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Non-Discrimination Statement
The University of St. Francis is committed to equal opportunity for all and does not discriminate in admission, or access to, or treatment, or employment in its programs and activities on the basis of race, color, religion, creed, marital status, national origin, sex, age, or handicap. Further, the University of St. Francis is committed to a program of affirmative action to ensure access equity, and fairness in educational programs, related activities, and employment for minorities, women, handicapped persons, disabled veterans, and veterans of the Vietnam era. The goal of the University’s program is a system of employment in which the best qualified person is hired and continued employment is based on satisfactory job performance and the developing needs of the University.

Rights Reserved Statement
The provisions of this publication are not to be regarded as an irrevocable contract. The University of St. Francis reserves the right to modify, revoke, or add to any and all regulations at any time, and to cancel the registration of any student for reason of deficiency in scholarship, unsatisfactory conduct, or for other just cause. Among other things, this includes the right to change credit for courses, fees charged, graduation requirements, and any regulations affecting students whether they be academic or pertaining to student life.

Financial Statement
The University makes available its most recent audited financial statements, University budget, and the IRS 990 Tax Return for public reviews at the circulation desk of the University Library, 600 Taylor Street, Joliet, IL 60435.
State Authorization and Grievance Statements for Off Campus Programs in:

**Arizona**
Any complaints regarding the University of St. Francis should be made to the Director of State Relations, 500 Wilcox St., Joliet, IL 60435. Telephone is (800) 890-8353. If the complaint cannot be resolved at the institutional level, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student should contact the State Board at (602) 542-5709 for further details. (The publication of this procedure is required by the Arizona State Board for Private Postsecondary Education.)

**California**
For California the University of St. Francis is regulated by the Bureau for Private Postsecondary and Vocational Education, 400 “R” St., Suite 5000, Sacramento, CA, 95814-6200. Telephone is (916) 445-3428. Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818.

**Indiana**
In Indiana, the University of St. Francis is regulated by the Indiana Commission on Proprietary Education, 302 W. Washington St., Room 201, Indianapolis, IN 46204. In-state toll free number is (800) 227-5695 or (317) 232-1320.

**Nevada**
In Nevada, as a result of the adoption of Assembly Bill 411, a tuition recovery fund has been established. The fund is used to indemnify students who are enrolled in an institution that closes and leaves students without the ability to complete their training.

**Tennessee Authorization**
The University of St. Francis is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical and business practices, health and safety and fiscal responsibility.

**Grievance Procedure**
Any complaints regarding the University of St. Francis should be made to the Director of State Relations, 500 Wilcox St., Joliet, IL 60435. Telephone is (866) 890-8353. If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830. Telephone is (615) 741-3605. (The publication of these statements is required by the State of Tennessee Higher Education Commission.)

**Arkansas**
The State Board of Higher Education certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations implementing institutional certification as defined in Arkansas Code 6-61-301.
<table>
<thead>
<tr>
<th>Fall 2002</th>
<th>College of Health Arts, Graduate, and Professional Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin at 2 PM (Full Term and 1st Modular Session*)</td>
<td>Aug. 19 Sept. 3</td>
</tr>
<tr>
<td>Drop Deadline 1st Modular Session</td>
<td>Aug. 23 Prior to the second class meeting</td>
</tr>
<tr>
<td>Drop Deadline (Full Term)</td>
<td>Aug. 30 Sept. 16</td>
</tr>
<tr>
<td>Labor Day - No Classes</td>
<td>Sept. 2 Sept. 2</td>
</tr>
<tr>
<td>College of Education Comprehensive Exam Application Deadline</td>
<td>Aug. 30</td>
</tr>
<tr>
<td>Withdrawal Deadline 1st Modular Session</td>
<td>Sept. 27 Oct. 4</td>
</tr>
<tr>
<td>1st Modular Session Ends</td>
<td>Oct. 11 Oct. 21</td>
</tr>
<tr>
<td>Fall Break - No Classes</td>
<td>Oct. 7-13 In Session</td>
</tr>
<tr>
<td>2nd Modular Session Begins</td>
<td>Oct. 14 Oct. 22</td>
</tr>
<tr>
<td>Drop Deadline 2nd Module</td>
<td>Oct. 18 Prior to the second class meeting</td>
</tr>
<tr>
<td>Deadline to Apply for December Degree Completion</td>
<td>Nov. 1 Nov. 1</td>
</tr>
<tr>
<td>Withdrawal Deadline (Full Term)</td>
<td>Nov. 1 Nov. 1</td>
</tr>
<tr>
<td>HSAD, CETM, and CETT Comprehensive Exam Application Postmark Deadline for Spring 2003 Test</td>
<td>Nov. 22 Nov. 25</td>
</tr>
<tr>
<td>Withdrawal Deadline 2nd Modular Session</td>
<td>Nov. 27 to Dec. 1 (Break begins at 4 PM Nov. 27)</td>
</tr>
<tr>
<td>Thanksgiving Break - No Classes</td>
<td>Nov. 28-29</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Dec. 6 Dec. 9</td>
</tr>
<tr>
<td>Study Day until 3 PM</td>
<td>Dec. 9</td>
</tr>
<tr>
<td>Final Exam Week begins at 3 PM</td>
<td>Dec. 9 - 13</td>
</tr>
<tr>
<td>Date Degrees are Posted to Transcripts (All Colleges)</td>
<td>Dec. 20 Dec. 20</td>
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### Spring 2003

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin at 2 PM (Full Term and 1st Modular Session*)</td>
<td>Jan. 13 - Jan. 6</td>
</tr>
<tr>
<td>Dr. King Holiday - No Classes</td>
<td>Jan. 20 - Jan. 20</td>
</tr>
<tr>
<td>Drop Deadline 1st Modular Session</td>
<td>Jan. 17 - Prior to the second class meeting</td>
</tr>
<tr>
<td>College of Education Comprehensive Exam Application Deadline</td>
<td>Jan. 24</td>
</tr>
<tr>
<td>Drop Deadline (Full Term)</td>
<td>Jan. 24/Jan. 17</td>
</tr>
<tr>
<td>Withdrawal Deadline 1st Modular Session</td>
<td>Feb. 21-Feb. 7</td>
</tr>
<tr>
<td>1st Modular Session Ends</td>
<td>Mar. 7-Feb. 24</td>
</tr>
<tr>
<td>Spring Break (Full Term) - No Classes</td>
<td>Mar. 3-9 (In Session)</td>
</tr>
<tr>
<td>2nd Modular Session Begins</td>
<td>Mar. 10-Feb. 25</td>
</tr>
<tr>
<td>Drop Deadline 2nd Modular Session</td>
<td>Prior to the second class meeting</td>
</tr>
<tr>
<td>Graduation Application Deadline for May Graduation</td>
<td>Mar. 15-Mar. 15</td>
</tr>
<tr>
<td>Withdrawal Deadline (Full Term)</td>
<td>Mar. 15</td>
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<tr>
<td>HSAD, CETM, and CETT Comprehensive Exam Application</td>
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</tr>
<tr>
<td>Postmark Deadline for Summer 2003 Test</td>
<td>Mar. 10</td>
</tr>
<tr>
<td>Withdrawal Deadline 2nd Modular Session</td>
<td>Apr. 4-Mar. 31</td>
</tr>
<tr>
<td>Easter Break - No Classes</td>
<td>Apr. 17-20-Apr. 18-19</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>May 2-Apr. 14</td>
</tr>
<tr>
<td>Study Day until 3 PM</td>
<td>May 5</td>
</tr>
<tr>
<td>Final Exam Week begins at 3 PM</td>
<td>May 5-9</td>
</tr>
<tr>
<td>Commencement (College of Health Arts, Graduate and Professional Studies)</td>
<td>May 3</td>
</tr>
<tr>
<td>Commencement (Colleges of Education, Nursing and Undergraduate Programs)</td>
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### Summer 2003

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Classes Begin (Full Term and 1st Modular Session)</td>
<td>May 19-Apr. 28</td>
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<tr>
<td>Drop Deadline Full Term</td>
<td>May 30-May 9</td>
</tr>
<tr>
<td>Drop Deadline 1st Modular Session</td>
<td>May 23-Prior to the second class meeting</td>
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<tr>
<td>College of Education Comprehensive Exam Application Deadline</td>
<td>May 30</td>
</tr>
<tr>
<td>Memorial Day - No Classes</td>
<td>May 26-May 26</td>
</tr>
</tbody>
</table>

USF 2002-2004 Catalog 5
<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline for August Graduation</td>
<td>Jun. 1</td>
</tr>
<tr>
<td>Withdrawal Deadline 1st Modular Session</td>
<td>Jun. 6</td>
</tr>
<tr>
<td>1st Modular Session Ends</td>
<td>Jun. 23</td>
</tr>
<tr>
<td>2nd Modular Session Begins</td>
<td>Jun. 24</td>
</tr>
<tr>
<td>Drop Deadline 2nd Modular Session</td>
<td>Jun. 30</td>
</tr>
<tr>
<td>Independence Day - No Classes</td>
<td>Jul. 4</td>
</tr>
<tr>
<td>Withdrawal Deadline Full Term</td>
<td>Jul. 3</td>
</tr>
<tr>
<td>Withdrawal Deadline 2nd Modular Session</td>
<td>Jul. 11</td>
</tr>
<tr>
<td>HSAD, CETM, CETT Comprehensive Exam</td>
<td>Jul. 14</td>
</tr>
<tr>
<td>Application Postmark Deadline for Fall 2003 Test</td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Jul. 31</td>
</tr>
<tr>
<td>Summer Commencement</td>
<td>Aug. 9</td>
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</table>

**2003-2004 ACADEMIC YEAR**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Commencement (All Colleges)</td>
<td>Aug. 9</td>
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</table>

**Fall 2003**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin at 2 PM (Full Term and 1st Modular Session*)</td>
<td>Aug. 25</td>
</tr>
<tr>
<td>Drop Deadline 1st Modular Session</td>
<td>Aug. 29</td>
</tr>
<tr>
<td>Drop Deadline (Full Term)</td>
<td>Sept. 5</td>
</tr>
<tr>
<td>Labor Day - No Classes</td>
<td>Sept. 1</td>
</tr>
<tr>
<td>College of Education Comprehensive Exam Application Deadline</td>
<td>Sept. 5</td>
</tr>
<tr>
<td>Withdrawal Deadline 1st Modular Session</td>
<td>Oct. 3</td>
</tr>
<tr>
<td>1st Modular Session Ends</td>
<td>Oct. 17</td>
</tr>
<tr>
<td>Fall Break - No Classes</td>
<td>Oct. 13-19</td>
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<tr>
<td>2nd Modular Session Begins</td>
<td>Oct. 20</td>
</tr>
<tr>
<td>Drop Deadline 2nd Modular Session</td>
<td>Oct. 24</td>
</tr>
<tr>
<td>Withdrawal Deadline (Full Term)</td>
<td>Nov. 7</td>
</tr>
<tr>
<td>Application Deadline for December Degree Completion</td>
<td>Nov. 1</td>
</tr>
</tbody>
</table>
HSAD, CETM, CETT Comprehensive Exam Application Postmark Deadline for Spring 2004 Test

Withdrawal Deadline 2nd Modular Session Nov. 21 Nov. 24

Thanksgiving Break - No Classes Nov. 26-30 Nov. 27-28
(Break begins at 4 PM Nov. 26)

Last Day of Classes Dec. 12 Dec. 8
Study Day until 3 PM Dec. 15

Final Exam Week begins at 3 PM Dec. 15-19

Date Degrees posted to transcript (All Colleges)
Dec. 27 Dec. 27

Spring 2004

Classes Begin at 2 PM (Full Term and 1st Modular Session*) Jan. 12 Jan. 5

Dr. King Holiday - No Classes Jan. 19 Jan. 19

College of Education Comprehensive Exam Application Deadline Jan-23

Drop Deadline 1st Modular Session Jan. 16 Prior to the second class meeting

Drop Deadline (Full Term) Jan. 23 Jan. 16
Withdrawal Deadline 1st Modular Session Feb. 20 Feb. 6
1st Modular Session Ends Mar. 5 Feb. 23
2nd Modular Session Begins Mar. 8 Feb. 24
Spring Break - No Classes Mar. 1-7 In Session
HSAD, CETM, CETT Comprehensive Exam Application Postmark Deadline for Summer 2004 Test
Graduation Application Deadline for May Graduation Mar. 15 Mar. 15
Withdrawal Deadline (Full Term) Mar. 26 Mar. 5
Drop Deadline 2nd Modular Session Mar. 12 Prior to the second class meeting
Withdrawal Deadline 2nd Module Apr. 3 Mar. 26
Easter Break - No Classes Apr. 8-11 Apr. 9-11
Last Day of Classes Apr. 30 Apr. 12
Study Day until 3 PM May 3
Final Exam Week begins at 3 PM May 3-7
Commencement (College of Health Arts, Graduate and Professional Studies)  
Commencement (Colleges of Education, Nursing and Undergraduate Programs)  

### Summer 2004

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
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<tbody>
<tr>
<td>Classes Begin (1st Modular Session and Full Term)</td>
<td>May 24</td>
<td>Apr. 26</td>
</tr>
<tr>
<td>Drop Deadline 1st Modular Session</td>
<td>May 28</td>
<td>Prior to the second class meeting</td>
</tr>
<tr>
<td>Drop Deadline (Full Term)</td>
<td>Jun. 4</td>
<td>May 7</td>
</tr>
<tr>
<td>College of Education Comprehensive Exam Application Deadline</td>
<td>Jun. 4</td>
<td></td>
</tr>
<tr>
<td>Memorial Day - No Classes</td>
<td>May. 31</td>
<td>May 31</td>
</tr>
<tr>
<td>Application Deadline for August Graduation</td>
<td>Jun. 1</td>
<td>Jun. 1</td>
</tr>
<tr>
<td>Withdrawal Deadline 1st Modular Session</td>
<td>Jun. 11</td>
<td>May 28</td>
</tr>
<tr>
<td>1st Modular Session Ends</td>
<td>Jun. 21</td>
<td>Jun. 14</td>
</tr>
<tr>
<td>2nd Modular Session Begins</td>
<td>Jun. 22</td>
<td>Jun. 15</td>
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<tr>
<td>Drop Deadline 2nd Modular Session</td>
<td>Jun. 28</td>
<td>Prior to the second class meeting</td>
</tr>
<tr>
<td>Independence Day - No Classes</td>
<td>Jun. 5</td>
<td>In Session</td>
</tr>
<tr>
<td>Withdrawal Deadline Full Term</td>
<td>Jul. 9</td>
<td>Jul. 2</td>
</tr>
<tr>
<td>Withdrawal Deadline 2nd Module</td>
<td>Jul. 9</td>
<td>Jul. 9</td>
</tr>
<tr>
<td>HSAD, CETM, CETT Comprehensive Exam Application Postmark Deadline for Fall 2004 Test</td>
<td>Jul. 12</td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Aug. 2</td>
<td>Aug. 2</td>
</tr>
<tr>
<td>Summer Commencement (All Colleges)</td>
<td>Aug. 7</td>
<td>Aug. 7</td>
</tr>
</tbody>
</table>

*Modular sessions are scheduled to meet for one half of each semester. For other short term course dates contact the appropriate college or the Registrar’s Office.*
Programs of Study

Undergraduate Major Programs
Accounting
Biology
  • Pre-dental
  • Pre-medical
  • Pre-physical therapy
  • Pre-veterinary medicine
Computer Science
Computer Science/Electronics
Elementary Education
English
Environmental Science
Finance
Health Arts
History
Management
  • General Management
  • Human Resource Management
Marketing
Mass Communication
  • Advertising/Public Relations
  • Broadcasting/Audio-Video
  • Media Arts
Mathematics
  • Actuarial Science
Medical Technology
Nuclear Medicine Technology
Nursing
Political Science
  • American Politics
  • Public Policy
Professional Arts
  • Applied Organizational Management
  • Self Design
Psychology
Radiation Therapy
Radiography
Recreation Administration
  • Commercial/Public Recreation
  • Therapeutic Recreation
Social Science (Secondary Certification only)
Social Work
Special Education
  • Learning Disorders
  • Social/Emotional Disorders
Technology Management
Theology
  • Pastoral Ministry
  • Teaching Ministry
Visual Arts
  • Studio Art
  • Arts Marketing
  • Arts Management
  • Arts Advertising and Public Relations
  • Visual Arts/Graphic Design
  • Visual Arts Education

Interdisciplinary Majors
Liberal Studies

Undergraduate Minor Programs
Art
Accounting
Biology
Business
Chemistry
Computer Science
Economics
English
  • Literature
  • Writing
Finance
Fine Arts History
History
International Business
Library Science
Management
Marketing
Mass Communication
Mathematics
Music
Natural Sciences
Philosophy
Political Science
Psychology
Recreation Administration
Technology Management
Theology

**Teacher Certification Programs**
- Elementary Education (K-9)
- Secondary Certification (6-12)
  - Biology
  - English
  - Mathematics
  - Social Science

Special Education

**Certificate Programs**
- Computer Science

**Graduate Programs**
- Master of Business Administration
- Master of Education with Certification

**History, Identity, and Mission Statement**

**History**
The University of St. Francis was established in 1920 by the Congregation of the Third Order of St. Francis of Mary Immaculate for the education of its own members. In 1925, under the title Assisi Junior College, its doors opened to women outside the congregation. With the beginning of the fall term of 1930, a senior college curriculum was established and a new name, the College of St. Francis was adopted. In 1971, the college became co-educational, and the first off-campus degree programs were begun in fall of 1972. In 1980, a master’s program in health services administration was offered followed in the early 90’s by several more graduate offerings. In 1997, the College acquired the Saint Joseph College of Nursing, which had been first, a diploma nursing school founded in 1920, and since 1987, a baccalaureate institution that awarded the Bachelor of Science in Nursing degree. The Board of Trustees of the College of St. Francis voted in May of 1997 to move to university status and effective, January 1, 1998, the institution became the University of St. Francis.

**Identity**
As a Catholic, Franciscan institution of higher learning, the University of St. Francis reaffirms the ideal that a liberal education provides the comprehensive cultural background necessary for any profession. Conscious of its Catholic heritage, the University offers a liberal education with religious dimensions. It seeks to inspire in its students a love of knowledge and truth, and the zeal to live and proclaim them. For that reason, the University attempts to provide contact with every order of truth, so that in light of wisdom gained, the person may
choose the **ultimate good** for which he or she is destined. The University seeks to convey its belief that knowledge may never be separated from personal holiness and that **all creation can lead to the Creator**. It **respects the beliefs of others** while **remaining true to its Catholic ideals**. Through the efforts of each student and graduate, the University desires to **renew society in wisdom, justice, and charity**.

**Purpose**

The mission of the University is to **promote learning**. The University seeks to develop and **enrich the total human personality**. The University is **committed to academic excellence** at every level of its **educational process**. It seeks to promote undergraduate and graduate **learning through diverse models of excellence** built upon strong **liberal arts** and **academic foundations**. Through its academic programs and other experiences, the University encourages **responsibility and maturity**, a **reverence for truth**, a **desire for excellence**, a **knowledge of oneself and creation**, and **love for others**.

**Goals**

**To Provide Men and Women with a Liberal Education.**

The University seeks to develop the foundations of thought, perception, and feeling as mechanisms necessary for discerning the true from the false, and for preparing students for a multi-dimensional social, spiritual and professional lifestyle.

**To Prepare Men and Women for Selected Careers.**

The University seeks to use liberal education as a supportive basis for career choices. It develops a broad spectrum of skills and knowledge compatible with the progressive technical and managerial needs of employers, while eliciting dialogue concerning issues that define a transcultural world.

**To Provide for Intellectual Growth by an Open, Questioning, and Reasoned Approach to Learning.**

The University is guided by academic freedom and the responsibility that accompanies such freedom. It builds on the rights and responsibilities of free inquiry by striving to create opportunities for exposure to national and international thought and scholarship.

**To Provide a Forum for a Consideration of the Transcendent and the Ultimate Questions of Human Existence.**

The University promotes the development of critical thinking and the accompanying insights into spiritual understanding through its continual pursuit of truth.
To Provide Personalized Education for the Individual.
The University recognizes the full individuality of each student and seeks to integrate all components of the personality including the intellectual, moral, spiritual, creative, physical and social—into a competent whole person who will continue to grow in wisdom, grace and knowledge.

To Provide a Healthful Living Environment which is Purposeful and Interactional and which Leads the Learner to Attain New Insights.
The University institutes and promotes programs to maintain healthful living, a safe and secure learning environment, and personal and educational integration. Each campus and University site fosters balanced opportunities for spiritual, moral and intellectual growth.

To Provide an Educational Experience which Embodies the Christian and Franciscan Elements of Peace and Compassion for One’s Neighbor.
The University promotes and practices the principles of a Catholic and Franciscan institution. It maintains an atmosphere respectful of all members of the University community regardless of their religious affiliation and seeks to pursue the linkage between faith, service, culture and justice.

Values
At USF, Franciscan values have been selected to enrich the total human personality of our men and women.

Respect
- Regard for the dignity of each individual
- Respect for life
- Reverence for the gift of creation

Compassion
- Opening our hearts to others
- Fostering loving relationships
- Promoting empathy, forgiveness and peace

Service
- Building of community
- Sharing our gifts selflessly
- Caring for the needs of others

Integrity
- Dedication to excellence
- Fulfillment of responsibilities
- Faith in God and trust in others
- Commitment to truth and justice

University Ministry
University ministry exists to foster the faith development of the University community. It strives to provide an atmosphere and spiritual programs that nurture, support, challenge and allow for the development of the spiritual being. Opportunities are offered for an enriched sacramental/prayer life through daily and Sunday mass, retreats, para-liturgical prayer services, Bible study, meditation, and
Students are encouraged to participate in the various ministries associated with liturgies. In addition, service/volunteer programs of various kinds are offered such as trips to developing countries and working in shelters. All are invited to participate, regardless of religious background or preference. Spiritual counseling and catechetical instruction are also available.

**General University Information**

**The Campus**
The main campus is located in a residential area on the west side of Joliet, Illinois, 35 miles southwest of Chicago. The Wilcox Street campus houses all administrative offices, residence halls, recreational facilities, and library in addition to classroom facilities. One and one half miles west is the Saint Joseph College of Nursing and Allied Health campus located on the grounds of the Provena Saint Joseph Medical Center. It houses administrative offices and classrooms for the nursing program.

**Harold and Margaret Moser Performing Arts Center,** adjacent to Tower Hall is host to a wide variety of cultural and scholarly events on campus including the Southgate Keyboard Series. The center includes an art gallery, studio theater, choral room, instrumental practice rooms and a 250 seat auditorium.

The **Library** houses more than 110,000 volumes and 675 current periodical subscriptions. Library stacks are open to students. Circulation and Reference staff are available to assist students during all hours the Library is open. Computer research areas are available where students may access the library’s online catalog and the online research databases. These resources may also be accessed from a student’s home or place of employment with an Internet connection and a web browser. ARC (Academic Resource Center), the offices of the Center for Instructional Delivery, and an interactive video network classroom are also located in the library.

**Marian Hall,** a student residence, has accommodations for 250 students (including the Science Learning and Living Community, a special area designated for science majors). In addition to several lounge areas, the hall contains a student computer lab, the Information Services offices, and a student union with an entertainment center and game facilities.

The **Recreation Center** is a three-level facility which includes an intercollegiate basketball/volleyball arena, two intramural basketball/volleyball courts, three racquetball courts, locker rooms for men and women, athletic department offices, athletic trainer’s center, a Nautilus training and exercise room, a conference room and classroom, and a concession stand.

**St. Albert Hall** is both the natural science learning center and the computer science center. The building contains classrooms, chemistry and physics laboratories, two student computer labs, a computer data communications lab, and office facilities for biology, chemistry, computer science, and mathematics.
Saint Joseph College of Nursing and Allied Health building is located adjacent to the Provena Saint Joseph Medical Center. It houses the John and Cecilia Leach Nursing College Library, a learning resource laboratory designed as a facsimile of a hospital unit, a student computer laboratory, an interactive video learning classroom, as well as general classroom space, faculty and administrative offices for the College of Nursing.

Tower Hall North houses classrooms, laboratories, administrative offices, faculty offices, the campus chapel, University Bookstore, Registrar’s and Financial Aid offices, Marketing and Enrollment Management, and the College of Health Arts, Graduate and Professional Studies.

Tower Hall South houses a residence wing, dining facilities, campus radio and TV studios, a media arts laboratory, the Student Government Association office, Student Life offices, the College of Education, faculty, and administrative offices.

Academic Computing and Technology
The University of St. Francis provides students with extensive computer services including several student computer labs. The St. Albert’s Hall lab is staffed with a lab assistant during scheduled hours to serve all labs on campus.

Student Access to Technology
There are three general student computer labs located in St. Albert, in Marian Hall and one at the College of Nursing campus which provide access to the University computer network (USFNET). In addition to the general-purpose labs, there are discipline specific computer labs for Biology, Computer Science, Education, Visual Graphics and Mass Communication students. The labs are equipped with Windows based systems and Macintosh workstations that provide access to the campus mainframe and a variety of application software, such as Microsoft Word, Excel, PowerPoint and WordPerfect. There are also specialty applications available that are curriculum specific. Students are issued an email account and a network I.D. that enables them to access the Internet and the World Wide Web. Non-credit training seminars are offered throughout the semester on application software such as Microsoft Word, Excel, Powerpoint and a variety of others.

Students may also connect to the University's network from their residence hall rooms in Marian Hall and Tower Hall. The student must provide his or her own system for residence hall connection.

USF students have access to the Library's computer research area where students may access Internet based research databases such as InfoTrac, UMI’s Proquest Direct, FirstSearch and other online research programs. Students can also access the Library operations and the online catalogue from campus computers and from off-campus or home through the Internet.
**Classroom Technology**
The University's focus on the integration of technology and student learning is evident within our 18 multimedia classrooms for instruction and presentation by both faculty and students. The multimedia classrooms have Internet access, video projection systems, computerized teacher stations, VCRs, and stereo equipment for classroom presentation and video production.

Another example of the integration of technology and learning at USF is the Collaborative Learning Classroom (CLC). This classroom is especially designed for use with groups and team learning situations. The room has five group pods with laptop computers, Internet connections, an interactive computer whiteboard and other equipment to facilitate group work.

**Online Internet Courses**
The University of St. Francis is a national leader in providing distance learning to working professionals. The University of St. Francis has been offering its web-based option since 1997. By January 2002, the University was offering 67 courses to more than 700 online students. The online programs are fully accredited by the North Central Association. Online students can earn a baccalaureate degree in Health Arts, Professional Arts (AOM), and BSN Fast-Track. Furthermore, USF offers numerous graduate online degrees including a Master of Business Administration (MBA), Master of Science in Management, Master of Science in Health Services Administration, and a Master of Science in Continuing Education and Training Management.

St. Francis uses WebCT software to deliver its Internet classes. A major difference in online courses versus the traditional classroom setting is that classes are not “timebound.” Students work on the course at a time and place convenient to their schedule. Like any class, however, the student will read texts, participate in class discussions, write papers and take exams through the USF Online program.

**Library Services**

**Print and AV Collections**
The library’s print collection consists of approximately 110,000 books in addition to 675 periodicals. The library houses special interest collections in nursing, education curriculum, and contemporary business ethics. The AV collection consists of approximately 3,500 films, videos, audiotapes, and compact discs. Students may view the catalog records for the print and media collections by accessing the library’s online catalog from any computer on campus or from an Internet connection. The nursing collection of approximately 3,000 books and 75 periodical titles is housed in the John and Cecily Leach Library located at the Saint Joseph College of Nursing building.

**Electronic Resources**
The library provides access to an extensive collection of online research databases such as InfoTrac, ProQuest Direct, FirstSearch, CINAHL, EBSCOhost, and Gale
Literature Resources. In addition, approximately 2,000 ejournals are available by title. Most electronic resources can be accessed directly from any campus computer or from off-campus through the library’s web page at: www.stfrancis.edu/lib/libindex.htm. Some electronic resources are available on campus only, and some databases require passwords. Patrons may call the library reference desk at (815) 740-5041 or (800) 726-6500 for assistance.

Interlibrary Loan
Interlibrary loan services are provided to supplement the University of St. Francis library collection. Patrons may request material from other libraries by completing an Interlibrary Loan Form which they may pick up in the library. Electronic Interlibrary Loan Forms may also be found on the library web page. As a member of the Heritage Trail Library System, material is provided from more than 180 member public, academic, school, and special libraries in Illinois. The following area consortia: LIBRAS, South Metropolitan Regional Higher Education, the Illinois Cooperative Collection Management Program, Illinois Digital Academic Library, and Chicago and South Consortium of Medical Libraries provide additional resource sharing opportunities.

Library Services from Local Libraries
The library website provides instructions for accessing library resources and information regarding libraries in close proximity or distant. Students may also contact the USF library staff to inquire about services provided by local libraries.

Bibliographic Training
Students and faculty are invited to contact the library to learn and improve research skills for both print and electronic resources. Professional librarians provide instruction upon request for both classes and individuals.

Library Services for Off-Campus Sites
The library provides resources and services for all extended campus locations. Students may contact the library to borrow books from the USF collection (these may be mailed) or to place an interlibrary loan request. A reference librarian is available to assist patrons with their research needs and to provide instruction and assistance in the use of online databases and other library resources. Students may contact the library using a toll-free number (800) 726-6500 or via a form on the library web page www.stfrancis.edu/lib/libindex.htm.

Library stacks are open to patrons for browsing. Research workstation areas are provided at both library locations. The Academic Resource Center (ARC), and the office of the Center for Instructional Delivery Services are located on the second floor of the main library.
The University of St. Francis provides a variety of services and programs to meet the needs of the students. These range from service-oriented departments such as food service and the bookstore to those which provide challenges and opportunities to complement the academic experience such as student development, counseling, and University Ministry.

The vision of education, which the University of St. Francis endorses, includes not only a viable and varied academic program, but also services and programs that afford opportunities for the students to mature both personally and socially. Hence, the University of St. Francis is committed to holistic development of the person and creates a supportive and dynamic environment for the students so that they may develop interpersonal skills, leadership qualities, and group dynamic skills to achieve common goals, knowledge of careers, a reaffirmation of Catholic ideals, and the ability to recognize and take responsibility for their human needs and aspirations.

The Student Affairs Division is responsible for complementing the academic life of the University of St. Francis students by presenting services, programs, and an atmosphere through which they may successfully work toward the accomplishment of these goals. The Vice President of Student Affairs is the administrative officer primarily responsible for those activities that occur outside the classroom. The division includes Career Development, Counseling, Health Services, Residence Life, Security, Student Development, Wellness Center, and Athletics and Intramurals.

Academic Resource Center
The Academic Resource Center (ARC), located in the Library, provides students with information, guidance, and services to assist in their successful pursuit of educational goals. Students will find computers, study aids, study tables and comfortable locations for reading, as well as people to offer individualized help.

Opportunities for study groups or assistance can be found in the Writing Center, the Math Center, and the Science Center. Tutoring in a variety of subjects is located in the ARC as well. The Supplemental Instruction Program provides peer-led study groups that provide discussions and study strategies for historically difficult courses. Additional services include workshops on learning strategies, study aid materials, learning strategy counseling, and services for students with special needs.

Athletics
Intercollegiate athletics are an important part of campus life for both participants and spectators. For those who wish to compete on an intercollegiate level, basketball, baseball, football, golf, tennis and soccer are available for men; and cross-country, track, golf, volleyball, basketball, tennis, soccer, and softball are available for women. The men and women's intercollegiate teams compete as
members of the Chicagoland Collegiate Athletic Conference (CCAC) and the National Association of Intercollegiate Athletics (NAIA, Division I).

The varsity sports teams, known as the "Saints," have demonstrated their excellence over the years by being selected to participate in the NAIA national tournaments many times. Tennis, golf, volleyball, baseball, football, softball, and cross-country have all competed in national competition with a great deal of individual recognition awarded to many University of St. Francis athletes.

**Bookstore**

The University of St. Francis Bookstore is located on the first floor of Tower Hall North. Along with new and used textbooks, the bookstore offers a full line of clothing, school supplies, computer software, cards, and unique giftware. For students taking courses off-campus, the bookstore provides online purchase of textbooks as well as other items.

**Career Development Center**

Students and alumni are welcomed and encouraged to participate in career planning and job placement programs and activities available through the Career Development Center. A computerized guidance system, SIGI Plus, is available to help in the career decision-making process. Off-campus student employment and internships are coordinated through this office. Students seeking internships can search an electronic database of internship opportunities. Job postings, career fairs, and employer contacts are developed to assist students in finding employment opportunities. A career resource library containing career and employer information as well as a computer, typewriter, and fax machine is available for students to use in their employment search. The Center has directories on graduate programs and graduate school catalogs for those interested in pursuing advanced degrees. Information/application booklets are available for the following tests: Graduate Record Examination (liberal arts), Graduate Management Admissions Test (business), Law School Admissions Test, Dental Admissions Test, Medical University Admissions Test, and the Pharmacy College Admissions Test. Detailed information on current programming and job postings can be viewed at www.stfrancis.edu/cardev/homepage.htm.

**The Wellness Center**

The Wellness Center, which includes Counseling and Health Services, seeks to promote the holistic health and development of students through the delivery of a variety of services, resources, and programs. The Center’s goal is to empower students to be active partners in their own health care, to foster healthy decision-making, and to assist them in achieving their life goals.

**Counseling Service**

Counseling services, a division of the Wellness Center, are available to all students who seek assistance with personal/emotional concerns, developmental concerns, social adjustment difficulties or academic problems. Individual counseling and selected group activities such as test anxiety reduction and assertiveness training are available free of charge to all USF students. The office also maintains a
limited reference library that is made available to students. Confidentiality is maintained in accordance with legal requirements and professional ethics.

**Food Service**

Food service at the University of St. Francis is designed to be an integral part of the total collegiate experience. The board plan is designed to offer variety, quality, and a nutritious balance in the meals served. Resident students have meal service provided seven days a week during the academic year. Commuter students are also encouraged to take advantage of the services through reasonable cash rates and daily specials. Special services range from a distinctive dining experience through the catering department to sick trays and special diets when necessary.

**Health Services**

Health Services, a division of the Wellness Center, serves as the liaison between the students and area health care facilities. Staffed by a registered nurse, the department provides treatment information, health maintenance, referrals, and professional evaluation. In addition, the department sponsors educational programs such as semi-annual blood drives, wellness topics, and freedom from smoking workshops. Professional physicians’ care and emergency aid are available at area hospitals and clinics. The health services director is additionally responsible for overseeing the compliance by all students to state immunization requirements.

**Intramurals**

The University of St. Francis seeks to provide a varied intramural program that appeals to almost every student. Each year, over 30 women’s, men’s or co-recreational programs are offered in an attempt to provide opportunities to meet varied student interests. Elements of social interaction, physical activity, and good-natured competition are interwoven throughout the intramural program.

These programs provide an opportunity for exercise and recreation to balance the demands of study. All students are encouraged to participate in at least one intramural activity. A choice can be made from the physical sports - softball, touch football, basketball, volleyball, or soccer. Other options include game room sports such as chess, checkers, ping-pong, and pool. To honor the winners and celebrate a year of enjoyable competition, an annual awards banquet is held for all that participate.

**Residence Life**

Residence life at the University strives to provide a community atmosphere for all students, enabling them to live and learn in a productive and caring environment. Social activities, service projects, educational programs, recreational events, and spiritual pursuits are offered so that residents can develop and challenge themselves to further growth in all areas of their lives. Professional staff and paraprofessionals live in the residence halls to assist students in support and guidance.
Students who desire on-campus housing should request an application from the Residence Life office located in Tower Hall. The office formulates and implements housing policies, coordinates room selection, develops staff and student leadership, enforces discipline, and coordinates hall programming. Rules for residence hall life and related information can be found in the student handbook. The residence life staff will answer questions and supply housing information.

Security
Campus security personnel are always on duty to answer questions or to assist students. Security provides ID marking of valuables, gives lectures on safety, and makes fire inspections monthly, as well as issuing parking permits and citations. Each security officer is trained in areas of burglary and theft investigations, and in first aid, CPR, and self-defense. The security staff is committed to the safety of all persons, as well as the protection of University of St. Francis property. All full-time security officers are certified as responders to assist in medical emergencies.

Services for Students with Special Needs
The University strives to be in compliance with Americans with Disabilities Act (ADA) regulations. To this end, a student who requires special support or arrangements due to a disability should first contact the Academic Resource Center (ARC). This contact should occur no later than the first week of classes in order to allow for sufficient time to provide accommodations. Should a need arrive after the start of a semester, the student is encouraged to contact the ADA coordinator as soon as possible. Each case will be reviewed on an individual basis to determine reasonable accommodations. The ADA coordinator can supply information concerning building accessibility, elevators, parking arrangements, housing, readers for the blind, etc.

Student Development
The student activities program at the University of St. Francis is designed to provide opportunities for students to further develop their leadership skills through their involvement in the Student Government Association, Student Activities Board, Artist/Lecture Series, leadership workshops, orientation, or one of the many clubs and organizations on campus. Programs available through these student organizations offer exposure to a wide variety of cultural, educational, and social events and activities, which may broaden the students’ interests and enhance the development of lifelong recreational pursuits.

