of music and provides the student with an opportunity to practice skills under careful observation and in cooperation with a master teacher.		
<b>RED 5846 - Practicum in Reading</b>	<b>v. 1 - 3</b>	
Prerequisites: RED 3310, RED 3311. Demonstration of reading teaching competencies in the school setting.		
<b>RED 6347 - Reading as Communication in Whole Language Classrooms</b>	<b>3</b>	
Reading as communication is viewed as a part of a continuum of		
<b>RED 6546 - Diagnosis of Reading Disabilities</b>	<b>3</b>	
Prerequisite: RED 3310 or equivalent and reading teaching experience. Study of reading as a language process; diagnosis of reading strengths and weaknesses based on measurement and evaluation instruments, resulting in the preparation of a complete diagnostic evaluation.		
<b>RED 6548 - Remediation of Reading Disabilities</b>	<b>3</b>	
Prerequisite: RED 6546. Use of miscue analysis to investigate qualitative and quantitative diagnostic information and sources of activities for reading instruction, diagnosis, prescription, and formative evaluation.		
<b>RED 6656 - Advanced Foundations of Reading</b>	<b>3</b>	
Presents reading as a language process; also presents models, materials, and skill development used in reading instruction; explores reading instruction in terms of historical perspective, trends, innovation, and technology.		
<b>RED 6906 - Directed Individual Study in Reading</b>	<b>v. 1 - 3</b>	
Prerequisites: RED 6656, graduate reading emphasis major and division approval. Individually directed study of topics related to reading instruction. May be repeated for credit.		
<b>SCE 6117 - Science for Elementary Teachers</b>	<b>3</b>	
Advanced study of content, resources and processes used in science programs in the elementary school.		
<b>SSE 6318 - Social Studies Methods for Elementary Teachers</b>	<b>3</b>	
An examination and assessment of current emphases and strategies for social studies instruction in the elementary program.		
<b>Secondary Education</b>		
<b>ESE 6215 - The Secondary School Curriculum</b>	<b>3</b>	
In-depth reading and discussion of the curriculum organization and operation of the secondary school (grades 6-12).		
<b>ESE 6947 - Professional Laboratory Experiences</b>	<b>v. 1 - 6</b>	
Prerequisites: Completion of 21 graduate program hours and ESE 6215. (Competencies in measurement, evaluation, and curriculum are necessary for completion of this culminating experience.) Application of theories, techniques, and methods for improving teaching in real and/or simulated situations.		
<b>LAE 5330 - Teaching Shakespeare's Plays</b>	<b>3</b>	
Prerequisite: Equivalent of Baccalaureate Major in English. This course allows teachers to expand their repertoire of knowledge and teaching strategies for presenting Shakespeare's plays in interesting and challenging ways to their students. Plays from all periods and modes are included. Research and development required.		
<b>LAE 6338 - Teaching Writing 6-12</b>	<b>3</b>	
Prerequisite: Undergraduate degree. This course is designed to facilitate the acquisition of skills in teaching writing, grades 6-12. Students will assess factors contributing to secondary pupils' success in learning to write, via their own research and by experiencing and reflecting on stages of the writing process.		
<b>LAE 6339 - Special Methods in Teaching English</b>	<b>3</b>	
Prerequisite: Regular English teaching certificate. (Florida or its equivalent). An advanced analysis of the instructional methods,		

materials, curriculum, and research related to teaching secondary level English.

- MAE 6336 - Special Methods in Teaching Mathematics** 3  
Prerequisite: Regular mathematics teaching certificate (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level mathematics.
- MUE 6349 - Special Methods in Teaching Music** 3  
Prerequisites: MUE 4311, MUE 4330, ESE 4943 or consent of the instructor. A study of the foundations and principles of instruction for facilitating the general music and performance curricula; methods for measuring and evaluating musical growth; research pertaining to music teaching and learning.
- MUE 6946 - Graduate Internship in the Secondary School** 9  
Prerequisite: As prescribed on the student teaching application form: Bachelor's Degree. This course is a graduate internship experience which is organized around eight major objectives and the State of Florida's professional skills. Students must complete the requirements prescribed on the student's intern application form. This course is designed as a graduate level culminating experience in the student's major field of music and provides the student with an opportunity to practice skills under the careful observation and in cooperation with a master teacher.
- RED 6546 - Diagnosis of Reading Disabilities** 3  
Prerequisite: RED 3310 or equivalent and reading teaching experience. Study of reading as a language process; diagnosis of reading strengths and weaknesses based on measurement and evaluation instruments, resulting in the preparation of a complete diagnostic evaluation. (*A laboratory fee of \$22 will be assessed.*)
- RED 6548 - Remediation of Reading Disabilities** 3  
Prerequisite: RED 6546. Use of miscue analysis to investigate qualitative and quantitative diagnostic information and sources of activities for reading instruction, diagnosis, prescription, and formative evaluation.
- RED 6656 - Advanced Foundations of Reading** 3  
Presents reading as a language process; also presents models, materials, and skill development used in reading instruction; explores reading instruction in terms of historical perspective, trends, innovation, and technology.
- RED 6906 - Directed Individual Study in Reading** v. 1 - 3  
Prerequisites: RED 6656, graduate reading emphasis major and division approval. Individually directed study of topics related to reading instruction. May be repeated for credit.
- SCE 5737 - Science, Technology and Society** 3  
This course examines instructional methods, materials, and curricula for teaching the sciences within a context that considers the interaction of science, technology, and society. It is used for science certification and in graduate program of study.
- SCE 6337 - Special Methods in Teaching Science** 3  
Prerequisite: Regular teaching certificate in the science area (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level science.
- SSE 6385 - Special Methods in Teaching Social Studies** 3  
Regular teaching certificate in the Social Studies area (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level social studies.

## Special Education

- EED 6115 - Nature and Needs of Learners with Emotional Handicaps** 3  
Prerequisite: EEX 3202. This course addresses the etiology, characteristics, and educational needs of learners who are emotionally handicapped or seriously emotionally disturbed. Attention is given to prevention, intervention models, and available community resources. Field experience is required.
- EED 6221 - Behavior Management of Learners with Emotional Handicaps** 3  
Prerequisite: EEX 3202 and EEX 4604. This course addresses behavior management techniques designed for students with emotional handicaps. The emphasis is on the application of theories, prevention, crisis intervention, legal considerations, and counseling skills. Field experience is required.
- EED 6235 - Curriculum for Students with Emotional Handicaps** 3  
Prerequisite: EED 3011. Curriculum, methods and media appropriate for students with emotional handicaps. Academic and social skills curricula will be addressed.
- EED 6242 - Advanced Strategies: Emotionally Handicapped** 3  
Prerequisite: EEX 3202. This course examines appropriate academic and prosocial strategies for teaching students with emotional handicaps, including motivational strategies, data-based management, and the implementation of Individual Education Plans (IEP's). Field experience is required.
- EEX 5053 - Foundations of Special Education** 3  
In consonance with the conceptual framework of the COEHS, this course will be focused on the acquisition of knowledge and skills for advanced study in the psychology and sociology of exceptional learners. The course examines exceptional learners in terms of cognitive, affective and psychomotor characteristics and their functioning within families, schools and society.
- EEX 6025 - Issues and Trends in Special Education** 3  
Prerequisites: EEX 3202, or EEX 5053; EEX 4604. This course is designed for advanced special education majors and allows for an in-depth study of specific controversial topics concerning exceptional students.
- EEX 6052 - Nature, Needs, and Curriculum: Students with Varying Exceptionalities** 3  
Prerequisite: EEX 3202. This course addresses the nature and needs of students with emotional handicaps, specific learning disabilities and mental handicaps. Also considered are the development of Individual Education Plans (IEP's) and the adaptation of curriculum and materials to meet the need of these students with varying exceptionalities. Field experience is required.
- EEX 6063 - Preschool Programming for the Exceptional Child** 3  
This course is designed to teach the development and implementation of individualized instruction for the preschool handicapped child, birth through five years of age, with emphasis on developmentally appropriate curricula, methods, and techniques.
- EEX 6203 - Developmental Variations** 3  
This course addresses comparative child growth and development related to the learning and functioning of exceptional children. Interaction of medical, nutritional, and pharmaceutical interventions is a focus, as well as psycho-educational analysis of learning and development.

- EEX 6225 - Special Education Generic Competencies: Laboratory in Evaluation** 3  
An extension of the student's evaluation skills to include attention to specialized tests in specific disability areas. Emphasis will be placed on translating test results into educational practice as well as stressing the skills necessary for evaluating ongoing programs.
- EEX 6234 - Teaching Students with Moderate and Severe Disabilities** 3  
Prerequisite: EEX 3202 or EEX 5053. This course focuses on instructional assessment and practices for teaching students with moderate and severe disabilities. The course includes a survey of the instructional knowledge-base in assessment, curriculum, methods, and procedures along with a series of workshop style training sessions and structured field experiences.
- EEX 6239 - Preschool Assessment of Exceptional Child** 3  
Prerequisite: EEX 6203. This course addresses both the formal and informal assessment of preschool handicapped children, birth through five years of age, with emphasis on developmentally appropriate evaluation materials and techniques. Field experience required.
- EEX 6256 - Language Arts for the Learning Impaired Student** 3  
Prerequisite: Certification in one area of special education. Advanced study in the diagnosis and remediation of disabilities of written language, spelling, reading, and handwriting. Course will focus on learning impaired individuals from kindergarten through college. Field experience required.
- EEX 6259 - Literacy Strategies for Students with Mild Disabilities** 3  
Prerequisite: EEX 3202 or EEX 5053. This course provides specialized instructional strategies for teaching basic literacy skills to students with learning disabilities and other literacy challenges. The focus is on adolescents who have difficulty understanding academic content areas through reading, writing, problem solving and independent studying. Field experience required. A collaborative interaction between general and special education teachers is an integrated theme throughout the course.
- EEX 6283 - Social, Personal, and Career Skills for Exceptional Students** 3  
A course on teaching social and personal skills for exceptional students with emphasis on employability skills, career awareness, and transition planning for adult living.
- EEX 6301 - Research in Special Education** v. 1 - 3  
A course designed to allow advanced students to analyze, interpret, and apply research findings in the classroom setting. May be repeated up to 12 credits.
- EEX 6402 - Communication, Collaboration, and Consultation Skills for Special Educators** 3  
This course will be focused on the acquisition of knowledge and skills in communication, collaboration, and consultation and applying such knowledge and skills to interactions special educators have with general educators, administrators, parents, agency personnel and other stakeholders in the lives of individuals with disabilities. EEX 6402 includes examination of specific techniques, related media, and experiences designed to equip special education teachers with skills to collaborate with school and community professionals and families to provide a necessary range of services to students.
- EEX 6602 - Behavior Management of the Maladaptive and Disruptive Child** 3  
Prerequisite: Basic Course in Behavior Modification. Specialized methods and strategies for dealing with defiant, aggressive, hyperactive, attention disordered and socially maladjusted students. Emphasis will be placed on applying proven research strategies to students with behavior problems.
- EEX 6615 - Intervention Techniques for Dealing with the Verbally and Physically Aggressive Individual** 3  
Prerequisite: Basic Course in Behavior Modification. An introduction to methods and techniques for managing children and adults who are verbally and physically aggressive. Special emphasis will be placed on prevention of aggression through verbal intervention techniques.
- EEX 6625 - Educational Management of Exceptional Students** 3  
A course on educational management of exceptional students with emphases on classroom organization, behavior management and consultation skills.
- EEX 6732 - Facilitation of Parent Interaction** 3  
A course on families of handicapped students and the relationship between the family and the educational professional. Emphasis is placed on family systems theory, community resources, case management, and transition.
- EEX 6841 - Practicum in Special Education** v. 3 - 9  
Prerequisite: Permission of program faculty. For students using this course for an internship, permission of faculty requires the recommendation of three full time faculty members in the Special Education Program. Supervised field experience in specific disability areas. May be repeated up to 24 credits.
- EEX 6911 - Independent Study and Research** v. 1 - 3  
Prerequisite: Permission required. Supervised readings and utilization of current research findings in special education. May be repeated up to 12 credits.
- EEX 6926 - Advanced Study in Special Curriculum for the Exceptional Student** v. 1 - 3  
Prerequisite: Permission of instructor. Practical aspects of teaching offered through workshop format or in-service arrangement. Focus on latest trends in curriculum, methods, and media in special education. May be repeated up to 9 credits.
- EEX 6936 - Advanced Seminar: Current Topics in Special Education** v. 1 - 3  
A seminar designed for advanced special education students that allows for an in-depth study of specific topics in mental retardation, learning disabilities, and emotional disturbances. May be repeated up to 36 credits.
- EGI 6051 - Nature and Needs of the Gifted** 3  
An introduction to the characteristics and unique educational needs of the gifted. Philosophical considerations, historical perspectives, types of giftedness, incidence, identification and evaluation procedures will be explored. Field experience required.
- EGI 6231 - Curriculum and Programming for the Gifted** 3  
Prerequisite: EGI 6051 or permission of instructor. A seminar designed to explore curriculum models, adjustments and specific instructional strategies necessary for teaching the gifted. Alternative prototypes and models of program development will be examined. Field experience required.
- EGI 6246 - Educating Special Populations of the Gifted** 3  
Prerequisite: EGI 6051. This course focuses on characteristics, assessment, and programmatic considerations for specific populations of gifted students. Underachievers, minority, handicapped, and preschool gifted are included.

- EGI 6305 - Theory & Development of Creativity** 3  
A course designed with emphasis on elements of creativity such as fluency, flexibility, originality, and elaboration. Special attention will be given to the development of the participants' resources in this area as well as techniques for unlocking potential of others.
- EGI 6415 - Counseling for the Education of the Gifted** 3  
Prerequisite: EGI 6051 or permission of instructor. Specialized techniques to meet the unique guidance and counseling needs of the gifted. Consideration will be given to the following: child study techniques, career education, parent counseling, underachievement and concomitant handicapping conditions.
- EHD 5341 - Curriculum and Instruction for the Deaf or Hard of Hearing** 3  
Prerequisite: EHD 4311 or permission of the instructor. This course provides an analysis of curricula appropriate for students who are deaf or hard of hearing at all educational levels. The development, adaptation, and use of curriculum materials and instructional procedures will be addressed as well as lesson and unit planning. The development and implementation of individual educational plans will also be addressed. Field experience is required.
- EHD 6241 - Language Instruction for the Deaf or Hard of Hearing** 3  
This course is a methods course that focuses on the instruction of language arts to students who are deaf or hard of hearing. Field experience required.
- EHD 6242 - Teaching Speech to the Hearing Impaired Child** 3  
Theoretical and practical aspects in teaching speech to children with hearing impairments.
- EHD 6281 - Teaching Speech Practicum** 1  
Prerequisites: EEX 4101, EHD 4311, EHD 4261, EHD 6241. Corequisite: EHD 6242. This practicum course will provide students in the Deaf Education program opportunity to work with students who are deaf or hard of hearing in developing speech reading and auditory comprehension skills. Field experience is required.
- EHD 6343 - Reading Instruction for the Deaf or Hard of Hearing** 3  
Prerequisite: EHD 6241. This course is a methods course that focuses on the instruction of reading to students who are deaf or hard of hearing. Field experience required.
- EHD 6361 - Math/Science/Social Studies Instruction for the Deaf** 3  
Prerequisite: EHD 5341. In this course, students will learn about curriculum trends, teaching techniques, and appropriate media for teaching math, science, social studies to students who are deaf or hard of hearing. Students will learn about current curricula in use with these students. Field experience required.
- EHD 6405 - Interpreter Training** 3  
Prerequisite: EHD 4311 or equivalent and permission of instructor. Develop knowledge and skill in the role, function and responsibilities of interpreting for deaf people. May be repeated up to 6 credits.
- ELD 6015 - Foundations of Learning Disabilities** 3  
Prerequisite: EEX 3202. This course surveys the factors related to the education of students with learning disabilities. Considered are historical developments, causation, research, and theories in specific learning disabilities, including characteristics, classification of students, and appropriate educational services. Field experience is required.
- ELD 6141 - Advanced Literacy Strategies: Learning Disabilities** 3  
Prerequisite: EEX 3202. This course provides specialized instructional strategies for teaching basic literacy skills to students with learning disabilities and other literacy challenges. The focus is on adolescents who have difficulty understanding academic content areas through reading, writing, problem solving and independent studying. Field experience is required.
- ELD 6236 - Curriculum and Programming for the Learning Disabled** 3  
Prerequisite: ELD 3011. Theoretical and practical aspects of curricula appropriate for students with learning disabilities. Adaptation of curriculum materials and instructional procedures will be addressed.
- EMR 6012 - Foundations of Mental Retardation** 3  
Prerequisite: EEX 3202. This course addresses the nature and needs of students who are mentally handicapped. Historical developments, causation, prevention, medical aspects, classification, and appropriate educational services are considered. Field experience is required.
- EMR 6205 - Advanced Functional Literacy Strategies: Mental Retardation** 3  
Prerequisite: EEX 3202. This course provides functional literacy strategies for teaching students with mental retardation and other learning challenges which preclude high school graduation with a regular diploma. Attention is given to teaching functional literacy and life skills, developmental programming, implementation and evaluation of individual education plans (IEP's), and data-based management. Field experience is required.
- EMR 6335 - Curriculum, Methods, and Materials for Students Who are Mentally Handicapped** 3  
Prerequisite: EMR 3011 or equivalent. This course covers the specialized curriculum, methods, and materials that teachers use with students who are mentally handicapped. The course includes advanced study of effective practices and recognition of trends and standards in the profession.
- SPA 6619 - Advanced American Sign Language Conversational Skills** 3  
Prerequisites: SPA 6625, SPA 4615. Advanced Conversation Skills in ASL is designed to continue development of conversational skills in American Sign Language. Students will use the vocabulary and skills that they learned in ASL I - IV as support to communicate with the Deaf and to refine the grammatical and linguistic structure of ASL. This course is also a preparatory course for the internship the following semester. The content of this course will focus on two parts: conversation with the Deaf and culture of the Deaf. The course requires a mandatory field experience at the Florida School for the Deaf and Blind. Course is repeatable a maximum of 3 times.
- SPA 6625 - Sign Communication for the Classroom** 3  
Prerequisite: SPA 4615. This course focuses on the educational application of the principles of sign communication within the framework of a total communication philosophy. Procedures and strategies for effective communication in the educational setting are discussed. Feedback on communicative effectiveness is provided. Field experience required.
- Vocational and Technical Education**
- EVT 6906 - Independent Study and Research** v. 1 - 3  
Individual investigation of a specific topic. Departmental approval required. May be repeated for credit.

# College of Health

## College of Health Dean's Office

**Pamela S. Chally, Ph.D., R.N.**, Dean of the College of Health; Professor

**Lucy B. Trice, Ph.D., A.R.N.P., B.C.**, Associate Dean of the College of Health and Associate Professor, School of Nursing

**Master's Degree Programs** The Department of Public Health offers programs culminating in a Master of Public Health (M.P.H.) degree in Community Health, Master of Science in Health (M.S.H.), Master of Health Administration (M.H.A.) degree, or a Master of Science in Rehabilitation Counseling (M.S.). Students who earn the M.S.H. degree can specialize in various health related professional tracks. These specializations include geriatric management and nutrition. In addition, a post-baccalaureate certificate in aging studies is offered and may be pursued independently or in conjunction with one of the programs identified above. The Department of Public Health also offers a Health Behavior Research and Evaluation certificate program.

The Department of Athletic Training and Physical Therapy offers a program culminating in the Master of Physical Therapy (M.P.T.) degree.

The School of Nursing offers a Master of Science in Nursing degree with a primary care nurse practitioner track and a clinical nurse specialist track. The School of Nursing also offers a RN-MSN Accelerated track option for RNs seeking higher degrees. In addition, a post master's Family Nurse Practitioner Certificate is offered for those already holding a master's degree in nursing.

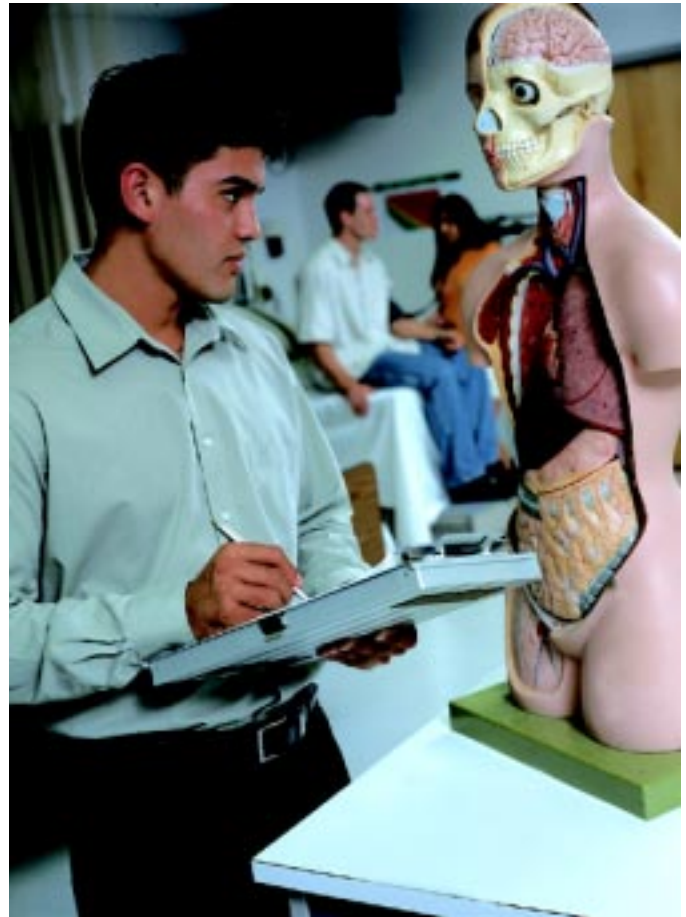
## Department of Public Health Faculty

**Master of Health Administration**  
**Master of Science in Health**  
**Master of Public Health**

**Judith C. Rodriguez, Ph.D.**, Chair, Department of Public Health and Professor

**Catherine Christie, Ph.D., R.D.**, Assistant Professor and Program Director, Dietetic Internship

**JoAnn Nolin, JD, R.N.**, Assistant Professor and Program Director for Health Administration



**Jeanne Patterson, Ed.D.**, Professor and Program Director for Rehabilitation Counseling

**Sharon T. Wilburn, Ph.D.**, Associate Professor and Program Director for Master of Public Health

**Joan Farrell, Ph.D.**, Professor

**Cynthia Nyquist-Battie, Ph.D.**, Professor

**Judy E. Perkin, Dr. P.H., RD, CHES**, Professor

**Kerry L. Clark, Ph.D.**, Associate Professor

**Betty G. Gilkison, Ed.D.**, Associate Professor

**Michele J. Moore, Ph.D., CHES**, Associate Professor

**Cynthia G. Scott, Ph.D.**, Associate Professor

**Terry R. Tabor, Ed.D.**, Associate Professor

**Jeffrey Harrison, Ph.D.**, Assistant Professor

**Elissa Howard-Barr, Ph.D., CHES**, Assistant Professor

**Reid Oetjen, Ph.D.**, Assistant Professor

**Julia Watkins, Ph.D.**, Assistant Professor

**Sally Weerts, Ph.D.**, Assistant Professor

**Mei Zhao, Ph.D.**, Assistant Professor

**The M.P.H. Program** The objective of the Master of Public Health program is to impart skills and knowledge so that graduates are able to integrate basic and applied public health theories and methodology in order to be competent successful public health practitioners. The M.P.H. program requires the completion of core courses and other courses as specified by the health education/health promotion degree track. The M.P.H. degree requires the successful completion of 45 semester credits, including a capstone experience and a comprehensive examination.

**Admission** In addition to satisfying general University criteria for admission into graduate studies, students wishing to enter the M.P.H. program must present GRE scores (1000 minimum total on verbal and quantitative sections) and a grade point average of 3.0 or higher in all work completed as an upper-division student (normally 60 semester hours taken during the last two years of undergraduate study). Alternatively, admission may be granted if a minimum score of 2200 is obtained using the formula upper-division GPA x 400 + GRE (verbal and quantitative sections). GRE scores are mandatory and must be received prior to being fully admitted into the graduate program. In addition, students must have an undergraduate degree supporting graduate study in Public Health. Students not satisfying the latter condition may be admitted only after arranging with the M.P.H. program director for a program of study which will remove deficiencies.

**The M.S.H. Program** The primary goal of the Master of Science in Health program is to provide students with the advanced, specialized skills needed by health professionals. While the specialization requirements may vary, the M.S.H. requires completion of department core requirements, plus the professional and support requirements or electives. Electives are chosen with the approval of the student's advisor.

Many of the M.S.H. specializations may satisfy national or state licensure/certification eligibility requirements. Advisors work with students to determine their eligibility to apply for the various licenses and certifications.

**Admission** In addition to satisfying general University criteria for admission into a graduate program, students wishing to enter the degree program leading to the Master of Science in Health degree must present GRE scores (1000 minimum total on verbal and quantitative sections), or a grade point average of 3.0 or higher in all work completed as an upper-division student (normally 60 semester hours taken during the last two years of undergraduate study). GRE scores are mandatory and must be received prior to being fully admitted into the graduate program. Students who do not meet admission requirements may request conditional admission based on criteria specified by each program. Information about conditional admission should be requested from the College of Health Office of Advising at 620-2812. In addition, students must have an undergraduate degree supporting graduate study in Health Science. Students not satisfying the latter condition may be admitted only after

arranging with the graduate advisor for a program of study which will remove the deficiencies.

**The M.H.A. Program** The Master of Health Administration (M.H.A.) is designed to meet the educational needs of men and women interested in assuming management positions in the health care industry. It is a 54 credit degree program.

**Admission:**

The M.H.A. has special admission requirements. Students should contact the graduate coordinator for information.

**Accreditation:**

The M.H.A. program is a candidate for accreditation through the Accrediting Commission on Education for Health Services Administration (ACEHSA).

**Academic Advisement** The Department of Public Health provides individualized academic advisement to all its students. Students must contact the Department of Public Health to schedule a meeting with an advisor. During the initial advising conference, the advisor will (1) explain the admission procedures to the student, and (2) help select the specialization which will lead to achieving career goals. Once fully admitted, the student must contact his/her faculty advisor for a program of study.

**Programs of Study** The Department of Public Health offers programs of study in the areas listed below:

**Degree: Master of Public Health  
Major: Community Health**

**Specialization: Health Promotion/Health Education**

This specialization is designed for those individuals who want to work in the broad field of community health.

**Major: Community Health  
Track: Health Promotion/Health Education  
Degree: Master Of Public Health**

**Core Requirements (24 SEMESTER HOURS)**

HSC 6735	3.0	Health Scienc Resrch
HSA 6116	3.0	Hlth Orgnztn/Delivry
HSC 6215	3.0	Envirmntl Hlth/Sfty
HSC 6505	3.0	Epdemilgy/Dsease Con
HSC 6512	3.0	Applied Hlth Statist
HSC 6603	3.0	Theory Health Behav
PHC 6103	3.0	Essentials Of PH Prt
PHC 5006	3.0	Public Health Biol

**Major Requirements (21 SEMESTER HOURS)**

Foundations of community health education		
HSC 6585	3.0	Hlt Prom/Hlt Ed Strta
HSC 6587	3.0	Prg Pln Hlt Pr/Ed
HSC 6716	3.0	Health Progrm Eval
PHC 6007	3.0	PH Commun Org

## Public Health Electives (5000 - 6000 LEVEL)

Select one course

HSC 6706	3.0	Grantsmanship
HSC 6138	3.0	Sexuality Education
HSC 6175	3.0	Mental Emo Health Ed
HSC 6157	3.0	Drug Violence Prev
HSC 6566	3.0	Hlth Prom/Oldr Adlt
HSC 6586	3.0	Wkste Hlth Prom Prin
HSC 6656	3.0	Prof Ethics:Health C
HSC 6635	3.0	International Health
HSC 5569	3.0	Aging Research/Theor
HUN 6123	3.0	Socio Infl Nutrition
PHC 6152	3.0	P H Policy Developmn
PHC 6412	3.0	Culture And Health

Capstone experience (6 semester hours)

PHC 6940	3-9	Pub Health Capstone
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Public Health Project Course (for those with extensive professional experience in public health, to be determined by program director)

Attention: a comprehensive examination is required. The exam is taken during the final semester of enrollment, in either fall or spring term only.

\* No more than nine semester hours of graduate level course work may be completed before a student is fully admitted, including approved credits from another graduate institution.

\* Refer to the UNF graduate catalog for prerequisites to individual courses.

\* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.

\* An approved concurrent enrollment form is required prior to registering for courses at another institution.

\* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF. Graduation will most likely be delayed for students who do attempt concurrent enrollment in their last semester.

\* Students must apply for masters field work during the term prior to registering for field work.

\* Students must apply for graduation in the records office or online by the fourth week of the semester graduating.

## Degree: Master of Science

### Major: Rehabilitation Counseling

#### The M.S. Rehabilitation Counseling Program

The primary goal of the Master of Science Rehabilitation Counseling Program is to promote quality services to individuals with disabilities by graduating students who have the basic foundational knowledge, skills, and experiences to enter the profession of Rehabilitation Counseling and to practice as rehabilitation counselors. The program is an evening full or part-time program that requires 48 hours to graduate. Students are eligible to apply for Certified Rehabilitation Counseling (CRC) certification upon graduation.

**Admission** In addition to satisfying general University criteria for admission into a graduate program, students must have a 3.0 for their last two years of undergraduate work or a GRE score of 1000. Students must also submit a 2-4 page autobiographical sketch that includes a paragraph on why they are seeking the graduate degree in Rehabilitation Counseling. A limited number of Rehabilitation Services Administration scholarships are available. For additional

information concerning admission or scholarships, students should check: <http://www.unf.edu/coh/cohrehab.htm> or contact the Program Director [jpatters@unf.edu](mailto:jpatters@unf.edu).

**Accreditation** The Rehabilitation Counseling Program is accredited by the Council on Rehabilitation Education, 1835 Rohlwing Road, Suite E, Rolling Meadows, Illinois 60008, phone (847) 394-1785.

### Major: Rehabilitation Counseling

### Track: Rehabilitation Counseling

### Degree: Master Of Science

#### Core Requirements

(03 SEMESTER HOURS)

Core

HSC 6735	3.0	Health Scienc Resrch
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#### Major Requirements

(45 SEMESTER HOURS)

RCS 5031	3.0	Intro Rehab Cnslng
RCS 5080	3.0	Med Aspcts Disabilts
RCS 5220	3.0	Rehab Client Assessm
RCS 5108	3.0	Pre-Prac Rehab Couns
RCS 6805	3.0	Field Prac In Rehab
RCS 6320	3.0	Voc Dev And Placemnt
RCS 6500	3.0	Intro Group Counsel
RCS 6825	6-12	Internship Rehab
RCS 6241	3.0	Psychsoc Aspct Rehab
RCS 5450	3.0	Intro Addict/Compul
RCS 6642	3.0	Case Mgmnt Rehab
MHS 6400	3.0	Individual Counselng

#### Optional Specialty

(09 SEMESTER HOURS)

RCS 5243	3.0	Assmt/Trtmt Addictn
RCS 6250	3.0	DualDiag/Addic Disor
RCS 6931	3.0	Seminar Addiction

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\* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.

\* An approved concurrent enrollment form is required prior to registering for courses at another institution.

\* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF. Graduation will most likely be delayed for students who do attempt concurrent enrollment in their last semester.

\* If applicable, students must apply for masters field work during the term prior to registering for field work.

\* Students must apply for graduation in the records office or online by the fourth week of the semester graduating.



## Degree: Master of Science in Health

### Major: Health Science

**Specialization: Nutrition** This specialization is designed for those students who wish to emphasize the application of nutritional knowledge to the design and operation of community-based health programs. The 41 semester hour program consists of six hours of department requirements, 35 hours of professional requirements including thesis or non-thesis option.

**Dietetic Internship Masters Program:** This MSH/Internship program with specialization in nutrition is a combined Masters program and internship. The internship component allows the baccalaureate graduates from ADA approved Plan V or didactic (DPD) programs to fulfill their requirement for supervised preprofessional practice and become eligible to sit for the national registration exam (RD). Twelve students are admitted each fall to this four semester (fall through fall of the following year) full time program. Students must submit an internship application in February using the D & D computer matching process. The Dietetic Internship at the University of North Florida is accredited by the Commission on Accreditation for Dietetics Education (CADE). For information contact: CADE at 120 South Riverside Plaza, Chicago, IL 60606, 312/899-0040, ext. 4872 or 5400.

### Major: Health Science

#### Track: Nutrition

### Degree: Master Of Science In Health

#### Core Requirements (06 SEMESTER HOURS)

HSC 6735	3.0	Health Scienc Resrch
HSC 6505	3.0	Epdemilgy/Dsease Con

#### Major Requirements (23 SEMESTER HOURS)

HUN 6123	3.0	Socio Infl Nutrition
HUN 5265	1.0	Meth:Nutrtnl Assess
HUN 6225	3.0	Nutr & Metabolism I
HUN 6331	3.0	Nutr/Metabolism II
DIE 6248	3.0	Clinical Nutrition
PHC 6525	3.0	Adv Concepts Nutritn
DIE 6127	3.0	Adv Adm Fd & Nutrit
HUN 6612	3.0	Nutr Ed & Couns
HSC 6934	1-3	Seminars

Select Thesis Option, Non-Thesis Option, or Clinical Practicum (12 semester hours required)

Thesis option (12 semester hours)

Minimum 9 hours of thesis required

HSC 6970	3-9	Thesis
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Select one course:

HUN 6522	3.0	Adv Public Hlth Nutr
HSC 6509	3.0	Nutr Epidem
DIE 6127	3.0	Adv Adm Fd & Nutrit

Non-thesis Option

Minimum 9 hours required:

HSC 6912	3-9	Projects
HSC 6906	3-9	Ind Study/Research
HSC 6816	3-6	Field Exprncs/Hlth

HSC 6928	3.0	Wrkshop Hlth Science
HSC 6931	3.0	Spec Top:Health Sci
HSC 6900	1-3	Readings/Conference

Select one course:

HUN 6522	3.0	Adv Public Hlth Nutr
HSC 6509	3.0	Nutr Epidem
DIE 6127	3.0	Adv Adm Fd & Nutrit

Clinical Practicum

To pursue the internship option, you must be admitted through D & D matching.

DIE 6940	3.0	Clinic Pract Nutri
DIE 6940	3.0	Clinic Pract Nutri
DIE 6940	3.0	Clinic Pract Nutri
DIE 6940	3.0	Clinic Pract Nutri

- \* No more than nine semester hours of graduate level course work can be completed before a student is fully admitted, including approved credits from another graduate institution.
- \* Refer to the UNF graduate catalog for prerequisites to individual courses.
- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* An approved concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF. Graduation will most likely be delayed for students who do attempt concurrent enrollment in their last semester.
- \* If applicable, students must apply for masters field work during the term prior to registering for field work.
- \* Students must apply for graduation in the Records Office or online by the fourth week of the semester graduating.

**Specialization: Geriatric Management** This specialization in Geriatric Management involves a program of study consisting of a minimum of 39 semester hours and is intended to serve those individuals who want to work in the rapidly expanding field of health care for the aging population.

Students without foundation work in accounting will be required to complete ACG 2021 as a prerequisite to the required finance course HSA 5177.

### Major: Health Science

#### Track: Geriatric Management

### Degree: Master Of Science In Health

Students must have a Principles of Financial Accounting Course (ACG 2021) in order to complete major required course, HAS 5177 Health Care Finance

#### Core Requirements (09 SEMESTER HOURS)

HSC 6735	3.0	Health Scienc Resrch
HSC 6505	3.0	Epdemilgy/Dsease Con
PHC 6412	3.0	Culture And Health

#### Major Requirements (21 SEMESTER HOURS)

HSA 5177	3.0	Health Care Finance
HSA 6116	3.0	Hlth Orgnztn/Delivry
HSA 6427	3.0	Health Law
HSA 6225	3.0	Long-Term Care Admin
HSC 5569	3.0	Aging Research/Theor
HSC 6566	3.0	Hlth Prom/Oldr Adlt
HSA 6758	3.0	Quality Mgt Hea Care

**Major Electives (09 SEMESTER HOURS)**

Select 3 Courses

PAD 6417	3.0	Public Personnel Adm
HSA 6126	3.0	Managed Health Care
HSA 6188	3.0	Capstone:Strat Mgmt
HSC 6656	3.0	Prof Ethics:Health C
ACG 5005	3.0	Basic Accounting
HSC 6970	3-9	Thesis
HSA 6815	3-9	Pract:exec Skill Dev

To be eligible for the Nursing Home Administration Licensure Examination, students are required to complete the following: HSA 6815 Executive Skill Development (includes 500 contact hours under qualified Nursing Home Administrator Preceptor)

- \* No more than nine semester hours of graduate level course work can be completed before a student is fully admitted, including approved credits from another graduate institution.
- \* Refer to the UNF graduate catalog for prerequisites to individual courses.
- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* An approved concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF. Graduation will most likely be delayed for students who do attempt concurrent enrollment in their last semester.
- \* If applicable, students must apply for masters field work during the term prior to registering for field work.
- \* Students must apply for graduation in the Records Office or online by the fourth week of the semester graduating.

**Master of Health Administration**

The program of study is designed for those individuals who want to work in the field of management and administration within a health care delivery setting. This is a 54 semester hour (minimum) program.

**Major: Health Administration****Track: Health Administration****Degree: Master In Health Administration**

Students entering this program without an undergraduate degree in Health Administration or Business Administration must complete the following minimum prerequisite course work: ACG 2021 "Financial Accounting," and MAN 3025 "Administrative Management," and a course in statistics

**Required Business (09 SEMESTER HOURS)**

ACG 6305	3.0	Management Acctng
MAN 6204	3.0	Organization Theory
MAN 6305	3.0	Human Resource Mgt

**Core Requirements (42 SEMESTER HOURS)**

HSC 6505	3.0	Epdemilgy/Dsease Con
HSA 6427	3.0	Health Law
HSA 6435	3.0	Health Economics
HSA 6197	3.0	Health Systems Anly
HSA 6188	3.0	Capstone:Strat Mgmt
HSA 6116	3.0	Hlth Orgnztn/Delivry
HSA 6149	3.0	Health Plannng/Mrktm
HSA 6905	3.0	Health Policy
HSA 5177	3.0	Health Care Finance
HSA 6178	3.0	Adv Hlth Cr Fin Mgmt
HSA 6758	3.0	Quality Mgt Hea Care

HSA 6198	3.0	Health Info Tech
Select One: (6 Hours)		
HSA 6815	3-9	Pract:Exec Skill Dev
HSC 6970	3-9	Thesis

**Electives (03 SEMESTER HOURS)**

Select One Course

HSA 6126	3.0	Managed Health Care
HSA 6225	3.0	Long-Term Care Admin
HSA 6195	3.0	Adv Hlth Systms Anly
HSC 6656	3.0	Prof Ethics:Health C
HSC 6735	3.0	Health Scienc Resrch
HSA 6707	3.0	Res Meth Health Admn
HSA 6990 AA	3.0	Study Abroad: Health
HSA 6908	3.0	Dir Independnt Study
PAD 5605	3.0	Administrative Law
PAD 6612	3.0	Regulatory Admin

- \* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.
- \* An approved concurrent enrollment form is required prior to registering for courses at another institution.
- \* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF.
- \* Graduation will most likely be delayed for students who do attempt concurrent enrollment in their last semester.
- \* Students must apply for graduation in the Records Office or online by the fourth week of the semester graduating.
- \* If applicable, students must apply for masters field work during the term prior to registering for field work.

**Department of Athletic Training and Physical Therapy Faculty**

**John P. Cummings, Ph.D., P.T.,** Chair, Department of Athletic Training and Physical Therapy and Associate Professor

**Christopher J. Joyce, Ph.D., A.T.C., C.S.C.S.,** Associate Professor

**Joel W. Beam, Ed.D.,** Assistant Professor

**Bernadette Buckley, Ph.D., A.T.C.,** Assistant Professor

**A. Russell Smith, Jr., Ed.D., P.T., O.C.S.,** Assistant Professor

**Mary T. Thigpen, Ph.D., P.T., N.C.S.,** Assistant Professor

**Dawn Saracino, M.H.S., P.T., N.C.S.,** Instructor

**Master of Physical Therapy**

Students applying to the physical therapy program must have earned a baccalaureate degree prior to admission. While the student can select an undergraduate major of personal interest, specific course prerequisites are required of all students. Students graduating from the physical therapy curriculum will receive the Master of Physical Therapy. Information regarding the physical therapy program and deadlines for admission is available from the physical therapy program. Information about the accreditation status of the physical therapy program can be obtained from the Commission on Accreditation in Physical Therapy Education, 1111 N. Fairfax Street, Alexandria, VA 22314, phone (703) 684-2782.

The professional curriculum consists of 75 credit hours taken over seven semesters. The number of students to be admitted

each year will be determined by the College of Health, in consultation with physical therapy program faculty, with consideration of the resources available to the program, the quality and size of the applicant pool, and current market conditions. Students who meet minimum requirements are not guaranteed admission to the program. A maximum of 36 students will be admitted to the program each year.

Prior to enrolling in professional courses, students must have the following credentials:

- a baccalaureate degree from an accredited college or university recognized by the University of North Florida. Applicants who apply while still enrolled in an undergraduate degree program will be admitted contingent upon successful completion of the bachelor's degree prior to enrolling in graduate courses.
  - completion of all prerequisite courses within seven (7) years prior to application. Students completing courses prior to the seven (7) year period may request special consideration and be asked to demonstrate competency through completion of subsequent academic coursework, standardized testing, or professional experience. Applicants who apply while still enrolled in prerequisite courses will be admitted contingent upon successful completion of all courses with a grade of B or higher in each course.
  - a 3.0 GPA or higher in all science prerequisites. At least five (5) of the seven (7) science prerequisites must be completed by time of application.
  - a 3.0 GPA or higher in all work attempted as an upper-level student, normally the 60 semester hours taken during the last two years of undergraduate study and an official score report from the Graduate Record Exam (GRE) from within the past five (5) years.
- or**
- a composite score of 1,000 or more on the verbal and quantitative sections of the GRE from within the past five (5) years.
  - documentation of a minimum of fifty (50) hours of volunteer/observation experience under supervision of a physical therapist.

**Application Deadline:** April 15 (postmark)

### Major: Physical Therapy

### Track: Physical Therapy

### Degree: Master of Physical Therapy

#### Prerequisites (36 SEMESTER HOURS)

Select:

BSC 1010 C	4.0	General Biology I
BSC 1011 C	4.0	General Biology II
PHT 3157	3.0	Medical Physiology

Or:

BSC 1010 C	4.0	General Biology I
BSC 2085 C	4.0	Anatomy/Physiology I
BSC 2086 C	4.0	Anat/Physiology II

Take All Of The Following:

CHM 2045 C	4.0	Gen Chemistry I
CHM 2046 C	4.0	Gen Chemistry II
PHY 2053	3.0	Algebra Physics I
PHY 2053 L	1.0	Algebr Physics I Lab
PHY 2054	3.0	Algebra Physics II
PHY 2054 L	1.0	Algeb Physics II Lab
PSY 2012	3.0	Intro To Psy
DEP 3054	3.0	Lifespan Dev Psych
STA 2014	3.0	G(M)Elem Sta-Hlth/SS

#### Major Requirements (75 SEMESTER HOURS)

Year one

Fall term (13 semester hours)

PHT 5114 C	5.0	Human Anatomy
PHT 5125 C	3.0	Clin Kines
PHT 5257 C	3.0	Clin Skills
PHT 5005	2.0	Professional Issues

Spring term (11 semester hours)

PHT 5161 C	3.0	Neurosci Clin Corrln
PHT 5263 C	3.0	Clin Exam & Interven
PHT 5218 C	2.0	Ther/Diagnostic Mod
PHT 5615	3.0	Clin Inquiry

Summer term (7 semester hours)

PHT 5306	3.0	Pathophys For PT
PHT 5148 C	2.0	Lifespan Dev Adult
PHT 5818 C	1.0	Clin Skills Prac
PHT 5740 C	1.0	Rehab Tech Prosthetic

Year two

Fall term (13 semester hours)

PHT 5318 C	4.0	Orthopedics I
PHT 5314 C	4.0	Clinical Neurology
PHT 5385 C	3.0	Ex Phys/Cardio PT
PHT 5719 C	2.0	Rehab Tech SCI

Spring term (13 semester hours)

PHT 5822 C	4.0	Clinic Internship I
PHT 6144 C	3.0	Lifespan Deve:Peds
PHT 6009	3.0	Difer Diagn Phy Thry
PHT 6514	3.0	Mgmt Phys Trpy Serv

Summer term (8 semester hours)

PHT 5231 C	3.0	Advan Therap Exerc
PHT 6183 C	5.0	Orthopedics II

Year three

Fall term (10 semester hours)

PHT 6823 C	5.0	Clin Internship II
PHT 6824 C	5.0	Clin Internship III

\* A student may receive credit for a course only once. However, the GPA will reflect all repeated courses.

\* A grade of "C" or higher is required in all course work.

\* An approved concurrent enrollment form is required prior to registering for courses at another institution.

\* Students are strongly advised not to enroll in courses at another institution during their last semester at UNF. Graduation will most likely be delayed for students who do attempt concurrent enrollment in their last semester.

\* Students must apply for graduation in the Records Office or online by the fourth week of the semester graduating.

## School of Nursing Faculty

**Pamela S. Chally, Ph.D., R.N.,** Dean of the College of Health; Professor

**Lucy B. Trice, Ph.D., A.R.N.P., B.C.,** Associate Dean of the College of Health; Associate Professor

**Lillia M. Loriz, Ph.D., A.R.N.P., B.C.,** Associate Professor; Director of the School of Nursing; and MSN Coordinator

**Kathaleen C. Bloom, Ph.D., A.R.N.P., C.N.M.,** Associate Professor

**Patricia H. Foster, Ed.D., R.N.,** Associate Professor

**M. Catherine Hough, Ph.D., R.N.,** Associate Professor

**Doreen Radjenovic, Ph.D., A.R.N.P., B.C.,** Associate Professor

**Katherine Robinson, Ph.D., R.N., C.C.R.N.,** Associate Professor

**Barbara Kruger, Ph.D., M.P.H., R.N.,** Assistant Professor

**Jan Meires, Ed.D., A.R.N.P., B.C.,** Assistant Professor

**Michele S. Bednarzk, M.N., A.R.N.P., B.C.,** Instructor

### Master of Science in Nursing: Primary Care Nurse Practitioner

The purpose of the MSN program is to prepare primary care nurse practitioners to become skilled in meeting health care needs of individuals and families across the life span.

Graduates of the program are eligible to take the Family Nurse Practitioner certification examinations and to apply for licensure as Advanced Registered Nurse Practitioners by the Florida Board of Nursing.

**Admission** Applicants to the MSN program must meet the general University requirements for admission to graduate studies. In order to be considered for the MSN-NP track, interested applicants must meet these additional requirements:

- Baccalaureate degree in nursing from a nationally accredited program
- Minimum score of 1000 on the GRE (verbal and quantitative section)
- Minimum score of 3 out of 5 on the GRE written sample
- Minimum GPA of 3.0 on a 4.0 scale
- Current licensure as a registered nurse in the state of Florida\*\*
- Two years of employment as a registered nurse in a clinical setting\*\*
- Written statement of academic and professional goals\*\*
- Successful completion of health assessment, statistics, and research courses within the last 10 years
- Academic and clinical references (one each)\*\*

\*\*Submit asterisked information directly to the School of Nursing. Format as follows:

**License:** Photocopy of current Florida license

**Insurance:** Photocopy of front page of policy which includes dates and amount of coverage

**Employment:** Resume 1-2 pages in length that includes

professional work experience with a brief explanation of responsibilities in each position

**Goals:** Goals both academic and professional, typewritten in no less than 12 point font with 1 inch margins (both sides, top and bottom), not to exceed 2-3 pages

**Application Deadline:** May 1 of each year

Under special circumstances, given space availability, the School of Nursing may elect to grant conditional admission to an applicant who does not meet all admission requirements. Criteria for conditional admission: A student admitted conditionally must earn a grade of B or higher in each course taken during the first semester of the program of study. The conditional admission status will last for the first semester only. Should the student fail to achieve the necessary grades, the student will not be allowed to continue in the program, and readmission to the program will be denied. Note: The program of study is a lock step program, with a prescribed progression. All admitted students must select either the part-time or the full-time pathway.

The National League for Nursing Accrediting Commission (NLNAC) is a resource for required tuition, fees and length of program. NLNAC can be reached at 61 Broadway, 33rd Floor, New York, NY 10006, telephone (800) 669-1656, ext 153.