Veterans’ Affairs
The University of St. Francis is approved for the education of veterans by the State Approving Agency for Veterans' Education in Illinois. Applications for benefits are processed by the Registrar’s Office. Transfer students who have received benefits at their previous school must complete the VA form "Request for Change of Program or Place of Training."
**Expenses and Financial Policies**

The University of St. Francis is a non-profit corporation deriving its income from sources that include the contributions of the Sisters of St. Francis of Mary Immaculate, the gifts of alumni, faculty, business, industry, and other friends, and student tuition and fees. Since the tuition paid by the students is less than the cost incurred by the University in providing their education, the students are the beneficiaries of many persons who contribute to their educational development. University fiscal charges become effective with the beginning of the fiscal year which starts on June 1.

**Expenses (2002-2003 Academic Year only)**

**Regular Fees (per semester)**

**Undergraduate**
- Full-Time Tuition (12-18 hours) $7885
- Part-Time Tuition (1 – 11 hours) per credit hour $455
- Part-Time Tuition for Professional Arts majors per credit hour $440
- Overload Tuition (additional hours over 18) per credit hour $455
- Tuition (Health Arts Program) per credit hour $270
- Tuition (BSN Fast Track Program) per credit hour $320
- Room and Board (double occupancy) $2900
  - (Students must furnish their own pillows, blankets, bedspreads, bed linen, bath linens, hangers, personal items and drapes)
- Student Activity Fee (full-time students) $60
- Academic Computing Fee (13 or more hours) $100

**Special Fees**
- Challenge Exam Fee $100
- Freshman Orientation Fee $40
- Graduation Fee $50
- Health Arts Form A or B credit application $100
- Health Arts Portfolio Evaluation Fee $200
- Online Course Fee $50-150
- Payment Plan Fee $35
- Posting Fee – Challenge Exam (per credit hour) $25
- Posting Fee – Portfolio Credit (per credit hour) $25
- Posting Fee – Health Arts Form A $150
- Posting Fee – Health Arts Form B (per credit hour) $10
- Prior Learning Assessment Fee $200
- Proficiency Exam Testing Fee (per exam) $50
- Registration Deposit $100
- Returned Check Fee $10
- Room Reservation Deposit $50
- Student Teaching Fee $150
- Transcript Request Fee (per copy) $5
- Lab Fee for Health Arts Computer classes $30
- Faculty Directed Instruction Material fee $25
- Lab Fees (as listed on the schedule of course offerings)
Graduate
Tuition (MBA Program) per credit hour $485
Tuition (Education) per credit hour 435
Tuition (HSA, MSM, CETM) per credit hour 355
Tuition (Nursing) per credit hour 445
Proficiency Examination Fee (per exam) 50
Tutorial Fee for graduate coursework 125

The 2003-2004 tuition and fee schedule will be available from the Office of Business Affairs by March 1, 2003.

Family Plan
Whenever two or more members of the same immediate family are concurrently enrolled at the University of St. Francis as full-time undergraduate students, one student shall pay full expenses and the other(s) shall be allowed a discount of 10 percent on tuition charges.

Other Policies
- Enrollment shall be considered as signifying knowledge of all conditions, rules, and regulations and shall be deemed as acceptance thereof.
- The University shall not be liable for any damage or loss of personal property from any cause whatsoever.
- Students are not entitled to receive recommendations, degrees, honors or transcripts of credit until all bills are paid and the exit interview has been completed with financial aid concerning their National Direct/Defense Student loans and Perkins loans.
- At the discretion of the Board of Trustees of the University of St. Francis, all charges are subject to change on thirty (30) days' notice.
- In the event of default in the payment of any amount due, and if the account is placed in the hands of an agency or attorney for collection or legal action, the student agrees to pay an additional charge equal to the cost of collection including agency and attorney fees and court costs.
- A "Previous Term Billing Charge" in the amount of one percent per month will be added to all student accounts that are delinquent from any previous semester.

Refund Policies
The institutional refund policy listed directly below describes how tuition/room and board “charges” will be handled. The federal refund policy determines which portions of Federal Title IV aid need to be returned to the federal programs.

Institutional Refund Policy
Refunds for withdrawal from the University will be made only after proper withdrawal forms have been completed. The forms are available in the Registrar's Office. Failure to properly notify this office renders the student ineligible for refund. Full tuition is charged unless the student makes a formal withdrawal. The
following schedule applies to all USF academic programs. Tuition charges will be computed according to the following schedule:

Number of weeks from the published start date of the course:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st or 2nd Week</td>
<td>100%</td>
</tr>
<tr>
<td>3rd or 4th Week</td>
<td>75%</td>
</tr>
<tr>
<td>5th Week and after</td>
<td>0%</td>
</tr>
</tbody>
</table>

Modular and other short duration courses will have a refund policy proportional to the above. Resident students who complete withdrawal forms before the end of the semester are charged for room and board based on the actual period of residence on campus. Refunds are payable to students thirty (30) days after the official date of withdrawal. All questions and concerns related to the refund policies of the University of St. Francis should be directed to the Business Office Manager, Office of Business Affairs, S211, (815) 740-3372. Students dropped or suspended from the University of St. Francis are not eligible for refunds.

Students receiving Title IV assistance who completely withdraw from the University are entitled to a refund of any unused tuition/room and board charges. All attendees at USF will have their refund of Title IV assistance calculated using a policy that came forward as a result of the Reauthorization of the Higher Education Amendments of 1998.

**Federal Refund Policy**

**Step 1:** Determine the last date of attendance. This may be determined by class records, attendance records, or the actual date the student initiates the withdrawal. If the student withdraws without notifying the institution, the midpoint of the semester will be used as the date.

**Step 2:** Determine the percentage of the term completed. This is accomplished by dividing the number of calendar days actually completed by the number of calendar days in the term.

**Step 3:** Determine the percentage of the total federal Title IV assistance the student has earned. This is determined by multiplying the percentage in step 2 above, by the total amount of federal Title IV assistance. At this time, the amount of unearned assistance is also calculated.

**Step 4:** Once the actual amount of assistance to be returned to the federal programs is determined, it will be returned in the following order:

- *Unsubsidized Federal Direct Loans*
- *Subsidized Federal Direct Loans*
- *Perkins Loan*
- *Federal Direct PLUS Loans*
- *Federal Pell Grant*
- *Federal SEOG*
- *Other Title IV Assistance*
In all instances where applicable, funds must be returned to the federal programs within 30 days. If applicable amounts are not returned, the student may be reported to the U.S. Department of Education as owing a refund to a federal Title IV program. The student must be aware that the amounts to be returned to the federal programs may be money the student has already received as a refund from the University for off-campus living expenses. By owing this refund, the student will be ineligible to receive any further Title IV assistance from any other institution.

**College Of Health Arts, Graduate And Professional Studies**

**Refund Notice For Georgia Students** (as required by the Georgia Nonpublic Postsecondary Education Commission)

The University of St. Francis and the student agree to abide by the following cancellation and refund policy:

Students wishing to cancel their course registration are asked to contact the Registrar’s Office no later than the end of the second week of the semester. Students in compliance with the deadline will be eligible for full refund of any tuition. Students who have not attended a class during the first three weeks of class will automatically have their registration cancelled by the institution and be eligible for a full tuition refund. Students who do not attend class three consecutive weeks, up until the seventh week of class, will automatically have their registration dropped and be eligible for a prorated tuition refund based upon their last date of attendance.

Tuition charges will be assessed according to the following schedule:

<table>
<thead>
<tr>
<th>Cancellation Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1-2</td>
<td>No charge</td>
</tr>
<tr>
<td>Weeks 3-4</td>
<td>75% of tuition refunded</td>
</tr>
<tr>
<td>Weeks 5-7</td>
<td>50% of tuition refunded</td>
</tr>
<tr>
<td>After Week 7</td>
<td>Full tuition charged</td>
</tr>
</tbody>
</table>

It is agreed that this notice together with the University Catalog represents the entire understanding between the University of St. Francis and the student and that no written or oral agreement, assumption, or other statement will, in any matter, affect the provisions of this notice unless mutually agreed upon by the University of St. Francis and the student.

**Financial Assistance Programs**

It is the philosophy of the University of St. Francis that the primary responsibility of funding educational expenses rests with the student and the student's family. In an effort to assist our undergraduate students with their educational expenses, USF participates in federally funded programs and also has made a commitment to our students to provide significant funding in the form of grants, scholarships, and a student employment program. More than 85 percent of the undergraduate full-time students currently enrolled at the University receive some form of financial aid.
assistance. The majority of funds administered by Financial Aid Services are based on demonstrated financial need, and all students at USF are encouraged to apply for assistance. USF does require all students who wish to receive a scholarship (merit, talent or need based) or student employment, to have the current financial aid documents on file.

To be eligible to apply for undergraduate need-based financial assistance, a student must meet the following criteria:

- Be a U.S. citizen, national, permanent resident or have approved refugee status.
- Be enrolled at least half-time (6 hours or more undergraduate).
- Be enrolled in a degree-seeking program.
- Make reasonable progress in his/her academic program (see Financial Aid Satisfactory Progress).

**Applying For Financial Aid**

In order to apply for all forms of federal, state and USF assistance, the student must complete a financial aid application form. USF requires that students complete the Free Application for Federal Student Aid (FAFSA).

The U.S. Department of Education will mail the Renewal Free Application for Federal Student Aid (FAFSA) to continuing students. Students must complete this application and mail it to the processor in the same fashion as they did the initial application.

After the results of the FAFSA are received by the Financial Aid office, additional information is requested from the student and parent(s) (if applicable). The basic information requested from all students is as follows:

\[ (A) = \text{All students} \quad (D) = \text{Dependent students only} \]

(A) USF Application for Financial Aid and Institutional Verification Form (IVF)
(D) Parent(s) IRS 1040, 1040A or 1040EZ
(A) Student's IRS 1040, 1040A or 1040EZ
(A) Financial Aid Transcripts (If the student has attended other colleges.)
(A) Student Aid Reports (SARs)

Other information will be requested if needed. Until the student's financial aid file is complete and verified by the Financial Aid office, no aid can be credited to the student's bill. Failure to respond to requests for information will result in delayed awards, and possibly, late fees assessed by the Business Office.

In general, all full-time students at USF are required to apply for financial assistance. Application can be waived at the student's request; however, all families are strongly encouraged to apply for all forms of federal, state, and institutional assistance.
Additional Procedures for Transfer Students

It is extremely important that both full-time and part-time transfer students at USF submit the following:

- All applications and information requested by the Financial Aid Office
- All official and final academic transcripts to the appropriate admission office
- An official and final evaluation of credit (as supplied by the appropriate admission office)

Students must also request financial aid transcripts from all other colleges attended, regardless of whether or not financial assistance was provided.

How Assistance is Credited

After the family financial information is submitted to the processor and has been reviewed and verified by the USF Financial Aid Office, the assistance will be electronically credited to the student account in the business office. Until such time as the file is complete and verified, these awards will not appear as credits on the bill.

If the student is borrowing under either of the Ford Direct Loan programs, estimated loan(s) will appear on the bill. After the promissory note is signed and the enrollment is verified, the actual loan(s) will be directly credited to the student’s account. If the combination of grants, scholarships, and loans completely covers direct costs to the University, the business office will issue a refund check.

Mandatory entrance interviews (loan counseling) are conducted for all new students prior to crediting their actual loan(s) to their student accounts. For students attending off-campus locations, the entrance interview materials are mailed to their residence. Mandatory exit interviews for students who are graduating are conducted in exactly the same fashion.

Students working Federal College Work-Study or part-time employment, will be paid on a bi-weekly basis based upon the amount of hours worked. Please note that students receiving a Federal College Work-Study award are not guaranteed to earn the amount awarded. It is dependent on the hours worked. The normal Federal College Work-Study award offered at USF is $2,500 per academic year. Students working 12 hours per week will earn the entire $2,500 over the course of the academic year.

Financial Aid Satisfactory Progress

Satisfactory academic progress is monitored for all financial aid recipients, regardless of whether they are receiving federal, state or USF assistance. The purpose of these standards is to ensure that all students are steadily progressing towards satisfactorily completing their degree.

- Regulations require that students maintain quantitative standards (credits/semester), qualitative standards (cumulative G.P.A.) and cumulative standards (credits attempted during academic career):
• **Duration of Eligibility:** Full-time students may receive financial assistance for a maximum of five years (ten semesters/150 credits) - three-quarter time and half-time students are prorated accordingly.

• **Hours to be Completed:** Full-time students must complete at least 24 credits per academic year. Three-quarter time and half-time students are prorated accordingly.

• **Grade Point Average:** Financial aid recipients must maintain the following minimum G.P.A.:
  - Freshmen (0-29 credits) 1.75 G.P.A.
  - Sophomore and above (30-128 credits) 2.00 G.P.A.

The Financial Aid Office monitors satisfactory progress once each academic year. Should students fall below the minimum standards, they will be placed on financial aid probation for the next academic year. If both required hours and G.P.A. are not achieved during the probation year, all assistance will be suspended until the student has made up the deficiencies.

Students placed on financial aid suspension may appeal their case in writing to the Director of Financial Aid if mitigating circumstances contributed to not meeting the requirements. A written explanation should outline the reasons for failure to meet standards, include documentation (if it exists), and an educational plan stating how the student plans to remedy the deficiencies. Cases will be reviewed on a case-by-case basis for approval.

Transfer students who have not achieved the required G.P.A. or who have exceeded the 150 credit hour maximum will be required to appeal prior to receiving assistance at USF. If the appeal is granted, the transfer student will spend the first year of attendance on financial aid probation. The measurement of the first year at USF will determine whether the student will be placed on financial aid suspension the following year.

Students may take courses at other institutions to remedy deficiencies providing that the courses will transfer to USF and they have approval from their academic advisor or the Registrar. Students on financial aid suspension are not allowed to work on campus until they have remedied their academic deficiencies.

**USF Freshmen Scholarships**

Scholarships are awarded to freshmen based upon their previous academic achievement. The admission office awards these scholarships to students who attend USF on a full-time basis and continue to meet the guidelines listed under the USF Satisfactory Progress Policy.

**University Scholarships** - Competitive scholarships based on admission to the University and an essay submitted by the student and certified by the high school English teacher.

**Presidential Scholarship** - Awarded to high school students based on an institutional formula factoring ACT/SAT and class rank. Students must complete
the application for freshman admission in order to qualify. Awards range from $4,000 to $6,000 per academic year. Students receiving athletic scholarships who also qualify for the Presidential Scholarship receive a maximum of $4,000.

**Trustee Scholarship** - Awarded to high school students based on an institutional formula factoring ACT/SAT and class rank. Students must complete the application for freshman admission in order to qualify. Awards range from $2,000 to $5,000 per academic year. Students receiving athletic scholarships who also qualify for the Trustee receive a maximum of $2,000.

**USF Monetary Award** - Awarded to high school students based on an institutional formula factoring ACT/SAT and class rank. Students must complete the application for freshman admission in order to qualify. Awards range from $3,500 to $4,000 per academic year. Students receiving athletic scholarships do not qualify for the USF Monetary Award.

**Biology Fellows Scholarship** - Limited competitive scholarship awarded to three incoming freshmen interested in the sciences with an enriched academic experience at the undergraduate level. Scholarship amount is $3,000 per year and is renewed annually by the Natural Sciences Department. The scholarship is awarded in addition to any other USF academic scholarships. To be considered for competition, students must possess two of the following criteria: ACT of 25 or higher, top 20% of class or cumulative G.P.A. of 3.50 or higher. Application details and forms are available through the USF Admissions Office.

**USF Transfer Scholarships** - Scholarships are awarded to transfer students based upon their previous academic achievement. The Admissions Office awards these scholarships to students who attend USF on a full-time basis and continue to meet the guidelines listed under the USF Satisfactory Progress Policy.

**University Transfer Scholarship** - Full tuition scholarship (consisting of all available grant sources) awarded to a first-time, distinguished transfer student entering USF during each fall and spring semester. The eligibility criteria consist of acceptance to USF, full-time attendance, degree seeking status, 60 credit hours of transferable credit, minimum of a 3.90 cumulative G.P.A., application for federal and state assistance, and demonstrated work/service in the community.

**University Scholarship for Adult Students** - Full tuition scholarship (consisting of all available grant sources) awarded to a first-time, distinguished adult transfer student, age 24 or over, entering USF during each fall and spring semester. The eligibility criteria consists of: acceptance to USF, full-time attendance, degree seeking status, 60 credit hours of transferable credit, minimum of a 3.50 cumulative G.P.A. in the most recent 30 semester hours, and application for federal and state assistance.

**Phi Theta Kappa Scholarship** - Scholarship of $6,000 awarded to all community college transfer students who are Phi Theta Kappa members and enter USF on a full-time basis. Transfers eligible to receive the Phi Theta Kappa Scholarship are not eligible to receive any other USF academic scholarships.
Community College Scholarship - Awarded to full-time community college transfer students who transfer at least 60 credits and have achieved at least a 3.0 cumulative G.P.A. Award level is as follows:

- 3.00-3.24 = $1,000
- 3.25-3.49 = $2,000
- 3.50-4.00 = $3,000

Transfer Scholarship - Awarded to full-time transfer students from a four-year college or University with at least a 3.0 cumulative G.P.A. Award levels are identical to the Community College Scholarship listed above. (Students must complete the equivalent of College Writing I and math competencies at College Algebra level or higher.)

Enhanced Academic Scholarship - Awarded on the basis of a referral from counseling staff to the Director of Transfer Admissions, this scholarship can provide up to $2,000 of additional funding to full-time transfer students who have already received the Community College or Transfer Scholarship.

President's Leadership Award - Awarded to prospective full-time transfers who have exhibited leadership in academics, spiritual or civic involvement, or extra-curricular activities. Students wishing to receive this scholarship should contact their Admissions representative for application procedures. Scholarship awards range from $500 to $2,000. Recipients of the leadership award may not be receiving any other athletic or academic scholarships.

Other USF Undergraduate Scholarships

Illinois Educator's Grant - Awarded to children of teachers, administrators and counselors at elementary or secondary schools who enroll at USF on a full-time basis. In order to qualify the student must submit a letter from the parent's employer verifying full-time employment status (the letter should include the official school seal). Maximum award is $1,000 per year.

Minority Achievement/Low Income Scholarship - Awarded to full-time students who meet two of the three following criteria: 1) Must be of African American, Hispanic, Asian or Native American descent; 2) Must have achieved a 3.0.P.A./4.0 scale and rank in the upper 1/2 of their class, or, if a transfer student, have 30 or more transferable hours at a 2.5 G.P.A.; 3) Must have a total family income of less than $15,000 per year in the year prior to application. Application includes a letter outlining the student's goals, objectives and achievements, and, a transcript outlining academic performance. Maximum award is $2,000 per year and students must maintain a 2.5 G.P.A. for renewal. Recipients of the Minority Achievement/Low Income Scholarship may not be receiving any other athletic or academic scholarships.

Schola Cantorum Scholarship - Competitive scholarship awarded to incoming students for participation in the choir. Students must audition with the Director of the Schola Cantorum. Schola award amounts range up to $2,000 and availability is limited.
USF Grant - Need based grant given to students on the basis of financial need as determined by the USF packaging formula.

USF Athletic Scholarships - Scholarships awarded on the basis of athletic ability. These scholarships are awarded by the athletic department.

USF Part-Time Employment - Non-need based USF employment program. Students are paid hourly wages and receive a check on a biweekly basis.

Federal Assistance Programs

Federal Pell Grant - Federal grant assistance awarded to undergraduate students on the basis of financial need as determined by the U.S. Department of Education. Awards range from $400 to $3,125.

Federal Supplemental Educational Opportunity Grant - Federal grant assistance awarded to students with exceptional financial need. Priority for these funds is given to students who receive Pell Grants. Awards range from $400 to $4,000 and priority consideration is given to those students who have completed their financial aid file by June 1st of the award year in question.

Federal College Work-Study - On-campus employment awarded to students on the basis of financial need. Students are paid hourly wages and receive a check on a biweekly monthly basis. Priority consideration for on-campus jobs is given to Federal College Work-Study students.

Federal Carl D. Perkins Loan - Low-interest, need-based loans to help students pay their educational expenses. These loans are awarded to students with high financial need. Maximum loan is $4,000 per year, not to exceed $20,000 for an undergraduate degree. Repayment begins nine months after the student ceases to be enrolled on at least a half-time basis. These funds must be repaid after graduation.

William D. Ford Direct Subsidized Loan - Federally subsidized loan offered to students judged to be needy based on the Federal Methodology eligibility formula. If students have borrowed under this program before, the interest rate is the same as that of the original loan. If students are new borrowers, interest rates are set annually on July 1 (it is currently at 7.46% with a cap of 8.25%). While attending college, the interest is paid by the federal government. Repayment begins when students cease to be enrolled for six (6) consecutive months. Students may choose any of four different repayment options.

William D. Ford Direct Unsubsidized Loan - Federally guaranteed loan that is offered to students who are judged to have very little or no financial need. If students are judged to have no need based on the Federal Methodology eligibility formula, they are eligible to borrow under this program. If students have used this program or the Subsidized Stafford Loan before, the interest rate will be the same as the loan they originally borrowed. For new borrowers, the interest rate is set annually on July 1 (it is currently at 7.46% with a cap of 8.25%). While attending college, students must make monthly interest payments. If students fail to make the interest payments, the federal government will capitalize (add them) the interest payments onto the principal. Payment of principal and interest begins as students
cease to be enrolled for six (6) consecutive months. Maximum loan amounts for both the Ford Direct Subsidized and Ford Direct Unsubsidized loans are:

- Freshmen: $2,625 per year
- Sophomores: $3,500 per year
- Juniors/Seniors: $5,500 per year

Independent students are allowed to borrow additional Ford Direct Unsubsidized loans. Freshmen and sophomores may borrow an additional $4,000 per year and juniors and seniors may borrow an additional $5,000.

USF students have an excellent record for paying back their student loans. Based on the latest federal records the Stafford Loan default rate at USF is at 3.7%

**William D. Ford Direct Parent Loan for Undergraduate Students** - These loans are for parents who want to borrow to help pay for their dependent student's educational expenses. The interest rate for the PLUS is set annually on July 1 (it is currently at 8.26% with a cap of 9%). There are no longer yearly or aggregate maximums for the PLUS program. All PLUS loans are subject to credit approval by the federal government. Payment normally begins 60 days after the loan is received; however, various options, based on deferment, may be arranged.

**Illinois Student Assistance Commission Programs**

**Illinois Monetary Award Program** - Award given on the basis of financial need as determined by the Illinois Student Assistance Commission. The MAP Award can be available for both full and part-time students. Awards range from $400 to $4,530. Continuing students must apply before June 1 or they will be denied the fall term portion of their award. Freshman applicants must apply before October 1 or they will be denied the fall term portion of their award. Under any circumstance, it is extremely important for all students to apply early!

**Minority Teachers of Illinois Scholarship** - Available to students who meet the following criteria: Illinois resident, minority standing, 2.50 G.P.A., not in default on any previous loans, sophomore level or above, enrolled in a teacher certification program, have not received a bachelors degree, and who apply by the processing deadline of August 1 of the award year in question. Awards range up to $5,000 per year and there is a teaching requirement after graduation. If the student fails to meet the teaching requirement, the scholarship changes to a loan. A separate application for this scholarship is available in the financial aid office, or on the ISAC website at www.isac-online.org.

**Golden Apple Award** - Available to Illinois students, the scholarship is designed to address the urgent need for resilient and creative teachers in Illinois schools serving economically and educationally disadvantaged. The foundation makes available up to $5000 per year for four years to assist students in teacher education programs.

**Endowed Undergraduate Scholarships/Annual Scholarships**

**USF Alumni Association Scholarships** - Awarded to students related to USF alumni made on the basis of need, academic promise, and the results of an interview with the Alumni Association Scholarship Committee.
Phyllis and Buel T. Adams Scholarship - Awarded to an undergraduate, with a minimum G.P.A. of 3.0, who demonstrates financial need.

Alverno Scholarship in the Fine Arts - Awarded to a student with a major or minor in the visual arts who exhibits evidence of talent and a sincere loyalty to the University.

William and Jean Anson Scholarship - Awarded to a Joliet student who typifies the spirit of the University of St. Francis.

Bank One Corporation Scholarship - Awarded annually to students who are admitted to the nursing major with good academic standing and financial need, this scholarship was established in 1996 by NBD Bank (now Bank One).

Barr Foundation Scholarship - Awarded to students from the Will County area who demonstrate financial need, pursuing careers in the health care field. Special consideration will be given to students enrolled in pre-med or allied health programs and those pursuing careers in physical rehabilitation, prosthetic application, or serving individuals who have a disability or prosthetic needs.

Jennifer K. Bily Memorial Scholarship - Awarded to senior nursing students and/or students with an interest in emergency/trauma disciplines residing in Plainfield, Illinois. The award is based upon good academic standing and financial need. Established by Anthony and Kathy Bily in memory of their daughter, Jennifer, a nursing student.

Lloyd Bowden Scholarship - Awarded to a student who participates in intercollegiate athletics.

LaVerne and Dorothy Brown Scholarship - Awarded to two students with demonstrated financial need who have exhibited dedication and service to others and commitment to academic and personal excellence. Incoming freshmen must rank in the top ten percent of their graduating class. Sophomore, junior and senior students must have achieved at least a 3.00 cumulative G.P.A.

Helen Antonini Bruskas Scholarship - Awarded to a sophomore or junior studying in the humanities. Must submit a paper on an issue of own choice, (philosophical, theological, historical, or literary). Reviewed by a faculty member in humanities; scholarship applied toward student's subsequent year of study.

Joseph and Angeline Bydalek Scholarship - Awarded to students who are graduates of Bishop McNamara High School in Kankakee and who show good academic standing and demonstrated financial need.

Richard Cheek Scholarship - Awarded to a student with demonstrated financial need.

Ed Chmielewski Scholarship - Awarded to one outstanding male athlete and one outstanding female athlete.

Jason Chonacki Scholarship - Awarded to two students who have a 2.5 G.P.A. or higher as selected by Director of Campus Ministry and men's soccer coach.
**Charlotte Codo Scholarship** - Awarded to a student who is studying art or French.

**John Philip and Margaret Coleman Memorial Scholarship** - Awarded to a sophomore, junior or senior who majors or minors in literature or art. Awarded to one student per year, the scholarship is renewable each ensuing year until graduation. The recipient must show evidence of practicing Christian ideals.

**Commonwealth Edison Scholarship** - Awarded to students with demonstrated financial need that reside in the Commonwealth Edison service area.

**Crane Fund Scholarship** - Awarded to needy and deserving widows and children as well as to children of disabled fathers.

**Amy D’Amico Award** - Awarded to students pursuing degrees in Education with a demonstrated need for financial assistance. Students must have a G.P.A. of 3.0 or higher and write a one to two page essay on how they emulate Amy's spirit and qualities.

**Sister Margaret Duffy Scholarship** - Criteria to be determined.

**Empowerment, Inc. Scholarship** - Awarded to a minority student.

**Farmers Insurance Group Scholarship** - Awarded to a sophomore, junior or senior student interested in insurance, mathematics, business administration or personnel, with demonstrated financial need. Student must maintain a 2.5 G.P.A..

**Emily Howe Fisk Scholarship** - Awarded to students in science and medical related fields. Minimum 2.5 G.P.A. required.

**Henry Frank Scholarship** - Awarded to students who are admitted to the nursing major with financial need and good academic standing. This scholarship was established by Henry Frank to honor his personal friends, John and Cecily Leach, loyal supporters of the Saint Joseph College of Nursing and Allied Health.

**Nancy K. Gosselin Memorial Scholarship** - Awarded to full-time students from Illinois who rank in the upper half of the class and exemplify qualities of leadership. Preference will be given to students who have one deceased parent and who reside in Will County.

**Sheldon and Marie Hauck Memorial Scholarship** - Awarded annually to undergraduate students. Priority is given to employees of the New Lenox State Bank, children or grandchildren of NLSB employees, and students who exhibit financial need. Students must maintain a 3.0 cumulative G.P.A. Renewable based upon the recipient’s achievements and financial need.

**Charlene M. Huffman Memorial Scholarship** - Awarded to students from the Joliet area to encourage service to others, commitment to Franciscan ideals and academic excellence.

**Sonja Jezidić Scholarship** - Awarded to student/and or students who have demonstrated financial need and who rank in the upper half of their high school
Special consideration will be given to applicants from single parent families and of Croatian descent.

**Innovative Scholarship** - Awarded annually to students who wish to enhance their academic experience at USF. The purpose of the scholarship is to encourage innovation in expanding horizons beyond the on-campus university experience. Applications are considered by the Alumni Board.

**Cecily and John Leach Scholarship** - Awarded each semester to students admitted to the nursing major who have financial need and are in good academic standing. This endowed scholarship was established in 1989 through the generosity of Joliet real estate developers, Cecily and John Leach, whose long history of support and friendship was permanently recognized at St. Joseph College of Nursing and Allied Health in the naming of the John and Cecily Leach Library.

**Marcita and Joseph A. Ley Scholarship** - Awarded to students with demonstrated financial need.

**Bill Manner Student-Athlete Scholarship** - Awarded to one or more student-athletes from the Joliet region, this annual scholarship gives preference to an individual who has overcome physical challenges.

**Dr. James P. McCabe Scholarship** - Annually awarded to a junior or senior pursuing a degree in Social Work or Psychology. Recipients must demonstrate academic commitment and financial need. An application must be submitted before the deadline (March 15) and the applicant must present himself/herself to the committee in an interview.

**Rachel and Harold McDonald Memorial Scholarship** - Awarded annually to students who are pursuing a degree in education and who have a demonstrated need for financial assistance.

**Helen McKeon Scholarship** - Awarded to full-time students with demonstrated financial need and academic excellence; students may keep the scholarship throughout their four years at USF.

**Donald Morse Scholarship** - Awarded to a Joliet area student who is active in drama. Preference will be given to students related to Joliet Kemlite/Dyrotech Corporation employees.

**Carolyn and Bart Murphy Scholarship** - Awarded to undergraduate students with preference given to those who have a strong academic record from a parochial high school, demonstrated financial need and who contribute to their own education with their personal resources. Incoming freshmen must rank in the top quarter of their graduating class. Sophomore, junior and senior students must have a minimum 3.0 cumulative G.P.A. Renewal based upon student’s continued academic achievements and financial need.

**Dale G. Nicholson Memorial Scholarship** - Awarded to students who reside in Will County, rank in the upper third of their class, and exemplify qualities of leadership, service, and love for people.
Mary A. Norris Scholarship - Awarded to students in the Health Arts Program who demonstrate significant financial need and maintain a 2.5 G.P.A.

Antonette Rose and Walter Karl Obrochta Scholarship - Awarded to students from the Joliet and Chicagoland area who exhibit financial need and/or academic promise.

John and Margaret Plese Scholarship - Awarded to students who demonstrate financial need.

Christine Poole Ponquinette Scholarship - Annually awarded to a junior or senior pursuing a degree in Social Work. Recipients must demonstrate academic commitment and financial need. An application must be submitted before the deadline (March 15) and the applicant must present himself/herself to the committee in an interview.

Remco Medical Scholarship - Awarded to a student from Grundy County, and/or a student who attended Joliet Catholic Academy or Joliet Central High School. Students must show a strong academic record, demonstrated financial need, and contribute to their own education.

Dr. Ivo E. and Evelyn Rowland Scholarship - Awarded to a Joliet area student with demonstrated financial need.

Patrick G. and Shirley W. Ryan Scholarship - Awarded to students in the recreation administration program specializing in therapeutic recreation.

Sister Beatrice Schiller Scholarship - Awarded to a student who is related to a USF alumni, shows academic promise and achievement. Administered by the Alumni Scholarship Committee.

James A. Smith Scholarship for Excellence in Journalism - Awarded annually by the Mass Communication Department. It is given to a student who has a minimum G.P.A. of 3.0 and has been deemed to have given outstanding service to the campus radio, television or newspaper and the University community through editorial leadership or participation in campus activities.

Virgil L. Smith Scholarship - Awarded to students with demonstrated financial need who possess a commitment to academic and personal excellence and who contribute to their own education.

Jane Engleton Snyder Scholarship - Awarded to a junior or senior majoring in education, psychology, social work or recreation administration.

Clair and Josephine M. Southgate Scholarship - Awarded to a graduate of Marian Catholic High School, Chicago Heights, Illinois, who is also a member of St. Kieran’s Parish, Chicago, or St. Joseph’s Parish in Homewood, Illinois.

Mona Minard Stephen Scholarship - Awarded to a junior of academic note regardless of major, residing in the Joliet area.

Joseph R. Trizna Family Scholarship - Awarded to students with demonstrated financial need.
**Wadsworth Endowed Scholarship Fund** - Awarded to undergraduate students who have maintained an above average grade point standing, and demonstrated a capacity for leadership and good citizenship as evidenced by community and University activities.

**Packey and Eileen Webb Scholarship** - Awarded to a resident of Joliet who has maintained a minimum G.P.A. of 3.0 and exemplifies leadership and service while demonstrating financial need.

**Donald (Ziggy) Zier Memorial** - Awarded upon graduation to a senior security guard who best exemplifies the ideals of dedication and service to the University.

**Jean Catherine Zipf Scholarship Fund** - Awarded to students with demonstrated financial need.

### University Policies and Procedures

#### Policies for Off-Campus Sites

**Extended Campus Sites**

The University of St. Francis is committed to providing undergraduate and graduate programs at off-campus sites throughout the country. When requested to do so, it is the practice of the University to establish viable new locations.

**Commitment to Off-Campus Locations**

One of the ways in which the University of St. Francis meets its goal of providing “programs and courses that are constructed for and offered at a time and place convenient for lifelong learning” is to offer undergraduate and graduate programs on campus, at onsite locations throughout the nation, and online.

The College of Health Arts, Graduate and Professional Studies or Saint Joseph College of Nursing and Allied Health, upon initiating a new location, makes a commitment to offer the courses in that area that would enable a student who does not have a program interruption to complete the degree program. During the program cycles, the Colleges will evaluate the course enrollment each semester and, if insufficient enrollment is determined, a projected closing date will be announced that would enable current student to complete the program if there are no program interruptions, or through alternative delivery formats. The deans of the Colleges reserve the right to make decisions on closing site locations.

Every effort will be made to maintain the designated meeting night or location. However, in the event of instructor or site availability, or change in enrollment, the University reserves the right to change a class night or change the class meeting location to a site within the area. Advanced notice will be given to accommodate students’ scheduling arrangements.

**Off-Campus Class Visits**

Visits are made to site locations twice during the academic year by a representative from the University of St. Francis. The purpose of the visit is multifaceted: to advise individual students, to observe the class and instructor, reinforce academic
policies and procedures, to interview prospective faculty, and to attend to other administrative and support service responsibilities. In addition, location coordinators at site locations are responsible for providing administrative services to students.

**Off-Campus Location Coordinator (LC)**

Every off-campus class section has a designated student who serves as a location coordinator. This student acts as a liaison between the colleges, the instructor, the students and the facility where classes are held. The primary function of the LC is to act as the “connecting link” between students, faculty and University administrators. Some of the duties of the LC are: providing service to faculty, distribution of textbooks, making provisions for audiovisual equipment, communicating student issues to the appropriate academic administrator, conducting the administrative service visit, and distribution of teacher evaluation forms.

**Academic Support**

Students attending classes at off-campus sites are encouraged to call the appropriate academic administrator to discuss academic issues, academic advising, or to discuss any other matters pertaining to their association with the University.

**Student Identification Card**

A current University of St. Francis ID card is issued to all off-campus students at the beginning of each academic year and to new students each semester. The card identifies the holder as a University student and entitles the holder to privileges awarded to such. It may enable students to obtain library privileges in some areas. It is also useful for admission to museums, theaters, sporting events, etc. that have special rates for University students.

**Flexibility of the Program**

If it would benefit a student’s experience or career goals, he or she has the option of substituting an appropriate course from one of the other USF graduate programs. This must be done with the help and approval of an academic advisor.

**Guidelines on Academic Integrity**

Students have an obligation to exhibit honesty in carrying out their academic assignments. Students may be found to have violated this obligation if they plagiarize or cheat. Plagiarism is presenting the work of others as one's own; cheating is taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom.

**I. Determination of Violations**

A. If an instructor suspects violations of University policy concerning plagiarism or cheating, he or she will meet with the student. This meeting will provide the student with an opportunity to clear himself or herself to the satisfaction of the instructor.
• If the student is cleared, the matter will be dropped.
• If the student admits to the violation as alleged, a brief description of the violation signed by the student and the instructor will be sent to the Registrar’s Office.
• If the student and the instructor cannot agree on the matter of guilt on the alleged violation, each shall submit a signed statement indicating his/her position to the appropriate college dean within two class days.

B. Once it is determined that a violation has occurred, the instructor must inform the Registrar as soon as possible to ascertain whether the violation is the student's first offense.

II. Penalties
A. The following penalties are to be administered for violation of University policy governing academic integrity:

- First Violation - The student receives either a grade of "F" for the item in which the offense occurred or a grade of "F" in the course. The instructor of the course in which the offense occurred makes the decision.
- Second Violation - The appropriate college dean will suspend the student for one term.
- Third Violation - The student is expelled from the University.