### Major: Nursing

**Track: BSN-MSN: Full-time**

**Degree: Master of Science In Nursing**

#### Major Requirements

(43 SEMESTER HOURS)

##### First Semester (Fall)

NGR 5001 C	3.0	Hlth Asses & Diagnos
NGR 5192	3.0	Pharmacotherapeutics
NGR 5141	3.0	Adv Pathophysiology

##### Second Semester (Spring)

NGR 5601 C	3.0	Adv Nurs Practice I
NGR 5810	3.0	Nurs Res Methods
NGR 5110	3.0	Theo Frame For Prac

##### Third Semester (Summer)

NGR 6602 C	3.0	Ad Nurs Practice II
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##### Project\* or Thesis\*\*

NGR 6970	1-3	Nursing Project
Or		
NGR 6971	1-6	Nursing Thesis

##### Fourth Semester (Fall)

HSA 6116	3.0	Hlth Orgnztn/Delivry
NGR 6603 C	6.0	Ad Nurs Practice III

##### Fifth Semester (Spring)

NGR 6941 C	4.0	Primary Care Pract
NGR 6740	3.0	Adv Nurs Prac Role

Elective\* Or Thesis\*\*

NGR 6971	1-6	Nursing Thesis
Or		
Elective	3.0*	

- \* students taking project option must take a 3 credit hour elective.
- \*\* students taking thesis option must complete a total of 6 credit hours of NGR 6971.
- \* All course work must be completed within four years of being admitted into the program.
- \* No more than two (2) courses with a "C" grade will be allowed throughout the curriculum. A grade of "D" in any course will be considered a failure.
- \* A failure in the clinical portion of any course, at any point, will result in dismissal of the student from the program.
- \* A minimum GPA of 3.0 is needed to progress in the program.
- \* Students may be on probationary status only once during the curriculum, and will have one semester to correct the deficiency and be removed from probationary status.
- \* Students must apply for graduation in the Records Office or online by the fourth week of the semester graduating.

**Major: Nursing**  
**Track: BSN-MSN: Part-time**  
**Degree: Master of Science In Nursing**

**Major Requirements (43 SEMESTER HOURS)**

First Semester (Fall)

NGR 5192	3.0	Pharmacotherapeutics
NGR 5141	3.0	Adv Pathophysiology

Second Semester (Spring)

NGR 5810	3.0	Nurs Res Methods
NGR 5110	3.0	Theo Frame For Prac

Elective (Summer)

\*students taking project option must take a 3 credit hour elective

Fourth Semester (Fall)

HSA 6116	3.0	Hlth Orgnztn/Delivry
NGR 5001 C	3.0	Hlth Asses & Diagnos

Fifth Semester (Spring)

NGR 5601 C	3.0	Adv Nurs Practice I
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Project\* Or Thesis\*\*

NGR 6970	1-3	Nursing Project
Or		
NGR 6971	1-6	Nursing Thesis

Sixth Semester (Summer)

NGR 6602 C	3.0	Ad Nurs Practice II
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Seventh Semester (Fall)

NGR 6603 C	6.0	Ad Nurs Practice III
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Eighth Semester (Spring)

NGR 6941 C	4.0	Primary Care Pract
NGR 6740	3.0	Adv Nurs Prac Role
NGR 6971	1-6	Nursing Thesis

- \* students taking project option must take a 3 credit hour elective.
- \*\* students taking thesis option must complete a total of 6 credit hours of NGR 6971.
- \* All course work must be completed within four years of being admitted into the program.
- \* No more than two (2) courses with a "C" grade will be allowed throughout

- the curriculum. A grade of "D" in any course will be considered a failure.
- \* A failure in the clinical portion of any course, at any point, will result in dismissal of the student from the program.
- \* A minimum GPA of 3.0 is needed to progress in the program.
- \* Students may be on probationary status only once during the curriculum, and will have one semester to correct the deficiency and be removed from probationary status.
- \* Students must apply for graduation in the Records Office or online by the fourth week of the semester graduating.

**Master of Science in Nursing:  
Clinical Nurse Specialist**

The purpose of the MSN Clinical Nurse Specialist track is to prepare nurses to develop a concentrated area of clinical knowledge and to teach in nursing and health profession programs, health care institutions and agencies, and in the community. The program combines courses from the School of Nursing with some from the College of Education and Human Services to provide a solid foundation in teaching and learning.

**Admission** Applicants to the MSN program must meet the general University requirements for admission to graduate studies. In order to be considered for the MSN-Clinical Specialist track, interested applicants must meet these additional requirements:

- Baccalaureate degree in nursing from a nationally accredited program
- Minimum score of 1000 on the GRE (combined verbal and quantitative)
- Minimum score of 3 out of 5 on the GRE written sample
- Minimum GPA of 3.0 on a 4.0 scale
- Current licensure as a registered nurse in the state of Florida\*\*
- Two years of employment as a registered nurse in a clinical setting\*\*
- Written statement of academic and professional goals\*\*
- Successful completion of health assessment, statistics, and research courses within the last 10 years
- Academic and clinical references (one each)\*\*

\*\*Submit asterisked information directly to the School of Nursing. Format as follows:

**License:** Photocopy of current Florida license

**Insurance:** Photocopy of front page of policy, which includes dates and amount of coverage

**Employment:** Resume 1-2 pages in length that includes professional work experience with a brief explanation of responsibilities in each position

**Goals:** Both academic and professional, typewritten in no smaller than 12 point font or equivalent with 1 inch margins (both sides, top and bottom), not to exceed 2-3 pages

**Application Deadline:** May 1 of each year

Under special circumstances, given space availability, the School of Nursing may elect to grant conditional admission to an applicant who does not meet all admission requirements.

Criteria for conditional admission: A student admitted conditionally must earn a grade of B or higher in each course taken during the first semester of the program of study. The conditional admission status will last for the first semester only. Should the student fail to achieve the necessary grades, the student will not be allowed to continue in the program, and readmission to the program will be denied. Note: The program of study is a lock step program, with a prescribed progression. All students are admitted to either the part-time or the full-time pathway.

**Major: Nursing**  
**Track: BSN-MSN: Clinical Nurse Specialist**  
**Degree: Master of Science In Nursing**

**Major Requirements (43 SEMESTER HOURS)**

First Semester (Fall)

NGR 5141	3.0	Adv Pathophysiology
NGR 5192	3.0	Pharmacotherapeutics

Second Semester (Spring)

NGR 5810	3.0	Nurs Res Methods
NGR 5110	3.0	Theo Frame For Prac

Third semester (Summer)

3 semester hour graduate elective/thesis

Fourth Semester (Fall)

NGR 5001 C	3.0	Hlth Asses & Diagnos
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Select one of the following courses

EDG 6626	3.0	C&I Adult Learning
EDA 6302	3.0	Lifelong Lrng&Prfs D

Fifth Semester (Spring)

NGR 5052 C	3.0	Clin Nurse Spec I
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Project\* Or Thesis\*\* (3 semester hours)

NGR 6970	1-3	Nursing Project
Or		
NGR 6971	1-6	Nursing Thesis

Sixth Semester (Summer)

NGR 6637 C	3.0	Clin Nurse Spec II
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Seventh Semester (Fall)

NGR 6711 C	3.0	Clin Nurse Spec III
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Select one of the following courses

EDA 6302	3.0	Lifelong Lrng&Prfs D
EDG 6626	3.0	C&I Adult Learning

Eighth Semester (Spring)

NGR 6740	3.0	Adv Nurs Prac Role
NGR 6940 C	4.0	CNS Practicum

- \* All course work must be completed within four years of being admitted into the program.
- \* No more than two (2) courses with a "C" grade will be allowed throughout the curriculum. A grade of "D" in any course will be considered a failure.
- \* A failure in the clinical portion of any course, at any point, will result in dismissal of the student from the program.
- \* A minimum GPA of 3.0 is needed to progress in the program.
- \* Students may be on probationary status only once during the curriculum, and will have one semester to correct the deficiency and be removed from probationary status.
- \* Students must apply for graduation in the Records Office or online by the fourth week of the semester graduating.

**RN-MSN Accelerated Track** The purpose of the RN-MSN track is to allow carefully selected Registered Nurses who do not possess a BSN to fast-track into the MSN program in order to become primary care nurse practitioners. As in the BSN-MSN track, graduates will be skilled in meeting health care needs of individuals and families across the life span. Graduates of the program are eligible to take the Family Nurse Practitioner certification examinations and to apply for licensure as Advanced Registered Nurse Practitioners by the Florida Board of Nursing.

**Admission Requirements** Applicants to the RN-MSN track of the MSN program must meet the general University requirements for admission to graduate studies and all admission requirements for the RN-BSN track. In order to be considered for the RN-MSN Accelerated Track, applicants must meet these additional requirements:

- Minimum score of 1000 on the GRE (combined verbal and quantitative)
- Score of at least 3 out of 5 on the GRE written sample test
- Minimum GPA of 3.2 on a 4.0 scale for nursing BSN prerequisite courses
- Current licensure as a Registered Nurse in the state of Florida
- Two years of employment as a registered nurse in a clinical setting\*\*
- Written statement of academic and professional goals\*\*
- Malpractice insurance (required at the beginning of the term of enrollment in the first clinical course, NUR 3080L)\*\*
- Academic and Clinical reference (one each)\*\*

\*\*Submit asterisked information directly to the School of Nursing. Format as follows:

**License:** Photocopy of current Florida license

**Insurance:** Photocopy of front page of policy which includes dates and amount of coverage (required at the beginning of the term of enrollment in the first clinical course, NUR 3080L)

**Employment:** Resume 1-2 pages in length that includes professional work experience with a brief explanation of responsibilities in each position

**Goals:** Goals both academic and professional, typewritten in no less than 12 point font with 1 inch margins (both sides, top and bottom), not to exceed 2-3 pages

**Application Deadline:** May 1 of each year

**Note:** During the first year, students who are unable to meet the continuing requirements for progression in this program of study and those who choose not to continue toward the MSN will be able to divert to completion of the RN-BSN track within the baccalaureate nursing program. In that case, the student would need to complete all courses required in the RN-BSN track.

**Major: Nursing**  
**Track: RN-MSN Accelerated Track**  
**Degree: Master of Science In Nursing**

**Prerequisites (31 SEMESTER HOURS)**

PSY 2012	3.0	Intro To Psy
Any general psychology may substitute for PSY 2012		
SYG 2000	3.0	Intro To Sociology
Any intro to sociology may substitute for SYG 2000		
DEP 3054	3.0	Lifespan Dev Psych
Any human growth & development across the life span may substitute		
HUN 2201	3.0	Basic Prin Humn Nutn
NUR 1191 or any human nutrition may substitute for HUN 2201		
STA 2014	3.0	G(M)Elem Sta-Hlth/SS
Any statistic course may substitute for STA 2014		
BSC 2085 C	4.0	Anatomy/Physiology I
BSC 2086 C	4.0	Anat/Physiology II
Any human anatomy physiology I & II may substitute for BSC 2085C & BSC 2086C		
CHM 2045 C	4.0	Gen Chemistry I
Any comprehensive college general chemistry may substitute, but not lower level principles courses (e.g. CHM 1025)		
MCB 2013 C	4.0	Microbiology
MCB x010C or any MCB with lab may substitute for MCB 2013C		

**Major Requirements (94 SEMESTER HOURS)**

First Semester (Fall)

NUR 3065 L	3.0	Health Assessment
NUR 3619	4.0	Family/Comm Assess
NUR 3166	1.0	Nursing Science I
NGR 5141	3.0	Adv Pathophysiology

Second Semester (Spring)

NUR 3082 C	4.0	Tran Conc & Practice
NUR 3167	2.0	Nursing Science II
NUR 4826	2.0	Nursing Ethics
NGR 5110	3.0	Theo Frame For Prac

Third Semester (Summer)

NUR 4636 C	5.0	Comm Partners/Pract
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Required Credits  
 \* nursing validation credits (30 semester hours)

Fourth Semester (Fall)

NGR 5001 C	3.0	Hlth Asses & Diagnos
NGR 5192	3.0	Pharmacotherapeutics

Fifth Semester (Spring)

NGR 5810	3.0	Nurs Res Methods
NGR 5601 C	3.0	Adv Nurs Practice I
*Graduate Elective*	3.0	

Sixth Semester (Summer)

NGR 6602 C	3.0	Ad Nurs Practice II
NGR 6970	1-3	Nursing Project
3 semester hours of Nursing Project		

Seventh Semester (Fall)

NGR 6603 C	6.0	Ad Nurs Practice III
HSA 6116	3.0	Hlth Orgnztn/Delivry

Eighth Semester (Spring)

NGR 6941 C	4.0	Primary Care Pract
NGR 6740	3.0	Adv Nurs Prac Role

During the first year, students who are unable to meet the continuing requirements for progression in this program of study, and those who choose not to continue toward the MSN, will be able to divert to completion of the RN-BSN track within the Baccalaureate Nursing Program. In that case, students would need to complete all courses required in the RN-BSN track.

- \* All course work must be completed within four years of being admitted into the program.
- \* No more than two (2) courses with a "C" grade will be allowed throughout the curriculum. A grade of "D" in any course will be considered a failure.
- \* A failure in the clinical portion of any course, at any point, will result in dismissal of the student from the program.
- \* A minimum GPA of 3.0 is needed to progress in the program.
- \* Students may be on probationary status only once during the curriculum, and will have one semester to correct the deficiency and be removed from probationary status.
- \* Students must apply for graduation in the Records Office or online by the fourth week of the semester graduating.

**The Family Nurse Practitioner Certificate**

**Program** This track is for individuals who currently have a Master's in Nursing and want to obtain a certificate which will allow them to sit for the national certification examinations as a Family Nurse Practitioner in order to practice in that capacity.

**Admission Requirements**

- Master's degree in Nursing from a nationally accredited program
- Minimum GPA of 3.5 on a 4.0 scale in the Master's program
- Current licensure as a registered nurse in the state of Florida
- Two years of employment as a registered nurse in a clinical setting within the last four years
- Successful completion of health assessment course within the past 10 years
- Malpractice insurance
- Clinical references and interview may be required

**Family Nurse Practitioner Certificate**

**Minor Requirements (28 SEMESTER HOURS)**

NGR 5001 C	3.0	Hlth Asses & Diagnos
NGR 5192	3.0	Pharmacotherapeutics
NGR 5141	3.0	Adv Pathophysiology
NGR 5601 C	3.0	Adv Nurs Practice I
NGR 6602 C	3.0	Ad Nurs Practice II
NGR 6603 C	6.0	Ad Nurs Practice III
NGR 6740	3.0	Adv Nurs Prac Role
NGR 6941 C	4.0	Primary Care Pract

- \* All course work must be completed within four years of being admitted into the program.
- \* No more than two (2) courses with a "C" grade will be allowed throughout the curriculum. A grade of "D" in any course will be considered a failure.
- \* A failure in the clinical portion of any course, at any point, will result in dismissal of the student from the program.
- \* A minimum GPA of 3.0 is needed to progress in the program.
- \* Students may be on probationary status only once during the curriculum, and will have one semester to correct the deficiency and be removed from probationary status.

## The Health Behavior Research and Evaluation Certificate Program

This certificate program is designed to offer health professionals the opportunity to gain additional research and evaluation skills within the field of health behavior and health promotion. The Certificate in Health Behavior Research and Evaluation is awarded upon completion of the 18 graduate hour program as shown here. In addition to the four core courses, students have the option of taking courses in epidemiology and grantwriting, or conducting a research project under the supervision of a faculty advisor.

The candidate must have a relevant baccalaureate degree or its equivalent, a grade point average (GPA) of 3.0 (B) or higher on work attempted as an upper-division student, normally 60 semester hours taken during the last two years of undergraduate study AND a GRE score taken within the past five years with a minimum combined score of 1000 on the verbal and quantitative sections. In cases where either the GPA or GRE criteria are not met, the program will accept a combination of the two equaling 2200 or greater based on the formula  $(\text{GPA} \times 400) + \text{GRE score}$ . GRE scores are mandatory and must be received prior to being fully admitted into the Certificate Program. Candidates should complete an admission application for graduate study and specify the proposed major as MPH.

### Health Behavior Research and Evaluation Certificate

#### Minor Requirements

(18 SEMESTER HOURS)

#### Required Courses

HSC 6716	3.0	Health Progrm Eval
HSC 6512	3.0	Applied Hlth Statist
HSC 6603	3.0	Theory Health Behav
HSC 6735	3.0	Health Scienc Resrch
And		
HSC 6505	3.0	Epdemilgy/Dsease Con
HSC 6706	3.0	Grantsmanship
Or		
HSC 6912	3-9	Projects

## The Center for Research on Substance Abuse

The Center for Research on Substance Abuse is an officially designated Type II Center in the Florida State University System whose *mission* is to study the prevention and intervention of alcohol, tobacco and other drug consumption problems. Self-sustaining through its grant and contract activities, the nationally renowned Center conducts research and evaluation projects aimed at the development and testing of innovative, science-based prevention and intervention technologies.

During the past decade, the Center has administered eight and a half million dollars in grants and contracts awarded from numerous federal, state and local organizations. Recent granting agencies have included the National Institute on Alcohol Abuse and Alcoholism of the National Insitutes of Health, the U.S. Department of Education, and the Jacksonville Jaguars Foundation. The Center has successfully collaborated with dozens of community agencies, including local and regional hospitals and clinics, schools, businesses and worksites, colleges and universities, government agencies, public health entities, and social service agencies, to conduct prevention research projects.

The Center for Research on Substance Abuse is located in the College of Health Building on the University of North Florida campus. For more information about the Center, contact Dr. Pamela Chally, Dean, College of Health, University of North Florida, 4567 St. Johns Bluff Road, South, Jacksonville, Florida 32224-2673. Telephone: (904) 620-2810. Fax: (904) 620-1030. E-mail: [pchally@unf.edu](mailto:pchally@unf.edu)





# College of Health Course Descriptions



## Department of Public Health

### **DIE 6127 - Advanced Administration of Food and Nutrition Services** 3

Prerequisite: Undergraduate Nutrition Degree or Equivalent. This course equips graduate students and practicing dietitians with leadership and management skills needed to establish and maintain effective food and nutrition programs in the future. Food service and clinical nutrition management is addressed so students can adapt to a changing healthcare environment.

### **DIE 6248 - Clinical Nutrition** 3

Prerequisites: HSC 4572, MCB 2013C, CHM 2045C. This course is designed to provide the advanced student with knowledge of current relevant research and its application to the clinical setting.

### **DIE 6940 - Clinical Practice in Nutrition and Dietetics** 3

This course is designed to provide a supervised clinical experience in dietetics that develops and enhances the entry level competencies in food service, clinical, community, and specialty practice. It may be repeated up to 15 credits.

### **HSA 5177 - Health Care Finance** 3

Prerequisite: ACG 2021 or equivalent. This course is designed to provide a foundation in current finance theory with tools needed by health care managers in day-to-day practice. The course finance content encompasses the spectrum of the health care industry and provides financial models used for cost-effective analysis.

### **HSA 6116 - Health Organization and Delivery** 3

Examines the organization and administration of the U.S. health care system including its various health care service settings, personnel resources, and sources of system finance.

### **HSA 6126 - Managed Health Care** 3

Prerequisites: HSA 5177, HSA 6116. This course provides an in-depth examination of how managed care plans are organized and function and how strategic and operational issues impact on plan performance. Interaction with health plans, provider organizations, and other health industry players in a rapidly changing health care market will also be covered.

### **HSA 6149 - Health Planning and Marketing** 3

Prerequisite: Undergraduate marketing course or equivalent. This course examines planning and marketing as related to health care organizations. Emphasis is placed on the planning process and the elements and methods of marketing health care services in relation to the role of the consumer, governing body, administration and health care.

### **HSA 6178 - Advanced Health Care Financial Management** 3

Prerequisites: HSA 5177, ACG 6305, FIN 5405. This course examines the concepts and techniques of financial management in health care delivery system settings. Examines organizational cost behavior, budgeting, cost allocation and financial modeling.

### **HSA 6188 - Capstone: Healthcare Strategic Management** 3

Prerequisites: MAN 6204, HSA 6435, HSA 6116, HSA 5177. This “capstone” course is intended to integrate the various disciplines - finance, human resources, law, ethics, policy, operations research, etc. - into a comprehensive and practical framework. This course will challenge students to put acquired skills, theories and strategies into practice in various segments of the health industry.

### **HSA 6195 - Advanced Health Systems Analysis** 3

This course prepares the health care administrator to solve simple and complex problems and to manage the work of technical specialists. Typical decision making and control problems that arise in the health care settings are presented and the quantitative techniques available to address them are described.

### **HSA 6197 - Health Systems Analysis** 3

This course introduces principles and methods employed in research and program evaluation in the health care field. Emphasis will be placed on analysis of data and application of findings to the health care administrator’s decision-making process.

### **HSA 6198 - Health Information Technology** 3

The course will examine healthcare information systems with respect to their composition, role, and development within the healthcare environment. In addition, the course will discuss methods for evaluating new health information technology for acquisition by healthcare organizations.

### **HSA 6225 - Long-Term Care Administration** 3

This course examines long-term care delivery systems with emphasis placed on issues relating to the delivery of quality health services and effective administration. The impact of increased numbers of elderly, increasingly limited resources, state and federal regulatory guidelines and consumers expectations are examined.

### **HSA 6427 - Health Law** 3

This course is designed to provide students understanding of the legal environment in which health care services are provided and to develop skills in analyzing many of the current legal and ethical issues facing health care practitioners and administrators.

### **HSA 6435 - Health Economics** 3

This course examines supply and demand factors, financing of care, efficiency and cost of delivery as related to the health care system. Special attention will be given to physician and hospital reimbursement and behavior, competition and rationing as mechanisms for controlling expenditures.

### **HSA 6757 - Research Methods for Health Administrators** 3

Prerequisites: HSA 6197 and HSC 6505. A study of the methods of health research. The course will focus on the analysis of research data and production of a formal report. Emphasis will be placed on the interpretation of data analysis coupled with the literature review for development of recommendations of action.

- HSA 6758 - Quality Management in Health Care** 3  
This course will provide students an opportunity to examine many of the issues related to quality measurement in health care. The course will emphasize individual and group inquiry into various quality measurement programs and will examine the theoretical basis for current quality measurement activity in the health care field.
- HSA 6815 - Practicum: Executive Skill Development** v. 3 - 9  
Prerequisites: MAN 6204, HSA 6435, HSA 6116, HSA 5177. This course is designed to develop and enhance the skills necessary for success as a health care executive through management practice in health care administration. Students concentrate on either long-term care or general health care administration.
- HSA 6905 - Health Policy** 3  
Prerequisite: HSA 6116. This course is an introduction to the study of health policy and analysis. The course will focus several components of health policy, including how policy is developed and how it can be described, analyzed, and evaluated. The main emphasis will be upon providing the tools with which to understand how governmental bodies produce policy in its various forms.
- HSA 6908 - Directed Independent Study** 3  
Prerequisite: Permission of supervising faculty and Department Chair. This course allows the student to complete a specialized study or research project under the direction of program faculty. This course can be repeated once for an additional 3 credits.
- HSA 6958 - Study Abroad: Healthcare** 3  
Prerequisite: Graduate standing, preference is given to COH students. This course provides students with the opportunity to study the organization, financing and delivery of health care in other countries. While abroad, students will visit hospitals and health organizations, and meet local health practitioners as they explore cultural and political issues impacting healthcare. This course may be repeated once for an additional 3 credits.
- HSC 5525 - History of Medicine and Disease** 3  
Development of the modern medical and allied health professions, with special reference to the U.S. from the late 18th through 20th century. Includes social, scientific, and historical factors that determine the nature, extent and definition of disease.
- HSC 5569 - Aging Research and Theory** 3  
Provides a theoretical and analytical model for developing an understanding of the relationships between research and practice in the field of aging. Topics explored will include health care, cultural aging, education and economic issues.
- HSC 6138 - Sexuality Education** 3  
This course provides an overview of physiological, psychological, and sociological aspects of human sexuality throughout the lifespan including gender, family life, relationships, reproduction sexual behavior, STDs/HIV, safer sex, and sexual coercion. Planning, implementing and evaluating community sexuality education programs are included in the course. Policy issues that affect sexuality education are also addressed. Students are required to complete research, writing, and practice assignments related to sexuality education in public health.
- HSC 6155 - Cross-Cultural Counseling in Addictive Behaviors** 3  
Sociological and health overview of addictive behaviors in special populations with an emphasis on Blacks, Hispanics, Native Americans and selected subpopulations. Cross-cultural counseling strategies will be emphasized.
- HSC 6157 - Drug Abuse and Violence Prevention Education** 3  
This course is a study of issues related to the prevention continuum, including primary, secondary, and tertiary prevention. Substance use, misuse, abuse, and dependency, as well as violence are addressed. The focus of the course is the application of substance abuse/dependence and violence prevention programs in a variety of settings. Students are required to complete research, writing, and practice assignments related to drug abuse and violence prevention education in public health.
- HSC 6175 - Mental and Emotional Health Education** 3  
The purpose of this course is to examine educational planning and program implementation involved in facilitating the development and maintenance of mental health. Communication skills effective for the helping professions are addressed. Students are required to complete research, writing, and practice assignments related to mental and emotional health education in public health.
- HSC 6215 - Environmental Health and Safety** 3  
A study of the relationships between environmental conditions of human health and safety. Special emphasis will be given to principles, process and priorities and current research in the study of environmental problems.
- HSC 6505 - Epidemiology and Disease Control** 3  
A study of the distribution and determinants of health and diseases in man, utilizing basic concepts in clinical medicine, laboratory science, statistical and data handling methods, and pathogenesis of disease. The causes of disease will be examined, leading to the proposal of potentially effective strategies for prevention and control.
- HSC 6509 - Nutritional Epidemiology** 3  
Prerequisite: Graduate course in Epidemiology (HSC 6505). This course deals with research design issues in nutritional epidemiology and reviews current nutrition epidemiological research related to morbidity and mortality.
- HSC 6512 - Applied Health Statistics** 3  
Prerequisite: Undergraduate statistics course or equivalent. This course provides an overview of statistical applications for health care and public health. Emphasis is on common applications used by health care and public health practitioners. Use of computerized statistical packages commonly used by health care and public health care practitioners is an integral part of the course.
- HSC 6526 - Special Topics/Infectious & Noninfectious Diseases** 3  
Concepts and characteristics of important infectious and noninfectious diseases to include their biological and behavioral determinants, susceptibility and defense, and current methods in prevention and treatment.
- HSC 6566 - Health Promotion, Disease Prevention and the Older Adult** 3  
A study of selected biological and psychosocial health problems of older adults and the normal physical changes that occur with the aging process. Attention will be given to the design and maintenance of healthy life styles among the elderly.
- HSC 6585 - Health Promotion and Health Education Strategies** 3  
An examination of the implementation, coordination and effectiveness of health promotion and health education strategies and methods.

<b>HSC 6586 - Worksite Health Promotion Principles</b>	<b>3</b>	<b>HSC 6906 - Independent Study and Research</b>	<b>v. 3 - 9</b>
An analysis of the key elements in the development and implementation of workplace health promotion programs and policies.		Prerequisite: Permission of department chair. A specific health related research project conducted under the guidance of a faculty advisor. May be repeated up to 15 credits.	
<b>HSC 6587 - Program Planning in Health Promotion/Education</b>	<b>3</b>	<b>HSC 6912 - Projects</b>	<b>v. 3 - 9</b>
An analysis of the essential aspects of planning procedures used in the development of community-based health promotion and health education programs.		Development, implementation, or participation in conducting a designated project related to health science. May be repeated up to 12 credits.	
<b>HSC 6603 - Theory of Health Behavior</b>	<b>3</b>	<b>HSC 6928 - Workshops in Health Science</b>	<b>3</b>
An exploration of the theoretical and conceptual models and factors underlying public health behavior and health promotion programs, and their application in planning, implementing, and evaluating public health programs for behavioral change.		An in-depth work study approach to selected school and community health problems. May be repeated up to 12 credits.	
<b>HSC 6635 - International Health</b>	<b>3</b>	<b>HSC 6931 - Special Topics</b>	<b>3</b>
The purpose of this course is to discuss the status of world health, the progress achieved over the past decade and challenges for the future. The course will address the critical questions of international cooperation and the interaction between social change and health problems.		A detailed study of a topic in the health science field. Topics will vary each time the course is offered and will be based on a current health issue or subject. May be repeated up to 12 credits.	
<b>HSC 6656 - Professional Ethics in Health Care</b>	<b>3</b>	<b>HSC 6934 - Seminar</b>	<b>v. 1 - 3</b>
An exploration of contemporary ethical issues that face health care providers. Ethical dimensions in death and dying, abortion, AIDS, biomedical research and health care resources are among the topics to be discussed.		Students will present and attend seminars conducted by faculty and other students. Seminars will focus on faculty and student interests in the health field.	
<b>HSC 6706 - Grantsmanship</b>	<b>3</b>	<b>HSC 6970 - Thesis</b>	<b>v. 3 - 9</b>
The course will familiarize participants with the skills required to prepare grant requests and contract proposals for submission to public institutions and private foundations. It will be focused on how to develop an idea that is responsive to the goals and objectives of funding organizations.		Permission of department chair. Under the direction of the faculty the student designs and presents a field based research project of his or her own conception. May be repeated up to 27 hours maximum.	
<b>HSC 6716 - Health Program Evaluation</b>	<b>3</b>	<b>HUN 5265 - Methods of Nutritional Assessment</b>	<b>1</b>
This course focuses on principles and methods employed in program evaluation and evaluative research. Issues of conceptualization and design in evaluation are emphasized. The course also addresses operational procedures used in evaluation studies ranging from identification of variables to instrument design and use of findings. The course reviews applications of evaluative research in health services decision making.		Prerequisites: HSC 4572, BCH 3023C, CHM 1025C. Study of methodology, skills and tools in measurement of the nutritional status of healthy individuals in community, patients in the hospitals, or study subjects are extensively studied. The objectives of nutritional assessment of individuals is defined in prevention of malnutrition and intervention methods used in treatment of nutritional deficiencies.	
<b>HSC 6735 - Health Science Research</b>	<b>3</b>	<b>HUN 5408 - Nutrition in The Life Cycle</b>	<b>3</b>
Prerequisite: HSC 6505. A study of the investigative and analytical methods used in health related research. Emphasizes design, sampling techniques, data collection and processing, interpretation of the results and ethics.		Prerequisite: HSC 4572. A scientific, chronological examination of how nutrition influences people throughout their lives. This course covers nutrition and metabolism and biological and biochemical basis of effect of optimal nutrition practices during life span, from pregnancy to the old age. Nutritional requirements of all age groups are discussed. Implication and management of metabolic and eating disorders based on recent research literature is studied.	
<b>HSC 6816 - Field Experiences in Health</b>	<b>v. 3 - 6</b>	<b>HUN 6123 - Sociocultural Influences on Nutrition</b>	<b>3</b>
Prerequisite: Approval of department advisor. The application of methods, techniques and materials used in community and school health. May be repeated up to 18 credits.		Prerequisites: HSC 4572 and DIE 3213 or permission of instructor. Examination of the non-nutritional factors that influence nutrition. The course will cover evolution of diet, food selection, persistence and change, psycho-social, structural and symbolic aspects of food choices and their relationship to nutrition.	
<b>HSC 6855 - Clinical Internship in Health</b>	<b>v. 1 - 9</b>	<b>HUN 6225 - Nutrition and Metabolism I</b>	<b>3</b>
Prerequisite: Advisor-student conference and completion of major courses. Provides clinical experience in a health care facility or workplace setting.		Prerequisites: HSC 4572 and BCH 3023C. Biochemical function of nutrients, biological variability and adaption, macro-nutrient metabolism, energetics, food thermogenesis. mitochondrial oxidation, production and storage of energy are studied. Carbohydrates, lipids, and proteins, cholesterol, phospholipid, omega-3 fatty acids, prostoglandins, and other recently described essential nutrients are covered.	
<b>HSC 6900 - Readings and Conference</b>	<b>v. 1 - 3</b>	<b>HUN 6331 - Nutrition and Metabolism II</b>	<b>3</b>
In-depth readings and group discussions and conferences on selected topics or critical issues in the health science field. Readings will vary each semester but will involve a formal survey of the literature and presentation of findings.		Prerequisite: HUN 6225. Biochemical function and metabolism of	

- micronutrients, function and nature of the vitamins, biosynthesis and metabolism of enzymes, vitamins, their regulatory role as coenzyme and essentiality, bioavailability of minerals, and other recently described essential nutrients are covered. Biochemical basis for deficiency and toxicity of micronutrients are explored.
- HUN 6522 - Advanced Public Health Nutrition** 3  
Prerequisite: HUN 2201 or equivalent course. Students will describe and critique existing nutrition programs, evaluate the positive and negative impact of public health nutrition initiatives, and examine the role of legislative, political processes and social marketing processes in achieving social nutrition goals.
- HUN 6612 - Nutrition Education and Counseling** 3  
Prerequisite: HUN 3601 or undergraduate education foundation or theories course or nutrition counseling course, or approval of instructor. Students will examine different approaches to nutrition education and develop materials and presentations. They will conduct and critique mock interviewing and counseling sessions to persons with different nutrition needs and evaluate follow-up and evaluation techniques.
- PHC 5006 - Biological Foundations of Public Health** 3  
Prerequisites: An undergraduate human biology course or Anatomy and Physiology I and II or consent of instructor. This course describes the biological determinants of health and disease required to formulate an integrated approach to public health. Principles of genetics, physiology, molecular and cellular biology, pathology, immunology and toxicology as they apply to diseases of public health importance and their control strategies are taught. Examples of the application of biological knowledge to public health problems will also be presented, and emerging biological information and technologies likely to be applicable to public health will be discussed.
- PHC 6007 - Community Organization in Public Health Practice** 3  
Prerequisites: PHC 6103 and HSC 6603. This course presents selected social and behavioral change theories and the translation of these theories into specific health education policies and interventions. Readings and discussions will center on the development of theory-based strategies with an emphasis on control, participation and empowerment. Principles of citizen participation and empowerment are highlighted. Effectiveness of coalition and partnership models, including media advocacy and marketing strategies are reviewed. Case examples of health programs designed to address community health issues and social inequalities add to the analysis process.
- PHC 6103 - Essentials of Public Health Practice** 3  
This public health core course provides an overview of the three fundamental areas in public health practice including assessment, policy development and assurance. Purpose and examples of each area are examined within the context of an operating county level public health department.
- PHC 6152 - Public Health Policy Development** 3  
Prerequisite: PHC 6103. This course examines responsibilities and action surrounding the development of public health policy as well as the social, economic and political environments in which such policy is formulated.
- PHC 6412 - Culture and Health** 3  
A study of the cultural aspects of disease and health, culturally specific definitions, educational strategies and cross-cultural research in health. An emphasis will be placed on integrating cultural knowledge in the planning and administration of health care programs.
- PHC 6503 - Public Health Assessment** 3  
Prerequisite: PHC 6103. This course examines public health responsibilities as well as methods and actions dealing with the collection, assembly and analysis of information on the health of the community. Statistics on health status and community health needs will be taught.
- PHC 6525 - Advanced Concepts of Nutrition and Health** 3  
Prerequisites: HSC 4572, BCH 3023C, CHM 1025C. An analysis of current research on nutritional concerns relevant to public health practice. Included are nutrition policy and nutrition program design, community food and nutrition programs, and advanced strategies of nutrition education.
- PHC 6581 - Public Health Assurance** 3  
Prerequisite: PHC 6103. This course examines responsibilities of public health agencies for ensuring that programmatic activities necessary to effect agreed upon goals are being provided. The course uses case studies to aid in identifying the public health basis for assurance activities as well as strategies for implementation and evaluation.
- PHC 6940 - Public Health Capstone** v. 3 - 9  
Prerequisites: HSC 6512, HSC 6505, HSC 6735, and PHC 6103 and permission of the MPH program director to be given no later than three weeks into the semester preceding course registration. This course, designed to partially fulfill the capstone requirement of the MPH program, provides the student with the opportunity to apply knowledge and skills gained from the MPH coursework to public health issues. The internship experience in a county health department or other public health agency will encompass at least 300 hours of scheduled time at a public health worksite for the six credit hours. Students with extensive public health professional experience may prepare an analytical paper in publishable format on a topic of current value to public health instead of participating in the internship.
- RCS 5031 - Introduction to Rehabilitation Counseling** 3  
The purpose of this course is to introduce the field of rehabilitation counseling at the graduate level of study. Designed as a foundation for subsequent study in rehabilitation, students in this course should develop an appreciation and understanding of the rehabilitation profession in terms of its history, purpose, philosophy, process, personnel, programs, resources and clients.
- RCS 5080 - Medical Aspects of Disability** 3  
The purpose of this course is to help students gain skills in vocational rehabilitation counseling with a working knowledge of disabilities. To do this each student needs medical information for specific purposes: (1) case finding; (2) determination of client eligibility and feasibility; (3) arranging physical restoration services; (4) counseling, planning, and developing vocational objectives; (5) training; and (6) selective job placement.
- RCS 5108 - Pre-Practicum in Rehabilitation Counseling** 3  
This course is designed to introduce students to, and facilitate their development of basic counseling skills in rehabilitation counseling. This course also provides students with an overview of the primary ethical and administrative considerations of the rehabilitation counseling environments.
- RCS 5220 - Rehabilitation Client Assessment** 3  
The focus of this class will be on the process of assessing individuals with physical, sensory, cognitive, and/or emotional disabilities in order to determine optimally effective (re)habilitation plan and placement decisions. The course will include an introduction to the

purpose, personnel, philosophy, and role of assessment in (re)habilitation service delivery, learning to complete assessment interviews, developing individualized evaluation plans, psychometric procedures, work sampling, situational assessment, communicating assessment results and rehabilitation planning. (*A material fee of \$15 assessed.*)

**RCS 5243 - Assessment & Treatment of Addictive Disorders 3**

Prerequisite: RCS 5450. In this course, we will explore many of the issues related to addiction and its related dysfunction including, but not limited to: (1) the dynamics of compulsive behavior; (2) biological, personality, and environmental influences on addiction; (3) multiple family and gender issues related to addiction; (4) assessment of addiction; and (5) exploration and evaluation of treatment models.

**RCS 5450 - Introduction to Addictive/Compulsive Disorders: Pharmacological Overview & Etiological Theories 3**

The purpose of this course is to provide students with an overview of the dynamics of substance abuse in contemporary U.S. society. The class will include both didactic and experiential activities designed to help students expand the knowledge of substance abuse and theories of addiction, and also the impact it has had on their lives.

**RCS 6241 - Psychosocial Aspects of Rehabilitation 3**

The purpose of this course is to introduce students to the complexity of psychological and sociological issues that result from chronic illness and disability. Issues of diversity will also be explored from a multicultural dimension.

**RCS 6250 - Dual Diagnosis — Addictive Disorders and Physical and/or Psychopathological Disorders 3**

Prerequisites: RCS 5450 and RCS 5243. The purpose of this course is to introduce students to the complexity of dual diagnosis of addiction and other forms of psychopathology as defined in the Diagnostic and Statistical Manual (DSM-IV), and to help students determine diagnostic criteria.

**RCS 6320 - Vocational Development and Placement 3**

The focus of this course is integration of the rehabilitation client into the labor market. Career theory will be taught, but the major emphasis will be providing information to clients about the labor market through labor market, industry, and job analyses and preparing the client for work through job readiness, job-seeking skills, and techniques and issues in job placement.

**RCS 6500 - Introduction to Group Counseling 3**

Prerequisite: MHS 6006. This is a course designed to provide students with an overview of the basic theoretical components of small groups and group theories and to foster increased skill level in communication, facilitation, and leadership. To this end, the course will include lecture, discussion, and laboratory experience.

**RCS 6642 - Case Management in Rehabilitation 3**

This course provides an overview of the case management process, including service coordination, community resources, and specialized services for different populations with disabilities. Case management practices and procedures in both private and public rehabilitation programs are addressed.

**RCS 6805 - Field Practicum in Rehabilitation Counseling 3**

The purpose of the clinical practice program is to provide students majoring in rehabilitation counseling with an opportunity to develop

and refine their counseling skills within the functional milieu of a rehabilitation agency.

**RCS 6825 - Internship in Rehabilitation Counseling 6 or 12**

Take for 6 or 12 hours per semester, with a total of 12 hours necessary. The purpose of this class is to provide students with a clinical experience in a community rehabilitation agency. Students will learn to apply rehabilitation counseling and case management methods, techniques, and vocational knowledge in working with clients, and to consult with rehabilitation professionals as needed to enhance services to clients for the purpose of job development and placement, and/or independent living.

**RCS 6845 - Clinical Supervision in Rehabilitation Counseling 3**

Prerequisite: RCS 6825. The purpose of this course is to introduce advanced rehabilitation students to models of counseling supervision so that they understand the necessary dynamics and protocol of professional clinical supervision of students, which most will be called upon to do once they are practicing professionals.

**RCS 6930 - Seminar in Rehabilitation Certification 1**

This course is designed to give the student an opportunity to prepare for the Rehabilitation Counseling Certification Examination.

**RCS 6931 - Seminar in Substance Abuse and Clinical Management 3**

Prerequisites: RCS 5450 and RCS 5243. Addiction is a phenomenon that is both complex and fascinating. In this course, through review and critique of current and “classic” addiction literature, information sharing, and observation, students will explore many of the issues related to substance abuse, specifically as they relate to a full spectrum of diversity and ethical issues.

## **Department of Athletic Training and Physical Therapy**

**Note: Due to changes in the physical therapy curriculum, some physical therapy courses may vary from the descriptions in this catalog. Students should keep in touch with the physical therapy program office.**

**PHT 5005 - Professional Practice Issues 2**

This course addresses trends and issues relevant to contemporary practice of physical therapy. Topics will include scope of legal/ethical practice; documentation of medical information; the variety of roles/work environments served by physical therapists; context of health care delivery; role of other health professionals; and areas of controversy within the profession. Major emphasis will be on increasing knowledge and skills in developing helping and healthy relationships and in communicating effectively with patients and others.

**PHT 5114C - Human Anatomy 5**

Prerequisite: Admission to the Physical Therapy Program. Corequisite: PHT 5125C. This course provides a foundation in functional anatomy of the human body, using a regional approach, that will serve as a framework for subsequent applied science and clinical courses. Emphasis is on the identification and relationships of normal gross structures, functional significance of the anatomy of structures, and the application of anatomical knowledge to clinical problems. The dissection laboratory will reinforce didactic material and enable the physical therapy student to learn three-dimensional relationships of structures within the body. An introduction to tissue and organ anatomy will also be presented. (*A laboratory fee of \$20 is assessed.*)

- PHT 5125C - Clinical Kinesiology** 3  
Prerequisite: Admission to the Physical Therapy Program.  
Corequisite: PHT 5114C. This course focuses on the applied study of human movement, integrating biomechanics, physics, geometry, and motion analysis. Extremities and axial skeleton are examined according to joint type, muscle function, and normal and abnormal movement patterns. Clinical examination skills used in biomechanical and kinesiological clinical assessment of movement dysfunction are emphasized.
- PHT 5148C - Lifespan Development: Adult** 2  
Prerequisite: PHT 5161C. Corequisite: PHT 5306. This course focuses on normal development from young adulthood, through the middle years, into old age, and includes issues of death and dying. Emphasis will be on physiological, structural, cognitive, and functional changes associated with maturation and aging. The impact of these changes on psychological issues will also be addressed. Students will begin to distinguish changes in normal aging from diseases associated with aging.
- PHT 5161C - Neuroscience with Clinical Correlations** 3  
This course provides the student with the foundation for understanding disorders of the nervous system using an integrated, concise study of the normal structure and function of the human central and peripheral nervous systems at molecular, cellular and organismic levels. Pathophysiological mechanisms underlying nervous system dysfunction will be presented as clinical correlations. Didactic presentations will be supplemented by laboratory sessions to increase understanding of central nervous system anatomy. (*A laboratory fee of \$15 assessed.*)
- PHT 5218C - Therapeutic and Diagnostic Modalities** 2  
Corequisite: PHT 5257C. This course is designed to instruct physical therapy students to understand the underlying principles and clinical application of thermal, mechanical and electrical modalities. The focus of laboratory sessions is for the student to demonstrate safety and appropriate clinical application of the thermal, mechanical and electrical modalities. Use of the modalities to address the treatment of clinical symptoms including pain, inflammation and other dysfunctions will be discussed. A group presentation discussing research information of a chosen modality will be required. Competencies for each modality must be successfully completed prior to both the written and practical final examination. (*A laboratory fee of \$15 assessed.*)
- PHT 5231C - Advanced Therapeutic Exercise** 3  
This course includes past and current motor control and motor learning principles in relation to treatment of patients with neurological dysfunction. Facilitation of improved motor function is a primary goal of this course. Students will learn the theories and philosophies of a variety of treatment strategies and be able to discuss appropriate use of each strategy.
- PHT 5257C - Clinical Skills** 3  
This course provides an introduction to clinical problem solving, physical assessment, posture screening and procedures of patient mobility. Basic evaluation tools and intervention strategies will be introduced. The course also emphasizes the importance of communication skills. (*A laboratory fee of \$15 assessed.*)
- PHT 5263C - Clinical Examination and Intervention** 3  
Prerequisites: PHT 5114C and PHT 5125C. Corequisite: PHT 5218C. This course focuses on physical therapy clinical examination and treatment intervention of individuals with neuromusculoskeletal dysfunction. Examination techniques emphasized include strength testing, measurements of mobility, neurological testing, and advanced gait analysis. The intervention component emphasizes the theory and application of stretching, strengthening and cardiovascular fitness. Special areas of concentration include efficacy and progression of clinical and home exercise programs.
- PHT 5306 - Pathophysiology for Physical Therapists** 3  
Prerequisite: PHT 5114C. This course is a study of specific pathophysiologic mechanisms and underlying normal physiological processes in developing, adult, and elderly humans with discussions at the cellular, organ, and systems levels. The rationale for pharmacological treatment of diseases will be emphasized. Clinical manifestations of various pathologies will be described.
- PHT 5314C - Clinical Neurology** 4  
This course discusses the various adult and pediatric neurological conditions that are seen by physical therapists in a clinical environment. Underlying pathology and etiology of these conditions will be discussed. Evaluation and treatment strategies will be discussed using a problem solving approach. Students will learn to perform a neurologic evaluation including the use of neurological coma scales. The use of physiological and radiological testing related to neurological disorders will be discussed. Clinical case scenarios will emphasize adult and neurological dysfunctions. An assignment to gather patient educational information on specific neurological diagnosis will be required.
- PHT 5318C - Orthopedics I** 4  
Prerequisite: PHT 5263C. Corequisite: PHT 5721C. This course is an in-depth study in the recognition, examination, and intervention of disorders and injuries of the musculoskeletal system through the life span, with emphasis on the upper and lower extremities. A problem solving approach is followed with application of the disablement model and evidence-based practice in the management of impairments of the extremities and inclusion of the following elements of patient/client management; examination, evaluation, diagnosis, prognosis, and intervention. Lab sessions focus on specialized examination and intervention skills, including the performance of joint-specific special tests, joint mobilization techniques, orthotics, and impairment-specific therapeutic exercises. (*A laboratory fee of \$15 assessed.*)
- PHT 5385C - Exercise Physiology/Cardiopulmonary P. T.** 3  
Prerequisite: PHT 5306. This course addresses exercise physiology principles as they relate to normal and clinically compromised populations. Emphasis is on evaluation and treatment skills for cardiopulmonary dysfunction. Exercise prescription for special populations is addressed.
- PHT 5615 - Clinical Inquiry** 3  
This course examines the relationship between research and clinical practice through exploration of elements of the research process and components of a research proposal. Focus will be on data collection and analysis appropriate to a clinical environment and to documenting functional outcomes. Selection of appropriate assessment and analysis tools for groups as well as individuals will be addressed, including use of national databases.
- PHT 5719C - Rehabilitative Techniques - Spinal Cord Injury** 2  
Prerequisite: PHT 5161C. Corequisite: PHT 5314C. This unit will focus on the classification, evaluation, treatment and medical management of spinal cord injured clients. Laboratory sessions will focus on the demonstration and practice of evaluation skills, clinical treatment skills, and techniques such as: transfer instruction,

functional mobility skills and advanced wheelchair skills. A home evaluation assignment to evaluate home accessibility will be required. A special group assignment with emphasis on current literature and/or research discussing spinal cord injury will be assigned. This course will also discuss spinal and extremity orthotics used by individuals with neurological dysfunction including: HKAFOs, KAFOs, and AFOs, reciprocating orthotics and hybrid orthotics. Adaptive equipment including both low and high tech equipment will be discussed and demonstrated. (A laboratory fee of \$15 assessed.)

**PHT 5740C - Rehabilitative Techniques - Prosthetics** 1  
Prerequisites: Admission to the physical therapy program; PHT 5125C. This course focuses on the evaluation of patients with upper and lower limb amputations, prosthetic components, and functional mobility training of patients with an amputation with and without a prosthesis. A review of lower extremity biomechanics and gait training will also be part of this course.

**PHT 5818C - Clinical Skills Practicum** 1  
This course is designed to facilitate the integration of clinical skills taught in the academic setting and apply those skills in a clinical environment. Examination skills, intervention techniques, review of medical records, gait training, transfer techniques, patient management, communication skills, and documentation skills will be emphasized.

**PHT 5822C - Clinical Internship I** 4  
Prerequisites: PHT 5818C and PHT 5318C. This course involves a six-week full-time clinical internship in an inpatient hospital or outpatient orthopedic setting. Students will integrate and apply prior academic work in evaluation and treatment of patients, enabling the student to demonstrate basic procedures in the areas of objective measurements, posture, mobility, mobilization, strength, stabilization, therapeutic exercise, functional activities, skin assessment, appropriate use and application of modalities, patient problem identification, and prioritization of treatment goals.