B. Violations having been determined, the student surrenders the right to withdraw from the course.

C. The Registrar shall keep a record of all violations committed by each student while at the University of St. Francis.

Appeal Procedure for Academic Probation, Dismissal, or Alleged Violations of Academic Integrity

The appeal procedure for academic probation, dismissal or alleged violations of academic integrity (see Guidelines for Academic Integrity) is as follows. This is the process to be used for appealing the decision of a dean in the above matters. (Note: this process is not to be used for a course grade dispute unless it involves alleged violations of academic integrity. A grievance based on the alleged racial, gender, or other discrimination should be directed through the appropriate Title IX procedures explained in the Student Handbook).

Step I: Student completes form obtained from Registrar’s Office. The Registrar will forward one copy of the form to the office of the Vice President for Academic Affairs, and one to the dean of the appropriate college, notifying him or her of the intent to appeal the decision. The student making the appeal must complete this form and turn it in no later than 20 days after the date of the last final of the term. The dean must schedule a meeting with the student within five calendar days after receiving the form. If a resolution is achieved at this time, no further action will be
taken, except that the dean and the student will sign the form explaining the agreed upon decision. One copy of the decision will be forwarded to the Registrar’s Office and one copy to the office of the Vice President for Academic Affairs. If no resolution is arrived at, the form, signed by both the student and the dean, is forwarded to the Chair of the Educational Standards Committee, who will convene a meeting of the Student Appeals Subcommittee. A copy of the signed document will also be forwarded to the Vice President for Academic Affairs. Both parties may also write and submit a statement explaining their position.

**Step II:** The Student Appeals Subcommittee, which will be composed of the Chair of the Educational Standards Committee, two faculty members from the Committee, and two students, will convene within seven calendar days, and will hear the student and the dean. The subcommittee will provide both sides with a written decision within three calendar days of this meeting. A copy of this decision will also be forwarded to the Registrar’s Office and the office of the Vice President for Academic Affairs. The decision of the subcommittee is final.

### Grievance Procedure: Grading or Other Course Matters

When a student has a complaint about a given grade or other matter directly related to a course, the following procedure will be followed if the problem cannot be resolved in an informal discussion between the instructor and the student:

**Step I:** The student files a Step I form secured from the Registrar’s Office within 20 calendar days of the contested occurrence or receipt of grade report. The completed form is returned to the appropriate dean of the college from which the course was offered. A copy is forwarded to the instructor by the dean. The instructor must contact the student within 10 class days to discuss the grievance. The results of the discussion will be indicated on Step I form, signed by the instructor, and forwarded to the appropriate college dean.

**Step II:** If the grievance is not resolved in Step I, the student can request that the appropriate program administrator to review the grievance. The administrator will request the student and faculty member to submit material within 14 calendar days after the Step I decision has been received. The Step II review may be conducted as a meeting or conference call and will include the appropriate administrator, faculty member, the student, and a representative selected by student (if any). Students can receive assistance or advice during these procedures from parents or other persons of their choosing, including an attorney. The administrator’s decision will be provided in writing, to the student within 7 calendar days after the meeting. Results of the Step II meeting will be indicated on the Step II form and the entire packet will be filed in the office of the Vice President for Academic Affairs.

**Step III:** If the grievance is not resolved in Step II, the student can request that the appropriate college dean review the grievance. The dean will request the student and faculty member to submit material within 14 calendar days after the
Step I decision has been received. The Step II review may be conducted as a meeting or conference call and will include the appropriate college dean, faculty member, the student, and a representative selected by student (if any). Students can receive assistance or advice during these procedures from parents or other persons of their choosing, including an attorney. The dean’s written decision will be provided to the student within 7 calendar days after the meeting. The decision of the dean is final. Results of the Step III meeting will be indicated on the Step III form and the entire packet will be filed in the office of the Vice President for Academic Affairs.

**Note:** All forms are available in the Registrar’s Office. If the student fails to adhere to the stated timelines the grievance will be dropped. If University personnel fail to adhere to the stated timelines, the grievance will proceed to the next step. The timelines may be extended by mutual agreement of parties involved. Twenty (20) class days regarding GRADING is interpreted to mean the twentieth calendar day after the grades are mailed from the Registrar’s Office.

### Student Records and FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- The right to inspect and review the student’s education records within 45 days of the date the University receives a request for access. The student should submit to the Registrar a written request that identifies the record(s) he/she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student will be notified of the office that does maintain the record.
- The right to request the amendment of the student’s education record that the student believes is inaccurate or misleading. A written policy for review and amendment of records can be obtained from the Registrar’s Office.
- The right to consent disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as academic, administrative, support, and contract staff of the University who have a legitimate educational interest. Legitimate educational interest is defined as: performing a task specified in the job description or contract, performing a task related to the student's education, performing a task related to the discipline of a student, providing a service or benefit relating to a student. In addition, students serving on official committees such as disciplinary or grievance committees will also be considered to have a legitimate educational interest.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of St. Francis to comply
with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

An exception is the disclosure of directory information. The University of St. Francis defines directory information as: student name, e-mail address, hometown, dates of attendance, awards and honors, academic majors, date of birth, enrollment status, degrees conferred (including dates), and sport (height, weight, position, photograph), if an athlete. Such information may be disclosed, without the student's consent, at the institution's discretion, except as specified in the note below.

In addition, the University publishes a directory which includes the student's name and telephone numbers. This publication is for student, administrative, and faculty use. Telephone numbers will not be released except through this publication. The University will, upon request, disclose educational records without consent to officials of another school in which a student seeks or intends to enroll. Written verification of such intent will be obtained. All requests to release a student's record must be made in writing and signed by the student as described under the “Requests for Transcripts” in the University catalog.

NOTE: Currently enrolled students may withhold disclosure of all of the above items of information under FERPA. To withhold disclosure, written notification, on the form specified, must be submitted by the student to the Registrar’s Office. This may be done at any time within a semester of enrollment. The student's notification of non-disclosure will remain in effect until the student notifies the Registrar’s Office, in writing, of removal of the non-disclosure status. The University of St. Francis assumes that failure on the part of any currently enrolled student to specifically request non-disclosure of directory information items indicates individual approval for disclosure.

Undergraduate Academic Policies

Academic Responsibility
The Vice President for Academic Affairs is the official representative of the University in matters pertaining to the scholastic life of the student body. Regulations made by her/him in addition to, in abrogation of, or in interpretation of the following regulations have the same force as the regulations themselves.

In case of discrepancy between the University catalog and other publications or academic information provided by any faculty or staff member other than the Vice President for Academic Affairs, the catalog takes precedence.

The University reserves the right to terminate or modify program requirements, content and sequence of courses, and program offerings. Students withdrawing from the University completely for a period of one year or more are bound by the catalog in effect when they re-enter.
It is the responsibility of each student to be acquainted with all requirements for his or her degree program and to assume responsibility for meeting those requirements. In case of ambiguity, discrepancy, or disagreement, the regulations and requirements stated in this catalog and any subsequent modifications or interpretations by the Vice President for Academic Affairs will prevail.

**Admission Requirements and Procedures**

Applicants for admission are considered individually and must demonstrate evidence of their ability to complete college-level work based on previous successful academic performance. Students are accepted to the University as first-time freshmen and transfer students. Non-degree seeking students are allowed to take classes through an abbreviated application process. Some academic programs require additional criteria and materials to be reviewed for admission to their academic major. These programs include Nursing, B.S.N. Fast Track, and Health Arts.

**Freshman Student Admission**

**Requirements for admission as a freshman student**

The following guidelines are used when evaluating an applicant’s high school record:

- Satisfactory ACT or SAT scores (20 or higher ACT or 930 or higher SAT)
- Class rank in the upper 50th percentile
- Grade point average of 2.0 or higher on a 4.0 scale
- At least 16 high school units in the following academic subjects:
  - English 4 units
  - Mathematics (Algebra and Geometry) 2 units
  - Social Studies 2 units
  - Science (one with lab) 2 units
  - Foreign Language, or Computer Science, or Music/Art with courses from two of the three areas) 3 units
  - Electives 3 units
  - TOTAL 16 units

**Procedures for Application for Admission as a Freshman Student**

- Submit a completed freshman admission application, either the traditional hard copy or online accessed on the University website, www.stfrancis.edu, with a $20 non-refundable application fee, check, or money order
- Have an official transcript of credits sent from the high school last attended
- Submit ACT or SAT scores.

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Applicants will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis starting October 1. If there are no unusual circumstances, applicants will be notified within two weeks after completing the process.

**Provisional Admission**

Students not meeting admission requirements can be considered for provisional admission by the Admissions Committee once they have submitted a personal statement and teacher recommendations. The Admissions Committee is comprised of University faculty and administrators. Provisional admission is granted on the basis of each applicant’s individual potential as indicated in the required documentation. To aid in a provisionally admitted student's first year success, the Admissions Committee usually stipulates the following provisions:

- Students are limited to a maximum of 14 semester hours during the first semester at the University. The limit of 14 hours is specified to help avoid the problems that can arise when students new to college sign up for too many classes at one time. A full-time class load ranges from 12 to 18 hours; by being limited to fewer hours, the student should be better able to concentrate on being successful in each class.
- Students may be required to participate in the Academic Resource Center’s Academic Achievement Seminar. This course examines the skills and behaviors that are essential to being a successful college student. The class size is small, which allows students to experience frequent interaction with the instructor and other students in the class.
- Students may be required to participate in the Academic Resource Center’s Academic Coaching Program. This program connects the student to the Academic Resource Center by implementing status check-ups throughout the semester to ensure students are making positive progress in their studies.
- Students must attain a 2.0 (“C”) cumulative grade point average in at least 12 hours at the end of the first semester at USF in order to continue to the next semester. The first two conditions given above are designed to assist the student in meeting this goal.

Successful completion of the first semester, as designated by these possible requirements, will satisfy the provisional admission. Beginning with the second semester, the student will be subject to the academic policies and standards as listed in the University Catalog.

**Tuition Deposit**

A $100 registration deposit is required by May 1 or 30 days after acceptance for those admitted after April 15. This deposit will be credited to the applicant's bill and is fully refundable until May 1 for students entering in the fall semester or January 1 for students entering in the spring semester.
Transfer Student Admission

The Office of Admissions serves students who are transferring from a community college or another senior college or university. Admissions counselors assist new transfer and adult students with the admission process, evaluate previously earned academic credit and register them with their first semester of classes at the University. Students who have earned a minimum of the equivalent of 12 semester hours from another college or university beyond the secondary level are considered transfer students and may apply for admission as an undergraduate degree seeking student to the University for the Fall or Spring semester of attendance.

Requirements for Admission as a Transfer Student

All transfer students must meet the following requirements in seeking admission to the University:

- A cumulative grade point average of 2.0 from all previous college coursework
- Eligibility for continued enrollment at the last post-secondary institution attended. (Students who do not meet this requirement must submit additional proof of education or experience from any of the following: 1) military experience, 2) an interruption of schooling for one or more years, 3) work experience, or 4) previous academic performance
- Graduation from a recognized high school or satisfactory completion of the GED (General Educational Development Test) as verified on the application for transfer student admission
- Demonstration of college-ready proficiency in mathematics and English through completed course work at a previous college or high school
- Completion of the admission process.

Procedures for application for admission as a transfer student

Transfer students applying for admission as an undergraduate student seeking a bachelor’s degree must submit the following:

- A transfer student application for admission, either the traditional hard copy or online accessed on the University website, www.stfrancis.edu, with a $20 non-refundable application fee, check, or money order
- Official transcripts of all previous academic credit from all colleges and universities*
- Official high school transcript for those transfer students who have earned less than 30 semester hours or those for whom proficiency in specific course work is determined necessary.

Transfer students will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis.

*All transcripts become the official property of the University of St. Francis and will not be returned nor issued to another institution or party.
International Student Admission

International students at the undergraduate level must meet the same basic admission requirements as those required of incoming freshman or transfer students. Since there is variation in educational standards throughout the world, precise comparative standards and equivalencies are not always available. Therefore, international students are considered for admission based on their previous academic work, English proficiency and evidence of adequate financial resources.

Procedures for Admission as a Freshman International Student

International students seeking admission as incoming freshmen must submit the following:

- An application for freshman admission, either the traditional hard copy or online accessed on the University website, www.stfrancis.edu, with a $20 non-refundable application fee, check, or money order
- Secondary school transcript. Students should submit their transcripts to an approved credentials evaluation agency prior to sending them to the Admissions Office
- Scores from the TOEFL (Test of English as a Foreign Language) examination (not required of students who have completed their secondary education in a country where English is the native language)
- Scores from either the ACT (American College Test) or the SAT (Scholastic Aptitude Test)
- Evidence of adequate financial resources applicable towards total college costs of completing the bachelor’s degree at the University.

International student applicants will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis starting October 1.

Procedures for Admission as an International Transfer Student

International students who have completed academic work beyond the secondary level in a foreign country or in the United States are considered transfer students and must submit the following:

- A transfer student application for admission either the traditional hard copy or online accessed on the University website, www.stfrancis.edu, with a $20 non-refundable application fee, check, or money order
- Scores from the TOEFL (Test of English as a Foreign Language) examination. A TOEFL score of 550 (213 on computer based exam) or higher will be required of applicants for whom English is a second language
- Students who have acquired immigrant status in the United States and have completed a minimum of 60 semester hours in a United States college or University may not be required to submit TOEFL scores
- Official transcripts of all academic work from all colleges or universities beyond the secondary level (All transcripts become the property of USF)
• Official evaluation from an approved agency of all previous foreign course work (This evaluation may not be required of students from a country where English is the native language)
• Evidence of adequate financial resources applicable towards total college costs of completing the bachelor’s degree at the University.

International transfer student applicants will be considered for admission as soon as their application process has been completed. Decisions are made on a rolling basis. International students with immigrant status in the United States and who have attended college/university in the United States will be required to provide a release from the last institution attended in the United States.

Readmission of Former USF Students
Former University of St. Francis students who have ceased enrollment for less than one year and have not attended any college or university since leaving the University may simply contact their previous academic advisor or the Registrar’s Office for registration.

Former University of St. Francis students who have not attended the University for a year or more must re-enter the University through the Office of Admissions and will be required to fulfill the requirement of the catalog in effect at the time of re-entry. Students must update their student information by completing the transfer student application and, if applicable, submit official transcripts of all academic course work completed after leaving the University. Students who have holds and/or financial obligations must resolve them prior to re-admission. Students will be notified of their re-admission status upon receipt of all necessary information and transcripts.

Students who have been dismissed for academic deficiency may only apply for re-admission after one year. During that year they must have completed one year of academic work at another approved college or university (two academic terms with at least twelve semester hours each term) with a grade point average of at least 2.0. Application for re-admission is made to the Office of Admissions. The Admissions Committee will review the courses taken and determine whether the student has demonstrated the ability to do satisfactory work if readmitted to the University of St. Francis.

Non-Degree Seeking Student Admission
Students who wish to enroll in courses at the University but who are not degree-seeking or who are attending for special courses only are classified as special, non-degree students and need not submit previous transcripts or an application for admission. Students in this classification should seek registration information from the Office of Admissions at the University.
Admission to Specific Programs

Traditional Nursing major

Admission as a traditional nursing major to the Saint Joseph College of Nursing and Allied Health is a two step process: admission to the University and then admission to the nursing major. Students are admitted to the nursing major during both the fall and spring semesters.

Admission to the University for students pursuing nursing as a major is the same as for all students seeking admission (See Freshman and Transfer Student Admission). High school students should submit their applications during their senior year. An application to the nursing major must be submitted prior to the students’ junior year. Transfer students anticipating enrollment as a nursing major should submit an application for admission and have transcripts forwarded to the Office of Admissions one semester to one year in advance of their projected entry semester. An evaluation of credits will then be completed, identifying any deficiencies in the courses required for admission to the nursing major.

Requirements for Admission as a Traditional Nursing Major:

- Acceptance to the University of St. Francis
- Complete an application for entrance into the nursing major
- A minimum of 61 semester hours (92 quarter hours) in required prerequisite Liberal Education Courses. (See listing of Liberal Education Courses in following section)
- A minimum cumulative G.P.A. of 2.0 in all college course work
- A minimum cumulative G.P.A. of 2.5 in all lower division required prerequisite courses. Elective courses are not included in calculating this 2.5 G.P.A.
- A minimum of a “C” grade in the following required major supportive/prerequisite courses:
  - Anatomy and Physiology I, II
  - Inorganic Chemistry
  - Microbiology
  - General Psychology
  - Human Growth and Development
  - Introduction to Sociology
  - Introduction to Statistics
  - Nutrition
  - Introduction to Computers
  - Concepts of Professional Nursing
- Applications will be reviewed by the Admissions Committee each term. Meeting the minimum G.P.A. and course requirements does not guarantee admission to the major.
Requirements for Admission to B.S.N. Fast Track Option (R.N. Degree Completion):
Registered nurses seeking admission into the B.S.N. Fast Track degree completion program must meet the following requirements:
- Have graduated from a diploma or associate degree program in nursing (official transcripts from each school attended must be submitted)
- Possess current licensure as a registered nurse in appropriate state
- Submit two letters of reference
- Achieved a minimum of a “C” grade in the following required major supportive/prerequisite courses:
  - Inorganic Chemistry
  - Anatomy and Physiology I
  - Anatomy and Physiology II
  - Microbiology
  - General Psychology
  - Lifespan Development
  - Introduction to Sociology
  - Introduction to Statistics
  - Nutrition
  - Introduction to Computers
  - Concepts of Professional Nursing

Special Notes for Nurses
Students must meet health, immunization, liability insurance, CPR, and OSHA training requirements prior to any clinical placement. A background check through the Illinois State Police is required for all non-licensed students. Students with felony records will be counseled regarding the implications for licensure and employment.

Health Arts Major (Degree Completion for Health Care Professionals)
Students seeking admission as a Health Arts major must meet the following requirements:
- Possess current professional registration in the United States
- Have graduated from a diploma or associate degree program in nursing or radiologic technology, or an associate degree program in dental hygiene, respiratory therapy or another qualified health profession and professional experience.

Procedures for Admission to the Health Arts major
Students seeking admission as a Health Arts major must submit the following information to the Admissions Office:
- An application for admission to the Health Arts program in either paper format or online from the University website, www.stfrancis.edu, with a $25 non-refundable application fee, check, money order, or credit card
• Official transcripts of all previous academic credit from all colleges and universities or diploma programs
• Form A and its fee and possibly Form B and its fee
• Proof of current licensure.

A student's admission file must be completed by the end of the first semester. If a file remains incomplete at the end of the first semester, the student will not be permitted to register for subsequent semesters. All students will be notified during their first semester if items are missing from their files.

Evaluation of transfer credit
The Office of Admissions will evaluate transfer credit of all new undergraduate transfer students admitted to the University according to the following University transfer credit guidelines:
• A cumulative grade point average of 2.0 or higher is required for admission.
• Transfer credit will be acceptable only from institutions which are accredited or are in candidacy status by one of the regional accrediting associations.
• A maximum of 70 semester hours will transfer towards the bachelor’s degree from a community college. (Health Arts and Professional Arts/AOM program accepts a maximum of 80 semester hours.)
• Courses in the major and general education areas will be accepted as approved by academic departments.
• Courses with “D” grades in major or major supportive requirements are not acceptable.
• General Education and elective courses with “D” grades are not acceptable unless the student is certified as having completed the IAI (Illinois Articulation General Education Curriculum), which became effective for students beginning their college studies the Summer and Fall 1998 (or thereafter) as degree seeking candidates. (see section on IAI Policy for further information)
• AP (Advance Placement), CLEP, DANTES, prior learning portfolio, and other proficiency credit evaluated by the previous accredited institution will be accepted to the University as transcripted by the transferring institution.
• Courses that are remedial, developmental, or pre-college are not acceptable for transfer to the University.

Quality points earned at previous institutions are not computed into the G.P.A. at the University of St. Francis.

IAI (Illinois Articulation Initiative) Policy
The University of St. Francis is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois Transferable General Education Core Curriculum between participating institutions. Completion of the general education core curriculum at any
participating college or university in Illinois assures transferring students that lower division general education requirements for an associate or bachelor’s degree have been satisfied with the exception of ‘mission specific’ requirements such as theology and philosophy. This agreement became effective for students entering an associate or baccalaureate degree-granting institution as a first time freshman in the summer of 1998 (and thereafter). For more information on the Illinois Articulation Initiative (IAI), refer to the website at www.itransfer.org.

Transfer students to the University of St. Francis who have completed the Illinois Transferable General Education Core Curriculum as approved by IAI and have been certified as complete by the sending institution will have completed the University of St. Francis general education requirements except for the ‘mission specific’ requirements of theology and philosophy. Certification of the Illinois Transferable General Education Core Curriculum must contain the following minimum requirements:

**Illinois Transferable General Education Core Curriculum**

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of Courses</th>
<th>Semester Hours</th>
<th>Special Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication, written and oral</td>
<td>3</td>
<td>9</td>
<td>A two course sequence in writing and one course in oral communication</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1 or 2</td>
<td>3</td>
<td>Prerequisite to approved math course: intermediate algebra and geometry</td>
</tr>
<tr>
<td>Physical and Life Sciences</td>
<td>2</td>
<td>7</td>
<td>One life science, one physical science, one course must have a lab.</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>3</td>
<td>9</td>
<td>One humanities, one fine arts, one from humanities or fine arts</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td>3</td>
<td>9</td>
<td>Two disciplines must be represented (disciplines include: Anthropology, History, Economics, Human Geography, Political Sciences, Psychology, Sociology, and Interdisciplinary Social/Behavioral Sciences)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12-13</strong></td>
<td><strong>37-41</strong></td>
<td></td>
</tr>
</tbody>
</table>
The following agreement is effective for transfers to the University of St. Francis who began their college studies the Summer or Fall, 1998 and thereafter as degree seeking candidates and have been certified by the sending institution to have completed the Illinois Transferable General Education Core Curriculum as approved by IAI:

- Transfer students who earn a baccalaureate oriented Associate of Arts (A.A.) or Associate of Science (A.S.) degree from an accredited Illinois institution prior to enrolling at the University of St. Francis will have fulfilled the University of St. Francis general education requirements except for the mission related requirements of 6 semester hours of philosophy and 6 semester hours of theology.

- Transfer students who have been certified as having completed the Illinois Transferable General Education Core Curriculum as approved by IAI, minimum of 37 semester or 56 quarter hours, satisfactorily from accredited Illinois institutions prior to enrolling at the University of St. Francis will have fulfilled the University of St. Francis general education requirements except for the mission related requirements of 6 semester hours of philosophy and 6 semester hours of theology.

- In accordance with IAI standards, the University of St. Francis will accept courses with “D” grades in all applicable courses within the Associate of Arts (A.A.) or Associate of Science (A.S.) degree. Courses with “D” grades that are major or major supportive requirements are NOT acceptable.

- The University of St. Francis will accept courses with “D” grades in courses acceptable for the Illinois Transferable General Education Core Curriculum of those transfers who have been certified as having completed the Illinois Transferable General Education Core Curriculum as approved by IAI. Courses with “D” grades that are major or major supportive requirements are NOT acceptable.

- AP, CLEP and proficiency credit as evaluated by the verifying institution as having fulfilled any Illinois Transferable General Education Core Curriculum requirement will be accepted as evaluated.

- Credit from a non-IAI participating institution evaluated by the verifying institution as having fulfilled any Illinois Transferable General Education Core Curriculum requirement will be accepted as evaluated.

- Transfer students who have NOT completed the Associate of Arts (A.A.) or the Associate of Science (A.S.) degree or have not been certified as completing the Illinois Transferable General Education Core Curriculum as approved by IAI must complete the general education requirements as specified by the University of St. Francis. Courses satisfying general education requirements will be evaluated on an individual course basis. Any courses with “D” grades of students entering the University in this status will NOT be accepted.

Native students, students entering as first-time freshmen to the University of St. Francis, re-entry students to the University of St. Francis who have not earned a baccalaureate oriented Associate of Arts (A.A.) or Associate of Science (A.S.)
degree prior to re-enrolling to the University or students attending another institution concurrently while attending the University of St. Francis must complete the University of St. Francis general education requirements. Concurrently enrolled students must seek approval from the academic advisor and registrar on courses fulfilling general education and major program requirements. USF students may request to be certified as having completed the IAI requirements at St. Francis by completing an IAI Certification Review form in the Registrar’s Office.

### Credit for Prior Learning

Currently enrolled students may apply for credit from nationally recognized assessment programs such as Advanced Placement (AP), CLEP and DANTES or credit for non-traditional learning experiences through the USF Prior Learning Assessment Program. Students should apply for credit upon enrolling at USF but no later than prior to completing 96 semester hours of credit toward the degree. Official score reports must be submitted for evaluation. Credit for AP, CLEP and DANTES exams will also be accepted from another institution of higher education as recorded on the sending institution’s transcript. AP, CLEP and DANTES credit may not duplicate that awarded for a completed college course and/or equivalency. For those enrolled in an on-campus degree program, the maximum amount of credit that can be earned either through the Prior Learning Assessment Program and/or the AP, CLEP and DANTES program is 33 semester hours at the USF. Credits awarded through Prior Learning do not count toward the 32 semester hour residency requirement at the University.

### College Level Examination Program (CLEP) and DANTES Examination Program

The University of St. Francis accepts most CLEP and DANTES examinations for currently enrolled students when those examinations meet or exceed institutionally established criteria. The student must request that the Educational Testing Service send a copy of the official transcript directly to the coordinator of the Prior Learning Assessment Program for an evaluation. No credit will be awarded in areas in which a student has already completed a college course. Additional information on the CLEP and DANTES program may be obtained from the Coordinator of the Prior Learning Assessment Program.

### Advanced Placement (AP) Exams

Students who have taken college level courses in high school and passed the Advanced Placement examinations administered by the Educational Testing Service may apply for either advanced placement and/or credit in the subjects related to the courses. Students should request scores be sent to the Registrar’s Office at the University. The appropriate department chair will determine advanced placement or amount of credit in each case.

### Prior Learning Assessment Program

The University of St. Francis recognizes that college level learning can be achieved in non-traditional settings. Examples of such college level learning...
might include attendance at conferences, institutes, and seminars; work experiences; volunteer work in the community; and military training. Students twenty-three and older may apply for college credit by submitting substantive documentation of prior learning through a portfolio process. The learning documented in a portfolio must be comparable to a course offered at the University of St. Francis.

The amount of credit to be awarded for these experiences will be determined by faculty assessors and the Coordinator of the Prior Learning Assessment Program (PLAP). For those enrolled in an undergraduate degree program, the maximum amount of credit that can be earned either through the Prior Learning Assessment Program and/or the AP, CLEP or DANTES program is 33 semester hours at USF.

Students in undergraduate programs must complete the prior learning portfolio assessment process before acquiring 96 hours of college credit. For more information and/or application, contact the Coordinator of the Prior Learning Assessment Program.

**Prior Learning Assessment for Health Arts Students**

At the time of admission, the student prepares and submits to the University’s Prior Learning Assessment Program all documentation of appropriate prior learning gained both in the traditional classroom setting and at the place of employment. Documentation consists of OFFICIAL transcripts from hospital-based programs, from colleges affiliated with hospital programs, and from any other colleges where courses were taken. Prior learning documentation of the appropriate professional work experience is also required. There is a fee for the assessment of prior learning.

**Note:** Applicants in the state of Florida are required by the Florida State Board of Independent Colleges and Universities to complete a more detailed portfolio process in order to earn credit for life experience. Applicants from the State of California are also required by the California Council for Post Secondary Education to complete a more detailed portfolio process in order to earn credit for life experience.

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**Academic Advising, Registration, and Withdrawal Policies**

**Student Classification**

**Undergraduate Students**

The classification of students is determined at the beginning of each semester according to the number of semester hours completed, as follows:

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Freshmen</th>
<th>Sophomores</th>
<th>Juniors</th>
<th>Seniors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 to 29</td>
<td>30 to 59</td>
<td>60 to 89</td>
<td>90 or more hours</td>
</tr>
</tbody>
</table>
Classification will not necessarily coincide with class year because students progress toward their degrees at different rates. For official records, students will be identified according to the above classification.

Registration for Classes
The Academic Advising Program
The Academic Advising Program is an integral part of the educational process at St. Francis. Instructors in the Core I: Speech Communication class advise freshmen during their first year. Near the end of the first semester as students choose an academic major, an academic advisor will be assigned from the program they select. Undeclared students will continue to be advised by their Core I advisor until they choose a major. Transfer students are assigned academic advisors by department chairperson of their chosen major at the time of their first enrollment at St. Francis.

Although it is the student's responsibility to know the requirements for graduation and to plan accordingly, the academic advisor is available for assistance and for approval of each student's semester schedule. The process of course selection each semester includes a meeting of the student with the advisor, during which the requirements for a degree and the student's progress toward completion are discussed. The academic advisor should be consulted frequently during the academic year as well as at pre-registration and registration periods.

Health Arts Academic Advisement
Students are advised by phone, by email, or in person by a College of Health Arts, Graduate, and Professional Studies administrator or faculty member. Students wishing to make an appointment for academic advising on campus with an administrator or faculty member may do so at any time. Those students wishing to schedule an appointment at an off-campus location may do so prior to the time of the administrative visit to classes in the area.

College representatives visit classes at least two times a year. Students requesting assistance with academic matters are encouraged to call the College of Health Arts, Graduate, and Professional Studies via the toll-free line to make an appointment with a college representative during class visitation.

Registration for Classes
Students should consult the published schedule of courses for registration processes.

Auditing Courses
Students who wish to audit a course must indicate this at the time of registration or no later than the end of the add/drop period. Students will be charged full tuition and meet all other requirements of the University and the course instructor except for examinations. A grade of “AU” is recorded for the course but no credit is earned.
Courses Taken at Another College or University
After a student has enrolled at the University of St. Francis, specific approval must be received from the student's advisor, department chair and the dean to receive credit for a course taken at another college or university. Only students in their first or second year will be given approval to take a course at a junior or community college; students who are in either their third or fourth year will be given approval to take courses only at a senior college or university, except in extenuating circumstances. Students who have transferred to the University of St. Francis with an associate degree from a junior or community college are not encouraged to take another course from either a junior or community college.

Course approval forms are available through the Registrar’s Office. Completed forms are returned to the registrar for final review. A competed approval form is required before credit will be transferred. A grade of "C" or better must be earned in courses taken at another college or university for coursework to be accepted for transfer credit.

Student Course Load

Full-time Student
To maintain full-time student status, the undergraduate student must be enrolled for at least 12 semester hours per term. Students wishing to complete a degree within four years should carry 15-18 hours each semester in order to accumulate the 128 semester hours required for graduation.

Part-time Student
Undergraduate students who carry less than 12 semester hours of academic credit per semester in a term and seek a degree are classified as part-time students.

Overload
Special permission to carry more than 18 semester hours at the undergraduate level is obtained from one's academic advisor, with approval of the appropriate college dean; however, additional tuition is required for each hour over 18 hours.

Class Attendance
A good record of class attendance is a prerequisite to satisfactory academic progress. Faculty often designate class attendance policies for specific classes. Individual instructors have the option of setting attendance requirements in relationship to grading for the course. It is the student's responsibility to meet the requirements set by the instructor in each class. Excessive absence from class may result in a lower grade for the course. Students enrolled in all programs are required to attend regularly.

Withdrawal from the University
Undergraduate students withdrawing from either the College of Education, Nursing or Undergraduate Programs should contact the Student Life Office, obtain the necessary signatures on the Withdrawal Form, and complete all the withdrawal procedures as outlined in the Student Handbook.
- **Permanent** – “W” is the grade used at the time of withdrawal. No computation in grade point averages will be recorded on the student's permanent record. Should a person decide to return to USF after having permanently withdrawn, the individual must file for admission as a new student.

- **Leave of Absence** - To preserve a position in the University, the student requesting a leave of absence must return on an agreed upon date. An extension of no more than one semester may be granted. Failure to return on the agreed upon date will necessitate filing for admission as a new student. “W” is the grade used at the time of withdrawal. No computation in grade point averages will be recorded on the student's permanent record. Inquiries regarding this procedure may be made at the Registrar's Office.

- **Extenuating Circumstances** - Under certain circumstances and at the discretion of the appropriate college dean, a student may be granted a temporary leave of absence in which case the instructor will be informed not to submit grades for the student, and the student's name will be deleted from the class list.

Refunds are payable to students thirty (30) days after the official date of withdrawal. All questions and concerns related to the refund policies of the University of St. Francis should be directed to the Business Office Manager, Office of Financial Affairs, S211, (815) 740-3372. Students dropped or suspended from the University of St. Francis are not eligible for refunds.

**College of Nursing and Allied Health Leave of Absence**

Students who must interrupt their academic program for reasons of prolonged illness or compelling personal reasons may apply for a leave of absence. Requests for leave of absence must be submitted in writing to the Dean of the College of Nursing and Allied Health. The student must satisfy the conditions of the leave and must comply with all policies, requirements, and course sequences in effect at the time of reentry. A leave of absence is granted for a specific period of time not to exceed one year. If the time period extends beyond one year, the student must follow the process for readmission.

**Addition, Cancellation and Withdrawal Process for On-Campus Courses**

- Students may change courses up to two weeks after the published start date (one week for modular courses and other short duration courses). The required forms are available at the Registrar's Office. The procedure to change, add, or drop a course is noted on the form.

- Students may withdraw from individual courses prior to the tenth (10th) week of the semester. Students withdrawing from a course before the tenth (10th) week or (9th) for the College of Health Arts, Graduate, and Professional Studies (fifth class meeting for modular courses) shall receive a "W" on their records and remain liable for full tuition.
• Students may not withdraw from a class after the tenth (10th) week unless there are very serious circumstances over which the student has no control. Students who feel they have sufficient reason to request withdrawal after the deadline must make an appointment with the Registrar to explain the circumstances. The decision to allow the withdrawal at that point will be made in consultation with the academic advisor and the instructor.

• Students may be granted a "Withdrawal Due to Extenuating Circumstances" from an individual course at any time. The appropriate college dean grants such permission after consultation with the instructor and the advisor. Students receive a "W" on their transcript and remain liable for full tuition.

*All withdrawals shall be filed with the Registrar and students’ advisors shall be informed and consulted in each case. Students who fail to go through established procedures will be considered as still enrolled in their courses and shall receive a grade based upon the course requirements.

**Addition, Cancellation, and Withdrawal Process for Off-Campus Classes**

**Addition of Courses**
Students who wish to add a full term course to their original registration may do so by calling the Registrar’s Office before the second class meeting of the semester. If space is available in the class, students will be permitted to add the course, even if it is after the registration deadline. No courses may be added after the second meeting of any class. For modular courses, see program specific requirements.

**Cancellation/Withdrawal from Class**
Students wishing to cancel their registration in a class must call or write the Registrar’s Office no later than the end of the second week of the semester (see Academic Calendar for exact dates). Modular and other short-term formats will have proportional deadlines. Students will then be canceled from the class roster and will not receive a grade for the course. Students in compliance with the deadline will be eligible for full refund of any tuition paid.

After the second week of the semester through the published withdrawal date, students may withdraw with a grade of “W” (see Academic Calendar). Students who have not officially canceled or withdrawn by the deadline will be given a grade (“A”, “B”, “C”, “D”, or “F”) based on the course requirements outlined by the instructor.

**Flexible Course Options**

**Modular Courses**
A number of the courses required by students pursuing the Professional Arts and BSN Fast Track Nursing majors are offered in modular format. Modular courses require students to be self-motivated and self-directed as a significant amount of
independent work is to be done in advance of the first class meeting and during the duration of the course. This allows the course to be completed in a shortened time period, usually seven or eight weeks. To be considered for enrollment in a Professional Arts or Nursing accelerated/modular course, a student must:

- Be a Professional Arts or B.S.N. Fast Track major
- Be an adult student (age 23 or older).

Other adult students must secure the approval of the student’s primary academic advisor and the appropriate program administrator or the Dean of the College of Nursing and Allied Health.

When an accelerated/modular course becomes full, Professional Arts and B.S.N. Fast Track majors are given first priority in registration over other students registering for a new section. The appropriate program administrator and dean will consider exceptions to these guidelines.

**Online Internet Delivered Courses**

The University of St. Francis offers a number of courses and programs online through use of the Internet. The University uses WebCT software to deliver its Internet classes. The only difference between an online course and a traditional course is with WebCT you can "attend" your course at a time that is convenient for you. Like any class, you will read texts, participate in class discussions, and take exams through the USF online program. Courses are offered in select programs at the graduate and undergraduate level. Students who wish to enroll in these courses should contact the appropriate program administrator.

**Faculty Directed Instruction (FDI)**

The University of St. Francis offers courses through faculty directed instruction. These courses allow students to complete their coursework at home through directed study and correspondence. Students who wish to enroll in these courses should contact the appropriate program administrator.

**Independent, Directed, and Tutorial Courses**

An Independent Study course is an academic learning experience which the student initiates, designs, and executes. The student also recommends the evaluation criteria and procedure. Thus, the student assumes most of the responsibilities and decisions traditionally executed by the instructor. Prior to seeking the instructor's approval, the student should clearly define the goals of the project, describe the methods for achieving the goals, and explain the criteria for evaluation. Registration is limited to students who have achieved Junior or Senior status and have a 3.0 or higher cumulative G.P.A. The request includes a detailed description of the independent study, reasons why the project contributes toward achieving the student’s educational goals, and the proposed criteria for evaluation and procedure. Forms are available through the Registrar’s Office.

A Directed Study course is an academic learning experience designed by the instructor for the student. The instructor stipulates the goals, the materials, and the criteria for evaluation.
The following regulations apply to both independent and directed study:

- Any student who intends to take a course as an independent study must develop a detailed description of the objectives of the independent study a proposed evaluation procedure, and the criteria for evaluation.
- Any student who intends to take a course as a directed study must develop, in collaboration with the instructor, a detailed description of the objectives of the directed study, a proposed evaluation procedure, and the criteria for evaluation.
- The student must provide a statement explaining why this project contributes more toward attaining educational goals and objectives than any of the courses scheduled for the upcoming semester.
- The student must file an application for an independent or directed study prior to participating in the registration procedure.
- The student must receive approval from the instructor, academic advisor, the department chair of the department in which the course is housed, and the appropriate college dean.
- Ordinarily an independent or directed study is allowed only to the student with a cumulative G.P.A. of 3.0 or higher. A special recommendation must be made by the teacher for a student who wishes to pursue such study and has a G.P.A. of less than 3.0.
- Ordinarily, a student may take no more than one course designated as independent or directed study during a semester.

Exceptions to the above can be granted only by the appropriate college dean. Policies and procedures for independent or directed study can be obtained in the Registrar’s Office.

Generally, a member of the faculty may undertake the direction of no more than four courses designated as either independent or directed study during any one semester. If more than four students request an independent or directed study course from the same instructor, it is the instructor’s prerogative to establish the criteria for selecting the four requests to be honored.

A Tutorial Study course is an academic learning experience described in the catalog under a specific course number and title. If a student cannot take a course when it is offered, it is possible to arrange with an instructor to conduct the course independently, but following the regular syllabus of the course. It is understood that tutorials are available only for students who have a cumulative grade point average of 2.0 or and who have achieved junior or senior status. Forms requesting permission to take a course as a tutorial are available in the Registrar’s Office. It requires the approval of the department chairperson and the appropriate college dean, and must be presented to the Registrar at the time of registration with the official registration form.
Internships
Internships are full or part-time, credit bearing, short-term, supervised, work experiences. They can be established on or off campus and may be paid or unpaid. Faculty, collaborating with an on-site supervisor, monitor and supervise student progress, detail content, and evaluate final achievement. Not included in the internship category are fieldwork, practica, student teaching, clinical experiences, and independent study experiences. Internships provide the opportunity for a student to integrate work and formal education with experts in his/her major field of study, to test the chosen career path, and to be involved in professional activities.

The University of St. Francis expects that the objectives of an internship be content based, skill related, academically substantive, value related, and integral to the student's academic and career path.

Students who wish to participate in an internship must have earned at least 60 semester hours, completed two semesters at the University of St. Francis, completed 18 semester hours within the major with grades of “C” or above, and have a cumulative G.P.A. of 2.5 or above in the major and overall. Academic departments have the right to set additional requirements. Internships must have the approval of the faculty advisor, department chairperson, and the appropriate college dean.

An Internship Handbook, containing guidelines for internships, eligibility requirements, and responsibilities may be obtained in the Career Development office or viewed at www.stfrancis.edu/cardev/internships.htm.

Majors, Minors and Change of Major
Major Program
The required courses and their sequence are established by academic departments and endorsed by the faculty of the University. Individual major program requirements for graduation are those in effect at the time of the student's initial enrollment. Changes in major requirements will apply provided they do not require a student to enroll in more than a normal course load in any semester or do not prolong the time required to complete degree requirements. Academic department chairs have authority to waive or provide substitute course work for major requirements.

Double Major
Any student who so desires may fulfill the requirements for more than one academic major, and both majors will be listed on the student's transcript. However, the student will be issued only one degree and must notify the Registrar which degree is to be awarded at commencement. Liberal education requirements must only be met once.
Minor Programs
Students who wish to declare a minor may do so by fulfilling the requirements determined by each academic department. Minors require from fifteen to twenty-four (15-24) credit hours. Successful completion of a minor will be listed on the student's transcript.

Change in Major, Minor, or Degree
Students may, at any time, change their major or minor with the advice of their academic advisor. Students who wish to change their major program must first obtain the "change of major form" from the Registrar’s Office. The form requires the approval of the current major advisor and the advisor for the new program of study.

Waiver from Curricular Requirements
A waiver from a requirement in a major field is made by the department chair and the appropriate college dean. A waiver from liberal education requirements is made by the Dean of the College of Undergraduate Programs. Requests for waiver should be made in writing and the approval forwarded to the registrar for inclusion in the student’s record. A waiver from a curricular requirement does not confer an equivalent amount of credit or lower the credit-hour requirement for graduation.

Grading Policies, Grade Reports, and Transcripts

Undergraduate Grading
A final grade report is required for each course. The semester grade is the only grade on the student's permanent record. Each student is awarded a letter grade according to the following guidelines.

- **A - Excellent:** The student performs in a consistently active, accurate, creative, and independent manner. Ability is demonstrated, not only to master the course material, but to synthesize and evaluate what was learned. Communication skills reflect and are commensurate with the student's ability.

- **B - Very Good:** The student is able to master the course content and often demonstrates creative thought and independence, but does not give evidence of a consistency in excellence.

- **C - Satisfactory:** The student meets the basic expectations of the instructor, usually shows little initiative in attacking new problems, and indicates some progress in individual development.

- **D - Passing:** The student demonstrates an inability to fully master the basic course requirements, but does gives indication of minimal growth expectations.

- **F - Failure:** The student fails to meet the minimum course requirements.

- **P - Pass** (for pass-fail course).

- **W - Withdrawal:** The student requests to drop the class within the specified period. The course is recorded on the transcript, the student is not graded, and the withdrawal is noted.
• **I - Incomplete:** This grade may be given only at the request of the student and with the approval of the instructor. This grade is given when the student has, for a reason beyond the student's effective control, been unable to complete the required course work. The student must then complete the requirements by the end of the sixth week of the following semester, at which time a final grade will be recorded. If the student fails to complete the requirements in this time, the final grade will be recorded as an "F". Health Arts students should contact the program administrator for their area to request an “I”.

• **AU - Audit:** The student sits in on a class for the semester but is not required to take exams, receives no credit and is not graded. Students must request audit status no later than the drop/add date published for each term.

• Repeated courses are indicated on the transcript by an I or an E. These indicators follow the grade on the transcript and mean that the course is Included (I) in the G.P.A. or excluded (E). No credit is given for the (E) repeat and the course is not computed into the grade point average. A required nursing course in which a grade of D or F is received must be repeated and may be repeated one time only. No more than two nursing courses may be repeated.

The instructor determines the student’s final grade. Semester grades are permanent and cannot be changed except by repeating the entire course, in which case both grades will appear on the student's permanent record. Only the better grade will be counted in computing the student's grade point average. Hours of credit for such courses may only be counted once in computing graduation requirements.

**Grading Policies for Nursing Majors**

Nursing faculty at the St. Joseph College of Nursing and Allied Health use the following grading scale: (A = 93-100%) (B = 85-92%) (C = 77-84%) (D = 70-76%) (F = less than 70%).

**77% Rule in Nursing Coursework**

Students must pass a comprehensive examination for all clinical nursing courses at a 77% grade level. Students who do not successfully pass the examination will fail the course and be required to repeat the entire course. A second failure in the repeated clinical course will cause the student to be dismissed from the nursing major.

**Clinical Course Grades in Nursing**

Courses, which include a clinical component, receive one grade. The clinical component is evaluated as Pass or Fail.

- **Pass:** The student has met the objectives of the course through the application of concepts to the client care setting.
- **Fail:** The student has failed to meet the objectives of the course and/or was unable to apply the course concepts to client care.
When a student receives a passing clinical component grade, the course theory grade is recorded on the transcript. When a student fails the clinical component, a course grade of “F” is recorded. Through a process of ongoing evaluation, students are made aware of their progress in the clinical setting.

**Quality Point System**
Degree candidates as a general requirement must achieve a minimum average of 2.0 quality points per semester hour of credit completed. Final grades in each course are converted to quality points according to the following schedule: A grade of "A" in a course converted to four quality points of each semester hour of credit; thus, in a three-semester-hour course, an "A" is worth 12 points. A grade of "B" is worth three quality points per semester hour of credit; a grade of "C" is worth two quality points per semester hour of credit. A grade of “D” is worth one quality point per semester hour of credit. Other grades receive no quality points. The quality point or grade average is computed by dividing the total number of quality points earned by the total number of semester hours attempted excluding courses with a “P” grade.

**Pass-Fail**
The pass-fail option exists to allow students the opportunity to explore and enroll in courses that they might otherwise avoid because of the course’s degree of intensity and difficulty, or unfamiliarity. This option should not be chosen merely to avoid low grades. Students are expected to fulfill all requirements of a course taken on a pass-fail basis.

A student who reaches mutual agreement with the Registrar and their academic advisor at the beginning of the semester (first 6 weeks) may receive a grade of Pass (“P”) in lieu of the letter grades "A", "B", "C", or "D" in any course not required in the student's major, minor, or liberal education program. An "F" in a pass-fail course is part of the cumulative average; a "P" is not used in the computation of the cumulative G.P.A. No more than one course each semester may be taken on a pass-fail basis.

**Grade Reports and Transcripts**
Reports for all students are issued at the end of the semester. Only the final grade is recorded on the permanent record. Appeals of grades must be filed within six weeks of the issuance of grades and must be done in accordance with established grievance procedures. The first transcript for USF graduates is issued free of charge. There is a $2 charge for each transcript of record issued for non-graduates, and for additional transcripts for graduates. Checks are to be made payable to the University of St. Francis. Transcript requests can be made in person, by mail or by fax. Only written requests are honored. A transcript request should include the following information:

- Full name - including name used when in attendance, if different from current name
- Current address
- Social security number and date of birth (for verification purposes)
- Graduation date or dates of attendance
• An indication of whether the placement folder (education majors) is to be sent with the transcript
• Address of where the transcript is to be sent
• Student’s signature

If you are presently enrolled, please indicate if you would like us to hold your transcript until final grades are posted for the current semester. Transcripts and letters of honorable dismissal will not be released if a student has financial, library, or housing obligations to the University.

Dean's Honor List
A student who attains a grade point average of 3.5 or higher at the end of the semester in which he or she has taken at least twelve credit honors will be placed on the Dean’s Honor List. The list is made public and the student receives a letter of commendation.

Dean's Scholars
This designation is reserved for those students who have completed at least thirty hours at the University of St. Francis and have maintained a grade point average of 3.9 or above (out of a possible 4.0). The Dean's Scholars are announced each spring at the Academic Honors and Awards Convocation.

### Academic Standing, Probation, Dismissal, and Readmission

**Academic Standing** - A minimum cumulative quality point average of 2.0 based on grades earned at the University of St. Francis is required for graduation. The following guidelines for reviewing academic performance at the end of each semester have been established:

**Good Standing** - A student maintaining a 2.0 grade point average or higher will be viewed as in good standing and eligible for continued enrollment at the University.

**Academic Probation** - A student who has attempted twelve or more semester hours of coursework at the University and has not achieved a cumulative grade point average of 2.0 or higher will be placed on academic probation. Each student who is placed on probation will receive a letter from the appropriate college dean informing the student of the probationary status and identifying both the implications of probation and the conditions under which probation will be lifted. The student will be required to discuss the situation with their faculty advisor. Students may appeal the probation by following the “Appeal Procedure for Academic Probation and Dismissal”.

**Academic Dismissal** - A student is dismissed from the University for academic deficiency if one or both of the following occurs:
The student has not achieved a grade point average of at least 1.75 for courses taken during the fall or spring probationary semester.

The student has not achieved at least a 2.0 grade point average for two consecutive semesters (fall or spring) while on probation.

Dismissed students will receive a letter from the appropriate college dean informing the student of the dismissal. Students may appeal the dismissal by following the “Appeal Procedure for Academic Probation and Dismissal”.

**Academic Dismissal from Nursing** - Students who are on Academic Probation for more than two consecutive semesters will be dismissed from the major. Also, students who fail to achieve a minimum of a “C” grade in more than two upper division courses will be dismissed from the program. The faculty reserves the right to recommend, to the Dean of Saint Joseph College of Nursing and Allied Health, the dismissal of students who demonstrate nursing/academic performance, personal conduct, or health status which makes it inadvisable for them to continue preparation for professional nursing. Students may appeal the dismissal by following the “Appeal Procedure for Academic Probation and Dismissal”.

**Re-admission** - Students who have been dismissed for academic deficiency may only apply for re-admission after one year. During that year they must have completed one year of academic work at another approved college or university (two academic terms with at least twelve semester hours each term) with a grade point average of at least 2.0. Application for re-admission is made to the admissions office. The Admissions Committee will review the courses taken and determine whether such students have demonstrated the ability to do satisfactory work if readmitted to the University of St. Francis.

**Graduation**

**Commencement**
Commencement ceremonies are held in Joliet in May and August. Specific information on the graduation activities is mailed to each graduate several months prior to the commencement date. Those graduates not attending the commencement exercises will have their diplomas mailed to them following graduation. Consult the academic calendar for the commencement dates.

**Undergraduate Graduation Requirements**
Candidates for the bachelor’s degree must complete the following:

- Complete the formal application process through the Registrar’s Office by the published deadline (suggest two semesters before commencement)
- Earn 128 semester hours of college credit
- Complete the residency requirement of 32 semester hours of approved credit at USF, a minimum of fifteen (15) hours which must be upper division in the major (Note: individual colleges may have additional residency requirements)
• Complete all requirements with respect to the major program, support courses, liberal education, and electives
• Achieve a cumulative grade point average of 2.0 or higher at USF
• Earn grades of “C” or higher in all courses required by the major and any minor programs that are to be recorded on the transcript
• Satisfy all financial requirements with the Business and Financial Aid Offices.

Candidates for a degree should apply for graduation the semester prior to the one in which they want to graduate. It is the responsibility of the student to see that all graduation requirements are met. If a student withdraws for more than one semester, the catalog and regulations in effect at the time of return apply. Specific information on the graduation activities will be forwarded to each graduate two to three months prior to the commencement date.

**Graduation Honors**
Graduation honors are awarded to undergraduate students who have attended University of St. Francis full time for at least two years (four semesters), or have earned at least 60 semester hours at USF. The award is given on the basis of the cumulative grade point average. A student whose cumulative grade point average is:

- 3.5 - 3.69 receives the baccalaureate degree cum laude;
- 3.7 - 3.89 receives the baccalaureate degree magna cum laude;
- 3.9 - 4.00 receives the baccalaureate degree summa cum laude.

Health Arts students who maintain a 4.0 grade point average in their coursework with the University of St. Francis will graduate with **Academic Distinction**.

**Graduation Awards**

**Amy Lynn D’Amico Outstanding Student Teacher Award** - This award honors the memory of Amy Lynn D’Amico. It is presented each year to a graduating student teacher who exemplifies Ms. D’Amico’s genuine enthusiasm and commitment to professional preparation including academic excellence and fulfillment of responsibilities; a selfless involvement in campus life; an unconditional love, caring and acceptance of students and colleagues; and a dedicated, conscientious service to one’s students, profession, and community.

**Sister Mary Vincent Kirk Biology Award** - The award is given to the graduating senior who has distinguished him or herself academically within the biology major, and whose undergraduate career best reflects Sr. Kirk's breadth of knowledge and enthusiasm for learning science.

**Elizabeth McGuire Masek Award** - This award honors the memory of Elizabeth McGuire Masek, RN, who exemplified, both as an alumna and as a faculty member, the motto of the College of Nursing, "Pro Deo et Humanitate." The award is given each semester to a basic nursing student - full time (12) semester hours or more - with the highest cumulative grade point average in the nursing major.
Meritorious Service Award - Students who make a significant contribution of outstanding service to the University of St. Francis are eligible to receive the Meritorious Service Award.

Joan Nahas Ramuta Computer Science Award - Awarded to a top ranked computer science major, the award is named in honor of Joan Ramuta, the first faculty member in the computer science program.

Sister Beatrice Schiller English Award - Awarded to a graduating English major who exemplifies intellectual growth, commitment to the study of literature and effective communication.

Sister M. Priscilla Sapp Award - The Sister M. Priscilla Sapp award is presented to the Registered Nurse student who holds the highest G.P.A. from among the registered nurse graduates each spring and fall semesters (in case of a tie in G.P.A., the highest number of G.P.A. hours will be used to decide the award recipient). The Sapp award recognizes recipients for their academic achievement while maintaining full- or part-time employment as Registered Nurses. The award honors the memory of Sister M. Priscilla Sapp O.S.F., the former Director of Saint Joseph Hospital School of Nursing. Through her forward vision of nursing education, Sister Priscilla laid the foundation for the College of Nursing.

Frank P. Weberg Award - An award to the outstanding graduating senior who has majored in history or political science. Criteria include academic excellence; distinguished service to the department, the University or the community; good character; and the submission of a truly scholarly paper. The award memorializes former history professor Dr. Frank Weberg.

C. Vann Woodward Award for Excellence in History - C. Vann Woodward was a prominent scholar whose works not only made an outstanding contribution to historical knowledge, but also made a significant impact on American society. The Woodward award is given to a senior history major whose academic work demonstrates careful, quality scholarship and whose activities or example show great promise of leadership in the future. The Woodward award is endowed by friends of the history department.

Sister Claudia Zeller Excellence in Mathematical Achievement Award - This award is presented to the senior mathematics major with the highest G.P.A. in mathematics courses taken at the University of St. Francis.

Class Orator - A class orator is chosen from among the College of Health Arts, Graduate, and Professional Studies graduates to deliver a brief address at the graduation dinner. Nominations for the class orator are accepted from faculty, students, and administrators.
Liberal Education

That perfection of the Intellect, which is the result of Education, to be imparted to individuals in their respective measures is the clear, calm, accurate vision and comprehension of all things, as far as the finite mind can embrace them, each in its place, and with its own characteristics upon it.

- John Henry Cardinal Newman

Because the University of St. Francis holds learning to be a life-long process aimed at the full development of the human person (moral, spiritual, intellectual, emotional, and physical), the University strives to prepare its students to seek truth and excellence and to exercise habits of sound judgment. To this end, the University espouses a liberal education designed to introduce the student to various modes and areas of inquiry. The steady pursuit of truth and excellence, the mastery of broad areas of learning, and the study of great works contribute to the perfection of the student's intellectual power. The knowledge, dispositions, and skills developed through liberal education prepare the students to assume some role of leadership in their careers. And yet, liberal education is offered as good in itself; it is a significant achievement to attain some measure of that perfection of the intellect, which Cardinal Newman describes above as "a clear, calm, accurate vision." Rooted in the tradition of our heritage and based on conversation with the great minds of all ages, the faculty and students of the University of St. Francis seek to carry on the search for truth in a community of faith and learning.

The core curriculum includes interdisciplinary core courses taken in the freshman and sophomore year (Core I: Speech Communication; Core II: College Writing II; and Core III: Foundations of Western Thought). These courses are designed to provide students with a variety of perspectives on the contributions of the various disciplines and their relationship to one another. In addition, these courses are aimed at important aspects of intellectual development: speaking, writing, and critical thinking.

Courses in the liberal education program are sequenced. Students take Core I and II in the first year, as well as College Writing I. Ordinarily, the mathematics course is also taken in the freshman year. Core III is taken in the sophomore year.

Finally, the relationship of the major to the liberal education courses is addressed in a senior capstone experience in the major. This course may take the form of a senior thesis, senior level policy course, or a methods course, depending on the student's major.

The core courses, along with other courses in the liberal education program, cultivate the following:

**Literacy**

A liberally educated student should be able to write and speak effectively, to read and listen critically, and to handle learning resources effectively. Included among these abilities should be:
the ability to generate, compose, and articulate thought in written and spoken form clearly, persuasively, and grammatically

- the ability to analyze, interpret, and evaluate written and spoken expression in terms of style and content
- the ability to handle learning resources efficiently for accurate study and research.

**Numerical Understanding**
A liberally educated student should be able to interpret mathematical information and understand the current tools and methods for manipulating data. Included among these abilities should be:

- the ability to logically interpret numeric and spatial data
- the ability to formulate solutions to quantitative problems.

**Aesthetic Awareness**
A liberally educated student should appreciate the arts and be sensitive to beauty in all its forms. To do so, such a student should have, in part:

- the ability to recognize the common aesthetic principles among the various arts
- the ability to experience the arts and to recognize and develop creativity in oneself; the ability to make knowledgeable and critical judgments about artistic works
- a knowledge of the arts and their historical development.

**Literary Inquiry**
A liberally educated student should be able to interpret literary works and to understand the various dimensions of interpretation. To do so, such a student should be able, in part:

- to recognize literature as a vehicle for understanding the human condition
- to recognize and appreciate great literature
- to describe, analyze, and criticize literary works.

**Scientific Inquiry**
A liberally educated student should be able to appreciate and understand the methods and discoveries of science. To do these things, such a student should have, in part:

- an understanding of the history and nature of science, its methods, its reliability, and its limitations
- a knowledge of and an ability to investigate scientific theories and principles through experiment, analysis, and data collection
- an understanding of the intricacies of the decision-making process in the scientific community and a recognition of the impact scientific decisions have on humankind in its totality.

**Historical Understanding**
A liberally educated student should have a knowledge of the development of Western and World civilization. Such a knowledge should include:
• an historical consciousness developed through an understanding of the history of ideas, events, and people that have had an influence on Western and other civilizations;
• the ability to analyze and interpret historical data; and
• an understanding of current events from an historical perspective.

Social Awareness
A liberally educated student should appreciate the dynamic relationship between the individual and society at local, national, and international levels. To do so, he or she should:
• recognize the complexity, ambiguity, and uncertainty that are intractable conditions of human society
• develop an awareness and appreciation of other cultures of the world through an understanding of ethnic and cultural diversity
• know the interdependence of diverse national and international economic markets, issues, and political groups.

Ethical Understanding
A liberally educated student should have an awareness of those values which govern responsible moral choice. Such a student should have, in part:
• a deepened consciousness of moral responsibility and the consequences of one's actions
• the knowledge of and the opportunity to consider moral choices so that he or she may make informed and responsible moral choices
• a recognition of different value systems and the ability to engage in rational discourse on moral issues.

Philosophical Inquiry
A liberally educated student should have the ability to approach fundamental human beliefs in a critical and reasoned manner. Such a student should, in part,
• know the ideas of the major philosophical thinkers:
• be able to compare and analyze philosophical systems of thought; and
• be able to use valid logical processes and to think critically.

Religious Foundations
A liberally educated student should understand the Judeo-Christian theological tradition and the importance of religion in human life. To do so, she or he should:
• understand the methods, value, and limitations of theological inquiry;
• deepen his or her awareness of the Judeo-Christian tradition and other world religions;
• understand the Catholic heritage and its impact on civilization; and
• understand the importance of religion in human history, consciousness, and development.
Pattern of Courses Required for Graduation

Literacy:
One course in oral communication
Two courses in college writing

Literary Inquiry and Aesthetic Awareness:
One course in literary inquiry
One course in aesthetic awareness
One course in foreign language, history, creative arts, or literature

Numerical Understanding and Scientific Inquiry:
One course in numerical understanding (at minimal level of Introduction to Statistics)
One course in scientific inquiry
One course in numerical understanding (above Intermediate Algebra), scientific inquiry, or computer science

Historical Understanding:
One course in historical understanding

Social Awareness:
Two approved courses (each from a different discipline) in psychology, economics, sociology, political science, or recreation administration

Philosophical Inquiry:
Two courses including a component in ethical understanding

Religious Foundations:
Two courses

NOTE: Cross-listed courses count for liberal education requirements only in the department of origin.

Approved Liberal Education Courses
Note: Transfer students should contact the transfer coordinator for course equivalencies to satisfy liberal education requirements. Illinois Articulation Initiative (IAI) approved courses are designated by an asterisk (*).

LITERACY:  
One course in oral communication
ACAF 101  Core I *  C2 900
COMM 142  Speech Communication *  C2 900

Two courses in college writing
ACAF 102  Core II *  C1 901
ENGL 111  College Writing I *  C1 900
ENGL 112  College Writing II *  C1 901

LITERARY INQUIRY AND AESTHETIC AWARENESS:
One course in literary inquiry
ENGL 200  Introduction to Literature *  H3 900
**One course in aesthetic awareness**

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<td>FINR 105</td>
<td>Our Musical Heritage *</td>
<td>F1 900</td>
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<td>FINR 111</td>
<td>Theory of Music I</td>
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<td>FINR 112</td>
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<td>FINR 205</td>
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<td>FINR 357</td>
<td>Art History: Ancient, Medieval, Non-European *</td>
<td>F2 901</td>
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<tr>
<td>FINR 358</td>
<td>Art History: Renaissance, Baroque, Modern Art</td>
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<td>FINR 360</td>
<td>Film and Photo Visual Culture</td>
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<td>FINR 367</td>
<td>Western Music Tradition: Medieval to Baroque *</td>
<td>F1 901</td>
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<tr>
<td>FINR 368</td>
<td>Western Music Tradition: Classical to 20th Century</td>
<td>F1 902</td>
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**One course in foreign language, history, creative arts, or literature**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ACAF 201</td>
<td>Core III: Foundations of Western Thought *H9 900</td>
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<tr>
<td>ENGL 214</td>
<td>Images of Women in Literature</td>
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<td>ENGL 260</td>
<td>Religious Themes in Film and Literature</td>
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<td>ENGL 340</td>
<td>American Literature to 1900</td>
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<td>ENGL 351</td>
<td>Anglo-Saxon and Medieval British Literature</td>
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<td>ENGL 352</td>
<td>Renaissance and Neoclassic British Literature</td>
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<td>ENGL 353</td>
<td>Romantic and Victorian British Literature</td>
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<td>ENGL 360</td>
<td>Twentieth-Century Literatures in English</td>
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<td>ENGL 361</td>
<td>World Literature I</td>
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<td>FORL 101</td>
<td>Basic Spanish I</td>
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<td>FORL 111</td>
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<td>FORL 201</td>
<td>Intermediate Spanish I</td>
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<td>FORL 221</td>
<td>Intermediate French I: Reading and Composition</td>
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<td>FORL 494</td>
<td>Topics in Foreign Language</td>
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<tr>
<td>HIST 111</td>
<td>History of World Civilization to 1500 *</td>
<td>S2 902</td>
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<td>HIST 112</td>
<td>History of World Civilization Since 1500 *</td>
<td>S2 903</td>
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<tr>
<td>HIST 121</td>
<td>The United States to 1865 *</td>
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<td>HIST 122</td>
<td>The United States Since 1865 *</td>
<td>S2 901</td>
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<td>HIST 241</td>
<td>History of Africa *</td>
<td>S2 906N</td>
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<td>HIST 242</td>
<td>The Middle East</td>
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<td>HIST 244</td>
<td>History of India</td>
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<td>HIST 246</td>
<td>History of Latin America *</td>
<td>S2 910N</td>
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<td>HIST 320</td>
<td>Colonial America</td>
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HIST 321  National Development
HIST 322  Civil War and Reconstruction
HIST 323  Emergence of Modern America
HIST 324  The United States: 1914-1945
HIST 325  The United States Since 1945
HIST 344  Medieval Europe
HIST 349  Modern Europe II
HIST 351  Classical Civilization of Greece and Rome
HIST 352  Renaissance and Reformation
FINR 101  Design
FINR 105  Our Musical Heritage * F1 900
FINR 111  Theory of Music I
FINR 112  Theory of Music II
FINR 251  Introduction to Drawing
FINR 252  Introduction to Painting
FINR 353  Ceramics
FINR 357  Art History: Ancient, Medieval, Non-European * F2 901
FINR 358  Art History: Renaissance, Baroque, Modern Art
FINR 360  Film and Photo Visual Culture
FINR 367  Western Music Tradition
    Medieval to Baroque * F1 901
FINR 368  Western Music Tradition
    Classical 20th Century * F1 902
FINR 493  Topics in Music (subject to course content)
FINR 494  Topics in Art (subject to course content)

NUMERICAL UNDERSTANDING AND SCIENTIFIC INQUIRY:
One course in numerical understanding
MATH 105  Introduction to Statistics * M1 902
MATH 109  Math for Teachers II * M1 903
MATH 121  Finite Mathematics * M1 906
MATH 170  Calculus for Business * M1 900
MATH 175  Statistics * M1 902
MATH 181  Calculus with Analytic Geometry I * M1 900
MATH 182  Calculus with Analytic Geometry II * M1 900

One course in scientific inquiry
BIOL 112  Introduction to the Principles of Heredity * L1 906
BIOL 113  Anatomy and Physiology
BIOL 114  Human Biology * L1 904L
BIOL 115  Plants and Civilization * L1 901L
BIOL 124/5 Principles of Biology I/ Lab * L1 900L
BIOL 126/7 Principles of Biology II/Lab
CHEM 105  Chemistry and the Environment * P1 903L
CHEM 120  Foundations of General, Inorganic and Biological Chemistry
CHEM 121  General Chemistry I * P1 902L
CHEM 122  General Chemistry II
ENVS 105  Environment and Humanity * P1 908L
ENVS 120  Earth Science * P1 905L
PSCI 101  Introduction to Physical Science * P9 900L
PSCI 104  Astronomy * P1 906
PSCI 111  General Physics I * P1 900L

One course in numerical science, understanding scientific inquiry, or computer science
BIOL 112  Introduction to the Principles of Heredity * L1 906
BIOL 113  Anatomy and Physiology
BIOL 114  Human Biology * L1 904L
BIOL 115  Plants and Civilization * L1 901L
BIOL 124/5  Principles of Biology I / Lab * L1 900L
BIOL 126/7  Principles of Biology II / Lab
CHEM 105  Chemistry and the Environment * P1 903L
CHEM 120  Foundations of General, Inorganic and Biological Chemistry
CHEM 121  General Chemistry I * P1 902L
CHEM 122  General Chemistry II
ENVS 105  Environment and Humanity *
ENVS 120  Earth Science * P1 905L
MATH 105  Introduction to Statistics * M1 902
MATH 109  Math for Teachers II * M1 903
MATH 121  Finite Mathematics * M1 906
MATH 170  Calculus for Business * M1 900
MATH 175  Statistics * M1 902
MATH 181  Calculus with Analytic Geometry I * M1 900
MATH 182  Calculus with Analytic Geometry II * M1 900
PSCI 101  Introduction to Physical Science * P9 900L
PSCI 104  Astronomy * P1 906
PSCI 111  General Physics I
COMP 101  Computer Concepts and Applications
COMP 140  Computer Science I

HISTORICAL UNDERSTANDING:
One course in historical understanding
HIST 111  History of World Civilization to 1500
HIST 112  History of World Civilization Since 1500
HIST 121  The United States to 1865 * S2 900
HIST 122  The United States Since 1865 * S2 901
HIST 241  History of Africa * S2 906
HIST 242  The Middle East
HIST 244  History of India
HIST 246  History of Latin America * S2 910N
HIST 320  Colonial America
HIST 321  National Development
HIST 322  Civil War and Reconstruction

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<td>HIST 323</td>
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<td>HIST 351</td>
<td>Classical Civilization of Greece and Rome</td>
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<td>HIST 352</td>
<td>Renaissance and Reformation</td>
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<tr>
<td>HIST 494</td>
<td>Topics in History (subject to course content)</td>
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**SOCIAL AWARENESS:**
Two courses (each from a different discipline) in psychology, economics, sociology, political science, or recreation administration

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GEOG 111</td>
<td>World Regional Geography</td>
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<tr>
<td>POLI 103</td>
<td>Intro to World Politics, International Law, and Organization</td>
</tr>
<tr>
<td>POLI 105</td>
<td>American National Government</td>
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<tr>
<td>POLI 205</td>
<td>Contemporary Political and Social Justice Issues</td>
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<tr>
<td>POLI 208</td>
<td>Comparative Political Analysis</td>
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<td>POLI 221</td>
<td>State and Local Politics</td>
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<td>POLI 230</td>
<td>Political Communications</td>
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<tr>
<td>POLI 328</td>
<td>The United States in World Affairs</td>
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<tr>
<td>SOCI 111</td>
<td>Principles of Sociology *</td>
</tr>
<tr>
<td>SOCI 250</td>
<td>Introduction to Anthropology *</td>
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<tr>
<td>PSYC 111</td>
<td>General Psychology *</td>
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<tr>
<td>PSYC 245</td>
<td>Women in Contemporary Society</td>
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<tr>
<td>BSAD 101</td>
<td>Principles of Macroeconomics *</td>
</tr>
<tr>
<td>BSAD 102</td>
<td>Principles of Microeconomics*</td>
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<tr>
<td>RADM 103</td>
<td>A Healthy Lifestyle and You</td>
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**PHILOSOPHICAL INQUIRY:**
Two courses including a component in ethical understanding

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<th>Course Code</th>
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<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophical Thinking *</td>
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<tr>
<td>PHIL 202</td>
<td>Philosophy of the Human Person</td>
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<td>PHIL 228</td>
<td>Topics in Contemporary Philosophy</td>
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<td>PHIL 310</td>
<td>Ancient Greek Philosophy</td>
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<td>PHIL 312</td>
<td>Philosophy of Religion *</td>
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<td>PHIL 320</td>
<td>Contemporary Issues in Ethics</td>
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<td>PHIL 321</td>
<td>Western Political Philosophy</td>
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<td>PHIL 330</td>
<td>Business Ethics</td>
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**RELIGIOUS FOUNDATIONS:**
Two courses

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<th>Course Code</th>
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<tbody>
<tr>
<td>THEO 101</td>
<td>Introduction to Theology</td>
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<tr>
<td>THEO 200</td>
<td>Introduction to Old Testament</td>
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<tr>
<td>THEO 210</td>
<td>Introduction to New Testament*</td>
</tr>
<tr>
<td>THEO 220</td>
<td>Church: Yesterday and Today</td>
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<tr>
<td>THEO 230</td>
<td>Christian Morality</td>
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<td>THEO 240</td>
<td>Christian Marriage</td>
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<td>THEO 250</td>
<td>Christian Social Teaching</td>
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<tr>
<td>THEO 260</td>
<td>Worship and Christian Life</td>
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</tbody>
</table>
THEO 280   Religion in America *       H5 905
THEO 290   World Religions *          H5 904N
THEO 305   Second Vatican Council
THEO 312   Philosophy of Religion *
THEO 330   Theology of Death and Dying
THEO 350   Images of Jesus
THEO 494   Topics: Peter and Paul in Rome

**Colleges of the University**

The University of St. Francis is organized around four colleges: the College of Education; the College of Health Arts, Graduate, and Professional Studies; Saint Joseph College of Nursing and Allied Health; and the College of Undergraduate Programs. Additionally, the College of Education administers the Regional Education Academy for Leadership (REAL), which provides educational programs to regional educators.

**College of Education**

The University of St. Francis has had a commitment to teacher education since the inception of the Congregation of the Third Order of Saint Francis of Mary Immaculate in 1865. One of the sisters' main concerns was that of preparing teachers for parochial school work. In 1920, the Sisters of St. Francis of Mary Immaculate received a charter to open "The New College" in order to provide women the opportunity to "pursue advanced study, permeated with Catholic principles, and shaped in accordance with Catholic ideals."

In the course of time, "The New College" became "Assisi Junior College," and, with the inclusion of a senior college curriculum in the fall of 1930, the name of the institution was changed to the "College of St. Francis," described as a college of liberal arts and sciences. The College was formally organized in 1925; classes, including courses in education, started in the fall of 1925. In May of 1926, the State Board of Education granted approval to issue First Grade Certificates.

Since its founding, the University has continued to operate as a recognized institution with approval to entitle students for elementary certification, special education and in a number of secondary areas over the history of the program. The Education Department's record of successful preparation of teachers, together with the institution's commitment to meeting the emerging educational needs of a rapidly growing student population in the communities it serves, led to the establishment of the College of Education at the University of St. Francis on June 1, 2000. The College continues to focus on that commitment, and it also continues to examine and enhance the quality of its programs. The faculty and staff provide educational experiences that enhance the intellectual growth and abilities of the college's students. Rooted in its Catholic, Franciscan mission, the College of Education affirms its ability to prepare educators to meet the demands of contemporary society, and its readiness to build on the institution's legacy of high quality teacher education programs.
The College strives to maintain high standards as it seeks to offer undergraduate and graduate students educational opportunities that are truly distinctive. The College of Education at the University of St. Francis provides a model designed to facilitate the ongoing learning of new and experienced educators, to maintain excellence, and to continually improve as it strives to meet the needs of students and the educational community.

**College of Education Mission Statement**

The mission of the College of Education at the University of St. Francis is to prepare competent and caring educators to become ethical decision-makers and leaders. A strong liberal arts core integrates sound foundational theory, research-based best practices, and authentic field experiences to meet the challenges of an increasingly diverse student population in a changing world. The professional preparation of teachers emphasizes the Franciscan tradition of peace and tranquility, love for others, worth of the individual, and dedication to service. These qualities are embodied in the guiding institutional values of respect, compassion, service, and integrity.

**Conceptual Framework**

The College of Education’s conceptual framework is a set of guiding principles that is integrated into every aspect of our programs. The model for our conceptual framework is the Gothic window, a structure that emphasizes light and humanism. It is an arch whose presence and style uplifts the eyes, the mind, and the spirit. Just as the gothic window historically represents the architectural style of the cathedral, it also represents our college’s impact on the lives of our students. Teachers’ knowledge and artistry help formulate the final structure, but each piece of glass, regardless of size or color, is an important contribution to the full picture. Each shape has individual character and gives meaning to the final form. Just as education enhances society through enlightenment, the window helps one understand new perspectives and knowledge through its symbolic stories. Any slight change in light gives us new perspective. This model engages us as we move toward the college’s theme: “Understanding Students; Serving the Community; Finding our Professional Selves.”