**PHT 6009 - Differential Diagnosis in Physical Therapy** 3  
Prerequisite: PHT 5306. This course focuses on differential diagnosis and advanced clinical reasoning in physical therapy practice. Emphasis is on recognition of real and potential patient problems as a basis for screening and appropriate treatment and referral. Content includes systems review using case presentations of differential findings in relation to musculoskeletal pathologies. Other major topics include wound care, women's health issues, psychology of pain, and pharmacology. This is a capstone course preparing students for practice in direct access environments.

**PHT 6144C - Lifespan Development: Pediatrics** 3  
Prerequisites: PHT 5148C and PHT 5314C. This course deals with motor development from the fetus to the 21 year old. An emphasis is placed on normal and atypical gross motor development from birth to 5 years. Evaluation skills of postural reflexes, motor milestones, and normal components of movement are stressed. Basic treatment approaches and techniques are presented as well as treatment planning and exercise design. Orthotics commonly associated with treatment of children with neuromotor disorders will also be included.

**PHT 6183C - Orthopedics II** 5  
Prerequisite: PHT 5318C. This course is an in-depth study related to examination and intervention of disorders and injuries of the musculoskeletal system with emphasis on the axial skeleton including temporomandibular joints. Course includes epidemiological and

psychological aspects of spinal disorders, application of the disablement model, normal and dysfunctional biomechanics, and evidence-based practice. Students will gain skills related to the responsibilities and roles of physical therapists in addressing health-related issues within the community, including occupational health. Students will further consult with local industry, completing an ergonomic analysis. Lab sessions focus on specialized examination and intervention skills, including spinal joint mobilization techniques.

**PHT 6514 - Management of Physical Therapy Services** 3  
This course examines the functions of a manager in the physical therapy setting. Content includes legal concepts, applicable state and federal statutes, marketing, fiscal resource management, and productivity. Major components are development and presentation of a proposal for expansion of physical therapy clinical services and limited experience as a clinical instructor.

**PHT 6823C - Clinical Internship II** 5  
Prerequisite: PHT 5822C. This 8-week, full-time internship is composed of varied clinical experiences based on patient population type, rather than specific environment. Assignment will correspond to student's area of clinical interest, prior academic and clinical performance, and availability of clinical sites. Actual procedures and sequence of experiences will be determined by the nature of the patients available and the clinical settings contracted by the program. Students will be encouraged to participate in clinical research measures, computer outcome data collection, and selective administrative skills. (A laboratory fee of \$15 assessed.)

**PHT 6824C - Clinical Internship III** 5  
Prerequisite: PHT 6823C. This 8-week, full-time internship is composed of varied clinical experiences based on patient population type, rather than specific environment. Assignment will correspond to student's area of clinical interest, prior academic and clinical performance, and availability of clinical sites. Actual procedures and sequence of experiences will be determined by the nature of the patients available and the clinical settings contracted by the program. Students will be encouraged to participate in clinical research measures, computer outcome data collection, and selective administrative skills.

**PHT 6916 - Projects** v. 1 - 3  
Prerequisite: PHT 5728C. Under the direction of graduate faculty, the student will design, implement, and/or participate in an approved project. May be repeated up to 7 hours.

**PHT 6971 - Masters Thesis** v. 1 - 3  
Prerequisite: HSC 4730 and PHT 5728C. Under the direction of graduate faculty, the student will design and implement an approved research project. May be repeated up to 10 hours.

## School of Nursing

**NGR 5001C - Health Assessment and Diagnostics** 3  
Prerequisites: Admission to the MSN Program or consent of instructor. Pre or Corequisites: NGR 5141 and NGR 5192. Focuses on development of proficiency in assessment and interview skills in obtaining health history and physical examination. Identification of abnormal findings for treatment/referral is emphasized. Use of basic laboratory and diagnostic data to diagnose common uncomplicated health problems and acute illness or injury is included. (A laboratory fee of \$15 assessed.)

**NGR 5052C - Clinical Nurse Specialist I** 3  
Prerequisite: NGR 5001C. The focus of this course is on the development of advanced nursing knowledge in a specialized area of

- practice. This course provides an opportunity for the learner to identify and explore acute and chronic health problems in an area of concentrated study: Adult Health; Child Health; Community Health; Geriatric Health; Mental Health; or Women's Health. The course will involve learners in the identification of the area of concentrated study and the planning, implementation, and evaluation of a personal learning plan for increasing knowledge and skills in this area. Learners will apply their advanced knowledge and skills in the clinical area. (*A laboratory fee of \$15 assessed.*)
- NGR 5110 - Theoretical Framework for Practice** 3  
Prerequisite: Admission to the MSN program. Corequisite: NGR 5810. Critique, evaluate, and utilize a wide range of theories from nursing and other sciences. Emphasis is on the synthesis of theories to develop a conceptual framework for the delivery of advanced nursing care.
- NGR 5141 - Advanced Pathophysiology** 3  
Prerequisite: Admission to MSN program or consent of instructor. Corequisite: NGR 5192. An advanced study of the normal physiologic and pathologic mechanisms of disease over the life span. Clinical application of pathophysiologic disorders will be emphasized.
- NGR 5192 - Pharmacotherapeutics** 3  
Prerequisite: Admission to the MSN program or consent of instructor. Corequisite: NGR 5141. Review commonly prescribed drugs including pharmacokinetics, actions, uses, side effects, contraindications, dosage and routes. Special emphasis will be given to developmental considerations, preparing written prescriptions, safety, cost effectiveness, legal requirements and patient education. Students will be prepared to write protocols for prescriptive privileges following Nurse Practice Act guidelines.
- NGR 5601C - Advanced Nursing Practice I** 3  
Prerequisites: NGR 5001C, NGR 5141 and NGR 5192. Pre or Corequisite: NGR 5110. Introduction to advanced nursing practice of acute, self-limiting, common health problems of culturally diverse clients across the life span. Emphasis is on pathology, assessment, diagnoses, therapeutic modalities and evaluation related to management of selected acute health problems. (*A laboratory fee of \$15 assessed.*)
- NGR 5810 - Nursing Research Methods** 3  
Prerequisite: Admission to the MSN program. Corequisite: NGR 5110. Identification and formulation of nursing practice problems into a research design. Emphasis on application of scientific knowledge to advanced nursing practice. Preparation of a research proposal (thesis option), or completion of a research utilization exercise (non-thesis option).
- NGR 5931 - Special Topics in Nursing** 3  
Post baccalaureate seminar on various topics.
- NGR 6602C - Advanced Nursing Practice II** 3  
Prerequisite: NGR 5601C. Advanced nursing practice in primary health care with focus on knowledge and skills essential for comprehensive health assessment. Analysis of data, formation of diagnoses, development of therapeutic plans and implementation of preventative care, health promotion and maintenance activities for culturally diverse clients across the lifespan. (*A laboratory fee of \$15 assessed.*)
- NGR 6603C - Advanced Nursing Practice III** 6  
Prerequisite: NGR 6602C. Advanced nursing practice of women's health including pre- and postnatal care as well as chronic health problems of culturally diverse male and female clients across the lifespan. Emphasis is on care of the pre- and postnatal client and pathology, assessment, diagnoses, therapeutic modalities and evaluation related to long term management of selected chronic health problems. (*A laboratory fee of \$15 assessed.*)
- NGR 6637C - Clinical Nurse Specialist II** 3  
Prerequisite: NGR 5052C. The focus of this course is on advanced nursing practice in the area of concentration with emphasis on knowledge and skills essential for the design, implementation, and evaluation of educational strategies focused on health promotion and disease prevention. The learner will be involved in health promotion and disease prevention activities for culturally diverse clients. (*A laboratory fee of \$15 assessed.*)
- NGR 6711C - Clinical Nurse Specialist III** 3  
Prerequisite: NGR 6637C. The focus of this course is on implementation of nursing curricula in class and clinical settings. Strategies for effective course planning, organization, delivery and evaluation of teaching-learning process in nursing education settings will be explored. The learner will be involved in teaching in nursing classroom and clinical settings. (*A laboratory fee of \$15 assessed.*)
- NGR 6740 - Advanced Practice Role** 3  
Prerequisite: NGR 6603C or NGR 6711C. The focus of the course is the theoretical basis of the current status of advanced nursing practice. Legal, ethical, cultural, social, political and economic problems related to advanced practice for primary care nurse practitioners and clinical nurse specialists will be examined.
- NGR 6940C - Clinical Nurse Specialist Education Practicum** 4  
Prerequisite: NGR 6711C. Corequisite: NGR 6740. The focus of the course is the integration of assessment, concentrated clinical knowledge and learning theory in a nursing education environment. The capstone for the course will be the implementation and evaluation of the strategies acquired for practice as a nurse educator.
- NGR 6941C - Primary Care Practicum** 4  
Prerequisites: NGR 5601C and NGR 6602C. Prerequisite or corequisite: NGR 6603C and NGR 6740. Under faculty advisement, an independent clinical practicum in primary care is developed to meet individual learning goals. Preparation of learning goals for a selected clinical practice setting with emphasis on case management of a specific client population. Application of knowledge and skills acquired in Advanced Nursing Practice I, II, III in preparation for entrance into practice.
- NGR 6970 - Nursing Project** v. 1 - 3  
Prerequisites: NGR 5001C, NGR 5110, NGR 5141, NGR 5192, NGR 5810. Pre/corequisite: NGR 5601C. Under the direction of faculty, the student will carry out a detailed study of a topic in the field of advanced nursing practice. The student will develop, implement, and/or participate in a designated project. May be repeated for credit. This is a pass/fail course.
- NGR 6971 - Nursing Thesis** v. 1 - 6  
Prerequisites: NGR 5001C, NGR 5110, NGR 5141, NGR 5192, NGR 5810. Pre/corequisite: NGR 5601C. Under the direction of faculty, the student will design and implement a clinical nursing research study. May be repeated for credit. This is a pass/fail course.





# University Programs and Related Activities



**Alumni Services** Opportunities for graduates to remain involved with their alma mater are offered through the Office of Alumni Services, a part of the Division of Institutional Advancement. Alumni Services supports the **UNF Alumni Association**, coordinates Family Weekend and serves as advisor to the Presidential Envoys Student Alumni Association, a volunteer group of students serving UNF as its official ambassadors.

The University of North Florida Alumni Association is a nonprofit organization. Its purpose is to foster, maintain and support a mutually beneficial relationship between alumni and the University. The Board of Directors, comprised of 34 UNF graduates, governs the Association by setting policy, providing guidance for the Association's programs and activities, and represents the interest of alumni to the University. Service on the Board of Directors is open to any interested alumni. The Association hosts many alumni activities throughout the year, including Homecoming, the annual Alumni Recognition Dinner, guest lecturers, and several networking and social events. The organization also develops benefits, programs and services for alumni to enjoy. The Office of Alumni Services, located in portable 855, is open Monday through Friday 8 a.m. to 5 p.m. For information, call (904) 620-4723 or (800) UNF-GRAD. The web address is [www.unf.edu/alumni](http://www.unf.edu/alumni).

**The University of North Florida Foundation Inc.** The University of North Florida Foundation Inc. is a nonprofit, tax-exempt 501 (c) (3) organization established to provide financial support and counsel to the University. Governed by a volunteer board, its membership encompasses leaders from the civic, professional and business communities of Northeast Florida.

Major activities of the 44 board members include developing a program of advisement for the president of the University; creating a bridge between the University and the political, cultural, civic, military and economic communities of the area; assisting the University in securing private funds through programs of annual and planned giving; and holding fiduciary responsibility for management of \$122 million in assets, including an endowment valued at \$55 million.

Standing committees of the Foundation are: 1) the Advancement Committee, with responsibilities for fund raising, donor relations, corporate relations and stewardship; 2) the Finance

Committee, which makes recommendations on financial matters and reviews the annual operating budget and audit; and 3) the Investment Committee, which oversees investment of the Foundation's endowed and non-endowed funds.

**UNF Osprey Club** The UNF Osprey Club functions to support UNF athletics by raising money for capital improvements, operational needs and athletic scholarships. A general organization of business and community leaders who have committed themselves to supporting UNF athletic programs, the Osprey Club's Executive Board advises UNF on matters pertaining to the needs of the greater Jacksonville community, while encouraging support and attendance at UNF athletic events. The Osprey Club operates under the auspices of the UNF Foundation Inc. For information regarding Osprey Club membership, please contact the UNF Athletic Development Office at (904) 620-1068.

**Institute of Police Technology and Management** The Institute of Police Technology and Management (IPTM), created and designed to provide management, traffic and specialized training to municipal, county, state and federal law enforcement officers, has become the largest police training program of its kind in the United States, annually training more than 14,000 officers from throughout the world.

Operating under the University's Training and Service Institute, IPTM is an integral part of UNF and offers most of its training programs in Jacksonville.

The faculty consists of professionals who combine practical law enforcement skills with many years of police training experience and academic backgrounds necessary to effectively train in-service law enforcement officers.

IPTM training programs are specifically directed toward operational, supervisory and command law enforcement personnel. The courses are designed to improve the students' skills and abilities in performing law enforcement tasks while, at the same time, acquainting them with new developments in law enforcement areas.

In addition to courses offered in Jacksonville, the Institute presents training programs throughout North America and abroad. These training programs are usually presented under a contractual arrangement with government agencies.

In 1997, IPTM acquired the Public Safety Institute located in Orlando, Florida. It is a division of IPTM and serves as an additional training facility.

Participants who successfully complete IPTM courses receive certificates to recognize their achievement.

IPTM also serves as a clearinghouse for police microcomputer information. The Institute provides training, technical assistance and customized software to police and highway safety organizations throughout the United States.

The Institute has been designated as one of the three (3) Police Traffic Radar Testing Facilities and one of two (2) Police Traffic Laser Testing Facilities by the U.S. Department of Transportation.

# University Center

**George Androuin, Director**  
620-4222

## University Center

The University Center is a 95,000 square foot conference and academic support facility, one of the largest university-based centers in the country. The University Center offers the latest in technology and equipment; furnishings designed for maximum participant comfort; outstanding food and beverage services; and a friendly, service-oriented staff.

The mission of the University Center is to provide quality meeting facilities and services for conferences, workshops, seminars, meetings and special events. The Center supports the teaching, scholarship, research and community service missions of the University by offering an outstanding conference and meeting environment, and by delivering quality meeting planning services and programs which meet or exceed the expectations of all clients of the Center. The Center enhances the University's overall outreach mission by extending academic resources of the University to promote lifelong learning. Among those academic resources are Continuing Education, Florida Institute of Education, Institute of Government, Institute of Police Technology and Management, and Small Business Development Center.

The University Center is marked by technological sophistication and architectural elegance. It is equipped with state-of-the-art telecommunications capability, computer labs, a case study room, and full audiovisual services. Downlink satellite transmission, videoconferencing and simultaneous translation services are also available.



With easy access from J. Turner Butler Boulevard just off Kernan Boulevard, the University Center offers convenient accessibility to the Jacksonville International Airport, hotels, business centers, beaches, and downtown Jacksonville. Fully accessible, the University Center has ample parking and a convenient passenger drop off at the main lobby entrance.

Approval for use of the University Center means only that the program appears to meet the criteria established for its use and does not imply endorsement of the views that may be expressed during the program.

The University Center reserves the right to ensure that all programs are conducted in a manner consistent with the purpose and policies established for the Center. Any exceptions to the Center use policy must have prior approval of the Director of the University Center. A program may require the sponsorship of a recognized University unit, or have appropriately authorized involvement or participation of members of the University faculty or staff.

# Division of Continuing Education

**Steven J. Borowiec**, Interim Dean 620-4280  
<http://www.ce.unf.edu>

The Division of Continuing Education provides educational opportunities for individuals to gain new skills or begin an exciting new career through non-credit courses.

## **Non-Credit Program: Professional Development Institute**

The non-credit program provides educational services which complement the academic program of the University. A variety of non-credit educational programs (conferences, seminars, workshops, institutes and short courses) are offered throughout the year. Registration is open to all persons who have a desire for knowledge and an interest in the subject matter.

The Division of Continuing Education, through the non-credit program, offers professional development and certificate programs for business and industry, governmental agencies, health organizations and educators. The programs feature experts in their fields and vary in length, depending on the content of the program. Professional assistance is available in planning and developing these and other non-credit programs and in managing conferences and other large meetings.

**Program Topics** The following subject areas are offered throughout the year in a variety of formats, from one-day to semester-length courses. Please call the Division of Continuing Education at (904) 620-4242 and we will send you specific program information and course dates, or visit our web site at [www.ce.unf.edu](http://www.ce.unf.edu).

### **Certificate Programs**

Developing Web-Based Training  
Human Resource Management  
Instructional Systems Design  
Process Mapping  
Project Management  
Supervisory Management and Leadership, Introduction  
Supervisory Management and Leadership, Advanced  
Train-the-Trainer

### **Conferences**

Annual African American Professionals Seminar  
Annual Excellence in Training and Employee Development Awards  
Annual Administrative Professionals Conference  
Hispanic Professionals Seminar & Luncheon  
Women's Conference

### **English Language Program**

Accent Reduction  
Business Spanish  
English Language Program Certificate, Day  
English Language Program-Evening Session  
English Language Program - Half Session  
Japanese Conversation  
Japanese Language and Culture  
Spanish Conversation  
TOEFL Preparation  
TOEFL Test



*The 16th Annual Administrative Professionals Seminar and Luncheon hosted by the UNF Division of Continuing Education. Over 1,000 professionals attended. This is just one of the many educational events the Division of Continuing Education produces.*

### **Health Careers/Medical Education**

Computer Applications/Keyboarding  
CME Credits Required for Florida License Renewal  
Medical Coding Certificate Program  
Medical Secretary Certificate Program Online  
Medical Terminology and Anatomy/Physiology

### **Legal Studies Institute**

Legal Internship  
Computer I & II On-Line  
Criminal Law and Procedure  
Family Law  
Law Office Management On-Line  
Legal Case Analysis  
Legal Concepts and Terminology On-Line  
Legal Nurse Consulting Certificate Online  
Legal Nurse Consulting Correspondence Program  
Legal Research  
Legal Studies Institute - Dual Certification Program  
Legal Studies Institute - Paralegal Certification Program  
Legal Writing  
Litigation  
Professionalism & Ethics  
Rules of Civil Procedure  
Torts  
Wills, Trusts & Estate Administration / On-Line

### **Professional Development**

7 Habits of Highly Effective People  
Advanced Communication Skills  
Business Grammar Refresher  
Business Writing  
Conflict Management/Quality Management Tools  
Dining for Profit  
Effective & Powerful Presentation Skills  
Effective Communication Skills – Curriculum Development  
Effective Time Management  
Effective Presentation Skills  
Employee Handbook Development  
Employee Performance Problem Analysis/Coaching Skills  
Workshop  
Excellence By Design  
Executive Overview of Lean Manufacturing w/Overview of Six Sigma  
Handling Angry and Negative People  
How to Get People to Pay  
Instructional Design Services  
Integrating the Project Mgmt Disciplines and Controlling the Project  
Internal Negotiations and Advanced Interpersonal Communications  
Interviewing Strategies  
Leadership Training  
Listening Skills  
Managing Project Scope, Quality and Requirements  
Memory and Speed Reading: Managing Information Overload  
Motivate & Retain Employees Without Paying Them More Money

Negotiation Skills  
Professional Editing  
Project Management Executive Overview  
Project Leadership, Ethics and Professionalism  
Project Risk Management  
Project Time and Cost Management  
Solving Employee Performance Problems  
Strategic Planning  
Supervisor Boot Camp  
Surviving the Ethical Jungle: Moral Decision-Making in the Workplace  
Taking the Sting Out of Conflict  
Team Building/Strategic Planning  
Telephone Techniques

### **Railroad Institute**

Freight Railroad Conductor Training

### **Test Preparation**

GMAT Preparation  
GRE Preparation  
SAT Preparation  
TOEFL Preparation  
LSAT Preparation

**English Language Program (ELP)** The UNF Division of Continuing Education offers a non-credit intensive English language certificate program for international students, members of the community, visitors and business people. Classes are offered for day and evening students. The curriculum focuses on preparation for academic coursework, TOEFL preparation, computer-assisted learning, as well as English for specific business purposes. Cultural and functional language components assist students in adapting to their new environment. In addition, May Conversation Month offers a four-week session to practice realistic speaking and pronunciation. The twenty-one hour per week program is scheduled on a year-round basis as follows: Summer: June-July; Fall: August-December; Fall half: October-December; Spring: January-April; Spring half: March-April. For more information or to request a brochure, contact the UNF Division of Continuing Education: (904) 620-4281; rharrold@unf.edu.

### **Legal Studies Institute & Health Careers Institute**

UNF Continuing Education has non-credit certificate programs in legal studies — paralegal, legal administrative assistant and legal nurse consulting — and health careers — healthcare management practices, medical coding and medical secretary. Many of the various program courses, and the complete legal nurse consulting program, are offered online.

**Learning Options** UNF Continuing Education offers flexibility for students to study and learn in an educational format that meets the student's needs. There is the traditional in-classroom format. Those programs/courses are held at the University Center and at other locations in northeast Florida. There are distance learning formats. Online programs/courses are offered in insurance, financial planning, computer and legal studies. Non-credit correspondence programs/courses are also offered in legal studies, in cooperation with The Kaplan Colleges, and medical continuing education.

**Customized Training Programs** Most of the courses offered by the Division can be made available on a customized basis for businesses or other organizations. In addition, training programs not normally offered by the Division can be designed to meet the specific requirements of the organization. Call 620-4280 for more information.

### **Conference Services and Special Events**

The Division of Continuing Education's Department of Conference Services and Special Events provides professional management services for businesses, organizations and professional associations. Programs can be held on the UNF campus, at business sites or at appropriate hotel or resort locations. Our services include, but are not limited to:

- Pre-conference planning
- Market/promotional planning
- Web site development
- Logistics Management
- Registration, fee collection and account management
- Site negotiations and arrangements
- On-site management
- Program evaluation and follow-up
- Continuing Education Units (CEU's)

With our assistance, sponsors retain total control of program content and delivery while being relieved of the administrative details. For more information, please call 904-620-4284.

**Continuing Education Units** Individuals participating in certain non-credit programs may be awarded Continuing Education Units (CEU's). The award of CEU's is based primarily on successful completion of the program. The CEU is neither a means of earning traditional course credit nor a way to transfer non-credit experiences toward a college degree. The CEU is a device for recognizing and recording participation in learning programs which are meaningful, enhancing and self-fulfilling. It is also a means to meet the requirements of those organizations and professions which encourage members to continue their education.

**Course Location** Non-Credit programs are held at the University Center and at other locations in northeast Florida.

**Correspondence Courses** The University of Florida's Division of Continuing Education administers all correspondence instruction for Florida's public universities.

College credit, high school credit, and continuing professional education courses are available anytime, anywhere through regular mail and fax (some by e-mail). Independent Study offers more than 150 courses to students who would like a flexible schedule or an opportunity to take extra classes. It is possible to enroll any time during the year.

In 1996, the state revised the General Provisions Rule 64-4.002, at the Bureau of Teacher Certification for the State of Florida. Any teacher in the State of Florida can now use credit correspondence courses, as appropriate, to apply toward the recertification of their teaching license. Moreover, there is no limit to the number of courses that may fulfill the requirements.

The current catalog details enrollment procedures, fees, and course information. Call or write now for your free copy: University of Florida, Department of Independent Study, Division of Continuing Education, Suite D, 2209 NW 13th Street, Gainesville, FL 32609; (352) 392-1711 Ext. 200; or e-mail: [Learn@nervm.nerdc.ufl.edu](mailto:Learn@nervm.nerdc.ufl.edu). Check out their home page: <http://www.doce.ufl.edu/indstudy>.

**Fees** Non-credit programs do not receive state appropriations; therefore, fees to support these programs are charged to participants.