**Understanding Students:** The mission of the College of Education is to advance the quality of experience for all learners and provide for diverse and unique educational needs. We strive to create dynamic programs that exemplify effective teaching strategies, scholarly inquiry, and recognize the interactions of theory, research, and reflective practice. Such experiences influence the successes that teachers experience in realizing the individual potential of all students. We believe in each individual’s ability to influence, empower, and create a dynamic family, community, nation, and global society.

**Serving the Community:** All Teacher Education programs engage in the development of educational theory, practice and scholarship essential to the enhancement of collaborative learning and teaching in a multicultural society. The unit extends to include the community at large through collaborations with
schools, social services, businesses, and government. Service is not only limited to schools but also includes the families, school communities, and professional cultures. We believe such actions are of central concern for teaching and value the practices, which promote sound learning experiences, construct knowledge, and stimulate systematic change.

**Finding our Professional Selves:** The future must be founded on high quality education, which is informed by thoughtful actions. Reflective practice enables us to build bridges across theory, research, and experience, and use our knowledge for making decisions about professional teaching practices. Our professional commitment must include an understanding of the social, political, cultural, and economic influences that impact the development of educational practices. Knowledge and understanding are the means by which our professional conduct is shaped, impeded, and supported. As we gain new insights, we promote teachers’ capacities to develop tools as strategies for their own learning and to appropriately promote teaching and learning for others.

**Important Teacher Certification Notes:**
- Students pursuing teacher certification should refer to the Handbook for Teacher Candidate Advisement available in the College of Education Office for specific policies. All certification requirements are subject to change as directed by State of Illinois legislation and the Illinois State Teacher Certification Board.
- Assessment of all students occurs at selected points during the initial certification program. Criteria have been established for progression through each phase of assessment and are published in the Handbook for Teacher Candidate Advisement and provided to students during advisement.
- Declaration of a major does not ensure admission to the Teacher Education program.
- Admission to and continuation within any teacher education program requires an overall minimum grade point average. Failure to maintain required G.P.A.s for any program will prevent the student from being recommended to the State of Illinois for initial certification.
- Individuals applying for a certificate must pass the required Illinois certification tests. Registration materials and study guides are available in the College of Education Office. Testing requirements in Illinois are subject to change.
- Candidates who apply for student teaching at the middle school level must first complete all middle school requirements.
- No major courses, professional education courses or liberal education courses required for assessment may be taken on a pass/fail basis and must be completed with a grade not less than "C".
- The College of Education may determine that field experiences must be repeated.
- Candidates who request assignment to a private school site for student teaching must complete a pre-student teaching field experience in a public setting.
Regional Education Academy for Leadership
The newly established Regional Education Academy for Leadership (REAL) of the University of St. Francis is an organization committed to developing dynamic partnerships within the educational community. The core of each partnership supports professional development thus positively influencing student learning. REAL and its educational partners share a vision of teaching and learning enabling the cooperative development of innovative programs tailored to meet the specific needs of the learning community. Currently professional development opportunities include, but are not limited to, master’s degree cohorts, new teacher induction programs, professional development in-services, special approval, and certification programs. Individuals, schools, or district representatives confer with REAL consultants to develop the most appropriate programs.

Graduate courses developed specifically for REAL are designed to provide teachers with specific training or experience in a particular area and may not apply to degree programs. Decisions regarding the substitution or transfer of graduate credit within a degree program are made on an individual basis and must be approved by the Dean of the College of Education. Transfer credit will not be considered if completed more than seven years prior to application.

College of Health Arts, Graduate and Professional Studies
Overview
The College of Health Arts, Graduate and Professional Studies at the University of St. Francis provides programs that offer a broad base of theoretical and practical knowledge. All programs are designed for working professionals. Courses are offered in the evenings or on weekends in a traditional class setting. Some graduate programs are offered only on the Joliet campus. Others are offered at off-campus locations throughout the country. Many of the graduate programs are offered online through the Internet. In addition, the undergraduate programs in Health Arts and Professional Arts are offered online and through faculty directed instruction.

Students will find both the undergraduate and graduate programs within the College to be an enhancement of their professional careers as well as a source of personal satisfaction. Faculty include both full-time, on-campus professors as well as adjunct faculty who are professionals with expertise in the course they teach. Students and faculty have an opportunity to interact in an exciting learning environment. Developing competent written and oral communication abilities is emphasized throughout all academic programs.

History of Graduate Programs
The University of St. Francis initiated its offering of career oriented graduate programs with the Master of Science in Health Services Administration (HSA) in
In the fall of 1980. From the beginning, the focus of this graduate program has been on part-time students who are working professionals. The HSA program serves students at over 50 locations in 15 states, and is offered entirely online.

The Master of Business Administration (M.B.A.) was initiated in 1993. The M.B.A. is offered at off-campus sites and is entirely online. The M.B.A. program is designed for business professionals seeking career advancement and who would like to develop leadership, communication, fiscal, and creative skills for upper management positions.

In 1995, the University began offering the Master of Science in Management (M.S. in Management) and the Master of Science in Continuing Education and Training Management (CETM) degrees. These degrees are offered on campus, at specific Illinois locations, and online. The M.S. in Management is designed for professionals with non-business undergraduate degrees who desire to focus on the human aspects of applied management skills. The CETM program is designed for the professional who is responsible for learning and development programs for adults and focuses on how to design and manage education and training programs in all sectors of the professional work environment.

The Master of Science in Continuing Education and Training Technology (CETT) started in fall 2000. The program provides students with specific theoretical knowledge, applied learning and practical skills to be able to successfully design and deliver instruction for adults in a wide variety of educational and training settings in business. The focus of the program is on instructional technology.

The College of Health Arts, Graduate, and Professional Studies has been a leader in providing working professionals with career oriented graduate education in business, continuing education, training technology, and healthcare.

**History of Undergraduate Programs**

The Health Arts program began in 1972 as a degree completion program for dental hygienists, radiologic technologists, registered nurses, respiratory therapists, and other qualified health care professionals. The program gives adult professionals access to higher education and allows them to work toward a Bachelor of Science degree while providing college credit for prior learning experiences.

A college degree usually involves two components: specialized courses comprising a student's major and liberal education courses designed to broaden the individual's academic experience. The University of St. Francis recognizes that the academic, professional, and clinical backgrounds of the healthcare professional, combined with continuous in-service updating, have already provided the specialized component of the major and a foundation in liberal studies.

In the Health Arts Program, the liberal education component of the degree is completed. The courses are designed to provide learning experiences that will both enhance intellectual skills and broaden understanding of self and others.

The Professional Arts program started as a contract-based degree in the late 1960s and remained as such until 1993. The program became an accelerated adult-
oriented management track specifically designed as a “2+2” program for students with an Associate in Applied Science degree. This new curriculum focuses on management behavioral skills and offers two tracks: applied organizational management and self-design.

**Mission**
The Mission of the College of Health Arts, Graduate and Professional Studies at the University of St. Francis is twofold: to provide undergraduate students with a solid liberal education foundation and career oriented courses specifically designed for the working professional, and to provide graduate students with a combination of theoretical and practical applications to the work environment, in areas of business, administration, health service, and training education. The College is committed to academic excellence and the Franciscan values of the institution. It seeks to develop students to their highest level of ability in areas of communication skills, critical thinking, problem solving, ethical decision making, love for lifelong learning, reverence for truth, and desire for excellence. Academic programs within the College promote systematic, critical investigation, as well as encourage the integration of professional ethics into the students’ career.

**Saint Joseph College of Nursing and Allied Health**

**History**
Saint Joseph School of Nursing was founded in 1920 by the Franciscan Sisters of the Sacred Heart in Joliet, Illinois. In 1987, a decision was made to discontinue the diploma program and begin a collegiate program offering the upper division nursing curriculum to students who had completed the required pre-requisite courses. The last class graduated from the diploma program in 1989. The first B.S.N. class was admitted in August of 1988 and graduated in 1990. The baccalaureate nursing program received approval from the Illinois Board of Professional Regulation (1987) and the Illinois Board for Higher Education (1987), accreditation from the National League for Nursing (1994) and accreditation from the North Central Association of Colleges and Schools Commission on Institutions of Higher Education (1992). The Allied Health programs in Radiography, Radiation Therapy, Nuclear Medicine Technology, and Medical Technology are done in partnership with accredited health care facilities. Each program is accredited by the appropriate accrediting body.

On January 1, 1997, Saint Joseph College of Nursing became a division of the College of St. Francis and took on the Allied Health programs. A year later, the move to university status was formalized and on January 1, 1998, the division was renamed Saint Joseph College of Nursing and Allied Health. In 2000, the College began offering a Master of Science in Nursing.

In January 2001, the University started a Master of Science program in Physician Assistant Studies in Albuquerque, New Mexico. The focus of the program is to educate individuals as physician assistants in order to provide for the primary
health care needs of residents of New Mexico and the Southwest region of the United States.

**Mission**

Saint Joseph College of Nursing and Allied Health offers a Bachelor of Science in Nursing degree, a Master of Science in Nursing, a Master of Science in Physician Assistant Studies, and a bachelor of science in four allied health areas. The College’s mission is the education of the student as a whole person who can function as an accountable practitioner of nursing or an allied health field who has high ethical standards and a respect for human life. The program builds upon and integrates knowledge and values from general education courses in the liberal arts and sciences. The Franciscan values of respect, compassion, service and integrity, provide direction for carrying out the mission.

**Program Goals**

Saint Joseph College of Nursing and Allied Health was established to provide an educational program which will prepare graduates to:

- Incorporate theoretical and empirical knowledge from the physical, social and behavioral sciences and humanities into nursing and allied health practices
- Incorporate respect for life and human dignity into nursing and allied health practices
- Advance social consciousness through political involvement and advocacy in issues which impact the health care system in the community and society as a whole
- Utilize the knowledge base as a foundation for graduate study
- Value learning as a lifelong process for continued personal and professional growth
- Contribute to the advancement of the profession
- Make informed and responsible decisions both in life and in the professions.

**College of Undergraduate Programs**

The College of Undergraduate Programs has as its broadest mission the furtherance of the University’s Catholic Franciscan identity through the education of the whole person intellectually, morally, spiritually, emotionally and socially. Committed to the University’s motto of “First Holiness, then Learning,” the College’s mission is to live out and teach Franciscan values including Respect, Compassion, Service, and Integrity. We do this by challenging our students to confront foundational questions such as the purpose and meaning of life, including one’s relationship with others and with God.

The College takes a leadership role in liberal education at the University of St. Francis by developing in its students the knowledge, dispositions, critical thinking and analytical skills necessary for lifelong learning and engaged citizenship in the home and global community. We seek to develop in all students, administrators,
and faculty a commitment to individual and collaborative scholarship that encourages an open, questioning, and reasoned approach to learning; thus, enriching the life of the mind across the disciplines. As part of liberal education, the College has a special mission to profess to traditional and returning undergraduate students the University’s core goals such as ethical awareness, service, liberal learning, and research. We also prepare our students for careers in a wide diversity of fields and promote the integration of liberal arts with professional preparation. Building upon the Franciscan values and University goals, our programs give students discipline-specific skills and knowledge necessary to succeed in today’s diverse world.

## Undergraduate Programs

### Degree Programs

**Bachelor of Arts (B.A.)**
- Elementary Education
- English
- History
- Liberal Studies
- Mass Communication
- Mathematics
- Political Science
- Psychology
- Recreation Administration
- Special Education
- Theology
- Visual Arts

**Bachelor of Business Administration (B.B.A.)**
- Accounting
- Finance
- Management
- Marketing

**Bachelor of Science (B.S.)**
- Biology
- Computer Science
- Computer Science/Electronics
- Environmental Science
- Health Arts
- Medical Technology
- Nuclear Medicine Technology
- Professional Arts
- Radiation Therapy
- Radiography
- Technology Management
Bachelor of Science in Nursing (B.S.N.)
Nursing

Bachelor of Social Work (B.S.W.)
Social Work

Pre-Professional Programs

Pre-Dental
Requirements for admission to dental school can normally be completed in two years by taking the courses prescribed for the pre-medical program. It is common, however, for the pre-dental student to take the three year or four year pre-med sequence.

Pre-Legal
The pre-law handbook, published by the Association of American Law Schools and the Law School Admission Council, states that no specific major, course of studies, department, or division is preferred for all students preparing for a law career. A future law student needs to develop experience and skills in three basic areas:

- effectiveness in the comprehension and use of language
- in-depth understanding of human institutions and values
- creative power in thinking.

A particular major may be more helpful if a student has already determined what type of lawyer he or she wants to be. For example, someone seeking a career in corporation law may find that a business administration major will give the best preparation for future work. English, history, political science, philosophy, and sociology are other areas typically chosen as a pre-law major.

Pre-Medicine
Some medical schools require only three years of college, but most pre-medical students take a full four-year course. Pre-medical students are directed to major in biology.

Pre-Veterinary
The study of veterinary medicine requires two years of college course work, and the first two years of the premedical program are normally sufficient to meet the requirements of recognized colleges of veterinary medicine.

Accounting Program
The accounting major is one of four majors offered by the Department of Business Administration. It is designed to provide students with a solid core of courses in the accounting field. Students must complete the Business Core and the requirements listed below. Advanced accounting courses allow the students to focus on specific applications of accounting and to prepare for the CPA, CMA, and other professional examinations.
### Business Core Courses:
- BSAD 101 Principles of Macroeconomics 3
- BSAD 102 Principles of Microeconomics 3
- BSAD 125 Financial Accounting 3
- BSAD 126 Managerial Accounting 3
- BSAD 150 Management and Organizational Behavior 3
- BSAD 175 Principles of Marketing 3
- BSAD 201 Business Law I 3
- BSAD 242 Principles of Finance 3
- BSAD 495 Business Policy 3
- COMP 101 Computer Concepts and Applications 3
- MATH 121 Finite Mathematics 3
- MATH 175 Statistics 4

### Required Accounting Courses:
- MATH 170 Calculus for Business 4
- BSAD 225 Intermediate Accounting I 3
- BSAD 226 Intermediate Accounting II 3
- BSAD 230 Cost Accounting I 3
- BSAD 325 Taxes I 3
- BSAD 330 Auditing 3
- BSAD 336 Advanced Accounting 3

### Accounting Electives (select two):
- BSAD 202 Business Law II 3
- BSAD 231 Cost Accounting II 3
- BSAD 326 Taxes II 3
- BSAD 369 Financial Statement Analysis 3
- BSAD 425 Advanced Accounting Theory 3
- BSAD 494 Selected Topics 3
- BSAD 498 Internship Varies

### Accounting Minor
#### Required Courses:
- BSAD 125 Financial Accounting 3
- BSAD 126 Managerial Accounting 3
- BSAD 225 Intermediate Accounting I 3
- BSAD 226 Intermediate Accounting II 3
- COMP 101 Computer Concepts and Applications 3
- BSAD 242 Principles of Finance 3

#### Two Courses From the Following:
- BSAD 230 Cost Accounting I 3
- BSAD 231 Cost Accounting II 3
- BSAD 325 Taxes I 3
- BSAD 326 Taxes II 3
- BSAD 330 Auditing 3
- BSAD 336 Advanced Accounting 3
Biology Program

The Biology major program has three broad objectives:

- To introduce students to the methods of scientific investigation, applicable in both a scientific discipline and lifelong learning.
- To provide students with a broad knowledge in biology and related sciences in order to understand, interpret, analyze and develop solutions for scientific problems from a biological perspective.
- To provide students with a knowledge of the scope of biology and its related fields in order to allow students to select either future directions of study including such options as graduate school or training in the health professions or areas of immediate employment such as positions in research, industrial laboratories or government field work.

The core and required support courses provide the means to fulfill these objectives. Through consultation with a departmental advisor, the student may choose electives to design a major which emphasizes areas such as molecular biology, physiology or ecology. The Biology major also serves as a pre-professional program for students who are interested in attending medical, dental, physical therapy or veterinary school. Additionally, the Biology major serves as the basis for a secondary teaching certificate (see "Teaching Certification in Biology" below). All biology majors are strongly encouraged to complement on-campus course work and research with internship and course work opportunities at nearby institutions such as Argonne National Laboratory, the Shedd Aquarium, the Morton Arboretum, and the Midewin National Tallgrass Prairie.

USF biology graduates have pursued careers in biological research, ecology, forensic science, physical therapy, pharmacy, medicine, dentistry, teaching, and related areas.

Major Program (65-72 semester hours)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 124/5</td>
<td>Principles of Biology I and Lab</td>
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<td>BIOL 126/7</td>
<td>Principles of Biology II and Lab</td>
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<tr>
<td>BIOL 331</td>
<td>Botany</td>
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<tr>
<td>OR BIOL 361</td>
<td>Ecology</td>
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<tr>
<td>BIOL 350</td>
<td>Genetics</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 410</td>
<td>Senior Seminar</td>
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<tr>
<td>OR BIOL 411</td>
<td>Senior Thesis I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 412</td>
<td>Senior Thesis II*</td>
<td>2</td>
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</table>

*Required of Biology Fellows

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>BIOL 310</td>
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<tr>
<td>BIOL 314/5</td>
<td>Comparative Vertebrate Anatomy and Lab</td>
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</tr>
<tr>
<td>BIOL 316</td>
<td>Embryology</td>
<td>4</td>
</tr>
</tbody>
</table>
One course from the following:

- BIOL 252 Human Physiology 4
- BIOL 322 Molecular Biology 4
- BIOL 351 Plant Physiology 4

Required Support Courses:

- CHEM 121 General Chemistry I 5
- CHEM 122 General Chemistry II 5
- CHEM 224/5 Organic Chemistry I and Lab 5
- CHEM 322/3 Biochemistry and Lab 5
- PSCI 111 General Physics I 4
- MATH 181 Calculus with Analytic Geometry I 5

Elective Courses:

Two electives chosen from either the following list or additional courses in the above groups:

- BIOL 342 Medical Microbiology 4
- BIOL 343 Immunology 4
- BIOL 353 Endocrinology 3
- BIOL 480-483 Selected Topics 3-4

Minor Program (20-24 semester hours)

Required Courses

- BIOL 124/5 Principles of Biology I and Lab 4
- BIOL 126/7 Principles of Biology II and Lab 4

Four other Biology courses, at least two from the upper division.

Teacher Certification in General Science (6-12)

Students majoring in Biology may earn a Standard High School Teaching Certificate (6-12). In order to qualify for certification, each student must complete the following:

- All requirements for the Bachelor of Science degree
- The liberal education requirements for teacher certification as required by the Illinois State Board of Education for secondary (6-12) and listed under the College of Education
- The required courses in professional education for either middle school and secondary certification as listed under the College of Education
- All biology major course requirements
- The prescribed field experiences - (Written verification must be provided if field experiences are transferred from another institution.)
- All required certification tests
- A minimum grade point average (G.P.A.) of 2.5 overall and 2.75 in the major.

Required Courses for Certification:

- BIOL 124/5 Principles of Biology I and Lab 4
- BIOL 126/7 Principles of Biology II and Lab 4
- BIOL 211 Microbiology 5
- BIOL 310 Invertebrate Zoology 4
BIOL 314/5 Comparative Vertebrate Anatomy and Lab 5
BIOL 322 Molecular Biology 4
BIOL 350 Genetics 4
BIOL 252 Human Physiology 4
BIOL 361 Ecology 4
BIOL 390 Methods of Teaching Biology in the Secondary School 3
BIOL 410 Senior Seminar 3
or
BIOL 411 Senior Thesis I 1
BIOL 412 Senior Thesis II* 2
*Required of Biology Fellows

Support Courses:
CHEM 121 General Chemistry I 5
CHEM 122 General Chemistry II 5
CHEM 224/5 Organic Chemistry I and Lab 5
CHEM 322/3 Biochemistry and Lab 5
MATH 181 Calculus with Analytic Geometry I 5
PSCI 111 General Physics I 4
PSCI 112 General Physics II 4
ENVS 120 Earth Science 4

Students are assigned an advisor in both the Natural Sciences Department and the College of Education.

Business Administration

There are four majors in the Business Administration department:

- **Accounting**
- **Finance**
- **Management**
- **Marketing**

These majors were developed for the career-oriented student who intends to assume a professional role in society as a leader of business activities. Core courses are designed to provide economic perspective; to develop an ability in the use of analytical tools and techniques (including mathematical models and the computer); to create understanding of organization structure and human relations; and to ensure competencies in functional areas such as accounting, economics, finance, management, and marketing. Students are encouraged to combine one of the minors in business with their major which will broaden their understanding of the business environment and make their job search more flexible. Business majors are described in detail under each of their separate headings: Accounting, Finance, Management, and Marketing.

The Business department offers seven minors: Accounting, Economics, Finance, Management, Marketing, Interdisciplinary Business, and International Business. The total course of studies has been constructed to combine the basic theoretical
knowledge with both the practical knowledge and applied skills required of professionals in the business world.

**B.B.A./M.B.A. Five-Year Option**

In the final two semesters before graduation, senior business majors who intend to continue with an M.B.A. at the University of St. Francis, may take graduate level M.B.A. courses for undergraduate credit to meet undergraduate requirements. Students may take MBAD 631 Strategic Business Management and use this course in place of BSAD 495 and take one additional graduate course as a general elective or students may take two graduate courses as undergraduate general electives. The students will complete the graduate level work in each class. These courses would then be waived from the MBA requirements. Students who take two M.B.A. courses in their senior year can then complete their M.B.A. in one year (attending full-time). Permission must be obtained from both the undergraduate and graduate business advisors to take advantage of this option.

**Business Core Courses**

All business majors must complete the following courses in addition to individual major requirements.

**Business Core courses:**
- BSAD 101 Principles of Macroeconomics 3
- BSAD 102 Principles of Microeconomics 3
- BSAD 125 Financial Accounting 3
- BSAD 126 Managerial Accounting 3
- BSAD 150 Management and Organizational Behavior 3
- BSAD 175 Principles of Marketing 3
- BSAD 201 Business Law I 3
- BSAD 242 Principles of Finance 3
- BSAD 495 Business Policy 3
- COMP 101 Computer Concepts and Applications 3
- MATH 121 Finite Mathematics 3
- MATH 175 Statistics 4

**Business (Interdisciplinary) Minor** (24-25 semester hours)

For non-business majors only.

**Required Courses:**
- BSAD 101 Principles of Macroeconomics 3 or
- BSAD 102 Principles of Microeconomics 3
- BSAD 125 Financial Accounting 3
- BSAD 150 Management and Organizational Behavior 3
- BSAD 175 Principles of Marketing 3
- COMP 101 Computer Concepts and Applications 3

**Elective courses:** 9 or 10 semester hours

(The 9 or 10 hours must include at least one course from each group below.)
Group 1:
BSAD 101 Principles of Macroeconomics 3
OR BSAD 102 Principles of Microeconomics 3
BSAD 126 Managerial Accounting 3
BSAD 242 Principles of Finance 3
MATH 105 Introduction to Statistics 3
or
MATH 175 Statistics 4

Group 2:
BSAD 200 Introduction to International Business 3
BSAD 201 Business Law 3
BSAD 350 Corporate Communications or
ENGL 316 Technical Writing or
ENGL 317 Writing in the Professions 3
MCOM 201 Principles of Public Relations 3
BSAD 370 Entrepreneurship 3
BSAD 498 Internship 3

Chemistry Program (Minor)
Chemistry is the study of the molecular structure of matter and molecular interactions. Although the chemistry program is meant primarily to serve students majoring in biology or one of the allied health programs, it may also be selected as a minor program. Students completing the chemistry minor will have knowledge of general inorganic chemistry concepts, organic chemistry, and instrumental analysis.

Minor Program (23 semester hours)
Required courses:
CHEM 121 General Chemistry I 5
CHEM 122 General Chemistry II 5
CHEM 224/5 Organic Chemistry I and Lab 5
CHEM 226/7 Organic Chemistry II and Lab 5
CHEM 331 Instrumental Analysis 3

Computer Science Program
The study of computer science focuses on the nature of computation and its relevance to solving problems in today's society. The computer science program at the University of St. Francis concentrates on the core of knowledge and methodologies that have emerged in this rapidly evolving discipline.

There are three majors in the computer science department.
- Computer Science
- Computer Science/Electronics
- Technology Management

Core courses in all programs provide students with methods and skills in problem solving, programming, hardware and software system design, data communication,
and data management. Minor programs are offered in Computer Science and Technology Management.

The Computer Science program provides knowledge, skills, and methods in the highly technical areas of systems programming and computer systems design and engineering. Professional opportunities include positions such as programmer, systems analyst, software engineer, scientific researcher and developer, technical consultant, corporate computer trainer, technical sales staff, and technical sales support staff. Completion of a minor in technology management, mathematics, accounting, or finance is highly recommended.

**Major Program** (56 semester hours)

**Required Courses:**
- COMP 140 Computer Science I 4
- COMP 150 Computer Science II 3
- COMP 200 Microcomputer Systems 3
- COMP 254 Advanced Data Structures 3
- COMP 335 Operating Systems 3
- COMP 356 Theory of Programming Languages 3
- COMP 360 Assembler 3
- COMP 400 Database Management 3
- COMP 480 Senior Project 3
- MATH 105 Introduction to Statistics 3
- MATH 181 Calculus with Analytic Geometry I 5
- MATH 182 Calculus with Analytic Geometry II 5
- MATH 326 Discrete Mathematics
  or
- MATH XXX (approved math elective) 3

Elective upper division courses in Computer Science 12

The minor program in computer science is designed for students majoring in a field of study, such as mathematics, science, political science, psychology, or education. It provides students with the knowledge necessary to take an active role in the application and development needs particular to their discipline.

**Minor Program** (22 semester hours)

**Required Courses:**
- COMP 140 Computer Science I 4
- COMP 150 Computer Science II 3
- COMP 200 Microcomputer Systems 3
- COMP 335 Operating Systems 3
- COMP 400 Database Management 3

Elective upper division courses in Computer Science 6

**Certificate Programs:**

To meet the needs of adults who wish to take computer science courses for self-satisfaction, job development, and/or job retraining, the computer science department offers certificate programs. Adults who have already earned the minimum of a bachelor's degree may earn an Advanced Computer Science
Certificate. Those who do not have a college degree but who have many years of information processing experience may earn a Computer Science Proficiency Certificate. Certificate students may specialize in one concentration chosen from Computer Science or Technology Management. A competence in Business Calculus or Calculus I is required. Two semesters of programming languages is a required prerequisite for entrance into Technology Management and two semesters of C++ is the required prerequisite for entrance into the Computer Science program.

**Computer Science concentration recommended courses:**
- COMP 200 Microcomputer Systems 3
- COMP 254 Advanced Data Structures 3
- COMP 335 Operating Systems 3
- COMP 400 Database Management 3
  - Upper division elective 3

**Technology Management concentration recommended courses:**
- COMP 200 Microcomputer Systems 3
- COMP 205 Information Systems: Analysis and Design 3
- COMP 207 Network Fundamentals 3
- COMP 312 Server Installation and Configuration 3
  - Upper division elective 3

**Computer Science/Electronics Program**
The Computer Science/Electronics program is designed to recognize appropriate associate degrees in electronics engineering technology from area community colleges. The completion program focuses on concepts and applications leading to the development of computer systems with a substantial hardware component. Professional opportunities include positions in field engineering research and development, product design and development, quality assurance, technical management, troubleshooting, sales and service.

**Major Program** (68 semester hours)
All students majoring in electronics are required to complete the A.A.S. degree in electronics engineering technology including 34 hours of USF specified EET course work, the University of St. Francis general education requirements, and the following coursework.

**Additional Required Courses:**
- COMP 140 Computer Science I 4
- COMP 150 Computer Science II 3
- COMP 200 Microcomputer Systems 3
- COMP 207 Network Fundamentals 3
- COMP 312 Server Installation and Configuration 3
- COMP 335 Operating Systems 3
- COMP 360 Assembler 3
- COMP 480 Senior Project 3
- MATH XXX Approved math elective 3
Elective courses in Computer Science (Select two from list below)
COMP 254 Advanced Data Structures  3
COMP 400 Database Management       3
COMP 412 Systems Administration     3
COMP 420 Data Communications        3
COMP 475 Computer Architecture      3

Economics Program (Minor)
The Economics minor is designed to provide the student with the fundamentals of economic theory and its applications in a variety of business settings. The minor is an excellent compliment to majors in business, mathematics and political science.

Economics Minor (24 semester hours)

Required Courses:
BSAD 101 Principles of Macroeconomics    3
BSAD 102 Principles of Microeconomics     3
BSAD 211 Intermediate Macroeconomics Theory  3
BSAD 212 Intermediate Microeconomics Theory  3
MATH 105 Introduction to Statistics       3
or
MATH 175 Statistics                        4

Three courses from the following:
BSAD 200 International Business           3
BSAD 302 Consumption Economics             3
BSAD 312 International Economics           3
BSAD 357 Commercial Banking                3
BSAD 359 International Finance             3
BSAD 363 Economics of Labor Management     3

English Program
The English major undertakes the study of language in relation to our human understanding of the world. In accordance with this broadly conceived objective, the department instructs and guides students in the development and communication of knowledge through the study and production of written texts. More specifically, the English Department takes as its mission the education of students majoring or minoring in the study of the English language and its literatures. Thus, the department seeks to introduce students to a broad literary base, historically and aesthetically; it emphasizes the diversity of approaches to literature; and it trains students in the methods of investigation associated with textual analysis. Furthermore, since the systematic use of language in the discovery and communication of knowledge is fundamental in virtually all areas of study, the English department assists in developing writing abilities across the disciplines.

The English Department serves those students planning to continue study at the graduate level in such disciplines as English, reading, library science, business administration, law, and medicine; those students preparing to teach English at the
elementary and secondary levels; and those students who wish to investigate the
creative literary response to the great questions in life.

Major Program (40 semester hours)

Required Courses:
Core:
ENGL 200  Introduction to Literature  3
ENGL 361  World Literature I  3
ENGL 372  Shakespeare  3
ENGL 400  Critical Theory  3

Historical Surveys:
ENGL 340  American Literature to 1900  3
ENGL 351  Anglo-Saxon and Medieval British Literature  3
ENGL 352  Renaissance and Neo-Classic British Literature  3
ENGL 353  Romantic and Victorian British Literature  3
ENGL 360  Twentieth Century Literatures in English  3

Genre and Authors:
ENGL 492  Genre  3
ENGL 493  Author Seminar  or
ENGL 494  Topic Seminar  3

Electives in English  6
ENGL 497  Senior Thesis  1

Note: English majors will be required to have completed before graduation two
semesters of college-level study or the equivalent in a foreign language. (One year
of successfully completed language study in high school will count as the
equivalent of one semester of college-level study.)

Minor Program in Literature (18 semester hours)

Required Courses:
ENGL 200  Introduction to Literature  3
ENGL 372  Shakespeare  3
One course World Literature  3
One course American Literature  3
One course British Literature  3
One elective other than historical survey  3

Minor Program in Writing (18 semester hours)

Required courses:
ENGL 315  Advanced Composition: Theory and
Practice of Rhetoric  3
ENGL 316  Technical Writing  or
ENGL 317  Writing in the Professions  3

Four courses (*) from among the following: (12 hours)
ENGL 311  Creative Writing  3
ENGL 312  Literary Non-fiction  3
ENGL 316  Technical Writing  3
ENGL 317  Writing in the Professions 3  
ENGL 318  Teaching Composition 3  
ENGL 319  Tutoring Composition 3  
ENGL 321  The English Language: History and Grammars 3  
ENGL 322  Style 3  
ENGL 498  Writing Internship 1-6

* One of the four courses may be a traditional course in literature numbered above 200 (Introduction to Literature) or one course taken from among the following:

MCOM 213  Writing Across the Media 3  
MCOM 315  Editorial and Feature Writing 3  
MCOM 380  Writing Reviews and Criticisms 3  
BSAD 350  Corporate Communication 3

A recommended ancillary course (not to be counted toward the 18 hour requirement) is MCOM 470 Law and Regulation of Mass Communication

Notes:
- ENGL 111, 112, 200-level courses after ENGL 200, and 390 do not count toward the English major or minor programs.
- Students wishing to teach at the elementary or secondary level and seeking Certification in English have additional requirements as listed below.

Certification in English/Language Arts

Students majoring in English may earn a Standard Secondary Teaching certificate (6-12) in Language Arts. In order to qualify for certification, each student must complete the following:
- All requirements for the Bachelor of Arts degree in English
- The liberal education requirements for teacher certification as required by the ISBE for secondary (6-12) level and listed under the College of Education
- The required courses in professional education for middle school and secondary certification as listed under the College of Education
- The prescribed field experiences (written certification must be provided if field experiences are transferred from another institution)
- All required certification tests
- A minimum grade point average (G.P.A.) of 2.5 overall and 2.75 in the major.

Additional required courses for certification candidates:

English majors seeking secondary teaching certification must fulfill these additional requirements:
- ENGL 318 Teaching Composition or ENGL 319 Tutoring Composition (as an elective within the 40 hour requirement)
- ENGL 321 The English Language: History and Grammars (as an elective within the 40 hour requirement)
• ENGL 390 Methods of Teaching English in the Secondary School (as a three hour requirement beyond the 40 hour requirement)
• MCOM 101 Concepts of Communication (as a three hour requirement beyond the 40 hour requirement, for a total of 46 hours)

Secondary certification candidates are assigned an advisor in both the English and Foreign Languages Department and the College of Education.

**Environmental Science Program**

The Environmental Science Program emphasizes the multi-disciplinary nature of environmental issues and the role of the natural sciences in addressing and solving environmental problems. The program curriculum is designed to complement disciplinary, content-oriented courses, such as biology, chemistry, economics, etc., with applied problem-solving courses and experiences.

Specifically, the program objectives are:

- To provide students with expertise in science methodology and content balanced with a core of interdisciplinary courses and a liberal arts education. The fundamental program goal is to train students who are capable of developing and implementing ethical solutions to complex environmental problems by successfully fusing scientific and policy perspectives.
- To provide students with a solid foundation in environmental science and ecological theory and concepts as a prerequisite for postgraduate studies or for positions in government or industry.
- To develop in students a contemporary environmental ethic.
- To provide experience, through issue-oriented courses and internships, in developing solutions to environmental problems.

**Major Program** (80 semester hours)

**Required Courses:**

**Environmental Science:**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENVS 120</td>
<td>Earth Science</td>
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<tr>
<td>ENVS 300</td>
<td>Environmental Issues</td>
<td>3</td>
</tr>
<tr>
<td>ENVS 400</td>
<td>Senior Inquiry</td>
<td>3</td>
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</table>

**Biology:**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BIOL 124/5</td>
<td>Principles of Biology I and Lab</td>
<td>4</td>
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<tr>
<td>BIOL 126/7</td>
<td>Principles of Biology II and Lab</td>
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<td>BIOL 310</td>
<td>Invertebrate Zoology</td>
<td>4</td>
</tr>
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<td>BIOL 331</td>
<td>Botany</td>
<td>4</td>
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<tr>
<td>BIOL 361</td>
<td>Ecology</td>
<td>4</td>
</tr>
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<td>BIOL 481</td>
<td>Topics in Botany</td>
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**Business:**

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<tr>
<td>BSAD 101</td>
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<td>BSAD 102</td>
<td>Principles of Microeconomics</td>
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### Philosophy:

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<td>PHIL 320</td>
<td>Contemporary Issues in Ethics</td>
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### Chemistry:

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<td>CHEM 122</td>
<td>General Chemistry II</td>
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<tr>
<td>CHEM 224/5</td>
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<td>CHEM 226/7</td>
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### Computer Science:

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### Mathematics:

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<tr>
<td>MATH 105</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 181</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
</tbody>
</table>

### Political Science:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI 221</td>
<td>State and Local Politics</td>
<td>3</td>
</tr>
<tr>
<td>POLI 375</td>
<td>American Public Policy or</td>
<td></td>
</tr>
<tr>
<td>POLI 400</td>
<td>Policy Topics: Environmental Policy</td>
<td>3</td>
</tr>
</tbody>
</table>

### Minor Program (23 semester hours)

#### ENVS 120

**Earth Science**

#### BIOL 122

**Principles of Biology II**

#### ENVS 105

**Environment and Humanity**

#### BIOL 361

**Ecology**

#### ENVS 300

**Environmental Issues**

#### CHEM 105

**Chemistry and the Environment**

**or**

#### CHEM 121

**General Chemistry I**

**One of the Following Political Science Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI 221</td>
<td>State and Local Politics</td>
<td>3</td>
</tr>
<tr>
<td>POLI 375</td>
<td>American Public Policy</td>
<td>3</td>
</tr>
<tr>
<td>POLI 494</td>
<td>Topics: Environmental Policy</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the Following Philosophy or Psychology Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 320</td>
<td>Contemporary Issues and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 323</td>
<td>Ethics and Environmental Issues</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 494</td>
<td>Topics in Psychology: Environmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the Following Quantitative or Technical Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 175</td>
<td>Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>
Finance Program

The finance major is one of four majors offered by the Department of Business Administration. It is designed for students who intend to assume professional roles as financial managers. Students must complete the Business Core and the requirements listed below. In addition to providing students with an understanding of basic financial processes, the program also builds a strong foundation to pursue careers in corporate financial management, real estate investment, and banking.