# Appendix A

## University Officers and Graduate Faculty 2005-2006



### Executive Staff

**John A. Delaney, J.D.** (University of Florida) President

**Gerard R. Giordano, Ph.D.** (Ohio State University) Provost and Vice President for Academic Affairs; Professor, Department of Special Education

**Thomas S. Serwatka, Ph.D.** (Kent State University) Special Assistant to the President; Professor, Department of Special Education (Deaf Education)

**Pierre N. Allaire, Ph.D.** (University of Louisville) Vice President for Institutional Advancement

**Mauricio Gonzalez, Ph.D.** (Florida State University) Vice President for Student and International Affairs; Professor (Affiliate Appointment) Department of Counseling and Educational Leadership

**Shari A. Shuman, M.P.A.** (University of North Florida) Vice President for Administration and Finance

**Karen J. Stone, J.D.** (University of Florida) General Counsel

### Deans

**Mark E. Workman, Ph.D.** (University of Pennsylvania) Dean, College of Arts and Sciences, and Professor, Department of English (Literature and Folklore)

**John P. McAllister, Ph.D.** (Pennsylvania State University) CPA, Dean, Coggin College of Business; Professor, Department of Accounting and Finance (Accounting)

**Neal S. Coulter, Ph.D.** (Georgia Institute of Technology) Dean, College of Computing, Engineering, and Construction; Professor, Department of Computer and Information Sciences

**Larry G. Daniel, Ph.D.** (University of New Orleans) Dean, College of Education and Human Services; Professor, Department of Counseling and Educational Leadership (Educational Leadership)

**Pamela S. Chally, Ph.D.** (Georgia State University) R.N., Dean, College of Health; Professor, School of Nursing

**Steven J. Borowiec, M.P.A.** (University of North Florida) Interim Dean, Division of Continuing Education

**Kathleen F. Cohen, M.A.** (University of Florida) M.S.L.S. (Florida State University) Director of Libraries

### Faculty

**Ronald J. Adams, Ph.D.** (University of Georgia) Professor, Department of Management, Marketing and Logistics (Marketing)

**Gregory A. Ahearn, Ph.D.** (Arizona State University) Chair and Professor, Department of Biology

**Parvez Ahmed, Ph.D.** (University of Texas at Arlington) Assistant Professor, Department of Accounting and Finance (Finance)

**Sanjay P. Ahuja, Ph.D.** (University of Louisville) Professor, Department of Computer and Information Sciences

**John F. Alexander, Ph.D.** (University of Florida) PE, Distinguished Professor, Division of Engineering (Electrical Engineering)

**Faiz Al-Rubae, Ph.D.** (New York University/Courant Institute) Associate Professor, Department of Mathematics and Statistics (Mathematics)

**Seth C. Anderson, Ph.D.** (University of North Carolina) CFA, Kathryn Magee Kip Professor of Financial Services, Professor of Finance

**Jose Luis Angeles, Ph.D.** (University of Valencia) Assistant Professor, Department of World Languages (Spanish)

**H. Eugene Baker III, Ph.D.** (University of Florida) Professor and Chair, Department of Management, Marketing and Logistics (Management)

**Mina N. Balamoune-Lutz, Ph.D.** (Northeastern University) Assistant Professor, Department of Economics and Geography

**Marianne B. Barnes, Ph.D.** (University of Texas) Professor, Division of Curriculum and Instruction (Science Education)

**Mary K. Baron, Ph.D.** (University of Illinois) Professor, Department of English (English)

**Thomas L. Barton, Ph.D.** (University of Florida) CPA, Kathryn and Richard Kip Professor of Accounting; Department of Accounting and Finance

**Homer L. Bates, Ph.D.** (University of Illinois) CPA, Professor, Department of Accounting and Finance (Accounting)

**Lisa Bates-Lester, J.D.** (University of Tulsa) Visiting Assistant Professor, Department of Sociology, Anthropology and Criminal Justice (International Law)

**Joel W. Beam, Ed.D.** (University of North Florida) ACT/L, Assistant Professor, Department of Athletic Training and Physical Therapy

**Michele S. Bednarzyk, M.N.** (University of South Carolina)  
**A.R.N.P., B.C.**, Instructor, School of Nursing

**Denis R. Bell, Ph.D.** (University of Warwick) Professor, Department of Mathematics and Statistics (Mathematics)

**Betty J. Bennett, Ph.D.** (Florida State University) Assistant Professor, Department of Counseling and Educational Leadership (Educational Leadership)

**Richard B. Bizot, Ph.D.** (University of Virginia) Professor and Director of Irish Studies, Department of English (English); Distinguished Professor, 1999

**Kathaleen C. Bloom, Ph.D.** (University of Florida) **A.R.N.P., C.N.M.** Associate Professor, School of Nursing

**Yemisi A. Bolumole, Ph.D.** (Cranfield University - England) Assistant Professor, Department of Management, Marketing and Logistics (Logistics)

**Mary O. Borg, Ph.D.** (University of North Carolina at Chapel Hill) Director, Office of Undergraduate Academic Enrichment Program (Enrichment); Professor, Department of Political Science and Public Administration

**Susan Borsky, Ph.D.** (Florida Atlantic University) Assistant Professor, Department of Psychology

**Janet E. Bosnick, Ph.D.** (University of Florida) Associate Professor, Division of Curriculum and Instruction (Mathematics Education)

**Adel N. Boules, Ph.D.** (Michigan State) Associate Professor, Department of Mathematics and Statistics (Mathematics)

**Zella M. Boulware, Ed.D.** (University of Central Florida) Instructor, Division of Curriculum and Instruction (Educational Technology)

**Doria F. Bowers, Ph.D.** (University of Texas - Austin) Assistant Professor, Department of Biology

**Turien A. Bratina, Ph.D.** (Florida State University) Associate Professor, Division of Curriculum and Instruction (Mathematics Education)

**Peter Braza, Ph.D.** (Northwestern University) Associate Dean, College of Arts and Sciences; Associate Professor, Department of Mathematics and Statistics (Mathematics)

**Louise Freshman Brown, M.F.A.** (Syracuse University) Professor, Department of Art and Design (Painting/Drawing)

**Shunda L. Brown, Ph.D.** (University of Virginia) Assistant Professor, Department of Counseling and Educational Leadership (School and Mental Health Counseling)

**Andrew J. Buchwalter, Ph.D.** (Boston University) Associate Professor and Chair, Department of Philosophy

**Bernadette D. Buckley, Ph.D.** (University of Florida) **ATC**, Assistant Professor, Department of Athletic Training and Physical Therapy

**Joseph A. Butler, Ph.D.** (Ohio State University) Professor, Department of Biology

**Daniel J. Callcut, Ph.D.** (Johns Hopkins University) Assistant Professor, Department of Philosophy

**Lynne Carroll, Ph.D.** (University of Pittsburgh) Professor, Department of Counseling and Educational Leadership (Mental Health Counseling)

**Candice Carter, Ph.D.** (University of California, Riverside) Associate Professor, Division of Curriculum and Instruction (Elementary Education)

**Keith Cartwright, Ph.D.** (University of Indiana) Assistant Professor, Department of English (English)

**Dale Casmatta, Jr., Ph.D.** (Ohio University) Assistant Professor, Department of Biology

**Catherine Cavanaugh, Ph.D.** (University of South Florida) Assistant Professor, Division of Curriculum and Instruction (Instructional Technology)

**Terence Cavanaugh, Ph.D.** (University of South Florida) Visiting Assistant Professor, Division of Curriculum and Instruction (Instructional Technology)

**Pamela S. Chally, Ph.D.** (Georgia State University) **R.N.**, Dean, College of Health, Professor, School of Nursing

**Wendy C. Chambers, Ph.D.** (University of Tennessee) Visiting Assistant Professor, Department of Psychology

**Minor H. Chamblin, Ph.D.** (University of Kentucky) Associate Professor and Chair, Department of Psychology (Psychology)

**Richard H. Chant, Ed.D.** (University of Central Florida) Assistant Professor, Division of Curriculum and Instruction (Social Studies Education)

**Youngtae Choi, Ph.D.** (Texas A & M University) Assistant Professor, Department of Management, Marketing and Logistics (Marketing)

**Catherine Christie, Ph.D.** (Florida State University) **R.D.** Assistant Professor and Coordinator for MSH in Nutrition program, Department of Public Health (Nutrition)

**Yap Siong Chua, Ph.D.** (State University of New York — Stony Brook) Professor, Department of Computer and Information Sciences

**Kerry L. Clark, Ph.D.** (University of South Carolina) Associate Professor, Department of Public Health (Epidemiology)

**Dale L. Clifford, Ph.D.** (University of Tennessee) Associate Professor, Chair, and Graduate Coordinator, Department of History

**Charles E. Closmann, Ph.D.** (University of Houston) Assistant Professor, Department of History (European History)

**Sharon C. Cobb, Ph.D.** (University of Florida) Assistant Professor, Department of Economics and Geography (Geography)

**Glenn Coffey, Ph.D.** (University of Tennessee) Assistant Professor, Department of Sociology, Anthropology and Criminal Justice (Criminal Justice)



**B. Jay Coleman, Ph.D.** (Clemson University) Richard deRaismes Kip Professor of Operations Management and Quantitative Methods, Department of Management, Marketing and Logistics (Operations Management and Quantitative Methods)

**Eddie L. Collins, Ph.D.** (University of Florida) Assistant Professor, Department of Sociology, Anthropology and Criminal Justice (Sociology)

**Matthew T. Corrigan, Ph.D.** (University of Florida) Associate Professor, Department of Political Science and Public Administration

**Neal S. Coulter, Ph.D.** (Georgia Institute of Technology) Dean of the College of Computing, Engineering, and Construction; Professor, Department of Computer and Information Sciences

**David T. Courtwright, Ph.D.** (Rice University) Professor, Department of History with joint appointment in the College of Health; Distinguished Professor, 1998

**Daniel Cox, Ph.D.** (University of Texas at Austin) Associate Professor, Division of Engineering (Mechanical Engineering)

**Edwidge Crevecoeur-Bryant, Ed.D.** (Columbia University) Assistant Professor, Division of Curriculum and Instruction (Applied Linguistics)

**John P. Cummings, Ph.D.** (Indiana University) **P.T.**, Chair and Associate Professor, Department of Athletic Training and Physical Therapy (Physical Therapy)

**Larry G. Daniel, Ph.D.** (University of New Orleans) Dean, College of Education and Human Services; Professor, Department of Counseling and Educational Leadership (Educational Leadership)

**Michelle R. DeDeo-Lefkowitz, Ph.D.** (University of California-San Diego) Assistant Professor, Department of Mathematics and Statistics (Mathematics)

**Sharian L. Deering, Ph.D.** (Texas Women's University) Assistant Professor, Department of Special Education

**Rosa DeJorio, Ph.D.** (University of Illinois at Urbana-Champaign) Associate Professor, Department of Sociology, Anthropology and Criminal Justice (Anthropology)

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**John Eisler, Ph.D.** (Emory University) Associate Professor, Department of Psychology (Psychology)

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**Sherif A. Elfayoumy, Ph.D.** (University of Louisville) Assistant Professor, Department of Computer and Information Sciences

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**Gary R. Fane, Ph.D.** (University of Florida) **CPA, CMA**, Professor, Department of Accounting and Finance (Accounting) with a collaborative appointment in the College of Health

**Joan Farrell, Ph.D.** (State University of New York at Buffalo) Professor, Department of Public Health

**Donald D. Farshing, Ph.D.** (Florida State University) Director of the Florida Engineering Education Delivery System (FEEDS); Associate Professor, College of Computing, Engineering, and Construction

**David E. W. Fenner, Ph.D.** (University of Miami) Associate Professor, Department of Philosophy with collaborative appointment in the College of Education and Human Services

**Jennifer A. Fisher, Ph.D.** (City University of New York) Assistant Professor, Department of Philosophy

**Betty M. Flinchum, Ph.D.** (Louisiana State University) Professor, Division of Curriculum and Instruction

**Linda A. Foley, Ph.D.** (University of Florida) Professor, Department of Psychology (Psychology); Distinguished Professor, 1982

**Bruce Fortado, Ph.D.** (Case Western Reserve University) Professor, Department of Management, Marketing and Logistics (Management)

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**Cheryl A. Fountain, Ed.D.** (University of Florida) Executive Director, Florida Institute of Education; Professor, Department of Counseling and Educational Leadership (Educational Leadership)

**J. Michael Francis, Ph.D.** (University of Cambridge-England) Associate Professor, Department of History

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**Cheryl J. Frohlich, Ph.D.** (University of Illinois) Associate Professor, Department of Accounting and Finance (Finance)

**Elizabeth L. Furdell, Ph.D.** (Kent State University) Professor, Department of History; Distinguished Professor, 2002

**D. Christopher Gabbard, Ph.D.** (Stanford University) Assistant Professor, Department of English (English)

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**Betty G. Gilkison, Ed.D.** (University of Oregon) Associate Professor, Department of Public Health

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**Donald R. Haley, Ph.D.** (University of North Carolina at Chapel Hill) Visiting Assistant Professor, Department of Public Health (Health Administration)

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**Paul Halsall, Ph.D.** (Fordham University) Assistant Professor, Department of History

**Nick Harding, Ph.D.** (Columbia University) Visiting Assistant Professor, Department of History

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**Kathleen Hassall, Ph.D.** (Florida State University) Associate Professor and Director of the Writing Center, Department of English (English)

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**Wanda B. Hedrick, Ph.D.** (University of North Carolina - Chapel Hill) Associate Professor, Division of Curriculum and Instruction (Literacy Education)

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**Dennis M. Holt, Ph.D.** (Ohio State University) Professor, Division of Curriculum and Instruction (Music Education)

**Anne H. Hopkins, Ph.D.** (Syracuse University) Professor, Department of Political Science and Public Administration

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**John C. Maraldo, Ph.D.** (University of Munich-Germany) Professor, Department of Philosophy; Distinguished Professor, 1994

**Rebecca A. Marcon, Ph.D.** (Louisiana State University) Professor, Department of Psychology (Psychology)

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**Pamela A. Monteleone, Ph.D.** (State University of New York-Buffalo) Associate Professor, Department of English (English)

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**Cynthia Nyquist-Battie, Ph.D.** (University of California Los Angeles - Irvine) Professor, Department of Public Health

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**Susan M. Perez, Ph.D.** (University of California, Riverside) Assistant Professor, Department of Psychology (Developmental Psychology)

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- Christine E. Rasche, Ph.D.** (Washington University) Associate Professor and Graduate Coordinator for MSCJ, Department of Sociology, Anthropology and Criminal Justice (Criminal Justice/Sociology)
- F. Dan Richard, Ph.D.** (Texas Christian University) Assistant Professor, Department of Psychology
- Phillip S. Riner, Ed.D.** (University of North Carolina-Greensboro) Professor, Division of Curriculum and Instruction (Elementary Education)
- Len Roberson, Ph.D.** (Gallaudet University) Director, Deaf Education Program; Associate Professor, Department of Special Education (Deaf Education)
- Katherine Robinson, Ph.D.** (University of Florida) **R.N., C.C.R.N.**, Associate Professor, School of Nursing
- Judith C. Rodriguez, Ph.D.** (Rutgers University) **R.D.**, Professor, Department of Public Health (Nutrition)
- Robert F. Roggio, Ph.D.** (Auburn University) Professor, Department of Computer and Information Sciences
- Sidney B. Rosenberg, Ph.D.** (Georgia State University) Interim Chair, Department of Accounting and Finance, MAcc Director and Associate Professor, Department of Accounting and Finance (Real Estate) William F. Sheffield Professor of Real Estate
- Anthony M. Rossi, Ph.D.** (Florida State University) Associate Professor and Graduate Coordinator, Department of Biology
- N. Harry Rothschild, Ph.D.** (Brown University) Assistant Professor, Department of History
- Randall J. Russac, Ph.D.** (Arizona State University) Associate Professor and Graduate Coordinator, Department of Psychology (Psychology)
- Ping Sa, Ph.D.** (University of South Carolina) Professor, Department of Mathematics and Statistics (Statistics)
- Otilia L. Salmón, Ph.D.** (University of Florida) Associate Professor, Division of Curriculum and Instruction
- Lowell M. Salter, Ph.D.** (University of Arkansas) Professor, Department of Management, Marketing and Logistics (Marketing)
- A. Coskun Samli, Ph.D.** (Michigan State University) Research Professor, Department of Management Marketing and Logistics (Marketing and International Business)
- Arturo J. Sanchez-Ruiz, Ph.D.** (Rensselaer Polytechnic Institute) Associate Professor, Department of Computer and Information Sciences
- Allan N. Sander, Ph.D.** (Florida State University) Associate Professor, Division of Curriculum and Instruction (Physical Education)
- Daniel L. Schafer, Ph.D.** (University of Minnesota) Professor, Department of History; Distinguished Professor, 1996
- Elinor A. Scheirer, Ph.D.** (Ohio State University) Professor, Division of Curriculum and Instruction (Curriculum Studies, Qualitative Research)
- Oliver Schnusenberg, Ph.D.** (Florida Atlantic University) Assistant Professor, Department of Accounting and Finance (Finance)
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- David Schwam-Baird, Ph.D.** (Tulane University) Assistant Professor, Department of Political Science and Public Administration
- Shira Schwam-Baird, Ph.D.** (Tulane University) Associate Professor, Department of World Languages (French)
- Cynthia G. Scott, Ph.D.** (Southern Illinois University) Associate Professor, Department of Public Health (Rehabilitation Counseling)
- Janice J. Seabrooks, Ph.D.** (Florida State University) Chair, Associate Professor and Graduate Coordinator, Department of Special Education
- Pali Sen, Ph.D.** (Ohio State University) Associate Professor, Department of Mathematics and Statistics (Statistics)
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- Stephen L. Shapiro, Ph.D.** (University of South Carolina) Director, Center for Economic Education; Professor, Department of Economics and Geography (Economics)
- Aaron Sheehan-Dean, Ph.D.** (University of Virginia) Assistant Professor, Department of History
- Roy Singleton Jr. Ed.D.** (University of Florida) Associate Professor, Division of Curriculum and Instruction (Reading and Language Arts Education, Elementary and Secondary Education Curricula)
- William R. Slaughter, Ph.D.** (Purdue University) Chair and Professor, Department of English (English); Distinguished Professor, 1990
- Greg Smersh, Ph.D.** (University of Florida) Visiting Assistant Professor, Department of Accounting and Finance (Real Estate)

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**Jillian Smith, Ph.D.** (Pennsylvania State University) Assistant Professor, Department of English (English)

**Kelly J. Smith, Ph.D.** (Rutgers University) Assistant Professor, Department of Biology

**Michael P. Smith, Ed.D.** (Ball State University) Associate Chair and Associate Professor, Division of Curriculum and Instruction (Art Education)

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**Jingcheng Tong, Ph.D.** (Wayne State University) Professor, Department of Mathematics and Statistics (Mathematics)

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**Susan Vasana, Ph.D.** (Queen's University) Assistant Professor, Division of Engineering (Electrical Engineering)

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**Susan R. Wallace, Ph.D.** (University of North Texas) Associate Professor, Department of Computer and Information Sciences

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**Gabriel J. Ybarra, Ph.D.** (University of Wisconsin - Milwaukee) Assistant Professor, Department of Psychology

**Pamela A. Zeiser, Ph.D.** (Clairmont Graduate University) Associate Professor, Department of Political Science and Public Administration (Political Science)

**Mei-Qin Zhan, Ph.D.** (Indiana University) Associate Professor, Department of Mathematics and Statistics (Mathematics)

**Mei Zhao, Ph.D.** (Virginia Commonwealth) Assistant Professor, Department of Public Health (Health Administration)

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**Lenard C. Bowie, D.M.A.** (Yale University) Professor Emeritus of Music

**John M. Browning, Ph.D.** (University of Georgia) Professor Emeritus of Marketing

**William H. Caldwell, Ph.D.** (Rutgers University) Professor Emeritus of Mathematics

**Henry J. Camp, Ph.D.** (University of Nebraska) Professor Emeritus of Sociology

**Thomas G. Carpenter, Ph.D.** (University of Florida) President Emeritus

**Frederick M. Cole, Ed.D.** (University of Florida) Professor Emeritus of Accounting

**Sally A. Coltrin, Ph.D.** (University of Missouri) Professor Emeritus of Management

**George W. Corrick, Ed.D.** (University of Florida) Associate Professor Emeritus of Education

**James B. Crooks, Ph.D.** (Johns Hopkins University) Professor Emeritus of History; Distinguished Professor, 1992

**Mary Elizabeth D'Zamko, Ed.D.** (University of Florida) Professor Emeritus of Education

**Andrew Farkas, M.L.S.** (University of California — Berkeley) Director Emeritus, University Library; Distinguished Professor, 1991

**Jack S. Funkhouser, M.M.** (Vanderbilt-Peabody) Director Emeritus of Instructional Communications

**Mary L. Grimes, Ph.D.** (University of Florida) Professor Emeritus of Education

**Jerome Hallan, Dr.P.H.** (University of North Carolina) Professor Emeritus of Health Science

**Gary L. Harmon, Ph.D.** (Indiana University) Professor Emeritus of English

**William G. Herrold, Jr., Ed.D.** (Brigham Young University) Professor Emeritus of Curriculum and Instruction

**Jack T. Humphries, Ph.D.** (University of Florida) Professor Emeritus of Physics

**Roy L. Lassiter Jr., Ph.D.** (University of Florida) Vice President Emeritus

**Frank S. McLaughlin, Ph.D.** (University of Florida) Professor Emeritus of Management and Quantitative Methods; Distinguished Professor, 1981

**David G. Moore, Ph.D.** (University of Chicago) Professor Emeritus of Management

**James M. Parrish, Ph.D.** (University of North Carolina-Chapel Hill) Dean Emeritus, College of Business Administration

**Joseph M. Perry, Ph.D.** (Northwestern University) Professor Emeritus of Economics

**Robert C. Pickhardt, D.B.A.** (Indiana University) Professor Emeritus of Management and Quantitative Methods

**William Roach, M.A.** (University of Georgia) Professor Emeritus of Communications

**Samuel E. Russell, Ed.D.** (University of Pennsylvania) Professor Emeritus of Education (deceased)

**Bette J. Soldwedel, Ed.D.** (New York University) Professor Emeritus of Education; Distinguished Professor, 1979 (deceased)

**Ann H. Stoddard, Ed.D.** (University of Georgia) Professor Emeritus of Education

**William H. Tomlinson, Ph.D.** (American University) Professor Emeritus of Management

**Simin B. Vaghefi, Ph.D.** (Michigan State University) Associate Professor Emeritus of Nutrition

**Ellis F. White, Ed.D.** (New York University) Dean Emeritus, College of Education and Human Services

**C. Donald Wiggins, D.B.A.** (Louisiana Tech University) CPA, Professor Emeritus of Finance

**William J. Wilson, Ph.D.** (Texas A&M University) Professor Emeritus of Statistics; Distinguished Professor, 2004

**Gerson Yessin, Mus.D.** (Florida State University) Professor Emeritus and Founding Chair, Department of Music; Distinguished Professor, 1986

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**Dr. Jay S. Huebner**, 1980

**Dr. Frank S. McLaughlin**, 1981

**Dr. Linda A. Foley**, 1982

**Dr. Jay A. Smith Jr.**, 1982

**Dr. Richard de R. Kip**, 1983

**Dr. Leonard J. Lipkin**, 1984

**Dr. Thomas M. Leonard**, 1985

**Dr. Gerson Yessin**, 1986 (retired)

**Dr. Robert J. Drummond**, 1987 (retired)

**Dr. Robert W. Loftin**, 1988 (deceased)

**Dr. Steven K. Paulson**, 1989

**Dr. William R. Slaughter**, 1990

**Mr. Andrew Farkas**, 1991 (retired)

**Dr. James B. Crooks**, 1992 (retired)

**Mr. William A. Brown**, 1993

**Dr. John C. Maraldo**, 1994

**Dr. Jerzy Karylowski**, 1995

**Dr. Daniel L. Schafer**, 1996

**Dr. E. Allen Tilley**, 1997

**Dr. David T. Courtwright**, 1998

**Dr. Richard B. Bizot**, 1999

**Dr. Chudley E. Werch**, 2000

**Ms. Charlotte N. Mabrey**, 2001



Dr. Elizabeth L. Furdell, 2002  
Dr. Kunisi S. Venkatasubban, 2003  
Dr. William J. Wilson, 2004 (retired)  
Dr. B. Jay Coleman, 2005

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Dr. Chudley E. Werch, 1998  
Dr. Christopher T. Leone, 1999  
Dr. Kunisi S. Venkatasubban, 1999  
Mr. Andrew Farkas, 2000  
Dr. Iver Iversen, 2000  
Dr. Jerzy J. Karylowski, 2001  
Dr. A. Coskun Samli, 2001  
Dr. Thomas L. Barton, 2002  
Dr. David T. Courtwright, 2002  
Dr. Linda A. Foley, 2002  
Dr. Jay Coleman, 2003  
Dr. Daniel L. Schafer, 2003  
Dr. Cynthia A. Nyquist-Battie, 2004  
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# Appendix B Policy on Sexual Harassment

## 6C9-4.015 Florida Administrative Code



**1. Policy Statement** It is the policy of the University of North Florida that each member of this community be allowed to work and study in an environment free from any form of sexual harassment as prohibited by state and federal statutes.

### 2. Definition of Sexual Harassment

**A.** For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal (including written and electronic communications) or physical conduct of a sexual nature from any person when:

- (1) Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement, or other employment-related benefits; or
- (2) Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's status in a course, program, or activity; or of academic achievement; or
- (3) Submission to or rejection of such conduct or request by an individual is used as the basis for an employment or academic decision affecting such individuals; or
- (4) Such conduct or request has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive environment for work or learning.

**B.** In determining whether alleged conduct constitutes sexual harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which the alleged conduct occurred.