Business Core Courses:

- BSAD 101 Principles of Macroeconomics 3
- BSAD 102 Principles of Microeconomics 3
- BSAD 125 Financial Accounting 3
- BSAD 126 Managerial Accounting 3
- BSAD 150 Management and Organizational Behavior 3
- BSAD 175 Principles of Marketing 3
- BSAD 201 Business Law I 3
- BSAD 242 Principles of Finance 3
- BSAD 495 Business Policy 3
- COMP 101 Computer Concepts and Applications 3
- MATH 121 Finite Mathematics 3
- MATH 175 Statistics 4

Required Finance Courses:

- MATH 170 Calculus for Business 4
- BSAD 345 Investments 3
- BSAD 353 Real Estate 3
- BSAD 357 Commercial Banking 3
- BSAD 358 Capital Budgeting 3
- BSAD 359 International Finance 3
- BSAD 430 Advanced Corporate Finance 3

Finance Electives: (Select two)

- BSAD 245 Financial Markets 3
- BSAD 340 Principles of Insurance 3
- BSAD 369 Financial Statement Analysis 3
- BSAD 494 Selected Topics 3
- BSAD 498 Internship Varies

Finance Minor

Required Courses:

- BSAD 101 Principles of Macroeconomics 3
- BSAD 102 Principles of Microeconomics 3
- BSAD 125 Financial Accounting 3
- BSAD 126 Managerial Accounting 3
- BSAD 242 Principles of Finance 3
- BSAD 345 Investments 3
- BSAD 357 Commercial Banking 3
- BSAD 358 Capital Budgeting 3
Health Arts Program

Mission and Outcomes
The mission of the program is to offer health care professionals the opportunity to complete a baccalaureate degree combining their health care background with the liberal arts and professional education components offered by the college. Through the liberal arts, the college seeks to broaden horizons as well as develop within the student critical thinking and problem solving skills.

Graduates of the program will be able to:
- Write and speak effectively, to read and listen critically, and to handle learning resources effectively
- Interpret and analyze literary words and historical data
- Identify the human values which govern responsible moral choice and apply fundamental human beliefs in critical and reasoned manner
- Critically analyze and interpret works of the arts.

The student thus attains the liberalizing experience of a college baccalaureate education. The B.S. in Health Arts is not a B.S.N. but a viable alternative for health professionals seeking a quality, accessible education.

Required Courses:
Common Core: (16 hours required)
- ENGL 310 Writing for Professionals 4
- BSAD 398 Principles of Health Care Management 4
- PHIL 327 Ethics and Morality 4
- SOCI 347 Cultural Anthropology 4

Philosophical and Religious Studies (One course required)
- PHIL 373 Philosophy and Modern Society 4
- THEO 315 Religion in America 4
- THEO 379 World Religions 4

Historical And Cultural Studies (One course required)
- HIST 326 U.S. History Since 1865 4
- HIST 375 Western Civilization 4
- POLI 324 U.S. in World Affairs 4

Literary And Aesthetic Studies (One course required)
- FINR 305 Exploring the Fine Arts 4
- ENGL 344 American Literature 4
- ENGL 370 Selected World Literature 4

Electives (One course required)
- MCOM 395 Managerial Communication in Health Care 4
- COMP 324 Computers in Health Care Administration 4
- SOCI 380 Crime and Society 4
- SOCI 397 Sociology of Aging 4
or
- Classes from the areas listed above
**History Program**

The History program at the University of St. Francis is designed to help students develop habits of learning and life skills as well as historical knowledge. It does this by promoting knowledge and critical thinking, love of learning, reflectiveness and value awareness, creativity, research and communication skills, and responsibility. All majors are expected to acquire a good grasp of the "facts" of history, to develop historical mindedness, and to learn how to carry on scholarly study. The program has broad coverage, but also asks students to concentrate in a field of U.S., European, or non-Western history.

**Major Program** (40 semester hours)

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 111</td>
<td>World Civilization to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 112</td>
<td>World Civilization Since 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 301</td>
<td>History and Social Sciences Seminar (sophomores and transfer students)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Two Courses in U.S. History (note: one of these must be upper level):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 121</td>
<td>The United States to 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST 122</td>
<td>The United States Since 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST 320</td>
<td>Colonial America</td>
<td>3</td>
</tr>
<tr>
<td>HIST 321</td>
<td>National Development</td>
<td>3</td>
</tr>
<tr>
<td>HIST 322</td>
<td>Civil War and Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>HIST 323</td>
<td>Emergence of Modern America</td>
<td>3</td>
</tr>
<tr>
<td>HIST 324</td>
<td>The United States 1914-1945</td>
<td>3</td>
</tr>
<tr>
<td>HIST 325</td>
<td>The United States 1945-Present</td>
<td>3</td>
</tr>
<tr>
<td>HIST 328</td>
<td>The United States in World Affairs</td>
<td>3</td>
</tr>
<tr>
<td>HIST 356</td>
<td>The Presidency</td>
<td>3</td>
</tr>
<tr>
<td>HIST 494</td>
<td>Topics in United States History</td>
<td>3</td>
</tr>
</tbody>
</table>

**Two Courses in European History:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 308</td>
<td>Politics and History of Eastern Europe &amp; Russia</td>
<td>3</td>
</tr>
<tr>
<td>HIST 344</td>
<td>Medieval Europe</td>
<td>3</td>
</tr>
<tr>
<td>HIST 351</td>
<td>Classical Civilizations of Greece and Rome</td>
<td>3</td>
</tr>
<tr>
<td>HIST 352</td>
<td>Renaissance and Reformation</td>
<td>3</td>
</tr>
<tr>
<td>HIST 347</td>
<td>Early Modern Europe</td>
<td>3</td>
</tr>
<tr>
<td>HIST 349</td>
<td>Modern Europe</td>
<td>3</td>
</tr>
<tr>
<td>HIST 494</td>
<td>Topics in European History</td>
<td>3</td>
</tr>
</tbody>
</table>

**Two Courses in Non-Western History:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 241</td>
<td>History of Africa</td>
<td>3</td>
</tr>
<tr>
<td>HIST 242</td>
<td>Crucible of Conflict: The Middle East</td>
<td>3</td>
</tr>
<tr>
<td>HIST 243</td>
<td>History of South Africa</td>
<td>3</td>
</tr>
<tr>
<td>HIST 244</td>
<td>History of India</td>
<td>3</td>
</tr>
<tr>
<td>HIST 246</td>
<td>History of Latin America</td>
<td>3</td>
</tr>
<tr>
<td>HIST 494</td>
<td>Topics in Non-Western History</td>
<td>3</td>
</tr>
</tbody>
</table>
Three courses in area of concentration: Students choose a concentration in U.S., European, or non-Western history, and take three additional courses in that area. Courses must be 300-level or above.

**Required courses in senior year:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 498</td>
<td>Senior Seminar</td>
<td>3</td>
</tr>
<tr>
<td>HIST 497</td>
<td>Senior Thesis</td>
<td>1</td>
</tr>
</tbody>
</table>

**Ancillary Language Requirement:** History majors are required to have six (6) semester hours of foreign language which are not included in the 42 required hours in history. This requirement may be met by an equivalency of 3 hours for every year of high school language passed with a grade of “C” or better.

**Minor Program** (21 semester hours)

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 111</td>
<td>World Civilization to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 112</td>
<td>World Civilization since 1500</td>
<td>3</td>
</tr>
</tbody>
</table>

**Two Courses in U.S. History:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 121</td>
<td>The United States to 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST 122</td>
<td>The United States Since 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST 320</td>
<td>Colonial America</td>
<td>3</td>
</tr>
<tr>
<td>HIST 321</td>
<td>National Development</td>
<td>3</td>
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<td>HIST 322</td>
<td>Civil War and Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>HIST 323</td>
<td>Emergence of Modern America</td>
<td>3</td>
</tr>
<tr>
<td>HIST 324</td>
<td>The United States 1914-1945</td>
<td>3</td>
</tr>
<tr>
<td>HIST 325</td>
<td>The United States 1945-Present</td>
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<td>HIST 328</td>
<td>The United States in World Affairs</td>
<td>3</td>
</tr>
<tr>
<td>HIST 356</td>
<td>The Presidency</td>
<td>3</td>
</tr>
<tr>
<td>HIST 494</td>
<td>Topics (United States History)</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: At least one of these must be 200 level or above.

**Two Courses in European History:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 308</td>
<td>Politics and History of Eastern Europe &amp; Russia</td>
<td>3</td>
</tr>
<tr>
<td>HIST 344</td>
<td>Medieval Europe</td>
<td>3</td>
</tr>
<tr>
<td>HIST 347</td>
<td>Early Modern Europe</td>
<td>3</td>
</tr>
<tr>
<td>HIST 349</td>
<td>Modern Europe</td>
<td>3</td>
</tr>
<tr>
<td>HIST 351</td>
<td>Classical Civilizations of Greece and Rome</td>
<td>3</td>
</tr>
<tr>
<td>HIST 352</td>
<td>Renaissance and Reformation</td>
<td>3</td>
</tr>
<tr>
<td>HIST 494</td>
<td>Topics (European History)</td>
<td>3</td>
</tr>
</tbody>
</table>

**One Course in Non-Western History:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 241</td>
<td>History of Africa</td>
<td>3</td>
</tr>
<tr>
<td>HIST 242</td>
<td>Crucible of Conflict: The Middle East</td>
<td>3</td>
</tr>
<tr>
<td>HIST 243</td>
<td>History of South Africa</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td>HIST 246</td>
<td>History of Latin America</td>
<td>3</td>
</tr>
<tr>
<td>HIST 494</td>
<td>Topics (non-Western History)</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: HIST 301 History and Social Sciences Seminar is highly recommended for minors, and it may be substituted for one U.S. or European course.
International Business Program (Minor)
The International Business minor offers students interested in working for multinational firms or working abroad an opportunity to enhance their chosen major with additional coursework that focuses on international commerce.

**International Business Minor** (18 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 200</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 312</td>
<td>International Economics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 359</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 395</td>
<td>International Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Electives:** (select two courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 494</td>
<td>Topics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 498</td>
<td>Internship</td>
<td>Varies</td>
</tr>
<tr>
<td>FORL XXX</td>
<td>Foreign Language (Intermediate 200 level)</td>
<td>3</td>
</tr>
<tr>
<td>POLI 103</td>
<td>Introduction to World Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

Library Science Program (Minor)
The Library Science minor program addresses the proficient handling of all accumulated knowledge and information, both as the basis for personal scholarship and enrichment and as the essence of the profession of librarianship. It offers students opportunities to become aware of the vast store of knowledge and information available to all disciplines and to develop reference, research, and bibliographic skills for accessing, analyzing, evaluating and documenting the best sources for their academic, professional and personal use.

The minor in Library Science prepares students for positions in school libraries and media centers and for library associate positions in public, academic, and special libraries (hospital, industry, bank, etc.). It also offers preparation for graduate work leading to the master's degree in library science for full professional librarianship. The required courses fulfill the Illinois requirements for school librarians, provided teacher certification is also held. A practicum is highly recommended for those preparing for a career in library/information science.

Library Science is an appropriate minor for all majors since school, academic, and public libraries deal with individuals seeking information from a variety of fields. Courses are open to all students who wish to use library science as an underpinning for their academic or professional work.

**Minor Program** (18 semester hours)

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 311</td>
<td>Reference and Bibliography</td>
<td>3</td>
</tr>
<tr>
<td>LIBS 321</td>
<td>Organization of Library Materials</td>
<td>3</td>
</tr>
<tr>
<td>LIBS 322</td>
<td>Cataloging and Classification of Print and Non-print Materials</td>
<td>3</td>
</tr>
<tr>
<td>LIBS 331</td>
<td>Selection of Materials for Adults and Young Adults</td>
<td>3</td>
</tr>
<tr>
<td>LIBS 401</td>
<td>Development and Administration of Library and Media Centers</td>
<td>3</td>
</tr>
</tbody>
</table>
Electives:
LIBS 294 Children's and Middle School Literature 3
LIBS 351 A-V Materials, Equipment, and Services 3
LIBS 494 Topics in Library Science 3
LIBS 495 Directed Study 1-3
LIBS 496 Independent Study 1-3
LIBS 498 Practicum I 1-3
LIBS 499 Practicum II 1-3
Note: The State of Illinois requires teacher certification and a minimum of 18 semester hours for library or media work in the schools. Special Library Certification is issued only after 32 semester hours of library/media courses are completed.

Management Program
The management program is one of four majors offered by the department of Business Administration. It is designed for students who intend to assume professional roles as manager. Students may concentrate their studies in either the General Management concentration or the Human Resource Management concentration. Students must complete the Business Core and the requirements listed below. Students in either program will develop quantitative analysis skills along with effective oral and written communication skills.

Business Core Courses:
BSAD 101 Principles of Macroeconomics 3
BSAD 102 Principles of Microeconomics 3
BSAD 125 Financial Accounting 3
BSAD 126 Managerial Accounting 3
BSAD 150 Management and Organizational Behavior 3
BSAD 175 Principles of Marketing 3
BSAD 201 Business Law I 3
BSAD 242 Principles of Finance 3
BSAD 495 Business Policy 3
COMP 101 Computer Concepts and Applications 3
MATH 121 Finite Mathematics 3
MATH 175 Statistics 4

General Management Concentration Required Courses:
BSAD 212 Intermediate Microeconomics 3
BSAD 277 Business Research 3
BSAD 350 Corporate Communications 3
BSAD 356 Quantitative Methods 3
BSAD 360 Human Resource Management 3
BSAD 362 Supervisory Management 3
BSAD 366 Business, Society, and Environment 3

General Management Required Electives: (select six hours)
MATH 170 Calculus for Business 4
COMP 305 Information Systems: Analysis and Design 3
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 303</td>
<td>Organizational Development</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 309</td>
<td>Human Resource Development</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 351</td>
<td>Managerial Communications</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 363</td>
<td>Economics of Labor Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 364</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 370</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 371</td>
<td>Service Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 494</td>
<td>Selected Topics</td>
<td>Varies</td>
</tr>
<tr>
<td>BSAD 498</td>
<td>Internship</td>
<td>Varies</td>
</tr>
</tbody>
</table>

**Human Resources Management Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 277</td>
<td>Business Research</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 307</td>
<td>Compensation and Benefits</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 309</td>
<td>Human Resource Development</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 350</td>
<td>Corporate Communication</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 356</td>
<td>Quantitative Methods</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 360</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 363</td>
<td>Economics of Labor Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Human Resources Management Electives:** (select six hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 221</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 303</td>
<td>Organizational Development</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 362</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 313</td>
<td>Industrial Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 332</td>
<td>Theories of Learning</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 498</td>
<td>Internship</td>
<td>Varies</td>
</tr>
</tbody>
</table>

**Management Minor (18 hours)**

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 125</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 150</td>
<td>Management and Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 175</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 356</td>
<td>Quantitative Methods</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 362</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 366</td>
<td>Business, Society, and Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

**Marketing Program**

The Marketing major is one of four offered by the Department of Business Administration. Students must complete the Business Core and the requirements listed below. It introduces students to the concepts of advertising, retailing, consumer behavior, and sales with a special emphasis on research skills.

**Business Core Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 125</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 126</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>
BSAD 150 Management and Organizational Behavior  3
BSAD 175 Principles of Marketing  3
BSAD 201 Business Law I  3
BSAD 242 Principles of Finance  3
BSAD 495 Business Policy  3
COMP 101 Computer Concepts and Applications  3
MATH 121 Finite Mathematics  3
MATH 175 Statistics  4

**Required Marketing Courses:**
BSAD 275 Advertising and Promotion  3
BSAD 277 Business Research  3
BSAD 375 Marketing Strategy  3
BSAD 376 Consumer Behavior  3
BSAD 377 Advanced Marketing Research  3
BSAD 381 Sales Management  3
BSAD 395 International Marketing  3

**Marketing Electives:** (Select two)
BSAD 302 Consumption Economics  3
BSAD 380 Marketing Channels  3
BSAD 382 Retail Management  3
BSAD 383 Principles of Sales  3
BSAD 390 Industrial Marketing  3
BSAD 494 Selected Topics  3
BSAD 498 Internship  Varies

**Marketing Minor** (24 semester hours)

**Required Courses:**
BSAD 101 Principles of Macroeconomics  3
BSAD 102 Principles of Microeconomics  3
BSAD 125 Financial Accounting  3
BSAD 150 Management and Organizational Behavior  3
BSAD 175 Principles of Marketing  3
BSAD 275 Advertising and Promotion  3
BSAD 277 Business Research  3
BSAD 375 Marketing Strategy  3

Management majors minoring in marketing must take one additional upper division marketing course.

**Mass Communication Program**
Mass Communication is a broad field that includes the study of human social behavior in a variety of related settings as well as the convergence of multiple media production techniques. In addition to traditional communication theory, media writing, and broadcast/print production, the program also encompasses emerging electronic publishing media.
Students majoring in Mass Communication select a broad concentration in the areas of Media Arts, Advertising/Public Relations, or Broadcasting: Audio and Video. Requirements are appropriate to each concentration and introductory courses span the discipline of Mass Communication. Included are basic communication concepts, mass media (print, Web, radio, television), public relations, media ethics, law, photography, graphic design, and digital media production.

Students are encouraged to combine practical experiences with their college curriculum. All students have an opportunity to participate in the campus media, and those individuals who meet departmental guidelines may elect internships in newspaper, radio, graphics, Internet, and television organizations or in a variety of other professional settings such as advertising, public relations and governmental agencies.

The Mass Communication program was developed for students who intend to have a career in the field or who desire a program that offers both a concentration in one professional area as well as a broad-based communication background.

The Library Science minor is also under this department.

### Mass Communication Major

**MCOM Required Core Courses** (21 semester hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCOM 103</td>
<td>Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 122</td>
<td>Basic Photography</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 213</td>
<td>Writing Across The Media</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 460</td>
<td>Ethics of Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 470</td>
<td>Law and Regulation of Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 485</td>
<td>Mass Communication Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>FINR 101</td>
<td>Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Concentration in Advertising/Public Relations** (24 semester hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 175</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 201</td>
<td>Principles of Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 222</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 251</td>
<td>Introduction to Graphic Communication</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 275</td>
<td>Advertising and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 301</td>
<td>PR Case Studies and Practices</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 383</td>
<td>Principles of Sales</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 493</td>
<td>Applied PR Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

**Concentration in Broadcasting/Audio and Video** (24 semester hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCOM 235</td>
<td>Introduction to Radio</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 236</td>
<td>Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 237</td>
<td>Introduction to Video Production</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 239</td>
<td>Video Productions: Studio and Field</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 330</td>
<td>3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 337</td>
<td>Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 338</td>
<td>Electronic Field Production</td>
<td>3</td>
</tr>
</tbody>
</table>
MCOM 412 Radio Management
or
MCOM 413 TV Management 3

**Concentration in Media Arts** (24 semester hours)

MCOM 222 Digital Photography 3
MCOM 237 Introduction to Video Production 3
MCOM 251 Introduction to Graphic Communication 3
MCOM 318 Web Page Design 3
MCOM 325 2D Animation 3
MCOM 330 3D Animation 3
MCOM 335 Website Design 3
MCOM 351 Digital Imaging and Illustration 3

**MCOM Course Electives**

Students must choose 6 semester credit hours from the following list of courses. Courses may not be chosen as electives if they are required in the student’s concentration.

MCOM 135 Broadcast Announcing 3
BSAD 175 Principles of Marketing 3
MCOM 201 Principles of Public Relations 3
MCOM 222 Digital Photography 3
MCOM 235 Introduction to Radio 3
MCOM 236 Audio Production 3
MCOM 237 Introduction to Video Production 3
MCOM 239 Video Production: Studio and Field 3
MCOM 251 Introduction to Graphic Communication 3
BSAD 275 Advertising and Promotion 3
MCOM 301 Public Relations Case Studies and Practices 3
MCOM 303 Gender and Communication Seminar 3
MCOM 313 Advanced News Writing 3
MCOM 315 Editorial and Feature Writing 3
MCOM 318 Web Page Design 3
MCOM 325 2D Animation 3
MCOM 330 3D Animation 3
MCOM 335 Website Design 3
MCOM 337 Video Editing 3
MCOM 338 Electronic Field Production 3
MCOM 351 Digital Imaging and Illustration 3
BSAD 383 Principles of Sales 3
MCOM 403 Myth and Mass Communication 3
MCOM 412 Radio Management 3
MCOM 413 TV Management 3
MCOM 414 Newspaper Management 3
MCOM 445 Digital Illustration 3
MCOM 451 Graphic Communication Seminar 3
MCOM 490 Applied Reporting 1-6
Mass Communication Minor (24 semester hours)

Required courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINR 101</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 103</td>
<td>Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 122</td>
<td>Basic Photography</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 213</td>
<td>Writing Across The Media</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 237</td>
<td>Introduction to Video Production</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 251</td>
<td>Introduction to Graphic Communication</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 318</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 325</td>
<td>2D Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics Program

Alfred North Whitehead described mathematics as the most original creation of the human mind. For more than 5,000 years this creation has grown and evolved; today, it permeates virtually every intellectual discipline. Mathematicians make use of an approach called the axiomatic method whereby propositions or theorems are deduced from a set of axioms using the principles of Aristotelian logic. This axiomatic method is used in the development of mathematical systems and designed to develop the student's ability to think and reason abstractly. Mathematics also provides the key to understanding the sciences. Carl Friedrich Gauss called mathematics the "queen of the sciences" and indeed, it forms an integral part of scientific thought and is a necessary component of contemporary advances in all scientific fields. In addition, mathematics finds wide application in such diverse fields as economics, business, social studies, art, and education.

Although it is far beyond the capability of any one individual to master the whole of mathematics, the program at the University of St. Francis is designed to give the student a full exposure to topics in undergraduate mathematics. Courses in the curriculum can prepare a student for graduate study, for a career in business or industry or for any of several professions, including teaching.

The mathematics major also provides for a concentration in actuaria l science which can lead to a career as an actuary within the insurance field or as a private consultant. The student selecting this program should plan to complete the first two actuarial examinations prior to graduation.

Mathematics majors who are interested in teacher certification at the secondary level must make formal application to the teacher education program at the time of registration for the freshman year. Students are advised to consult with the teacher.
education program for information regarding secondary teacher certification requirements.

All mathematics majors are required to complete a Major Portfolio. Broadly, the portfolio consists of samples of a student’s mathematical work, evidence of participation in activities of the mathematical community, both within and outside of the University, and reflection of mathematical growth. Portfolio creation generally commences with successful completion of MATH 182 Calculus with Analytic Geometry II and culminates as a graded element of MATH 490 Senior Seminar.

**Major Program** (45 semester hours)

**Required Courses:**
- MATH 175 Statistics  
- MATH 181 Calculus with Analytic Geometry I  
- MATH 182 Calculus with Analytic Geometry II  
- MATH 271 Calculus III  
- MATH 275 Linear Algebra  
- MATH 280 Differential Equations  
- MATH 326 Discrete Mathematics  
- MATH 331 Mathematical Statistics I  
- MATH 351 College Geometry  
- MATH 371 Introduction to Analysis  
- MATH 375 Abstract Algebra I  
- MATH 490 Senior Seminar  
Two Mathematics electives at the 300-400 level  

**Major Program with Concentration in Actuarial Science**  
(76 semester hours)

**Required Courses:**
- MATH 175 Statistics  
- MATH 181 Calculus with Analytic Geometry I  
- MATH 182 Calculus with Analytic Geometry II  
- MATH 271 Calculus III  
- MATH 275 Linear Algebra  
- MATH 280 Differential Equations  
- MATH 290 Theory of Interest  
- MATH 331 Mathematical Statistics I  
- MATH 332 Mathematical Statistics II  
- MATH 365 Operations Research  
- MATH 370 Applied Regression Analysis  
- MATH 380 Numerical Analysis  
- MATH 490 Senior Seminar  

**Required Support Courses:**
- BSAD 101 Principles of Macroeconomics  
- BSAD 102 Principles of Microeconomics  
- BSAD 125 Financial Accounting  
- BSAD 126 Managerial Accounting  

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BSAD 211 Intermediate Macroeconomics 3
BSAD 212 Intermediate Microeconomics 3
BSAD 242 Principles of Finance 3
BSAD 340 Principles of Insurance 3
BSAD 345 Investments 3
BSAD 358 Capital Budgeting 3
COMP 140 Computer Science I 4

Students in this program are encouraged to pass the first two actuarial exams by the end of their senior year.

Minor Program (20 semester hours)

Required Courses:
Eight semester hours of calculus and 12 semester hours from at least three of the following areas:

- Linear Algebra
- Modern Algebra
- Geometry
- Applied Mathematics
- Probability and Statistics
- History of Mathematics

Certification in Mathematics

Students majoring in Mathematics may earn a Standard Elementary Teaching Certificate (K-9) or a Standard Secondary Teaching Certificate (6-12). In order to qualify for certification each student must complete the following:

- All requirements for the Bachelor of Arts degree in Mathematics
- The liberal education requirements for teacher certification as required by the ISBE for either elementary (K-9) or secondary (6-12) level
- The required courses in professional education for either elementary, middle school, or secondary certification as listed under the Teacher Education Program
- The prescribed number of hours of approved pre-student teaching clinical experiences (Written verification must be provided if clinical experience is transferred from another institution.)
- Teacher Candidate Assessment (Applicants for certification will be required to complete successfully the Illinois Certification Test, which will include both a basic skills test and a subject matter test.)
- A grade point average (G.P.A.) of 2.5 overall and 2.5 in the major.

Mathematics Major Courses Required for Secondary Certification

Required Courses: (51 semester hours)

MATH 175 Statistics 4
MATH 181 Calculus with Analytic Geometry I 5
MATH 182 Calculus with Analytic Geometry II 5
MATH 271 Calculus III 3
MATH 275 Linear Algebra 3
MATH 280  Differential Equations  3  
MATH 326  Discrete Mathematics  3  
MATH 331  Mathematical Statistics I  3  
MATH 351  College Geometry  3  
MATH 371  Introduction to Analysis  3  
MATH 375  Abstract Algebra I  3  
MATH 389  Methods of Teaching Mathematics in  
         Middle School (Grades 6-8)  3  
MATH 390  Methods of Teaching Mathematics in  
         High School (Grades 9-12)  3  
MATH 490  Senior Seminar  1  
Two mathematics electives at the 300-400 level  6  

Students are assigned an advisor in both the Mathematics department and the 
Teacher Education department.

Medical Technology Program
The field of medical technology is the medical application of the basic sciences. 
Principles of cellular biology, organic and biochemistry, microbiology, im-
munology and physiology are applied to laboratory testing. The medical 
technologist performs a wide range of clinical laboratory tests and procedures on 
various body fluids and tissues to determine the presence or absence of disease, to 
monitor response to treatment and to aid in health maintenance.

The Bachelor of Science degree program in Medical Technology includes three 
years of liberal education at the University, followed by a 10 to 12-month 
professional phase at a hospital school approved by the National Accrediting 
Agency for Clinical Laboratory Sciences. A designated grade point average 
determined by the hospital school in biology and chemistry course work is 
generally required for acceptance into a hospital's professional program. It is not 
possible for the University to guarantee a student a position in the professional 
phase. Policies regarding selection criteria are determined by the hospital schools.

Major Program (75 semester hours)
Required Courses:
BIOL  124/5  Principles of Biology I and Lab  4  
BIOL  211  Microbiology  5  
BIOL  252  Human Physiology  4  
BIOL  343  Immunology  4  
MEDT  345  Introduction to Medical Technology  3  
CHEM  121  General Chemistry I  5  
CHEM  122  General Chemistry II  5  
CHEM  224/5  Organic Chemistry I and Lab  5  
CHEM  322/3  Biochemistry and Lab  5  
MATH  105  Introduction to Statistics  3  
Professional Phase I and II (10 to 12 month clinical experience)  32
Nuclear Medicine Technology Program
The major program in nuclear medicine technology provides students with an educational foundation in biology, chemistry, physics and mathematics in preparation for clinical applications. This applied health specialty employs the use of radioactive materials for diagnostic, therapeutic and investigative purposes.

The Bachelor of Science degree program in Nuclear Medicine Technology includes three years of liberal education at the University followed by a 12-month professional phase at a hospital school approved by the American Medical Association. A 2.5 grade point average in biology and chemistry course work is generally required for acceptance into a hospital's professional program. It is not possible for the University to guarantee a student a position in the professional phase; policies regarding selection criteria are determined by the hospital schools.

Major Program (87 semester hours)
Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 124/5</td>
<td>Principles of Biology I and Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 252</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 314/5</td>
<td>Comparative Vertebrate Anatomy and Lab</td>
<td>5</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 221</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 343</td>
<td>Immunology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>General Chemistry I (with lab)</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 122</td>
<td>General Chemistry II (with lab)</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 224/5</td>
<td>Organic Chemistry I and Lab</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 322/3</td>
<td>Biochemistry and Lab</td>
<td>4</td>
</tr>
<tr>
<td>COMP 140</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Calculus</td>
<td>5</td>
</tr>
<tr>
<td>PSCI 111</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PSCI 112</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>Professional Phase I and II: (12 month clinical experience)</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

Nursing Program
The Department of Nursing offers courses at the 200, 300, and 400 levels. Students complete a minimum of 61 semester hours of lower division prerequisite general education and support courses at the University. The 200 level prerequisite courses must be completed prior to beginning the clinical nursing sequence.

Nursing Liberal Arts and Science Requirements
The curriculum consists of required prerequisite liberal arts and science courses specifically selected because of their relevance to the upper division nursing major. The foundation in the liberal arts and sciences contributes to students' understanding of individuals, their environment, and health, and is a basis for students' personal and professional development. Pre-admission advisement is available to assist students in selecting courses. Contact the Admissions Office at (815) 740-5037 for information.
ACAF 101  Core I: Speech Communications 4
ENGL 111  College Writing I 3
ACAF 102  Core II: College Writing II 3
ENGL 200  Introduction to Literature 3
COMP 101  Computer Concepts and Applications 3
HIST XXX  Approved history course 3
MATH 105  Introduction to Statistics 3
NURS 260  Human Nutrition 2
PHIL 101  Introduction to Philosophy 3
PSYC 111  General Psychology 3
PSYC 240  Lifespan Development (or SWRK 242) 3
SOCI 111  Principles of Sociology 3
THEO XXX  Approved theology course 3
BIOL 124/5  Principles of Biology I w/Lab 4
BIOL 211  Microbiology 5
BIOL 221  Human Anatomy 4
BIOL 252  Human Physiology 4
CHEM 121  General Chemistry I w/Lab 5

Nursing Curriculum
The nursing curriculum provides the student with the knowledge and skills to meet the nursing needs of contemporary society as well as the intellectual inquiry necessary for the continued development of the nursing profession. It prepares the student to integrate knowledge regarding the nature of individuals, their environment, and their health state and prepares the student to provide nursing care for individuals, families, and groups across the life span in a variety of health care settings. Learning activities are carried out in the classroom, laboratory, and in a variety of acute care and community settings.

There are two curriculum plans for nursing majors (One for students entering the clinical sequence Fall 2002 through Spring 2004, and another for students entering the clinical sequence Fall 2004 and after). For students entering the clinical sequence in the Fall 2004 and after, the nursing curriculum consists of seventy (70) hours of coursework. The following courses are required for the nursing major.

Major Program (70 semester hours)
NURS 250  Concepts of Professional Nursing 3
NURS 265  Health Promotion and Family Assessment 3
NURS 270  Health and Aging 3
NURS 308  Health Assessment and Wellness 3**
NURS 310  Professional Nursing Practice I 8**
NURS 311  Pathophysiology 3
NURS 313  Pharmacology 3
NURS 360  Professional Nursing Practice II 8
NURS 362  Ethical And Legal Issues For Health Care 2
NURS 410  Professional Nursing Practice III 8
NURS 412  Nursing Research 3
NURS 420  Ministry of Nursing  
NURS 460  Professional Nursing Practice IV  
NURS 461  Principles of Management in Health Care  
NURS 462  Professional Nursing Seminar  
Nursing Electives (300-400 level)  

**Course descriptions will be available in the 2004-2006 catalog. Current course descriptions listed in the description section will not be correct for this curriculum.**

**The suggested sequence is:**

**First Year - First Semester**
ACAF 101  Core I: Speech  
CHEM 121  General Chemistry  
BIOL 124  Principles of Biology  
SOCI 111  Intro. to Sociology  

**Second Semester**
ACAF 102  Core II: Writing II  
CHEM 121  General Chemistry  
PSYC 240  Lifespan Development  
NURS 265  Health Promotion & Family Assessment  

**Second Year - First Semester**
General Education course  
BIOL 221  Anatomy  
PSYC 240  Lifespan Development  
NURS 265  Health Promotion & Family Assessment  

**Second Semester**
ACAF 101  Computer Applications  
ACAF 102  Core II: Writing II  
NURS 250  Concepts of Nursing  
PSYC 111  Intro. to Psychology  
BIOL 211  Microbiology  

Transfer students entering the junior level nursing courses in the fall of 2004 would need to have completed NURS 265 and 270 prior to entry.

**Third Year - First Semester**
NURS 308  Health Assessment  
NURS 310  PNP I  
NURS 311  Pathophysiology  
NURS 313  Pharmacology  

**Second Semester**
NURS 360  PNP II  
NURS 362  Ethical And Legal Issues For Health Care  
General Education course  
Upper-division Elective  

**Fourth Year - First Semester**
NURS 410  PNP III  
NURS 412  Nursing Research  
Upper-division Elective  
General Education course  

NURS 460  PNP IV  
NURS 461  Prin of Management in Health Care  
NURS 462  Professional Nursing Seminar  
NURS 420  Ministry of Nursing  

BIOL 252  Physiology  
NURS 270  Health and Aging  

ACAF 101 and 102, CHEM 121 and BIOL 124/5, 221 and 252, SOCI 111, PSYC 240, and SWRK 242 are only offered in the terms identified above. SWRK 242 may be substituted for PSYC 240. NURS 250 is a prerequisite to NURS 265 and NURS 270.
Required Courses for Nursing Majors entering the clinical sequence Fall 2002-Spring 2004.

For students who have completed the prerequisites and will be entering the clinical nursing sequence prior to the fall of 2004, the nursing curriculum in the third and fourth years consists of sixty-seven (67) hours of coursework. NURS 250 must be completed prior to the beginning of the third year courses.

**Major Program** (67 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 250</td>
<td>Concepts of Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 308</td>
<td>Health Assessment and Wellness</td>
<td>5</td>
</tr>
<tr>
<td>NURS 310</td>
<td>Professional Nursing Practice I</td>
<td>5</td>
</tr>
<tr>
<td>NURS 311</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 313</td>
<td>Pharmacology in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 360</td>
<td>Professional Nursing Practice II</td>
<td>8</td>
</tr>
<tr>
<td>NURS 361</td>
<td>Family Process and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NURS 362</td>
<td>Ethical And Legal Issues For Health Care</td>
<td>2</td>
</tr>
<tr>
<td>NURS 410</td>
<td>Professional Nursing Practice III</td>
<td>8</td>
</tr>
<tr>
<td>NURS 411</td>
<td>Computers in Health Care</td>
<td>2</td>
</tr>
<tr>
<td>NURS 412</td>
<td>Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 460</td>
<td>Professional Nursing Practice IV</td>
<td>8</td>
</tr>
<tr>
<td>NURS 461</td>
<td>Principles of Management in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 462</td>
<td>Professional Nursing Seminar</td>
<td>2</td>
</tr>
<tr>
<td>NURS 420</td>
<td>Ministry of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>Nursing Electives (300-400 level)</td>
<td>6*</td>
<td></td>
</tr>
</tbody>
</table>

**Nursing Electives**

Students are required to choose electives from non-required nursing courses or students may elect to take non-nursing electives in related fields such as Psychology, Philosophy, Education, History, and Fine Arts. Nursing electives include: NURS 421 Pain-Concept Management, NURS 364 Spiritual-Ethnocultural Aspects of Nursing, NURS 416 Client Education.

**Required Nursing Courses in a Suggested Progression**

**Third Year - First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 308</td>
<td>Health Assessment and Wellness</td>
<td>5</td>
</tr>
<tr>
<td>NURS 310</td>
<td>Professional Nursing Practice I</td>
<td>5</td>
</tr>
<tr>
<td>NURS 311</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 313</td>
<td>Pharmacology in Nursing</td>
<td>3</td>
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</tbody>
</table>

**Third Year - Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>NURS 360</td>
<td>Professional Nursing Practice II</td>
<td>8</td>
</tr>
<tr>
<td>NURS 361</td>
<td>Family Process and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NURS 362</td>
<td>Ethical And Legal Issues For Health Care</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>
Fourth Year - First Semester
NURS 410  Professional Nursing Practice III  8
NURS 411  Computers in Health Care  2
NURS 412  Nursing Research  3
Elective  3

Fourth Year - Second Semester
NURS 460  Professional Nursing Practice IV  8
NURS 461  Principles of Management in Health Care  3
NURS 462  Professional Nursing Seminar  2
NURS 420  Ministry of Nursing  3

Fast Track Option for Registered Nurses
This option is designed to provide an educational opportunity for the registered nurse to obtain a baccalaureate degree in nursing. Students may attend full- or part-time. Advanced placement credit (34 hours) is awarded upon submission of transcripts from an associate or diploma nursing program.