### 3. Consensual Relationships

**A. Definition:** Consensual relationships that are of concern to the University are those amorous, romantic or sexual relationships in which both parties appear to have consented, but where there is a definite power differential between the two parties. These relationships may result in favoritism or perceptions of favoritism that adversely affect the learning or work environment.

**B. Policy Statement:** Consenting romantic and sexual relationships between **instructor** (meaning all who teach at the University - faculty members, academic staff instructional personnel, and graduate students with teaching or tutorial responsibilities) and **student** (meaning any person studying with the instructor); between **supervisor** (meaning any person in a position of authority over another - to hire and fire, to grant raises or oversee task performance) and **employee**

(meaning any person working for the supervisor); and between **employee and student** (where there is an instructional or an employment relationship between them) may violate University policy and equal opportunity law and should therefore be avoided.

### 4. Educational Programs and Dissemination of Information

#### A. Education:

- (1) Educational efforts are essential to the establishment of a campus environment that is free of sexual harassment. There are at least four (4) goals to be achieved through education: (1) ensuring that all potential victims, and alleged offenders are aware of their rights; (2) notifying individuals of conduct that is proscribed; (3) informing administrators, faculty, staff and students about the proper way to address complaints of violations of this policy; and (4) helping to educate the University community about the problems this policy addresses.
- (2) The Office of Equal Opportunity Programs will develop a series of training sessions for persons who are likely to receive complaints that this policy has been violated, including, but not limited to, residence hall advisors, academic advisors, supervisors, and University and collegiate ombudspersons. Academic departments shall encourage all members, including graduate assistants and other instructional personnel to attend and participate in training sessions.
- (3) The Office of Equal Opportunity Programs will develop a training seminar designed to inform those who violate this policy of the problems they create by their conduct. The course shall be mandated for those in violation and may be an element in the settlement of a complaint.

#### B. Preparation and Dissemination of Information

- (1) The Office of Equal Opportunity Programs is charged with distributing copies of this policy to all current members of the University community. A copy of the Sexual Harassment Policy will be included in student orientation materials, the student handbook and in orientation materials provided to new employees at the time of hire.
- (2) It shall be the responsibility of the Director of Human Resources to disseminate the Sexual Harassment Policy to all new employees of the University. After being furnished with a copy of this policy, each employee shall have the opportunity to discuss and ask questions, shall be apprised of possible discipline for any violation thereof, and shall sign a written statement to that effect which shall be placed in the employee's permanent personnel file. In addition, copies of this policy will be made continuously available at appropriate campus centers and offices.

## 5. Responsibilities

**A.** All members of the University community are responsible for ensuring that their conduct does not sexually harass any other member of the University community. This same responsibility extends to employees of third parties doing business with the University or on University premises and to campus visitors.

**(1) Vendors.** The Director of Purchasing is responsible for disseminating the Sexual Harassment Policy to vendors. Vendors will be apprised of the policy by the contract or purchase order.

**(2) Contractors.**

**(a)** Anyone affiliated with UNF who enters into contract with others not connected with the University is responsible for informing them of the Sexual Harassment Policy.

**(b)** Anyone not otherwise affiliated with UNF, who enters into contract with the University, is responsible for apprising others under his/her purview of the Sexual Harassment Policy. This would include but not be limited to consultants, sub-contractors and employees of said contractor.

**B. Reporting:** The University's policy is to protect all members of the community. The responsibility for reporting incidents of sexual harassment must rest with all members of the University community. Any employee, staff or faculty member, or student who has knowledge of sexual harassment **is strongly encouraged** to report it to the Office of Equal Opportunity Programs. Faculty members may appropriately inform their departmental chair, program director, academic dean, vice president, or any other administrator with comparable supervisory authority over the individual whose conduct may be problematic. Members of the University community with supervisory responsibility who have knowledge of sexual harassment within the areas they oversee **are required** to report it to the Director of the Office of Equal Opportunity Programs and to seek advice on how to resolve the issue at the lowest level possible.

## 6. Disciplinary Actions

**A.** Any member of the University community who is found to have sexually harassed another member will be subject to disciplinary action up to and including dismissal or expulsion. The nature of the discipline shall be guided by the seriousness of the offense. Students against whom complaints of sexual harassment are brought will be referred to the Vice President for Student Affairs for appropriate judicial review in accordance with the Student Conduct Code after initial investigation by the Office of Equal Opportunity Programs.

**B.** Any member of the University community in a supervisory capacity who has knowledge by direct observation or by receipt of a complaint of sexual harassment involving any of those members he or she supervises, or over whom he or she has managerial authority, and who does not take appropriate corrective action or report the matter directly to the Director of the Office of Equal Opportunity Programs shall be subject to discipline up to and including dismissal or expulsion. The nature of the discipline shall be guided by the seriousness of the offense.

**C.** Any vendor or nonemployee contractor who is found to have sexually harassed a member of the University community shall be subject to action, up to and including revocation of the contract. The nature of the sanctions imposed shall be guided by the seriousness of the offense.

**D.** Although the ability of the University to discipline a nonemployee or visitor harasser (e.g., library patron, or other guest) is limited by the degree of control, if any, the University has over the alleged harasser, any member of the University community who has been subjected to sexual harassment should file a complaint and be assured that action will be taken to the extent available (e.g., a visitor may be escorted off the premises).

## 7. Procedures for Filing a Complaint

**Introduction:** Personal interactions between involved parties may resolve many perceived instances of harassment. Whether or not such interactions take place is at the discretion of the individual who believes he/she is being or has been harassed. When such interactions, if undertaken, do not resolve an issue to the satisfaction of the person who believes he/she is being or has been harassed, the procedures outlined below are available. The Office of Equal Opportunity Programs is available to offer suggestions to a complainant on how to directly advise the alleged offender to cease the harassment, or with the permission of the complainant, talk directly to the alleged offender.

**A.** The President has delegated to the Director of the Office of Equal Opportunity Programs (hereinafter the "Director") the authority and responsibility to receive, investigate and conciliate complaints of sexual harassment, and to make recommendations to the Vice President under whose administrative authority the alleged offender falls (hereinafter referred to as the appropriate Vice President).

**B.** Any member of the University community who believes that he/she is a victim of sexual harassment may seek guidance and counseling by requesting an interview with the Director. The complainant will be advised of the options available through University procedures, through the collective bargaining agreement, through the Florida Commission on Human Relations, through the federal Equal Employment Opportunity Commission, and any other avenues for relief that may currently exist. The Director will also provide the opportunity to resolve the complaint without invoking the formal investigatory procedures set forth below. Any discussions at this level will be handled with utmost discretion.

**C.** The specific role of the Director is to determine the position of each party, to ascertain in what respect and on what issues each party may be prepared to make an adjustment, and to assess the possibilities of resolving the matter amicably through mediation, conciliation, and persuasion. The Director shall attempt to effect a satisfactory settlement of the matter within thirty (30) business days of receipt of the complaint.

**D.** If the complaint cannot be resolved through the procedures set forth above, or if the complainant wishes to bypass these procedures, then a written complaint of sexual harassment

must be filed with the Director. Under the normal operation of this policy, no formal action, including investigation, may be undertaken unless and until a written complaint is filed; however, if the allegations presented are of such a serious or egregious nature so as to threaten the safety, health or welfare of a member of the University community or of the institution, the University is not limited in any way from initiating its own investigation and taking appropriate action, including disciplinary action, in the absence of a written complaint.

**E.** After receiving the signed written complaint, the Director shall:

- (1) Review the complaint and determine if supplemental information is needed.
- (2) Notify the alleged offender of the complaint, of the allegations contained therein and provide an opportunity for response thereto. At all points of the procedure, the complainant and the alleged offender shall be kept informed.
- (3) Conduct a full and complete investigation of the complaint.
- (4) File with the complainant and the alleged offender a written report detailing the findings of the investigation and a recommendation of appropriate action. If the Director determines that the complaint is without merit, the Director shall render a written decision dismissing the complaint. If the Director concludes that sexual harassment has occurred, the Director's report and recommendation shall be submitted to the appropriate Vice President for disciplinary action.

**F.** If, after reviewing the Director's report and recommendation, the appropriate Vice President determines that disciplinary action is warranted, the complainant and the alleged offender will be given written notice of the proposed disciplinary action and the reasons therefor. The written notice will also advise the alleged offender that he/she has the right to seek review of the findings of the Director pursuant to the procedures set forth below.

**G.** Any student who feels that he/she has been the victim of sexual harassment by an instructor is strongly encouraged to report the matter immediately to the Director. Depending upon the nature and circumstances of the complaint, the Director may agree to delay an investigation until the completion of the academic term during which the alleged harassment occurred. In these circumstances, the student shall sign a statement confirming his/her request for a delay in the investigation of the complaint for a specified period.

## **8. Procedures for Review**

**A.** Either party (complainant or alleged offender) may seek review of the findings of the Director by filing a request for review with the Office of the Executive Assistant to the President within ten (10) business days of receipt of the Director's written report. The request shall specify a preference for a direct review by the President or his designee, or review by a hearing panel. The request shall include a copy of the Director's report which is the basis of the review. A panel shall hear the matter unless **both** parties agree to review by the President or designee. Grounds for review shall include: (1) insufficient evidence to support the decision of the Director; or (2) severity of sanction unreasonably disproportionate to

offense; or (3) procedural irregularity that undermined a party's ability to present a claim or defense.

**B.** If direct review by the President or designee is selected, the review process shall be completed by the President or a designee within twenty (20) business days of receipt of a request. The President or designee shall review the Director's written report and documentary evidence submitted by the parties in support of their claims. Direct review by the President or designee shall not include the taking of live testimony. The decision of the President or designee shall be submitted in writing to the parties and shall be final in the internal complaint procedure.

**C. Hearing Panel:** For the purposes of implementing this Policy, the President shall appoint a five (5) member panel, pursuant to Article VI, Section 1 of the University of North Florida Constitution, to serve as the Hearing Panel to review decisions of the Director as provided herein. The Hearing Panel shall consist of male and female representation, and in the case of a student complaint, the panel shall include at least two (2) students. The President shall appoint one member to act as chair. All notices required herein to be filed with the Hearing Panel shall be deemed filed when submitted to the Office of the President.

## **D. Hearing Procedures.**

(1) The party seeking review (hereinafter the "petitioner") and the opposing party (hereinafter the "respondent") shall be provided with at least ten (10) business days written notice of hearing and the respondent shall be provided with written notice of the charge(s) against him/her in sufficient detail to enable the preparation of a response to the complaint. The hearing shall be held no later than twenty (20) business days after notification.

(2) All hearings, deliberations and results of hearing under this policy will be tape recorded and confidentiality will be maintained to the extent permissible under University procedures and applicable federal and state law.

(3) The chair shall convene the committee, preside over the hearing, and draft the finding.

(4) All relevant and material evidence, oral or written, may be received. Hearsay evidence shall be accorded such weight as the circumstances warrant. A party is entitled to present his/her case by oral and documentary evidence, and to submit rebuttal evidence.

(5) A written catalog of evidence, and witnesses to be presented, shall be provided by each party to the Panel no less than five (5) business days prior to the scheduled hearing. Each party is entitled to inspect the other's catalog of witnesses and evidence provided to the Panel.

(6) Findings of the Panel must be supported by competent substantial evidence of a reliable and probative character. This standard requires evidence of such probative value as reasonably prudent and responsible persons are accustomed to rely on when making decisions on important matters.

(7) Each party may be aided in the presentation of his/her case by a representative. The role of that person shall be to confer with a party at any point; however, the representative may not question or cross-examine witnesses or address members of

the Hearing Panel or take an active role in the hearing. The representative's name and relationship must be filed, in writing, with the panel at least three (3) business days in advance of the hearing.

**(8) Order of hearing:** The order of proof at the hearing shall be the petitioner's case, the case/defense of the respondent, and rebuttal, if any, by the petitioner.

**(9) Evidentiary procedures:**

**(a)** Both sides will have the opportunity to make a brief opening statement outlining their position in the order indicated in Section (D)(8). They will have the opportunity to present their evidence by calling witnesses and offering documents. The opposing side will have the opportunity to cross-examine each witness (including the opposing party). Members of the Panel shall have the right to question the parties and witnesses.

**(b)** Either party, or the Panel on its own behalf, may introduce the report of the Director into the record.

**(c)** Following the close of evidence, the parties shall have the opportunity to present a brief final argument, which shall be heard in the same order as the order of proof.

**(10)** The standard of proof will be that, based upon a preponderance of the evidence presented, it is reasonable to believe or reject the stated complaint.

**(11)** Based upon the evidence heard, the Panel shall discuss and deliberate at the hearing, outside of the presence of the parties. A decision will be based upon a majority vote of the Panel. A written decision will be entered within five (5) business days following the hearing. It shall be forwarded to the President or designee for final acceptance and action. The decision shall include the Panel's findings of fact, conclusions and recommendation. A copy of the Panel's decision shall also be forwarded to both parties involved in the complaint. Unless the President or designee issues a written decision to the contrary within ten (10) business days of the date of the decision, the Panel's recommended decision will be deemed final.

**E.** Once the Panel's decision becomes final, copies of the decision shall be forwarded to the appropriate party's immediate supervisor, the appropriate Vice President, and the Director. The immediate supervisor of a party found to be in violation may provide a reasonable resolution to the complaint (e.g., that a student be allowed to change sections, that the employee report to a different supervisor) and may also recommend or take disciplinary action against him/her. Disciplinary action shall be taken in accordance with the rules and regulations affecting the status or class of the person affected and the terms of any applicable collective bargaining agreement.

**F.** If a finding of sexual harassment is made against an employee of the University, a record of the complete findings will be placed in the employee's official evaluation file. If no finding of sexual harassment is made, the findings (or absence thereof) will not be placed in the employee's official evaluation file, unless the employee requests, in writing, that the information be placed in the official evaluation file.

## **9. Time Limitation for Receipt of Complaints, Investigation, and Disposition; Election of Remedies**

**A.** Any written complaint filed under this section must be filed with the Director within three hundred (300) calendar days after the alleged occurrence of the harassment incident.

**B.** The filing of a complaint under this policy shall not affect a complainant's right to file a timely charge of discrimination pursuant to an appropriate federal or state statute, including the filing of a timely charge with the Florida Commission on Human Relations or the Equal Employment Opportunity Commission.

**C.** The doctrine of election of remedies shall apply to complaints filed pursuant to internal processes of the University. Should a complainant elect to pursue an alternative remedy available to him/her through the filing of a grievance pursuant to a bargaining agreement, the University's Support Personnel System rules, the Student Conduct Code, or any other internal University process established to receive, investigate and conciliate complaints, the filing of any such grievance or complaint shall operate as a waiver of the complainant's right to file a complaint and avail himself/herself of the procedures available under this policy, except that the Office of Equal Opportunity Programs shall conduct all initial investigations of sexual harassment, and will thereafter refer the matter to the appropriate authority.

## **10. Confidentiality and Protection of Parties**

### **A. Confidentiality:**

**(1)** Any allegation of sexual harassment brought to the attention of the Office of Equal Opportunity Programs will be promptly investigated in a confidential manner so as to protect the privacy of all persons involved. Confidentiality will be maintained to the extent practical and appropriate under the circumstances, and to the extent permitted by law.

**(2)** In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it was damaged by any proceedings.

**(3)** All individuals involved in the review and disposition of a sexual harassment complaint shall respect and uphold its confidential nature.

**B. False Charges:** A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to University discipline, up to and including termination or expulsion. The nature of the discipline shall be guided by the seriousness of the offense.

### **C. Retaliation:**

**(1)** Threats, other forms of intimidation, and retaliation against a complainant or any other party involved in implementing the University's Sexual Harassment Policy are violations hereof, and may be grounds for disciplinary action.

**(2)** Complainants who feel that they have been retaliated against for exercising their rights under this Sexual Harassment Policy shall have the right to file a retaliation complaint with the Office of Equal Opportunity Programs.

**(3)** Retaliation complaints shall be handled in the same manner and utilizing the same procedures set forth in Section 7 above.

# Appendix C

## Security Policies and Crime Statistics

**The Department of Police and Public Safety** is located in the Police Building (41), on the campus of the University of North Florida. The Police Department provides continuous security and law enforcement for the University community. Twenty-four hour patrol and dispatch services are provided with access to municipal emergency services. University police officers are sworn law enforcement officers of the State of Florida. Territorial jurisdiction consists of any property or facility which is under the guidance, supervision, regulation, or control of the University of North Florida. Arrests may be made off campus when pursuit originates on campus.

General services provided by the Police Department include vehicle patrol, bicycle and foot patrol, investigation of all criminal offenses, traffic enforcement, traffic crash investigation, special events management and crime prevention programs.

The Police Department has an excellent working relationship with all local law enforcement agencies assuring the delivery of professional police services. The Florida Department of Law Enforcement and other State agencies are available to assist upon request. Communication and coordination with all area law enforcement agencies are maintained on a 24-hour basis via computer networks, such as the Florida Crime Information Center and the National Crime Information Center.

**Procedures to Report Criminal Acts or Emergencies on Campus** Any emergency situation involving a threat to life or property should be immediately reported to the Police Department. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. Emergency police, fire or medical assistance can be obtained by dialing “9-1-1” from any telephone on campus. When dialing **9-1-1** from a pay telephone, no coin is required. All non-emergency business can be conducted by dialing 620-2800.

**Off-Campus Police Emergency Phone Number in Duval County Dial 9-1-1**

**Emergency Blue Light Phones** are located throughout campus and are equipped with automatic location indicators. To use, merely press the red button on the phone.



**Security of Campus Facilities/Residence Halls** The University of North Florida is a public institution and, with the exception of residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the University is officially closed, University buildings are generally locked and only faculty, staff, and some students with proper identification are admitted. Officers provide regular patrol of University buildings as well as parking lots. Individuals who interfere with the orderly functioning of University business may be escorted from campus grounds and subject to arrest.

The Department of Residence Life provides information for an effective residence hall security system program. Students are encouraged to adhere to this security program in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision, and University Police assistance. Although the campus-wide security system makes every effort to increase campus security, the best security system is one in which every member of the community takes personal responsibility for self-protection and the protection of their property. Officers patrol the areas around the residence halls and are readily available to assist on a 24-hour basis.

The Physical Plant Division maintains University buildings and grounds with a concern for the safety and security of all persons and property. Regular inspections and prompt repairs ensure that appropriate safety and security levels are maintained. Police officers assist Physical Plant personnel, reporting potential safety and security hazards, conducting campus lighting surveys, and reporting outages.

**Emergency Notification Service** UNF has established an Emergency Notification Service to inform all members of the University community of serious crimes, such as murder, rape/sexual assault, robbery and aggravated assault, which occur on campus. This service is activated by the Police Department through the media of the University as soon as these incidents are reported.

**Crime Prevention Responsibilities/Programs** The Department of Police and Public Safety encourages all students, faculty, and staff to be involved in campus crime prevention. The University of North Florida's crime prevention programs range from crime prevention presentations to on-sight inspections.

University Police participate in more than 20 crime prevention presentations throughout the University community. Crime prevention brochures, posters, and handouts are utilized in an effort to make all members of the campus community aware of the potential for crime. The media is also used as a means for presenting information to the various constituents served by the Police Department. The student newspaper carries crime prevention tips and other noteworthy news items about crime.

The University Police are available to provide custom-tailored crime prevention programming as needed to address specific on-going problems.

**UNF's Drug Free Schools and Community Program** UNF is committed to providing an orderly and safe environment for all students, faculty, and staff. The University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises. Any violation of the preceding may be cause for disciplinary action and referral for criminal prosecution. (Please refer to the UNF Drug and Alcohol Education Policy brochure and the UNF Student Handbook.)

The use of alcoholic beverages by members of the University community is subject to the Alcohol Beverage Laws of the State of Florida and UNF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to a person under

21 years-of-age or to consume said beverages on licensed premises. It is also unlawful for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or deliver any alcoholic beverage to a person under 21 years-of-age. A violation of the preceding may be cause for disciplinary action and criminal prosecution.

**Weapons** Florida State Statutes 790.06(12) and 790.115 forbid any person from carrying a firearm on a university campus. Firearms **are not** permitted on the UNF campus.

**The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act"** (Formerly known as the Campus Security Act of 1990) Requires all postsecondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security. Campus crime or security policy information may be obtained by contacting the Department of Police and Public Safety.

**Crime Statistics** The Police Department submits semi-annual Uniform Crime Report data to the Florida Department of Law Enforcement. They also regularly disseminate information concerning the incidence of crime through on-campus media. The data is ultimately published by the FBI in the Uniform Crime Report. The following chart reflects the number of crimes reported for selected offenses as required by Federal law. Definitions of the selected offenses are available by contacting the Police Department. These definitions are also available on the internet at <http://www.unf.edu/dept/upd>

Other information about crime may be obtained from the Department of Police and Public Safety.

**Sexual Offender/Predator Information** A data base of sexual offenders/predators is maintained by the Florida Department of Law Enforcement (FDLE). The address is: FDLE, Sexual Offender/Predator Unit, PO Box 1489, Tallahassee, FL 32302-1489, phone: (toll free) 1-888- FL-PREDATOR (357-7332). You can access the sexual offender/predator data base at: [http://www3.fdle.state.fl.us/sexual\\_predators/](http://www3.fdle.state.fl.us/sexual_predators/)

## Crimes Reported by UNF Police Department

Reported in accordance with Uniform Crime Reporting Program  
and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Offense Type (includes attempts)	Total Crimes Reported UNF Campus Buildings or Property - Other Housing/Residence Hall - Res						Non-Campus Building or Property: Any building owned/controlled by the University or student organizations, in direct support of institution for educational purposes.				Public Property: All public property including thoroughfares, streets, sidewalks, and parking facilities adjacent to and accessible from the campus.				Total Uniform Crimes Reported			
	2002		2003		2004		2002		2003		2004		2002		2003		2004	
	Other	Res	Other	Res	Other	Res	Other	Res	Other	Res	Other	Res	Other	Res	Other	Res	Other	Res
Murder/Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex/Rape	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	2	1	0
Non-Forcible Sex/Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Aggravated Assault	1	0	1	0	1	2	0	0	0	0	0	0	0	0	0	1	1	3
Burglary	4	13	7	17	8	10	0	0	0	0	0	0	0	0	17	24	18	0
Arson	1	1	0	1	0	0	0	0	0	0	0	0	0	0	2	1	0	0
Motor Vehicle Theft	2	0	1	1	1	3	0	0	0	0	0	0	0	2	2	4	0	0
Hate Crimes (by prejudices)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### Number of Arrests/Referrals - Selected Offenses

Liquor Law Violations:															
Arrest	4	5	2	9	3	22	0	0	0	0	0	0	9	11	25
Referral	3	22	0	53	0	104	0	0	0	0	0	0	25	53	104
Drug Law Violations:															
Arrest	2	13	3	13	7	22	0	0	0	0	0	0	15	16	29
Referral	1	6	0	18	0	14	0	0	0	0	0	0	7	18	14
Weapons Law Violations:															
Arrest	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0
Referral	0	2	0	0	0	1	0	0	0	0	0	0	2	0	1



## Crimes Reported to University Officials or Other Law Enforcement Agencies

This chart includes offenses/incidents that were reported to local law enforcement (other than the University Police) and to any official of the University who has significant responsibilities for student and campus activities. **Incidents not reported to a law enforcement agency are not verified.**  
Some of these incident numbers could be duplicated and/or be a civil offense and not criminal in nature.

Offense Type (includes attempts)	Total Crimes Reported UNF Campus						Non-Campus Building or Property: Any building owned/controlled by the University or student organizations, in direct support of institution for educational purposes.				Public Property: All public property including thoroughfares, streets, sidewalks, and parking facilities adjacent to and accessible from the campus.				Total Uniform Crimes Reported			
	2002		2003		2004		2002	2003	2004	2002	2003	2004	2002	2003	2004	2002	2003	2004
	Other	Res	Other	Res	Other	Res												
Murder/Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex/Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex/Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Hate Crimes (by prejudices)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### Number of Arrests/Referrals - Selected Offenses

Liquor Law Violations:																		
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	69	0	0	0	0	0	0	0	0	0	0	0	0	69	0	0	0
Drug Law Violations:																		
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	9	0	0	0	0	0	0	0	0	0	0	0	0	9	0	0	0
Weapons Law Violations:																		
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Appendix D

## Alphabetical Course Listing

Prefix Number	Title	Page			
ACG 5005	Basic Accounting	98	BUL 6904	Directed Individual Studies in Business Law	99
ACG 6305	Management Accounting	98	CAP 5605	Introduction to Artificial Intelligence	110
ACG 6309	Advanced Managerial Accounting Theory	98	CAP 5661C	Introduction to AI Robotics	110
ACG 6405	Advanced Accounting Information Systems	98	CAP 5715	Computer Graphics	110
ACG 6505	Not-For-Profit Accounting	98	CAP 5771	Data Mining	110
ACG 6645	Auditing Theory	98	CAP 5805	Discrete Systems Modeling and Simulation	110
ACG 6805	Advanced Accounting Theory	98	CAP 6100	Interface Design and Implementation	110
ACG 6905	Advanced Studies in Accounting	98	CAP 6400	Graphics Image Recognition & Manipulation	110
ACG 6936	Special Topics in Accounting	98	CAP 6671	Intelligent Systems	110
ACG 6957	Study Abroad in Accounting	98	CCJ 5050	Pro-Seminar in Deviance, Criminology and Criminal Justice	74
AMH 5116	Early America	76	CCJ 5346	Crisis Intervention and Collective Behavior	74
AMH 5137	American Revolution/Constitution	76	CCJ 5456	Criminal Justice Administration Theory and Practice	74
AMH 5159	Age of Jefferson and Jackson	76	CCJ 5475	Criminal Justice Planning & Evaluation	74
AMH 5176	Civil War/Reconstruction	76	CCJ 5477	Information Systems in Criminal Justice	75
AMH 5207	The U.S. Since World War I	76	CCJ 5635	Comparative Criminal Justice Systems	75
AMH 5229	Gilded Age/Progressive Era, 1877-1917	76	CCJ 5665	Victimology	75
AMH 5235	U.S. in the 1920s	76	CCJ 5668	Elite Crime	75
AMH 5395	Mark Twain's America	76	CCJ 5930	Issues in Modern Criminal Justice	75
AMH 5405	History of the New South	76	CCJ 5934	Special Topics in Criminal Justice	75
AMH 5424	Florida History	76	CCJ 6059	Advanced Criminological Theory	75
AMH 5429	Local History	76	CCJ 6605	Deviance Processes and Social Control	75
AMH 5446	The Frontier in American History	76	CCJ 6705	Advanced Methods of Criminological Research	75
AMH 5515	U.S. in World Affairs	76	CCJ 6706	Quantitative Research Methods	75
AMH 5675	Atlantic Slave Trade	76	CCJ 6709	Qualitative Research Methods	75
AMH 5677	The Civil Rights Movement	76	CCJ 6906	Directed Independent Study	75
AMH 5934	Selected Topics: US History	76	CCJ 6944	Graduate Supervised Teaching Experience in Criminal Justice	75
AMH 6256	Era of World War II	76	CCJ 6946	Graduate Practicum in Criminal Justice	75
AMH 6935	Directed Reading in American History	76	CCJ 6974	Thesis/Demonstration Project	75
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ASH 5447	Japan After 1868	77	CDA 6011	Web Engineering	111
ASH 5935	Special Topics: Asian History	77	CDA 6506	Network Architecture & Client/Server Computing	111
ASH 6935	Directed Reading in Asian History	77	CEN 5515	Computer Communications	111
ASH 6936	Seminar in Asian History	77	CEN 6016	Engineering of Software I	111
BCH 5025C	Biochemistry	74	CEN 6017	Engineering of Software II	111
BCN 6595	Environmental Issues in Land Development and Construction	110	CEN 6070	Software Quality Assurance and Testing	111
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CIS	6900	Directed Individual Study	112	EDA	7194	Educational Leadership V	135
CIS	6910	Project	112	EDA	7262	Educational Leadership III	135
CIS	6930	Special Topics in Computer and Information Sciences	112	EDA	7400	Research in Educational Leadership: Quantitative Methodologies	135
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CJC	5420	Counseling Applications in Criminal Justice	75	EDA	7905	Individual Study and Research	135
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CLP	6445C	Individual Personality Testing	84	EDE	6910	Directed Individual Study and Research	135
CLP	6459	Principles of Sex Therapy	84	EDE	6940	Professional Laboratory Experiences	136
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COP	5615	Operating Systems	112	EDF	6114	Growth and Development of the Learner	131
COP	5625	Construction of Language Translators	112	EDF	6211	Advanced Educational Psychology	132
COP	5716	Data Modeling and Performance	112	EDF	6442	Assessment in the Curriculum	132
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COT	5561	Applied Graph Theory	112	EDF	7545	Philosophy of Education	135
CRW	6025	Special Topics in Creative Writing	79	EDF	7635	Cultural and Social Foundations of Education	135
CRW	6130	Fiction Workshop	79	EDG	5935	Seminar: Studies in Education	132
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ECO	6930	Special Topics in Economics	99	EDG	6735	Cultural Learning Styles of Minority Students	132
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EDA	6302	Lifelong Learning and Professional Development	134	EED	6235	Curriculum for Students with Emotional Handicaps	137
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EHD	6241	Language Instruction for the Deaf or Hard of Hearing	139	EUH	5578	Imperial Russia	78
EHD	6242	Teaching Speech to the Hearing Impaired Child	139	EUH	5579	Russia Since 1905	78
EHD	6281	Teaching Speech Practicum	139	EUH	5685	Hitler and Stalin	78
EHD	6343	Reading Instruction for the Deaf or Hard of Hearing	139	EUH	5934	Selected Topics: European History	78
EHD	6361	Math/Science/Social Studies Instruction for the Deaf	139	EUH	6935	Directed Reading in European History	78
EHD	6405	Interpreter Training	139	EUH	6936	Seminar in European History	78
ELD	6015	Foundations of Learning Disabilities	139	EVT	6906	Independent Study and Research	139
ELD	6141	Advanced Literacy Strategies: Learning Disabilities	139	EXP	6506	Learning and Cognition	84
ELD	6236	Curriculum and Programming for the Learning Disabled	139	FIN	5405	Essentials of Managerial Finance	100
EME	5403	Technology in Education	133	FIN	6314	Banking and Financial Administration	100
EME	6405	Educational Web Design	133	FIN	6406	Advanced Financial Management	100
EME	6409	Telecommunications in Education	133	FIN	6516	Investments	100
EME	6418	Educational Multimedia	133	FIN	6565	Student Managed Investment Fund I	100
EME	6441	Technologies for Special Populations	133	FIN	6566	Student Managed Investment Fund II	100
EME	6601	Instructional Design and Applications	133	FIN	6605	International Finance	100
EME	6628	Educational Technology Systems	133	FIN	6608	Financing International Trade	100
EME	7415	Educational Design for Digital Media	133	FIN	6906	Special Work in Finance	100
EMR	6012	Foundations of Mental Retardation	139	FIN	6936	Special Topics in Finance	100
				FIN	6957	Study Abroad in Finance	100
				FOL	5930	Topics in Foreign Language	87
				GEB	6125	Advanced Small Business Consulting	100
				GEB	6957	Study Abroad in Business	100
				GEO	6506	Economic Geography & Geographic Information Systems	100
				GEO	6906	Directed Individual Studies in Economic Geography	100
				GEO	6936	Special Topics in Economic Geography	100
				HIS	5302	History in Photography and Film	78
				HIS	5325	Eastern Europe	78
				HIS	5496	History of Medicine and Disease	78
				HIS	5934	Special Topics in History	78
				HIS	6905	Directed Independent Study	78
				HIS	6935	Special Topics in History	78
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HSA 6197	Health Systems Analysis	151	LAH 5715	Inter-American Relations	78
HSA 6198	Health Information Technology	151	LAH 5775	Spiritual Conquest of Latin America	78
HSA 6225	Long-Term Care Administration	151	LAH 5934	Selected Topics: Latin American History	78
HSA 6427	Health Law	151	LAH 5955	Latin America Abroad	78
HSA 6435	Health Economics	151	LAH 6935	Directed Reading in Latin American History	78
HSA 6757	Research Methods for Health Administrators	151	LIN 5743	ESOL Applied Linguistics	79
HSA 6758	Quality Management in Health Care	152	LIT 5934	Topics in Literature	79
HSA 6815	Practicum: Executive Skill Development	152	LIT 6017	Studies in Fiction	79
HSA 6905	Health Policy	152	LIT 6037	Studies in Poetry	79
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HSC 6155	Cross-Cultural Counseling in Addictive Behaviors	152	LIT 6941	Practicum: Teaching Literature	79
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HSC 6175	Mental and Emotional Health Education	152	MAA 6938	Topics in Applied Analysis	79
HSC 6215	Environmental Health and Safety	152	MAD 6405	Numerical Analysis	80
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HSC 6512	Applied Health Statistics	152	MAE 6336	Special Methods in Teaching Mathematics	137
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Applications cannot be processed until all pertinent admissions documentation is received. A completed application, application fee, and appropriate transcripts and test scores must be submitted. Please refer to the UNF website at [www.unf.edu](http://www.unf.edu) for a list of required documentation. **COMPLETE EACH ITEM. Incomplete forms will not be processed. Type or print in black ink. ATTACH \$30 CHECK OR MONEY ORDER.**

1. U.S. Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name \_\_\_\_\_ Jr., III, etc.  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

2. For which term, in which year, do you now seek admission?  
 August, \_\_\_\_\_  January, \_\_\_\_\_  May, \_\_\_\_\_  June, \_\_\_\_\_

3. If any of your transcripts, test scores, etc. might arrive under any name(s) other than those listed above, enter here: \_\_\_\_\_

4. Status: (Check box)  
 New Student (Attach \$30 nonrefundable application fee if you *intend to seek a degree*)  
 Current or former UNF degree seeking student (No fee required)

5. Major: \_\_\_\_\_

6A. Application is for Undergraduate enrollment as: (Check box)  
 First time in college **Freshman**  **One-term** enrollment only for transfer credit (Transient)  
 Undergraduate **Transfer**  **Senior Citizen**  Other: \_\_\_\_\_

6B. Application is for Graduate or Postbaccalaureate enrollment as: (Check box)  
 Graduate Student  Doctoral Student (Educational Leadership)  
 Postbaccalaureate Student for graduate prerequisites  **Second Bachelors Degree**  
 Teacher Certification:  First *Florida* Certification  Recertification

7. Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

8. Nation of Citizenship: \_\_\_\_\_

9.  Female  Male

10. Race/Ethnicity (please check one) UNF is a recipient of federal dollars and is required by the federal government to solicit certain demographic information to meet federal reporting requirements. Applicants are requested to provide this information voluntarily. This information will not be utilized in a discriminatory manner.  
 White (Not of Hispanic origin)  Asian or Pacific Islander  
 Black (Not of Hispanic origin)  Hispanic  
 American Indian or Native Alaskan

13. If English is not your native language, how many years have you spoken or studied English? \_\_\_\_\_

14. If you would like the appropriate campus organization notified, enter your religious preference: \_\_\_\_\_

15. (Optional) If you wish to request special admission consideration based on a disability, it is the intent of the University to consider this information within the following guidelines: (1) documentation regarding the disability is to be provided on a voluntary basis, (2) all information will be kept confidential, (3) refusal to provide information will not subject the applicant to adverse treatment, and (4) information will only be used in connection with the university's voluntary efforts to overcome the effects of conditions that may have resulted in limited participation of persons with disabilities. **If you wish to request special admission consideration based on a disability, check here .**

11. PRINT your permanent address. All university correspondence will be mailed to this address. Report any changes promptly.

Number and Street Address \_\_\_\_\_ Apt.# \_\_\_\_\_  
City \_\_\_\_\_ County (or Province) \_\_\_\_\_ State/Nation \_\_\_\_\_  
Zip Code \_\_\_\_\_ Area Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_  
Fax Area Code \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address (if available) \_\_\_\_\_

12. In case of an emergency, indicate the person you request the university to contact:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M. I. \_\_\_\_\_  
Number and Street Address \_\_\_\_\_ Apt.# \_\_\_\_\_  
City \_\_\_\_\_ State/Nation \_\_\_\_\_ Zip Code \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area Code Telephone Number \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_ Relationship \_\_\_\_\_

16. High School Graduation Date: Month \_\_\_\_\_ / Year \_\_\_\_\_ High School Name (Official transcript must be provided) \_\_\_\_\_  
High School Area Code and Telephone Number (\_\_\_\_\_) \_\_\_\_\_ City \_\_\_\_\_ State/Nation \_\_\_\_\_  
If High School was completed by GED, enter year: \_\_\_\_\_ (Official copy of test scores and official partial high school transcript required.)

17. An official transcript from each post-secondary school you have attended must be provided. You must list in **chronological order EVERY** post-secondary institution (including dual enrollment) you have attended or will attend prior to entering this university. (You must include schools even if you did not complete a term.) Include UNF if you attended previously. For multi-campus institutions, indicate the specific campus. **Failure to list all institutions could result in your application being denied.** Use a separate sheet if necessary.

School (Please do not abbreviate) \_\_\_\_\_ City, State/Nation \_\_\_\_\_

Enter dates of attendance (including present enrollment) and degrees earned or expected before attending this university. Include associate degrees, certificates or diplomas.						Enter transfer credits earned or expected from each institution attended.			
Dates of Attendance				Degree and Date			Credit Hours		
From		To		Earned or expected			Earned or expected		
Mo	Yr	Mo	Yr	Type	Mo	Yr	Number	Unit (Sem/Qtr)	

18. For Non-US Citizens Only: What VISA do you presently hold?  F1  F2  J1  J2  None  Other: \_\_\_\_\_ I-94 Expiration Date: \_\_\_\_\_ / \_\_\_\_\_  
What VISA are you applying for?  F1  F2  J1  J2  None  Other: \_\_\_\_\_  
Which institution issued your last I-20? \_\_\_\_\_ Did you attend?  Yes  No  
If a permanent immigrant, enter the alien registration number shown on your I-551 form: \_\_\_\_\_ You must provide a photocopy of your Alien Registration card, front and back.

19. Failure to answer this question and attach necessary documentation may result in the denial of your application for admission to UNF. If you answer 'Yes' to either question it is your responsibility to submit all pertinent documentation explaining the disposition of the proceedings including a written explanation, and (if applicable) Department of Law Enforcement reports, attorney's memos, and letters of reference. Online applicants will be granted 48 hours in which to submit, either by fax or email, any supporting documentation. Faxes and emails should be addressed "attention Application Conduct Committee" and be faxed to (904) 620-2414 or emailed to [admissions@unf.edu](mailto:admissions@unf.edu). Students submitting paper application must attach documentation to the application.

a.  Yes  No. Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?  
b.  Yes  No. Have you ever been charged with a violation of the law which resulted in, or, if still pending, could result in, probation, community service, a jail sentence, or the revocation or suspension of your driver's license (including traffic violations which resulted in a fine of \$200 or more)?

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to 19a or 19b, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**20. Important:** Complete the resume of your activities since leaving high school. List chronologically how you have spent or plan to spend your time prior to entering this university (employment, military service, etc.). Use a separate sheet if necessary.

Activity	City, State/Nation	From		To	
		Mo	Yr	Mo	Yr

## INFORMATION FOR RESIDENCY CLASSIFICATION

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve months. Residence in Florida must be as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. Citizen, permanent resident alien, or legal alien granted indefinite stay by the Immigration and Naturalization Service. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and State Board of Education. All other persons are ineligible for classification as a Florida "resident for tuition purposes." Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

### NON-FLORIDA RESIDENTS

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted, and that if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature in Ink \_\_\_\_\_ Date \_\_\_\_\_

### FLORIDA RESIDENTS

*This section must be completed in full if you claim Florida residency for tuition purposes.*

#### ATTACH COPIES (IF ANY) OF DOCUMENTATION REQUIRED

• A notarized copy of your and/or your parents' most recent tax return or other documentation may be requested to establish dependence/independence.

**Dependent:** a person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.

**Independent:** a person who provides more than 50% of his/her own support.

• A copy of marriage certificate is required in **all cases** of spouse claiming partner's residency.

**Check box that applies:**

- A. I am an **independent person** and have maintained legal residence in Florida for at least **12 months**.
- B. I am a **dependent person** and my parent or legal guardian has maintained legal residence in Florida for at least **12 months**. (**Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- C. I am a **dependent person** who has resided for **five years** with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least 12 months. (**Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- D. I am **married to a person** who has maintained legal residence in Florida for at least 12 months. I have now established legal residence and intend to make Florida my permanent home. (**Required:** Copy of marriage certificate, claimant's voter registration, driver's license and vehicle registration.)
- E. I was **previously enrolled at a Florida state institution** and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile **less than 12 months ago** and am now re-establishing Florida legal residence.
- F. According to the United States Immigration and Naturalization Service, I am a **permanent resident alien or other legal alien** granted indefinite stay and have maintained a domicile in Florida for at least twelve months. (**Required:** INS documentation and proof of Florida residency status.)
- G. I am a **member of the armed services** of the United States and I am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member's **spouse or dependent child**. (**Required:** Copy of military orders or DD2058 showing home of record.)
- H. I am a full-time instructional or administrative employee **employed by a Florida public school, community college or institution of higher education**, or I am the **employee's spouse or dependent child**. (**Required:** Copy of employment verification.)
- I. I am part of the **Latin American/Caribbean scholarship program**. (**Required:** Copy of scholarship papers.)
- J. I am a qualified beneficiary under the terms of the **Florida Prepaid College Program, S.240.551, F.S.** (**Required:** Copy of card.)
- K. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch, or I am the student's spouse or dependent child. (**Required:** Copy of marriage certificate or proof of dependency.)
- L. I am a **Southern Regional Education Board's Academic Common Market graduate student**. (**Required:** Certification letter from State Coordinator.)
- M. I am a full-time **employee of a state agency** or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- N. I am a **McKnight Fellowship** recipient. (**Required:** Verification from graduate studies.)

#### Person claiming residency must complete this section in full.

- Documents supporting the establishment of legal residence must be dated, issued, or filed **12 months before the first day of classes** of the term for which a Florida resident classification is sought. All documentation is subject to verification.
- Additional documentation other than what is required above may be requested in some cases.

**Please print**

1. Name of student: \_\_\_\_\_
2. Student Social Security number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
3. Name of person claiming Florida residency: \_\_\_\_\_
4. Claimant's relationship to student: \_\_\_\_\_
5. Claimant's permanent legal address: \_\_\_\_\_
6. Claimant's telephone number: (\_\_\_\_\_) \_\_\_\_\_

Street/P. O. Box \_\_\_\_\_ Apartment Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

7. **Date** claimant began establishing legal Florida residence and domicile: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
8. Claimant's **voter registration:** State: \_\_\_\_\_ Number: \_\_\_\_\_ County: \_\_\_\_\_ Issue date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
9. Claimant's **driver's license:** State: \_\_\_\_\_ Number: \_\_\_\_\_ Issue date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
10. Claimant's **vehicle registration:** State: \_\_\_\_\_ Tag Number: \_\_\_\_\_ Issue date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
11. **Non-U.S. Citizen only:** Resident Alien Number: \_\_\_\_\_ Issue date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(Copy of both sides of card required.)*

I do hereby swear or affirm that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and to Rules 6C-6.001 and 6C-7.005, F.A.C.

Signature of person claiming Florida residency (as listed in item #3 above)

Date

## Important Telephone and Fax Numbers

Area Code for the University is (904) \*TDD available

University Operator .....	620-1000	ID OspreyCard .....	620-4000
Office of the President .....	*620-2500	Fax .....	620-4001
Academic Affairs Vice President .....	*620-2700	Information Technology Services .....	620-2820
Fax .....	620-2787	Fax .....	620-2985
Academic Center for Excellence .....	620-1012	Student Computer Lab .....	620-2826
Fax .....	620-1015	Support Center .....	620-4357
Academic Testing, Office of .....	620-2927	Institute of Police Technology and Management .....	620-4786
Fax .....	620-1090	Fax .....	620-2453
Administration and Finance Vice President .....	620-2002	Institutional Advancement Vice President .....	620-2100
Fax .....	620-2010	Fax .....	620-2109
Admissions .....	620-2624	Intercultural Center for PEACE .....	*620-2475
Fax .....	620-2414	Fax .....	620-3870
African American Student Union .....	620-2689	International Center .....	620-2657
Alumni Services .....	620-4723	Fax .....	620-3925
Fax .....	620-2139	International Students .....	620-2657
Aquatic Center .....	620-2854	Fax .....	620-3925
Arena .....	620-2999	Interpreter, University .....	*620-2769
Assessment Room (Fitness) .....	620-1081	Intramurals .....	620-2646
Athletics .....	620-2833	Fax .....	620-2763
Fax .....	620-2836	Library Reference Department .....	620-2616
Auxiliary Services .....	620-2875	Hours Open Message .....	620-2717
Fax .....	620-1040	Fax .....	620-2613
Bette Soldwedel Gender Research Center .....	620-1270	Marketing and Publications .....	620-2140
Bookstore .....	620-2665	Fax .....	620-2149
Fax .....	620-2889	Media Relations and Events .....	620-2115
Campus Alcohol & Drug Information Center .....	620-2557	Fax .....	620-2109
Campus Ministry .....	620-2837 or 620-2814	Medical Compliance .....	620-2175
Fax .....	620-1057	Fax .....	620-2901
Campus Recreation .....	620-2998	Nature Trails .....	620-1810
Career Services .....	*620-2955	Navy ROTC .....	256-7480
Fax .....	620-3810	Ombudsman for Students .....	620-1582
Cashier's Office .....	*620-2472	Fax .....	620-1705
Fax .....	620-1049	Osprey Productions .....	620-2460
Center for Professional Development and Training .....	620-1707	Fax .....	620-2433
Fax .....	620-1711	Osprey Radio .....	620-2908
Child Development Research Center .....	620-2372	Fax .....	620-1560
Fax .....	620-2375	Osprey TV .....	620-2260
CLAST .....	620-2927	Parent Relations .....	620-4723
Fax .....	620-1090	Fax .....	620-2139
Club Alliance .....	620-1470	Parking Services .....	620-2815
Collections .....	620-1067	Fax .....	620-1024
Fax .....	620-2473	Police, Campus	
Conduct Office .....	620-3979	Director's Office .....	620-1020
Fax .....	620-3922	Emergency .....	*911
Continuing Education .....	620-4242	Fax .....	620-2806
Fax .....	620-4244	Detective Division .....	620-1021
Dean's Office .....	620-4280	Non-emergency .....	620-2800
Dean's Office Fax .....	620-4210	Reentry Program .....	620-1340
Cooperative Education .....	*620-2955	Registrar's Office .....	*620-2620
Fax .....	620-3810	Fax .....	620-2403
Counseling Center .....	620-2602	Residence Life .....	*620-4663
Fax .....	620-1085	Fax .....	620-4670
Disability Resource Center .....	*620-2769	Robinson Center Information Desk .....	620-1084
Fax .....	620-3874	Spinnaker (Campus Newspaper) .....	620-2727
Dottie Dorion Fitness Center .....	620-2853	Fax .....	620-3924
Enrollment Services .....	620-2881	Sponsored Research .....	620-2455
Fax .....	620-2421	Fax .....	620-2457
Equal Opportunity Programs .....	*620-2507	Sports Clubs .....	620-2998
Fax .....	620-1004	Stadium (Soccer/Track) .....	620-1213
Facilities Planning .....	620-2016	Student Activities .....	*620-2525
Fax .....	620-2020	Fax .....	620-1705
Financial Aid and Scholarships .....	*620-2604	Student Affairs Vice President .....	*620-2600
Fax .....	620-2400	Fax .....	620-2644
First Coast Technology Park Executive Director .....	620-1260	Student Conduct Office .....	*620-3979
Fax .....	620-1980	Fax .....	620-3922
Florida Center for Public Policy & Leadership .....	620-4400	Student Game Room .....	620-1084
Fax .....	620-4415	Student Government .....	*620-2750
Florida/West Africa Institute (FLAWI) .....	620-1950	Fax .....	620-1005
Fax .....	620-1790	Student Medical Services .....	*620-2900
Food Services .....	620-2543	Fax .....	620-2902
Food Services Fax .....	620-2547	Student Life .....	*620-2525
Catering Phone .....	620-3888	Fax .....	620-1705
Catering Fax .....	620-1675	Student Organizations .....	620-2569
Foundation .....	620-2790	Study Abroad .....	620-1088
Fax .....	620-2791	Fax .....	620-3925
Graduate Studies .....	620-1360	Ticket Box Office .....	620-2878
Fax .....	620-1362	Fax .....	620-2629
GRE, GMAT, PRAXIS & TOEFL Testing .....	620-1973	Undergraduate Academic Enrichment Program .....	620-1095
Greek Affairs .....	620-2526	Fax .....	620-1096
Fax .....	620-1705	University Center .....	620-4222
Hayt Golf Learning Center .....	620-2050	Fax .....	620-4223
Health Promotion .....	620-1570	Veteran Affairs and Military Programs .....	620-2882
Fax .....	620-1578	Fax .....	620-3985
Honors Program .....	620-2649	Victim Advocate .....	620-1010 (24hr crisis helpline)
Fax .....	620-3896	Fax .....	620-2527
Housing Office .....	*620-4663	Volunteer Center .....	620-2755
Fax .....	620-4670	Fax .....	620-1005
Human Resources .....	*620-2903	Women's Center .....	*620-2528
Fax .....	620-2742	Fax .....	620-2527