Graduates of an N.L.N. accredited nursing program may be awarded advanced standing in several ways:

- Through formal articulation agreements between the University and the community college (see the Director of the Fast Track Option for current information concerning these agreements)
- Through the credit escrow process. Students using this process must complete 6 hours of upper-division nursing credit with a grade of “A” or “B”
- Through the satisfactory completion of the NLN Mobility Profile II Examinations or the ACT-PEP Examinations. (See the Director of the Fast Track Option for criteria and examination registration)
- Maximum credit available through the advance placement option is 34 semester hours.

Graduates of non-N.L.N. accredited programs may receive advanced placement through the escrow process, through examinations, or through portfolio development.

Required Courses for RNs
Generally, prerequisite courses must be completed prior to initiating nursing courses (See ** and * marked courses below). All nursing courses are available online.

Required General Education and Nursing Prerequisites  61

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Theology Or Religion</td>
<td>3</td>
</tr>
<tr>
<td>** Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>** Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>** Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>** General Chemistry</td>
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</tr>
<tr>
<td>Course</td>
<td>Credit</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>General Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

* Prerequisite to NURS 412

** Prerequisite to NURS 471, 473

### The Following Nursing Courses are Required for All RN Students:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 250 Concepts of Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 411 Computers in Health Care</td>
<td>2</td>
</tr>
<tr>
<td>NURS 412 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 420 Ministry of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 471 Community Health</td>
<td>4</td>
</tr>
<tr>
<td>NURS 473 Applied Clinical Concepts</td>
<td>4</td>
</tr>
<tr>
<td>NURS 474 Leadership and Management</td>
<td>3</td>
</tr>
<tr>
<td>Electives (300-400 level)</td>
<td>9*</td>
</tr>
<tr>
<td>NURS 462 Professional Nursing Seminar</td>
<td>2</td>
</tr>
<tr>
<td>Prior learning from Nursing Education</td>
<td>34</td>
</tr>
</tbody>
</table>

### Electives*

Students are required to choose electives from non-required nursing courses or students may elect to take non-nursing electives in related fields such as Psychology, Philosophy, Education, History, and Fine Arts. Nursing electives include: NURS 364 Spiritual-Ethnocultural Aspects of Nursing, NURS 365 Health Assessment, NURS 416 Client Education, NURS 421 Pain-Concept Management.

Challenge exams are an option for students who prefer to study a subject on their own, and receive credit by successfully passing an exam. Challenge exams are available in the following nursing courses: Computers in Health Care, Applied Clinical Concepts, and all nursing electives.

### Philosophy Program (Minor)

The Philosophy program offers all students an opportunity to examine the fundamental questions of human existence. The courses are designed to help students understand the great philosophical thinkers and enable them to critically address important philosophical issues which affect their own lives. The program places special emphasis on a knowledge of the historical origins of the Western philosophical tradition and on the development of skills of philosophical analysis.
Students may select philosophy as a minor program. Many of the course offerings in philosophy are interdisciplinary in character, and students are encouraged to relate philosophical knowledge and skills to the area of their undergraduate major. Indeed, the minor program in philosophy is especially suited to students who bring a considerable degree of intellectual initiative and independence to their work.

**Minor Program** (18 semester hours)

**Required courses:**
- PHIL 101 Introduction to Philosophical Thinking 3
- PHIL 202 Philosophy of the Human Person 3
- PHIL 312 Philosophy of Religion 3
- Electives in Philosophy 9

**Note:** Only one independent/directed study will be counted toward the minor program.

**Political Science Program**

The major in political science examines the study of politics from several perspectives and encourages students to take course work from its several concentrations. The student may select one of several options for career preparation in public service, the non-profit sector, the private sector, public policy, pre-law, graduate work, and related professions. Internships in public service and law related organizations are offered to upper division students in the local area and in Washington, D.C. These programs form a valuable link between college and career and are an important part of the undergraduate experience in political science.

The major in political science is designed to:
- Provide a liberal, career-oriented education for students seeking employment in business, government, and the independent sector
- Provide preparation for the study of law
- Provide preparation for entry-level career positions or graduate study in public policy or political science
- Integrate the study of politics with the techniques required for a career in journalism.

Students majoring in Political Science select one of three concentrations: **general/pre-law, American politics, or public policy.** In addition, students can gain breadth of knowledge by taking courses in the other concentrations.

**Major Program**

**Core requirements of all concentrations:** (Minimum 15 semester hours)

**Required Courses:**
- POLI 103 Introduction to World Politics 3
- POLI 105 American National Government 3
- MATH 105 Introduction to Statistics 3
- POLI 333 Scope and Methods in Political Science 3
One course from the following:
POLI  497  Senior Thesis  3
POLI  498  Washington Internship  3-15
POLI  499  Internship  3-15

Group requirements of all concentrations
Three courses are required: one course from each group (9 semester hours total):

**Group I: American Politics**
- POLI  205  Contemporary Political and Social Justice Issues  3
- POLI  220  Public Administration  3
- POLI  221  State and Local Politics  3
- POLI  225  Politics, Parties, and Pressure Groups  3
- POLI  325  The United States Since 1945  3
- POLI  345  Constitutional Law: American Community  3
- POLI  346  Constitutional Law: Bill of Rights  3
- POLI  350  Legal Process/Mock Trial  3
- POLI  355  The Presidency  3
- POLI  365  The Congress  3
- POLI  370  Social Reform and the Welfare State  3
- POLI  375  American Public Policy  3
- POLI  498  Washington Internship Program  3

**Group II: Political Theory**
- POLI  201  American Political Thought  3
- POLI  321  Western Political Philosophy  3

**Group III: International Relations/Foreign and Comparative Politics**
- POLI  208  Comparative Political Analysis  3
- POLI  283  The Middle East in World Affairs  3
- POLI  308  Politics of Eastern Europe and Russia  3
- POLI  328  The United States in World Affairs  3
- POLI  493  Directed Foreign Travel  3

**Concentration Requirements:**

**Concentration in General/Pre-law** (Minimum of 18 additional semester hours)
Additional Required Courses: Six courses from the Political Science curriculum.

**Concentration in American Politics:** (Minimum of 18 additional semester hours)
Additional Required Courses: Six courses from the following:

- POLI  201  American Political Thought  3
- POLI  205  Contemporary Political and Social Justice Issues  3
- POLI  225  Political Parties and Pressure Groups  3
- POLI  230  Political Communication  3
- POLI  325  The United States Since 1945  3
- POLI  328  The United States in World Affairs  3
- POLI  345  Constitutional Law: American Community  3
- POLI  346  Constitutional Law: Bill of Rights  3
- POLI  355  The Presidency  3
POLI 365  The Congress  3
POLI 375  American Public Policy  3

**Concentration in Public Policy** (Minimum of 30 additional semester hours)

**Additional Required Courses:**
- BSAD 101  Principles of Macroeconomics  3
- BSAD 102  Principles of Microeconomics  3
- BSAD 125  Financial Accounting  3
- BSAD 150  Management and Organizational Behavior  3
- POLI 220  Public Administration  3
- POLI 375  American Public Policy  3

**Four courses from the following:**
- POLI 205  Contemporary Political and Social Justice Issues  3
- POLI 221  State and Local Politics  3
- POLI 320  Policy Analysis, Implementation and Evaluation  3
- POLI 328  The United States in World Affairs  3
- POLI 400  Policy Topics  3
- Grad Course in Health Policy with permission  4

**Political Science Minor**
The minor in political science consists of 21 hours.

- POLI 103  Introduction to World Politics  3
- POLI 105  American National Government  3

Four courses drawn from the subfields within political science as defined above and any additional course in political science.

**Professional Arts Program/Applied Organizational Management**
The Professional Arts program is designed for adult students enrolling at the University of St. Francis. It is a “2+2” program that recognizes the Associate in Applied Science Degree from a vocational or technical program which has been completed by a student at a community college as fulfilling the first two years of the Bachelor of Science Degree in Professional Arts. The program also awards college credit for learning experiences gained from certificate programs, training programs, and life experience through the Prior Learning Assessment Program.

The baccalaureate degree candidate must earn 128 semester hours. A maximum of 80 semester hours from a community college will transfer into the Professional Arts program at the University of St. Francis. Up to 33 semester hours of credit can be awarded for life experience under the Prior Learning Assessment Program. A minimum of 32 semester credit hours must be earned at the University of St. Francis, excluding prior learning assessment credit.
Mission and Outcomes
The mission of the program is to provide adult learners with the highest quality of applied management skills to be able to fulfill their intellectual and professional career needs.

Graduates from the program will be able to:
- Demonstrate effective interpersonal and managerial communication skills
- Define the functions and responsibilities of a manager in meeting the needs of a diverse workforce
- Write coherently and effectively
- Apply group processing and problem solving skills
- Understand aspects of human resource development and performance improvement.

Options within Professional Arts:
- Applied Organizational Management
- Self Design

Applied Organizational Management
This option is designed so that future business and industry leaders can successfully meet the challenges and demands they face in organizational management. It offers applied knowledge and practical experiences that enable students to favorably manage everyday work situations and problems. Additionally, this option is applicable for adult students who are interested in pursuing careers in organizational management, operations/production management, entrepreneurship/small business management, health service management, hospitality and service management, and human resource management.

Professional Arts General Education Requirements:
College Writing I and College Writing II or Technical Writing 6
One course in Fine Arts 3
One course in Literature 3
One course in Theology 3
One course in Philosophy 3
One course in History 3
Introduction to Statistics 3
Macroeconomics or Microeconomics 3
One course Social Science 3
One course in Natural Science 3-4

Business Core:
BSAD 101 Macroeconomics or Microeconomics 3
BSAD 102 Microeconomics 3
COMP 101 Computer Concepts and Applications 3
BSAD 125 Financial Accounting 3
BSAD 126 Managerial Accounting 3
BSAD 150 Management and Organizational Behavior 3
BSAD 175 Principles of Marketing 3
Applied Organizational Management Requirements:
BSAD 342 Financial Concepts and Applications 3
BSAD 351 Managerial Communication 3
BSAD 360 Human Resource Management 3
BSAD 362 Supervisory Management 3
BSAD 364 Operations Management 3
BSAD 366 Business, Society and Environment 3
BSAD 495 Business Policy 3

Electives (Select Four):
BSAD 200 Introduction to International Business 3
BSAD 303 Organizational Development 3
BSAD 307 Compensation and Benefits 3
BSAD 309 Human Resource Development 3
PSYC 313 Industrial/Organizational Psychology 3
BSAD 370 Small Business and Entrepreneurship Management 3
BSAD 371 Service Management 3
BSAD 372 Management in Health Service Environments 3
BSAD 376 Consumer Behavior 3
BSAD 497 Assigned Research 3

Self-Design
This option is designed for adults who have earned an equivalent of an associate’s
degree and completed two years of full-time professional employment. The General
Education requirements must be completed along with a minimum of 15 hours of
upper level coursework. Course selection is determined by professional and
educational goals. The adult student, together with an academic advisor, designs the
course selection to meet the requirements of a Bachelor of Science degree in
Professional Arts. The selection must include at least 15 semester hours of upper
division in pre-selected coursework.

Psychology Program
Psychology is the scientific study of the behavior and mental processes of humans
and other organisms. By using the scientific method, basic research psychologists
try to describe, explain, predict, and control behavior; and applied psychologists
try to improve the quality of life.

The psychology program at the University of St. Francis has a focus on human
behavior and mental processes. It serves students who wish to pursue graduate
studies in the field, enter the work force, or complement academic specialization in
other fields. Psychology courses are also chosen by students to fulfill liberal
education requirements in the social awareness area.

Major Program (45 semester hours)
Required Courses:
MATH 105 Introduction to Statistics 3
PSYC 111 General Psychology 3
PSYC 240 Life-Span Development 3
PSYC 250 Abnormal Psychology 3
PSYC 311 Social Psychology 3
PSYC 332 Theories of Learning 3
PSYC 333 Research Methods in Behavioral Sciences I 3
PSYC 334 Research Methods in Behavioral Sciences II 3
PSYC 350 Personality 3

Choose any TWO from the following three courses:
   PSYC 341 Child Development 3
   PSYC 342 Adolescent Development 3
   PSYC 343 Adult Development and Aging 3

PSYC 453 History and Systems of Psychology 3
PSYC XXX Electives in Psychology 9

**Minor Program (18 semester hours)**

**Required Courses:**
PSYC 111 General Psychology 3
PSYC 240 Life-Span Development 3
PSYC 250 Abnormal Psychology 3
PSYC 311 Social Psychology 3
PSYC 350 Personality 3
Elective in Psychology 3

**Radiation Therapy Program**

Radiation Therapy is an allied health profession which employs radiation in the treatment of disease, especially cancer. The radiation therapist works closely with the radiation oncologist and physicist in planning the course of treatment for each cancer patient. This professional is responsible for implementing the daily administration of prescribed doses of radiation for treatment as well as performing treatment calculations for the correct patient dosages. The radiation therapist develops a close rapport with the patient, and must be able to provide support and understanding to the cancer patient and family.

The Bachelor of Science in Radiation Therapy is a “2+2” program. The program is a result of an affiliation agreement between the University of St. Francis in Joliet and SwedishAmerican Health System in Rockford, Illinois. The student first completes two years of liberal and pre-professional education courses at the University of St. Francis, then applies for admission to the program at the SwedishAmerican School of Radiation Therapy. The program is accredited by the JRCERT (the Joint Review Committee on Education in Radiologic Technology) and includes didactic, laboratory, and clinical education.

Admission to the professional education component is controlled by the sponsor, SwedishAmerican Health System. (Note: Completion of the required pre-professional course work will satisfy the admission requirements of the professional programs, but will not guarantee admission.) Successful completion of the SwedishAmerican program completes the professional education component.
of the degree, and makes the graduate eligible to take the national certification examination of the American Registry of Radiologic Technologists (ARRT).

**Liberal Education Requirements:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literacy</td>
<td>ACAF</td>
<td>101</td>
<td>CORE I: Speech</td>
<td>4</td>
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<tr>
<td></td>
<td>ENGL</td>
<td>111</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACAF</td>
<td>102</td>
<td>CORE II: College Writing II</td>
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<tr>
<td>Literary Inquiry</td>
<td>ACAF</td>
<td>201</td>
<td>CORE III: Foundations of Western Thought</td>
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<tr>
<td></td>
<td>ENGL</td>
<td>200</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>Aesthetic Awareness</td>
<td>FINR</td>
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<td>Fine Arts Approved Course</td>
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<td>Numerical and Scientific</td>
<td>MATH</td>
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<td>Intro to Statistics</td>
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<td></td>
<td>BIOL</td>
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<td>Principles of Biology</td>
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<td>Biological Chemistry</td>
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<tr>
<td>Historical Social Awareness</td>
<td>HIST</td>
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<td>Non-Western History</td>
<td>3</td>
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<tr>
<td>Historical Social Awareness</td>
<td>PSYC</td>
<td>111</td>
<td>General Psychology</td>
<td>3</td>
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<td></td>
<td>SOCI</td>
<td>241</td>
<td>Human Behavior and the Social Environment</td>
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<tr>
<td>Philosophical Inquiry</td>
<td>PHIL</td>
<td>101</td>
<td>Introduction to Philosophical Thinking</td>
<td>3</td>
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<tr>
<td></td>
<td>PHIL</td>
<td>320</td>
<td>Contemporary Issues in Ethics</td>
<td>3</td>
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<td>Religious Foundations</td>
<td>THEO</td>
<td>101</td>
<td>Introduction to Theology</td>
<td>3</td>
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<td>THEO</td>
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<td>Death and Dying</td>
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**Pre-Professional Science Requirements:**

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<th>Course Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>BIOL</td>
<td>221</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL</td>
<td>252</td>
<td>Human Physiology</td>
<td>4</td>
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<tr>
<td>RADT</td>
<td>101</td>
<td>Introduction to Radiologic Sciences</td>
<td>1</td>
</tr>
<tr>
<td>COMP</td>
<td>101</td>
<td>Computer Concepts and Applications</td>
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<td>Total Credits - Pre-Professional Requirements</td>
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**Professional Phase I**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RADT</td>
<td>305</td>
<td>Radiotherapy Clinical Experience I</td>
<td>3</td>
</tr>
<tr>
<td>RADT</td>
<td>310</td>
<td>Introduction to Clinical Radiologic Science</td>
<td>2</td>
</tr>
<tr>
<td>RADT</td>
<td>320</td>
<td>Medical Terminology</td>
<td>1</td>
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<tr>
<td>RADT</td>
<td>330</td>
<td>Methods of Patient Care</td>
<td>2</td>
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<tr>
<td>RADT</td>
<td>350</td>
<td>Radiologic Physics I</td>
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<tr>
<td>RADT</td>
<td>380</td>
<td>Radiographic Procedures I</td>
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</tbody>
</table>
### Professional Phase II

<table>
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<th>Title</th>
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<tbody>
<tr>
<td>RADT 306</td>
<td>Radiotherapy Clinical Experience II</td>
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<tr>
<td>RADT 312</td>
<td>Principles and Practices of Radiation Therapy I</td>
<td>1</td>
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<tr>
<td>RADT 335</td>
<td>Ethics and Law in Radiologic Science</td>
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<tr>
<td>RADT 341</td>
<td>Oncology I</td>
<td>2</td>
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<tr>
<td>RADT 356</td>
<td>Treatment Planning I</td>
<td>2</td>
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<tr>
<td>RADT 357</td>
<td>Radiation Therapy Physics I</td>
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</tr>
<tr>
<td>RADT 360</td>
<td>Radiobiology/Radiation Protection</td>
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</tr>
<tr>
<td>RADT 370</td>
<td>Radiographic Imaging</td>
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</tr>
<tr>
<td>RADT 381</td>
<td>Simulator Procedures I</td>
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### Professional Phase III

<table>
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<tr>
<td>RADT 405</td>
<td>Radiotherapy Clinical Experience III</td>
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<tr>
<td>RADT 412</td>
<td>Principles and Practices of Radiation Therapy II</td>
<td>2</td>
</tr>
<tr>
<td>RADT 420</td>
<td>Sectional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>RADT 441</td>
<td>Oncology II</td>
<td>2</td>
</tr>
<tr>
<td>RADT 456</td>
<td>Treatment Planning II</td>
<td>2</td>
</tr>
<tr>
<td>RADT 457</td>
<td>Radiation Therapy Physics II</td>
<td>2</td>
</tr>
<tr>
<td>RADT 461</td>
<td>Introduction to Health Administration</td>
<td>1</td>
</tr>
<tr>
<td>RADT 470</td>
<td>Computed Tomography and Digital Imaging</td>
<td>2</td>
</tr>
<tr>
<td>RADT 481</td>
<td>Simulator Procedures II</td>
<td>1</td>
</tr>
</tbody>
</table>

### Professional Phase IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 406</td>
<td>Radiotherapy Clinical Experience IV</td>
<td>4</td>
</tr>
<tr>
<td>RADT 416</td>
<td>Radiation Therapy Senior Seminar</td>
<td>1</td>
</tr>
<tr>
<td>RADT 442</td>
<td>Oncology III</td>
<td>2</td>
</tr>
<tr>
<td>RADT 450</td>
<td>Quality Management</td>
<td>2</td>
</tr>
<tr>
<td>RADT 462</td>
<td>Intro to Health Services Administration</td>
<td>1</td>
</tr>
<tr>
<td>RADT 482</td>
<td>Simulator Procedures III</td>
<td>1</td>
</tr>
<tr>
<td>RADT 490</td>
<td>Radiation Therapy Registry Review</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits - Professional Phases I - IV**: 64

---

**Radiography Program**

Radiography is an allied health profession which employs x-radiation to produce images of the human body. The radiographer performs x-ray examinations while providing patient care, and is responsible for providing the physician with high quality diagnostic radiographs for interpretation. The radiographer also assists the radiologist in the performance of invasive and fluoroscopic procedures. The profession of radiography requires technical skills related to the proper use of x-ray equipment and radiation, as well as skills related to patient care.

The Bachelor of Science in Radiography is a “2+2” program. The program is a result of an affiliation agreement between the University of St. Francis in Joliet and SwedishAmerican Health System in Rockford, IL. The student completes two years of liberal and pre-professional education courses at the University of St. Francis, then applies for admission to The SwedishAmerican School of Radiography. The program is accredited by the JRCERT (the Joint Review
Committee on Education in Radiologic Technology) and includes didactic, laboratory and clinical education.

Admission to the professional education component is controlled by the sponsor, SwedishAmerican Health System. (Note: Completion of the required pre-professional course work will satisfy the admission requirements of the professional programs, but will not guarantee admission.) Successful completion of the SwedishAmerican program completes the professional education component of the degree, and makes the graduate eligible to take the national certification examination of the American Registry of Radiologic Technologists (ARRT).

**Liberal Education Requirements:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literacy</td>
<td>ACAF  101</td>
<td>CORE I: Speech</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENGL  111</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACAF  102</td>
<td>CORE II: College Writing II</td>
<td>3</td>
</tr>
<tr>
<td>Literary Inquiry</td>
<td>ACAF  201</td>
<td>CORE III: Foundations of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Western Thought</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL  200</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>Aesthetic Awareness</td>
<td>FINR</td>
<td>Fine Arts approved course</td>
<td>3</td>
</tr>
<tr>
<td>Numerical and Scientific</td>
<td>MATH 105</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIOL  124/5</td>
<td>Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CHEM  160</td>
<td>Biological Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Historical Social Awareness</td>
<td>HIST</td>
<td>Non-Western History</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSYC  111</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SOCI  241</td>
<td>Human Behav, &amp; Social Env.</td>
<td>3</td>
</tr>
<tr>
<td>Philosophical Inquiry</td>
<td>PHIL 101</td>
<td>Introduction to Philosophical Thinking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHIL  320</td>
<td>Contemporary Issues in Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Religious Foundations</td>
<td>THEO 101</td>
<td>Introduction to Theology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>THEO  330</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits for Liberal Education:</td>
<td></td>
<td></td>
<td>51</td>
</tr>
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</table>

**Pre-Professional Science Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL  221</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL  252</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RAGD  101</td>
<td>Introduction to Radiologic Sciences</td>
<td>1</td>
</tr>
<tr>
<td>COMP  101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits for Pre-Professional Science Requirement:</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>
Professional Phase I
RADG 305 Radiography Clinical Experience I 3
RADG 310 Introduction to Clinical Radiologic Science 2
RADG 320 Medical Terminology 1
RADG 330 Methods of Patient Care 2
RADG 350 Radiologic Physics I 2
RADG 380 Radiographic Procedures I 5

Professional Phase II
RADG 306 Radiographic Clinical Experience II 5
RADG 335 Ethics and Law in Radiologic Sciences 2
RADG 360 Radiobiology and Radiation Protection 2
RADG 370 Radiographic Imaging 3
RADG 381 Radiographic Procedures II 5

Professional Phase III
RADG 405 Radiographic Clinical Experience III 5
RADG 410 Radiographic Critique I 2
RADG 420 Sectional Anatomy 3
RADG 440 Radiographic Pathology I 2
RADG 450 Quality Management 2
RADG 460 Health Care and Radiology Administration I 1
RADG 470 Computed Tomography and Digital Imaging 2

Professional Phase IV
RADG 406 Radiography Clinical Experience IV 4
RADG 411 Radiographic Critique II 2
RADG 430 Pharmacology 2
RADG 441 Radiographic Pathology II 2
RADG 461 Health Care and Radiology Administration II 1
RADG 480 Special Procedures 2
RADG 490 Radiography Registry Review 2
Total Credits - Professional Phases I-IV 64

Recreation Administration Program
The Recreation Administration major, which is accredited by the National Recreation and Park Association/American Association of Recreation and Leisure, comprises a coherent group of courses that will enhance the student's ability to develop the necessary knowledge and skills in order to provide high quality recreation services to various publics.

The core courses are designed to allow the student an opportunity to develop analytical skills, such as decision-making and problem solving, program planning, budgeting and group leadership. The therapeutic recreation area of study is designed to develop skills in assessment, planning, and implementation of recreation programs to assist persons with disabilities in improving their quality of
The commercial/public area of study focuses on developing skills in administration of corporate and community recreation programs. The program emphasizes the application of theory to the practice of recreation leadership in various settings. A unique feature of the program is the practicum requirement during the senior year whereby the student applies classroom knowledge in a 15-week full-time professional work experience. Recreation Administration majors must have a 2.0 G.P.A. or higher in the major at the time the student applies for the practicum.

The Recreation Administration department prepares students for a broad range of professional career opportunities. These opportunities occur at technical, supervisory and management levels for organizations which provide leisure services such as Boys Clubs, camps, casinos, golf courses, hospitals, hotels, military bases, nursing homes, park districts, rehabilitation centers, resorts, sports clubs, travel agencies and YMCAs.

**Major Program** (66 semester hours)

**Required Courses:**
- RADM 100  Introduction to Recreation Services  3
- RADM 110  Introduction to Therapeutic Recreation  3
- RADM 111  Commercial Recreation  3
- RADM 211  Program Design and Leadership Methods  3
- RADM 321  Administration of Recreation Services  3
- RADM 322  Senior Seminar  3
- RADM 323  Outdoor Recreation and Camping  3
- RADM 399  Research Methods in Recreation  3
- RADM 400  Fiscal Management of Recreation Services  3
- RADM 498  Practicum  15

**Elective Courses**  24

**Therapeutic Recreation Area of Study**

Those students who wish to meet the standards of the Council for Therapeutic Recreation Certification (NCTRC) must successfully complete the following courses:

**Required Courses:**
- BIOL 113  Anatomy and Physiology  4
- PSYC 111  General Psychology  3
- PSYC 250  Abnormal Psychology  3
- RADM 331  Applications of Therapeutic Recreation I  3
- RADM 333  Applications of Therapeutic Recreation II  3
- SOCI 241  Human Behavior and the Social Environment I  3
- RADM 241  Medical Terminology  3
- RADM 320  Sign Language  3

**Commercial/Public Recreation Area of Study**

Select 24 hours of elective courses from the following disciplines:
- Business
- Mathematics (Statistics required)
- Computer Science
Education                                          Foreign Language
Physical Education                                History
English                                            Sociology
Political Science                                 Mass Communication
Fine Arts                                          Social Work
Psychology                                        

Minor Program (21 semester hours)
Required Courses:
RADM 100 Introduction to Recreation Services  3
RADM 211 Program Design and Leadership Methods  3
RADM 321 Administration of Recreation Services   3
RADM 400 Fiscal Management of Recreation Services 3
RADM XXX Electives in Recreation Administration  9

Social Science Program
The Social Science program is designed for students who wish to teach history and social sciences in secondary or middle schools. A student in the Social Science major must, therefore, enroll in the Secondary Education Certification program of the College of Education. In addition to preparation for teaching, the program aims to inculcate in its majors knowledge and critical thinking, love of learning, reflectiveness and value awareness, creativity, research and communication skills, and responsibility.

There are outcomes expected of the students who enroll in this program. By the time of graduation, students majoring in Social Sciences should:
- Demonstrate a good understanding of the basic methods and concepts of history, political science, geography, sociology, anthropology, economics, and psychology. Students should, in other words, meet the expectations of the Illinois State Board of Education’s standards
- Be able to write effectively and make persuasive written and oral arguments
- Be able to teach any of the above subjects in a secondary school
- Be able to discern theses in the social sciences, and assess the value of those theses
- Be able to carry out a significant research project, preferably one that combines two or more disciplines
- Be capable of pursuing graduate studies in any of the above subjects.

Major Program (46 semester hours)
Required history courses:
HIST 111 History of World Civilization to 1500 3
HIST 112 History of World Civilization since 1500 3
HIST 121 History of U.S. to 1865 3
HIST 122 History of U.S. Since 1865 3
HIST 301 History and Social Sciences Seminar 3
Senior year required history courses:

HIST 498  Senior Seminar  3
HIST 497  Senior Thesis   1
HIST 390  Methods of Teaching History and the Social Sciences  3

One course in U.S. history (over 200 level) from the following:

HIST 320  Colonial America  3
HIST 321  National Development  3
HIST 322  Civil War and Reconstruction  3
HIST 323  Emergence of Modern America  3
HIST 324  United States: 1914-1945  3
HIST 325  United States 1945 to Present  3
HIST 356  The Presidency  3
HIST 494  Topics in U.S. History  3

Two courses in European History from the following:

HIST 308  Politics and History of Eastern Europe and Russia  3
HIST 344  Medieval Europe  3
HIST 351  Classical Civilizations of Greece and Rome  3
HIST 352  Renaissance and Reformation  3
HIST 347  Early Modern Europe  3
HIST 349  Modern Europe  3
HIST 494  Topics in European History  3

One course in Non-Western History from the following:

HIST 241  History of Africa  3
HIST 242  The Middle East  3
HIST 243  History of South Africa  3
HIST 244  History of India  3
HIST 246  History of Latin America  3
HIST 494  Topics in Non-Western History  3

Ancillary Language Requirement: Social science majors are required to have 6 credit hours of foreign language which are not included in the 46 required hours in history and the social sciences. This requirement may be met with an equivalency of 3 credit hours for every year of high school language passed with a grade of “C” or better.

Required Interdisciplinary Courses (counted towards the major):

BSAD 102  Principles of Microeconomics  3
POLI 103  Introduction to World Politics  3
GEOG 111  World Regional Geography  3
SOCI 111  Principles of Sociology  3

Other Interdisciplinary required courses that also fulfill general education requirements (and are not, therefore, counted as hours within the major):

ENVS 120  Earth Science  4
POLI 103  American National Government  3
BSAD 101  Principles of Macroeconomics  3
Education Courses: Social Science majors are also required to take the necessary education courses and field experiences as mandated by the College of Education. For specific requirements, see the Secondary Education Certification section under the College of Education.

### Social Work Program

Social Work is a profession concerned and involved with the interactions between people and the institutions of society that affect the ability of people to accomplish life tasks, realize aspirations and values, and alleviate distress. This major offers the Bachelor of Social Work (B.S.W.). The professional social worker focuses on a variety of social systems and their effect on the person: individual, family, other groups, community, organizations, and society. The primary goals of the Social Work program are:

- to prepare students to be competitive in the job market with other BSW graduates due to a successful integration of academic and field practicum experiences;
- to prepare students to successfully pass the State Licensing Exam (LSW) to increase their competitive edge for advancement and promotion;
- to prepare students for master’s level social work education, the social work program at the University of St. Francis integrates generalist social work practice principles and builds upon a liberal arts foundation which includes knowledge in language arts, humanities, social behavior and the natural sciences; and,
- to prepare students for beginning professional social work practice as generalist practitioners who are committed to practice and provide service to at-risk urban populations, racial and ethnic minorities, the poor and oppressed.

The most essential activity of the Social Work major is the integration of knowledge, values, skills, and techniques in the service of the client system. The art and science of Social Work require that the student develop competencies in the knowledge of human behavior and the social environment, social policy and systems, research and direct practice. The curriculum is structured to achieve a balance in these areas.

No academic credit will be given for life experience toward core Social Work courses. The undergraduate program is fully accredited by the Council on Social Work Education.

### Major Program (56 semester hours)

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 105</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SWRK 116</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SWRK 241</td>
<td>Human Behavior and the Social Environment I</td>
<td>3</td>
</tr>
<tr>
<td>SWRK 242</td>
<td>Human Behavior and the Social Environment II</td>
<td>3</td>
</tr>
<tr>
<td>SWRK 314</td>
<td>Social Policy I</td>
<td>3</td>
</tr>
<tr>
<td>SWRK 315</td>
<td>Social Policy II</td>
<td>3</td>
</tr>
</tbody>
</table>
SWRK 333  Social Work Research     3
SWRK 363  Social Work Practice I     3
SWRK 364  Social Work Practice II     3
SWRK 366  Social Work Practice III     3
SWRK 424  Social Work in a Pluralistic Society     3
SWRK 492  Field Instruction and Seminar I     5
SWRK 493  Field Instruction and Seminar II     5

**Required Support Courses:**
SOCI 111  Principles of Sociology     3
PSYC 111  General Psychology     3
PSYC 245  Women in Contemporary Society     3
BIOL 114  Human Biology     4

**Suggested Course Sequence**

**First Year**

<table>
<thead>
<tr>
<th>Fall semester</th>
<th>Spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWRK 116  Introduction to Social Work</td>
<td>BIOL 114 Human Biology</td>
</tr>
<tr>
<td>PSYC 111  General Psychology</td>
<td>SOCI 111 Principles of Sociology</td>
</tr>
<tr>
<td>MATH 105 Introduction to Statistics</td>
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</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Fall semester</th>
<th>Spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWRK 314 Social Policy I</td>
<td>SWRK 315 Social Policy II</td>
</tr>
<tr>
<td>SWRK 241 Human Behav. and the Soc. Env. I</td>
<td>SWRK 242 Human Behav. and the Soc. Environ. II</td>
</tr>
<tr>
<td>SWRK 242 Human Behav. and the Soc. Env. II</td>
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</tr>
</tbody>
</table>

**Third Year**

<table>
<thead>
<tr>
<th>Fall semester</th>
<th>Spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWRK 363 Social Work Practice I</td>
<td>SWRK 364 Social Work Practice II</td>
</tr>
<tr>
<td>SWRK 424 Social Work in a Pluralistic Society</td>
<td>PSYC 245 Women in Contemporary Society</td>
</tr>
<tr>
<td>PSYC 245 Women in Contemporary Society</td>
<td>SWRK 333 Social Work Research</td>
</tr>
</tbody>
</table>

**Fourth Year**

<table>
<thead>
<tr>
<th>Fall semester</th>
<th>Spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWRK 366 Social Work Practice III</td>
<td>SWRK 493 Field Instruction and Seminar II</td>
</tr>
<tr>
<td>SWRK 492 Field Instruction and Seminar I</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
SWRK 116 Introduction to Social Work is required of all freshman Social Work majors. The course may be waived by the director of the program for transfer students. **All foundation courses** (Practice I-II, Policy I-II, and Human Behavior in the Social Environment I-II) must be satisfactorily completed before a student begins field placement, effective Fall 2001. Research and Practice III can be taken
concurrently with Field Instruction and Seminar I and II. To fulfill the liberal education requirements for social science, students are strongly encouraged to take BSAD 101 - Principles of Macroeconomics.

**Teacher Education Programs**

College of Education undergraduate programs prepare individuals to become certified teachers. Theory and practice are integrated through professional coursework in education with a strong liberal arts foundation and a specific major while field experiences are completed in a variety of school settings. These experiences provide opportunities for aspiring teachers to observe experienced teachers, practice newly emerging teaching skills and apply the knowledge gained from university coursework to the elementary, middle, and secondary schools. The program culminates in an advanced field experience (student teaching) during which the students synthesize the knowledge skills and dispositions required in the teaching profession. Upon successful completion of a teacher certification program, students will be able to:

- Develop appropriate knowledge of curriculum and subject matter
- Prepare, organize and develop instructional plans
- Create and maintain an environment which is conducive to learning.
- Translate educational theory into practice by implementing meaningful learning experiences
- Demonstrate effective receptive, expressive, verbal, and nonverbal communication skills
- Accommodate the individual differences and needs of all students consistent with the Franciscan mission and philosophy of the University of St. Francis
- Assess and evaluate learning and teaching using multiple and diverse forms of assessment
- Demonstrate professional ethics by exhibiting an attitude of commitment, responsibility, and service to the student and the profession
- Reflect and think systematically about teaching practices and to learn from experience.

The College of Education offers several options which prepare students for positions at elementary, middle and secondary levels of education. The Illinois State Board of Education has awarded the University of St. Francis approval to entitle persons to teach in the following areas:

**Elementary Education**
- Kindergarten through Grade 9

**Secondary Education**
- Grades 6-12: with Middle School Endorsement
  - Science – Biology specialization
  - Language Arts - English
  - Social Science –History specialization
  - Mathematics

**Special Education**
- K-12 Learning Behavior Specialist I
### Elementary Education Major
### Elementary Certification (K-9)

#### Core Professional Education Courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 121</td>
<td>Instructional Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 200</td>
<td>Transfer Seminar (transfer students only)</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 210</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 211</td>
<td>Beginning Field Experience</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 215</td>
<td>Physical Development and Health Education</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 216</td>
<td>Fine Arts Education</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 220</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 230</td>
<td>Survey of the Exceptional Individual</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 250</td>
<td>History and Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 330</td>
<td>Classroom Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Program Specific Pedagogical Studies:

**Professional Semester I**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 350</td>
<td>Elementary Intermediate Field Experience for Math/Science/Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 352</td>
<td>Elementary Intermediate Field Experience for Reading/Language Arts I</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 375</td>
<td>Methods of Teaching Mathematics in the Elem. School</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 385</td>
<td>Methods of Teaching Social Studies/Science in the Elem. School</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 392</td>
<td>Discipline and Classroom Management Techniques in the Elementary Inclusionary Classroom</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 395</td>
<td>Methods of Elementary Teaching Reading/Language Arts in the Elementary School</td>
<td>3</td>
</tr>
</tbody>
</table>

**Professional Semester II**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 475</td>
<td>Elementary Advanced Field Experience (Student Teaching)</td>
<td>12</td>
</tr>
<tr>
<td>EDUC 373</td>
<td>Diagnostic Techniques of Teaching Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 476</td>
<td>Professional Growth Seminar</td>
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</tr>
</tbody>
</table>

**Additional Courses for the Middle School Endorsement (Optional)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 360</td>
<td>Psychology and Development of the Middle School Child</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 365</td>
<td>Middle School Philosophy, Curriculum and Instruction</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition, candidates seeking Middle School Endorsement must complete at least 18 hours in a content area.
Secondary Education Certification (6-12)

Students seeking secondary education certification must major in one of the following areas of study. Please see the major area of study for specific requirements and regulations.

- Language Arts - English
- Science - Biology
- Mathematics
- Social Science

In addition to major content courses, students seeking secondary education certification must complete the following professional education sequence:

**Core Professional Education Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 121</td>
<td>Instructional Technology</td>
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<td>EDUC 210</td>
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<tr>
<td>EDUC 211</td>
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</tr>
<tr>
<td>EDUC 220</td>
<td>Educational Psychology</td>
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<td>EDUC 230</td>
<td>Survey of the Exceptional Individual</td>
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<td>EDUC 250</td>
<td>History and Philosophy of Education</td>
<td>3</td>
</tr>
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<td>Psychology and Development of the Middle School Child</td>
<td>3</td>
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</table>

**Professional Semester I:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 365</td>
<td>Middle School Philosophy, Curriculum and Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 391</td>
<td>Discipline and Classroom Management</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 380*</td>
<td>Reading and Writing in the Content Area</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 390</td>
<td>Secondary Intermediate Field Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

*Secondary English/Language Arts students are required to take Diagnostic Techniques for Teaching Literacy (EDUC 373) rather than EDUC 380.

**Professional Semester II:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 476</td>
<td>Professional Growth Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 480</td>
<td>Secondary Advanced Field Experience (6-12)</td>
<td>12</td>
</tr>
</tbody>
</table>

**Note:** For specific major program requirements for secondary certification programs, see separate listings under the Biology, English, History, and Mathematics programs.

Special Education Major

Learning Behavior Specialist I (Mild to Moderate Disabilities P-12)

**Core Professional Education Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 121</td>
<td>Instructional Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 200</td>
<td>Transfer Seminar (transfer students only)</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 210</td>
<td>Teaching in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>EDUC 211</td>
<td>Beginning Field Experience</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 215</td>
<td>Physical Development and Health Education</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 220</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 230</td>
<td>Survey of the Exceptional Individual</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 240</td>
<td>Legal and Historical Issues in Education</td>
<td>2</td>
</tr>
</tbody>
</table>

**Program Specific Pedagogical Studies:**

**Pre-Professional Semester I (Spring Semester only)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 330</td>
<td>Classroom Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 332</td>
<td>Language Development and Language Disorders for Individuals with Disabilities</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 342</td>
<td>Early Childhood Special Education</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 352</td>
<td>Elementary Intermediate Field Experience for Reading/Language Arts I</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 372</td>
<td>Assessment and Diagnosis of Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 393</td>
<td>Discipline and Classroom Management Techniques in Special Education</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 395</td>
<td>Methods of Teaching Reading and Language Arts in the Elementary School</td>
<td>3</td>
</tr>
</tbody>
</table>

**Professional Semester I (Fall Semester only)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 375</td>
<td>Methods of Teaching Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 383</td>
<td>Characteristics and Methods of Teaching Individuals with Mild to Moderate Disabilities</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 387</td>
<td>Motor and Physical Disabilities</td>
<td>2</td>
</tr>
<tr>
<td>EDUC 388</td>
<td>Emotional and Behavioral Disorders of Children and Youth with Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 471</td>
<td>Special Education Intermediate Field Experience for Mild to Moderate Disabilities</td>
<td>6</td>
</tr>
</tbody>
</table>

**Professional Semester II (Spring Semester only)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 399</td>
<td>Consultation, Transition, and Collaboration in Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 476</td>
<td>Professional Growth Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EDUC 478</td>
<td>Special Education K-12 Advanced Field Experience for Mild to Moderate Disabilities (Student Teaching)</td>
<td>12</td>
</tr>
</tbody>
</table>

**Technology Management Program**

The study of technology management focuses on computer network technologies from both the client and server perspectives and their relevance to solving problems in today's society. The Technology Management program at the University of St. Francis concentrates on the core of knowledge and methodologies that have emerged in this rapidly evolving discipline.

Technology management is designed to prepare managers in efficient and effective use and integration of new technology into existing company structures. The program provides knowledge, skills, and methods in the deployment of emerging...
technology, installation and maintenance of networks, management of resources and security of systems. Also provided is a focus on management of basic business functions within a company.

**Major Program** (56 semester hours)

**Required Courses:**
- COMP 140 Computer Science I 4
- COMP 141 Visual Basic 3
- COMP 200 Microcomputer Systems 3
- COMP 201 Introduction to DBMS Applications 3
- COMP 205 Information Systems: Analysis and Design 3
- COMP 207 Network Fundamentals 3
- COMP 312 Server Installation and Configuration 3
- COMP 412 Systems Administration 3
- COMP 480 Senior Project 3
- BSAD 101 Principles of Macroeconomics
  or
- BSAD 102 Principles of Microeconomics 3
- BSAD 125 Financial Accounting 3
- BSAD 150 Management and Organizational Behavior 3
- BSAD 350 Corporate Communication 3
- BSAD 362 Supervisory Management 3
- MATH 105 Introduction to Statistics 3
- MATH 170 Business Calculus 4

Approved upper division electives (300-400) in Computer Science/Business 6

The Technology Management minor program is designed for the business administration or computer science major. It provides computer competency and knowledge of technology for effective use of the computer in the business world. Students are prepared to take a more active role in assessing user needs for systems, software, hardware, and application software.

**Technology Management Minor** (22 semester hours)

- COMP 140 Computer Science I 4
- COMP 141 Visual Basic 3
- COMP 200 Microcomputer Systems 3
- COMP 205 Information Systems: Analysis and Design 3
- COMP 207 Network Fundamentals 3
- COMP 312 Server Installation and Configuration 3
- Elective upper division course in Computer Science 3

**Technology Management/Network Specialist**

This program is designed to recognize the A.A.S. degree in Computer Information Systems – Network Specialist Option from Joliet Junior College. The completion program focuses on concepts and applications leading to the B.S. in Technology Management. The program is designed to prepare managers in efficient and effective use and integration of new technology into existing company structures.
The program provides knowledge, skills, and methods in the deployment of emerging technology, installation and maintenance of networks, management of resources and security of systems. Also provided is a focus on management of basic business functions within a company.

**Major Program (71-72 semester hours)**

All students in this program are required to complete the A.A.S. degree in Computer Information Systems – Network Specialist Option including 38 hours of USF specified CIS course work from Joliet Junior College, the University of St. Francis general education requirement and the following coursework.

**Additional Required Courses (33-34 semester hours):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 141</td>
<td>Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COMP 201</td>
<td>Introduction to DBMS</td>
<td>3</td>
</tr>
<tr>
<td>COMP 301</td>
<td>Database Administration</td>
<td>3</td>
</tr>
<tr>
<td>COMP 401</td>
<td>Web Server Design/Administration</td>
<td>3</td>
</tr>
<tr>
<td>COMP 480</td>
<td>Senior Project</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 125</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 150</td>
<td>Management and Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 350</td>
<td>Corporate Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**One elective from:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 303</td>
<td>Organizational Development</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 351</td>
<td>Managerial Communications</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 362</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 360</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**One elective from:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 121</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Business Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 326</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Theology Program**

The purpose of the Theology department is primarily to advance the University’s program of liberal education by extending the horizons of truth and understanding to encompass the transcendent dimensions of reality. This is accomplished, in part, through a faithful but critical consideration of the Judeo-Christian tradition. At the same time, the theology major offers a college level program that seeks to prepare men and women for a variety of ministries within the Church.

The Theology department embraces many of the goals of the University and supports these specific goals: to provide a forum for a consideration of the transcendent and ultimate questions of human existence, and to provide an educational experience that embodies the Catholic, Franciscan heritage of the University. The Theology department shares in these goals: to provide both men and women with a liberal education, and to provide for intellectual growth by an open, questioning, and reasoned approach to learning.
Students who major in Theology, depending upon their personal and professional goals, will be encouraged to enroll in courses in other subject areas both to enrich and broaden knowledge and to enhance career preparation. The major and minor programs both require specific liberal education courses in history and philosophy.

The department accepts transfer and PLAP credit. However, a student majoring in Theology must complete at least 12 semester hours of course work in the Theology department at the University of St. Francis.

**Major Program** (49 semester hours)

**Required Courses:**
- THEO 101 Introduction to Theology 3
- THEO 200 Introduction to Old Testament 3
- THEO 210 Introduction to New Testament 3
- THEO 220 Church: Yesterday and Today 3
- THEO 230 Christian Morality 3
- THEO 260 Worship and Christian Life 3
- THEO 305 Second Vatican Council 3
- THEO 350 Images of Jesus 3
- THEO 490 Senior Thesis 1
- Additional Theology Electives 12*

**Required/Specified Support Courses:**
- PHIL 202 Philosophy of the Human Person 3
- PHIL 312 Philosophy of Religion 3
- HIST 111 World Civilization to 1500 3
- HIST 112 World Civilization since 1500 3

*12 hours of electives in theology are determined in consultation with student’s advisor.

**Concentration in Pastoral Ministry** (optional)

**Required:**
- THEO 325 Topics in Pastoral Ministry 1-3

**Suggested Electives:**
- THEO 240 Christian Marriage 3
- THEO 494 Topics in Theology 3
- THEO 498 Internship 1-9

**Concentration in Teaching Ministry** (optional)

**Required:**
- THEO 340 Christian Catechesis 1-3

**Suggested Electives:**
- THEO 240 Christian Marriage 3
- THEO 290 World Religions 3
- THEO 494 Topics in Theology 3
- THEO 498 Internship 3
Minor Program in Theology (24 semester hours)

Required Courses:
- THEO 101 Introduction to Theology 3
- THEO 210 Introduction to New Testament 3
- THEO 220 Church: Yesterday and Today 3
- THEO 230 Christian Morality 3
- THEO 260 Worship and Christian Life 3

Required Support Courses:
- THEO 312 Philosophy of Religion 3
- HIST 111 World Civilization to 1500 3
- HIST 112 World Civilization since 1500 3

Visual Arts Program
The Fine Arts department provides a variety of courses to enhance liberal education. Fundamental practices of how and why visual strategies convey specific messages is the basis for this program. The Fine Arts department offers a major in Visual Arts and minors in Fine Arts History, Art, and Music.

While majoring or minoring in the Fine Arts students will focus upon applied and aesthetic contemporary art issues, as well as become familiar with past seminal practices. Courses range from traditional drawing and painting techniques to digital media approaches in painting and design. This program focuses upon personal growth in both applied and conceptual arenas. Students completing the program acquire a thorough grasp of practical professional tools and an understanding of current trends in the visual arts.

The Visual Arts major offers concentrations in the following areas:
- Studio Art
- Arts Marketing
- Arts Management
- Arts Advertising and Public Relations
- Visual Arts/Graphic Design
- Visual Arts Education

Minor programs are offered in:
- Fine Arts History
- Art
- Music

Elementary Education majors may earn concentration in Art (24 hours) or a concentration in Music (21 hours).

The major in the Visual Arts prepares students for various professions in the arts. The Graphic Design concentration addresses a traditional design core coupled with digital, portfolio, and seminar courses for preparation to work as a design professional. The Studio Art concentration equips students with a sound foundation for entry into graduate programs or a career as an artist. In addition, students can focus upon one of the Arts Administrative concentrations by...
combining Fine Arts courses with minors in Business or Mass Communication. These programs, combined with capstone courses and internships, provide opportunities to synthesize course work and studio experience with applications in the arts, business, and communications professions. Students majoring in Elementary Education can also utilize the Visual Arts core and concentration courses for preparation to teach at a foundation level in an elementary school setting.

Fine Arts minors are compatible with related majors in the humanities, which may broaden and enliven the students’ learning experiences. The minor may also be combined with other majors, including Business, Education, Mass Communication, Recreation Administration, Social Work, and Theology. These combinations enrich the individual and enhance career opportunities.

**Visual Arts Major**

**Required Core Courses:** (27 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINR 101</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>FINR 201</td>
<td>3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>FINR 251</td>
<td>Introduction to Drawing</td>
<td>3</td>
</tr>
<tr>
<td>FINR 252</td>
<td>Introduction to Painting</td>
<td>3</td>
</tr>
<tr>
<td>FINR 357</td>
<td>Art History-Ancient, Medieval, Non European</td>
<td>3</td>
</tr>
<tr>
<td>FINR 358</td>
<td>Art History-Renaissance, Baroque</td>
<td>3</td>
</tr>
<tr>
<td>FINR 359</td>
<td>20th Century Art</td>
<td>3</td>
</tr>
<tr>
<td>FINR 450</td>
<td>Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>FINR 451</td>
<td>Visual Arts Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Concentration:** (choose one of the following concentrations)

**Studio Art Concentration** (9 additional semester hours)

Select 9 hours of electives below plus the capstone course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINR 301</td>
<td>Advanced Drawing (repeated)</td>
<td>3</td>
</tr>
<tr>
<td>FINR 302</td>
<td>Advanced Painting (repeated)</td>
<td>3</td>
</tr>
<tr>
<td>FINR 353</td>
<td>Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>FINR 495</td>
<td>Directed Study</td>
<td>3</td>
</tr>
<tr>
<td>FINR 497</td>
<td>Studio: Individual Projects</td>
<td>3</td>
</tr>
</tbody>
</table>

**Graphic Design Concentration** (45 total semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINR 301</td>
<td>Advanced Drawing (required)</td>
<td>3</td>
</tr>
<tr>
<td>FINR 302</td>
<td>Advanced Painting (required)</td>
<td>3</td>
</tr>
</tbody>
</table>

And combine Visual Arts Core courses (27 hours) with a selection of the above and 12 additional hours of FINR and MCOM Graphic Design courses.

**Arts Marketing Concentration** (51 total semester hours)

Combine Visual Arts Core courses (27 hours) with the minor in Marketing (24 hours, Business Department).

**Arts Management Concentration** (51 total semester hours)

Combine Visual Arts Core courses (27 hours) with the minor in Management (24 hours, Business Department).
**Arts Advertising/Public Relations Concentration** (48 total semester hours)
Combine Visual Arts Core courses (27 hours) with the following Mass Communication and Business Department courses (21 hours).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD 175</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 275</td>
<td>Advertising and Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 103</td>
<td>Intro to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 122</td>
<td>Film Photography</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 213</td>
<td>Writing Across The Media</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 222</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>MCOM 251</td>
<td>Introduction to Graphic Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Visual Arts Education Concentration** (83 total semester hours)
A Visual Arts Education degree requires a double major in Elementary Education (46 hours) and Studio Art (37 hours); the Studio Art major satisfies the state requirement for a concentration (endorsement) within Elementary Education. The capstone experience may be replaced with FINR 456 Art Based Education.

**Music Concentration** (21 additional hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINR 105</td>
<td>Our Musical Heritage</td>
<td>3</td>
</tr>
<tr>
<td>FINR 111</td>
<td>Theory of Music I</td>
<td>3</td>
</tr>
<tr>
<td>FINR 112</td>
<td>Theory of Music II</td>
<td>3</td>
</tr>
<tr>
<td>FINR 261,262,263</td>
<td>Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>FINR 264,265,266</td>
<td>Ensemble/Schola Cantorum/Chamber Singers</td>
<td>1</td>
</tr>
<tr>
<td>FINR 367</td>
<td>Western Music Tradition I: Medieval - Baroque</td>
<td>3</td>
</tr>
<tr>
<td>FINR 368</td>
<td>Western Music Tradition II: Classical – 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>FINR 416</td>
<td>Music in the Elementary Classroom</td>
<td>3</td>
</tr>
</tbody>
</table>

**To be taken with Elementary Education major. In order to ensure adequate preparation for classroom music teaching, students are required to pass a piano proficiency exam.**

**Minor Program in Fine Arts History** (18 semester hours)
Select 18 hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINR 105</td>
<td>Our Musical Heritage</td>
<td>3</td>
</tr>
<tr>
<td>FINR 205</td>
<td>Exploring the Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>FINR 357</td>
<td>Art History - Ancient, Medieval, Non-European</td>
<td>3</td>
</tr>
<tr>
<td>FINR 358</td>
<td>Art History - Renaissance, Baroque, Modern</td>
<td>3</td>
</tr>
<tr>
<td>FINR 359</td>
<td>20th Century Art</td>
<td>3</td>
</tr>
<tr>
<td>FINR 367</td>
<td>Western Music Tradition I Medieval - Baroque</td>
<td>3</td>
</tr>
<tr>
<td>FINR 368</td>
<td>Western Music Tradition II Classical – 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>FINR 493</td>
<td>Topics in Music</td>
<td>3</td>
</tr>
<tr>
<td>FINR 494</td>
<td>Topics in Art</td>
<td>3</td>
</tr>
</tbody>
</table>

Two courses may be taken from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 295/494</td>
<td>Topics Courses in Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL XXX</td>
<td>(approved literature course)</td>
<td>3</td>
</tr>
</tbody>
</table>
Minor Program in Art (18 semester hours)
Select 18 hours from the list below. Courses (*) are required.
FINR 101 Design* 3
FINR 251 Introduction to Drawing 3
FINR 252 Introduction to Painting 3
FINR 301 Advanced Drawing 3
FINR 302 Advanced Painting 3
FINR 353 Ceramics 3
FINR 357 Art History - Ancient, Medieval, Non-European 3
FINR 358 Art History - Renaissance, Baroque, Modern* 3
FINR 359 20th Century Art 3
FINR 497 Studio: Individual Projects 1-6

Minor Program in Music (18 semester hours)*
Required Courses:
FINR 105 Our Musical Heritage 3
FINR 111 Theory of Music I 3
FINR 112 Theory of Music II 3
FINR 261,262,263 Applied Music 2
FINR 264,265,266 Ensemble/Schola Cantorum/Chamber Singers 1
FINR 367 Western Music Tradition I: Medieval - Baroque 3
FINR 368 Western Music Tradition II: Classical -20th Century 3

*Music minor may be combined with a major or minor in Business.

Course Information and Descriptions

Course offerings are organized by academic program/college, and each program is administered by an academic department/college. This catalog contains only the programs administered by the academic departments/college.

The University of St. Francis reserves the right to cancel any course in which the enrollment is too low. In such a case, an individual instructor may offer the course on a tutorial basis, with approval of the department chairperson and the appropriate college dean.

Course Numbers:
The number of semester credit hours for each course is listed in parentheses after the course title.
- 100-199 Lower Division
- 200-299 Lower Division
- 300-399 Upper Division
- 400-499 Upper Division
- 500-599 Pre-requisite courses for graduate work
- 600-999 Reserved for graduate credit only
Categories:
All undergraduate course descriptions contained in the catalog have a category number of either 1, 2, 2F, 2S, 3, or 4. Categories are indicated in brackets after credit hours [ ].
- Category 1  taught every semester.
- Category 2   taught every year.
- Category 2F  taught every fall.
- Category 2S   taught every spring.
- Category 3  courses offered every other year.
- Category 4  represents courses offered whenever there is sufficient student demand and available staff time.

Undergraduate Course Descriptions

Academic Foundations (ACAF) Courses

ACAF 100 ACADEMIC ACHIEVEMENT SEMINAR (1) [1] - provides an opportunity to discover and develop skills and habits that will lead to success in the student’s scholastic, personal and professional life. Students evaluate goals and past academic paths and establish strategies to successfully meet academic goals.

ACAF 101 CORE I: SPEECH COMMUNICATION (4) [2F] - employs a selected theme, ”Self and Society,” to develop competencies in oral communication. In addition, the course serves as an orientation to college and the liberal arts and sciences. The course is interdisciplinary, involves common lectures, cultural events and readings. It is required of all freshman students, and serves as a prerequisite for Core II. (IAI Course #: C2 900)

ACAF 102 CORE II: COLLEGE WRITING II (3) [2S] - continues the interdisciplinary exploration of the liberal arts and sciences and the common topics explored in Core I. The course will provide students with extensive practice in writing persuasive and referential prose with an emphasis on the process of research and writing from sources. (IAI Course #: C1 901)

ACAF 201 CORE III: FOUNDATIONS OF WESTERN THOUGHT (3) [2F] - required as a sophomore level core course, is humanities oriented and explores the important contributions of the humanities to western intellectual thought. (IAI Course #: H9 900)

Biology (BIOL) Courses

BIOL 112 INTRODUCTION TO THE PRINCIPLES OF HEREDITY (4) [2S] - is a lecture/lab course designed to introduce the non-science major to basic Mendelian and molecular genetics with special emphasis on human characteristics and diseases. Social, ethical and evolutionary issues are discussed. (IAI Course #: L1 906)

BIOL 113 ANATOMY AND PHYSIOLOGY (4) [2S] - provides the non-biology major with a basic survey of human anatomy and physiology. Emphasis is placed on the relationship between structure and function, homeostasis and homeostatic regulating mechanisms. This class meets three lecture periods and one two-hour laboratory period each week.

BIOL 114 HUMAN BIOLOGY (4) [2F] - is intended for the non-science major, and will consider the biological nature of humans and the role that humans play in the biosphere.
Topics for discussion will include the nature of biology in society, body systems and homeostasis, genetics, cancer, and human evolution and ecology. Course includes laboratory experiences. (IAI Course #: L1 904L)

BIOL 115 PLANTS AND CIVILIZATION (4) [3] - is a lab and lecture course that introduces the non-science major to the impact of plants on the past, present, and future of human civilization. Topics include the origin of agricultural crops, plants that changed history, the green revolution, medicinal plants, supermarket botany and genetic engineering of plants. Also included is a brief introduction to plant structure, function, and classification. (IAI Course #: L1 901L)

BIOL 124 PRINCIPLES OF BIOLOGY I (3) [2F] - provides an introduction to basic biological concepts in the areas of biological chemistry, cell biology, genetics and evolution. Student must be concurrently enrolled in BIOL 125. Prerequisite: High school chemistry. (IAI Course #: L1 900)

BIOL 125 PRINCIPLES OF BIOLOGY I LAB (1) [2F] - provides laboratory experiences to complement the lecture material presented in BIOL 124 and introduces the student to basic lab techniques and scientific method. Student must be concurrently enrolled in BIOL 124. (IAI Course #: L 900L)

BIOL 126 PRINCIPLES OF BIOLOGY II (3) [2S] - provides an introduction to basic biological concepts in the areas of biological diversity, zoology, botany, and ecology. Students must be concurrently enrolled in BIOL 127. Prerequisite: BIOL 124/125 or consent of instructor.

BIOL 127 PRINCIPLES OF BIOLOGY II LAB (1) [2S] - emphasizes the process of biological investigation, with group and individual projects, to study evolution, biodiversity and ecology. Student must be concurrently enrolled in BIOL 126.

BIOL 211 MICROBIOLOGY (5) [2F] - introduces the student to microbial morphology, physiology, ecology, and the identification of microorganisms through a series of investigations. The fundamentals of immunology and medical microbiology are also introduced. Three lecture periods and two two-hour laboratory periods meet per week. Prerequisite: BIOL 124/5.

BIOL 221 HUMAN ANATOMY (4) [2F] - is a comprehensive introduction to human gross anatomy for students engaged in pre-professional study as well as those interested in nursing and allied health. Students will use A.D.A.M. software, models, protected cadavers, histological sections, and dissections to study the functional anatomy of the human body in lecture, discussion, and laboratory settings. Prerequisite: BIOL 124/5

BIOL 252 HUMAN PHYSIOLOGY (4) [2S] - is a comprehensive introduction to the fundamental mechanisms of human physiology. Emphasis is placed on homeostasis and the coordination and integration of major body systems. Laboratory experiments using A.D.A.M. Interactive physiology software and Powerlab hardware and software allow students to study physiological principles and concepts. Prerequisites: BIOL 124/5 and CHEM 160 or CHEM 224.

BIOL 310 INVERTEBRATE ZOOLOGY (4) [3] - acquaints the student with the general characteristics of each phylum of the animal kingdom. Detailed structure and function of organ systems are studied in specific representatives of each invertebrate phylum. Laboratory investigations include analysis of local invertebrate communities. Two lecture periods and two two-hour laboratory periods meet per week. Prerequisite: BIOL 126/7.

BIOL 311 PATHOPHYSIOLOGY (3) [1] - (See NURS 311)
BIOL 312 BIOLOGY OF TERRESTRIAL ARTHROPODS (2-4) [4] - examines the biology of the arthropods; the most successful group of terrestrial invertebrates. Terrestrial crustacea, myriapoda, arachnida, and insects will be covered. The emphasis will be on the taxonomy, ecology, and evolution of the spiders and insects including their impact on humans. Laboratory will be used to 1) collect, identify, and preserve specimens, and 2) to investigate arthropod behavior and physiology. Prerequisite: BIOL 124/5.

BIOL 314 COMPARATIVE VERTEBRATE ANATOMY (3) [3] - provides the student with an understanding of the evolution of the major organ systems of the amphioxus, fishes, amphibians, reptiles, birds, and mammals including man. The comparison of organs is addressed with special emphasis on the evolutionary relationships between each class of chordates. BIOL 315 must be taken concurrently. Prerequisite: BIOL 126/7 or consent.

BIOL 315 COMPARATIVE VERTEBRATE ANATOMY LABORATORY (2) [3] - includes the study of the external anatomy of the amphioxus, comparison of the skeletal systems of the dogfish shark, frog, turtle, bird, and cat, as well as dissection of the dogfish shark, and cat. Prerequisite: BIOL 126/7 and concurrent enrollment in BIOL 314.

BIOL 316 EMBRYOLOGY (4) [3] - provides the student with insight into the development of vertebrates, beginning with gametogenesis, fertilization, cleavage, blastulation, gastrulation, and neurulation. Emphasis is placed on the nature of the primary organizer, induction, and organogenesis. Three lecture periods and one two-hour laboratory meet per week. Prerequisite: BIOL 126/7 or consent.

BIOL 322 MOLECULAR BIOLOGY (4) [3] - introduces molecular biology through a class molecular biology investigation. Techniques covered will include DNA purification, sequencing and blotting; PCR amplification; gene cloning and engineering techniques; and mRNA isolation and analysis. This class will be investigation driven with an emphasis on developing workable strategies to solving questions at the molecular level. Prerequisite: CHEM 322/3.

BIOL 331 BOTANY (4) [3] - introduces students to the basic structural, reproductive and evolutionary patterns seen in the plant kingdom. Three lecture periods and one three-hour laboratory meet per week. Prerequisite: BIOL 126/7 or consent.

BIOL 342 MEDICAL MICROBIOLOGY (4) [4] - is a survey of pathogenic viruses, bacteria and fungi; morphology, virulence, diagnosis, and chemotherapy will also be studied. Three lecture periods and two one-hour laboratory periods meet per week. Prerequisite: BIOL 211.

BIOL 343 IMMUNOLOGY (4) [3] - considers cellular and humoral responses to infection and disease, including mechanisms of antibody formation, structure of antibodies, consequences of antigen-antibody interactions, cell-mediated immunity, histocompatibility, tumor immunology, and autoimmune disease. Three lecture periods and one three-hour laboratory meet per week. Prerequisite: BIOL 211.

BIOL 350 GENETICS (4) [2S] - addresses molecular and evolutionary genetics, linkage and mapping, chromosomal aberrations, extranuclear inheritance, genetic interaction, as well as current genetic research and its application. Three lecture periods and one two-hour laboratory meet per week. Prerequisite: BIOL 124/5.

BIOL 351 PLANT PHYSIOLOGY (4) [4] - will experimentally investigate the effects of water, nutrients, and light on plant growth and development. The topics will be studied at the molecular, cellular and environmental levels. Three lecture periods and one three-hour laboratory meet per week. Prerequisites: BIOL 331 and CHEM 322/3.
BIOL 353 ENDOCRINOLOGY (3) [3] - is a survey of the physiological and metabolic actions of selected endocrine glands. Strong emphasis is placed on mammalian physiology and the biochemistry of hormones. Prerequisites: BIOL 352, CHEM 322/3 or consent.

BIOL 361 ECOLOGY (4) [3] - acquaints the student with the dynamics of ecological relationships between man, animals, plants, and the environment. The laboratory will include field experiments in representative ecosystems. Three lecture periods and one three-hour laboratory meet per week. Additionally, some weekend fieldwork will be required. Prerequisite: BIOL 126/7.

BIOL 390 METHODS OF TEACHING BIOLOGY IN THE SECONDARY SCHOOL (3) [4] - is for students preparing to teach in junior and senior high school (6-12). Students will develop methods and techniques of teaching biology, such as use of live and preserved organism in the lab, teaching in the field, applications of the scientific method, use of A/V materials, questioning and listening skills, lecture and small group techniques and assessment procedures. Professional growth will also be discussed. Students will be required to demonstrate an understanding of the various skills needed for teaching biology. The course requires an in-class presentation and videotaping for self-observation, and evaluation. (40 clock hours of clinical experience required.) Prerequisites: EDUC 210 and EDUC 220, EDUC 391.

BIOL 410 SENIOR SEMINAR (3) [2S] - provides a capstone experience for senior biology majors that can be used in place of BIOL 411 and BIOL 412. Students will work within a theme provided by the instructor (for example: ecological biology, biodiversity of Illinois communities, bioethics, and molecular biology) to demonstrate critical thinking skills, an ability to synthesize scientific literature, an understanding of the scientific process, and the ability to communicate biological concepts in writing and oral presentations. Prerequisite: Senior biology major.

BIOL 411 SENIOR THESIS I (1) [1] - acquaints the student with research and reference facilities and offers the opportunity for independent research. Successful completion of thesis proposal, outline and bibliography are required before advancing to BIOL 412. Prerequisite: Senior biology major.

BIOL 412 SENIOR THESIS II (2) [1] - is a continuation of BIOL 411. Students prepare and complete their thesis under the supervision of a faculty advisor. Students also prepare for the oral presentation of their research at the end of the semester. Prerequisite: BIOL 411. Required of Biology Fellows.

BIOL 480 SELECTED TOPICS IN BIOLOGY (2-4) [4] - are specialized courses offered depending on student and faculty interests.

BIOL 481 SELECTED TOPICS IN BOTANY (3-4) - offers advanced or specialized botany courses through the ACCA Cooperative College Botany Program at the Morton Arboretum. Tentatively, the following courses are scheduled:

- Woody Plants of the Western Great Lakes - Fall 2002
- Ethnobotany - Spring 2003
- Plant Animal Interactions - Summer 2003
- Field Botany - Summer 2003
- Mycology - Fall 2003
- Medical Botany - Spring 2004

Prerequisite for all courses is BIOL 331 General Botany or consent of instructor.

BIOL 482 SELECTED TOPICS IN ZOOLOGY (3-4)

BIOL 483 SELECTED TOPICS IN AQUATIC AND MARINE BIOLOGY (3-4)
BIOL 494 SPECIAL PROBLEMS (1-4) [4] - affords the student the opportunity of investigating a biological problem by laboratory or field experience. The study should be defined prior to registration through consultation with the supervising instructor. Prerequisite: junior standing or consent of the instructor.

BIOL 495 DIRECTED STUDY (1-4)

BIOL 496 INDEPENDENT STUDY (1-4)

BIOL 497 UNDERGRADUATE RESEARCH PROGRAM (1-12) - selects students to engage in research activities with scientists at local research institutions such as Argonne National Laboratory, Morton Arboretum, Shedd Aquarium and with the Will County Forest Preserve District.

BIOL 498 INTERNSHIPS (1-6) - allows for credit to be earned through internships and cooperative programs such as those available through Argonne National Laboratory, Morton Arboretum, Shedd Aquarium, and the Will County Forest Preserve District.

Business Administration (BSAD) Courses

NOTE: Prerequisite for all 300 level courses and higher - consent of professor

BSAD 101 PRINCIPLES OF MACROECONOMICS (3) [1] - introduces macroeconomics, the study of the behavior of the economy as a whole. Topics discussed include income theory, unemployment, inflation, fiscal and monetary policy in a global framework. (IAI Course #: S3 901)

BSAD 102 PRINCIPLES OF MICROECONOMICS (3) [1] - introduces microeconomics, the study of individual economic decisions. Major emphasis is given to how individual households and firms decide how much to produce and spend, and how prices are determined. (IAI Course #: S3 902)

BSAD 125 FINANCIAL ACCOUNTING (3) [1] - presents accounting as an information system that produces financial statements, primarily for users external to a business or other enterprise. The forms of business organizations and the common transactions entered into by businesses are addressed. The emphasis is on understanding and applying basic accounting principles and concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. Analysis and interpretation of financial statements, as well as their limitations for making forward-looking decisions is included. Prerequisite: MATH 099 or high school algebra II.

BSAD 126 MANAGERIAL ACCOUNTING (3) [1] - introduces students to management accounting as a system of producing information for use in internally managing a business. This course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Included is the identification and measurement of the cost of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions also are included. Prerequisite: BSAD 125.

BSAD 150 MANAGEMENT and ORGANIZATIONAL BEHAVIOR (3) [1] - provides an overview of management principles; emphasis is given to the functions of management (planning, organizing, staffing, motivating, and controlling). The course analyzes and ties together those things that managers should be aware of in the pursuit of good organizational performance.
BSAD 175 PRINCIPLES OF MARKETING (3) [1] - introduces students to the study of marketing as a process of planning and executing product development, pricing, promotion and distribution of ideas, goods and services to accomplish organized objectives. Some of the topics covered are the marketing process, marketing research, consumer behavior, channels of distribution, industrial marketing, pricing, promotion, and international marketing.

BSAD 200 INTRODUCTION TO INTERNATIONAL BUSINESS (3) - develops students cultural literacy by acquainting them with international environments, monetary systems, legal and political forces, culture, management styles and models of entry into international business.

BSAD 201 BUSINESS LAW I (3) [2] - provides an introduction to the procedural workings of our legal system together with substantive law subjects. During the semester students learn about common law contracts, agency, bailments, and products liability. Emphasis is on learning to identify legal issues and problem solving. The goal is that students develop the analytical skill to apply the law they learn to real life situations.

BSAD 202 BUSINESS LAW II (3) [3] - includes a wide range of legal topics. The purpose is to give students expanded background they may need for licensing examinations which test legal knowledge. Students learn about business organizations and the Articles of the Uniform Commercial Code, which regulate negotiable instruments, promissory notes, and secured transactions. The course also covers insurance, real property, and government regulation. Prerequisite: BSAD 201.

BSAD 211 INTERMEDIATE MACROECONOMICS THEORY (3) [2F] - studies factors determining aggregate levels of income, employment, and the price level and analysis of current macroeconomics monetary and fiscal policies. Prerequisite: BSAD 101.

BSAD 212 INTERMEDIATE MICROECONOMICS THEORY (3) [2S] - explores how prices are determined and how prices function to coordinate economic activity and explain resource allocation. Prerequisite: BSAD 102

BSAD 225 INTERMEDIATE ACCOUNTING I (3) [2F] - involves the study of authoritative pronouncements required for proper presentation and preparation of financial statements and an in-depth study of specific balance sheet and income statement accounts. Prerequisite: BSAD 126.

BSAD 226 INTERMEDIATE ACCOUNTING II (3) [2S] - offers a continuation of Intermediate Accounting I, covering such topics as earnings per share, leases, pensions, accounting changes, corporate income taxes, and the statement of cash flows. Prerequisite: BSAD225.

BSAD 230 COST ACCOUNTING I (3) [2F] - presents costing techniques and applications used to aid management decision making, including topics such as job order and process cost systems, cost allocation, standard costs, and budgeting. Prerequisite: BSAD 126.

BSAD 231 COST ACCOUNTING II (3) [3] - offers a continuation of BSAD 230. Topics include capital budgeting, inventory models, and linear programming. Not open to students who have taken Quantitative Methods. Prerequisite: BSAD 230.

BSAD 242 PRINCIPLES OF FINANCE (3) [1] - introduces the basic concepts of finance with emphasis on evaluating a firm's wealth as measured by an increase in stock value. Attention is given to financial statement analysis, risk and return, cost of capital and capital budgeting. Prerequisite: BSAD 126, BSAD 102.
BSAD 245 FINANCIAL MARKETS (3) [4] - offers an analysis of both capital and financial intermediary markets highlighting the interaction of both in maintaining economic stability. Prerequisite: BSAD 242.

BSAD 275 ADVERTISING AND PROMOTION (3) [2F] - helps students develop an understanding of the principles, processes, and methods employed in advertising for both business and non-profit organizations. Discussion will involve understanding the consumer behavior of the target market, developing advertising institutions, budgeting for advertising, creating the message and media strategy. Prerequisite: BSAD 175.

BSAD 277 BUSINESS RESEARCH (3) [2F] - introduces conceptual tools and techniques necessary to conduct business research. Students will understand scientific research, how to use secondary and primary data, write research proposals, have a knowledge of research design and methods, and know how to analyze, interpret and present research results. Prerequisite: BSAD 175 and MATH 175.

BSAD 302 CONSUMPTION ECONOMICS (3) [3] - studies micro and macro aspects of consumption as well as an examination of the policies regulating the consumer market. Prerequisite: BSAD 102.

BSAD 303 ORGANIZATIONAL DEVELOPMENT (3) [4] - examines the problems and dynamics of organizational change. Various leadership strategies and resources which may facilitate change and on-going personal development will be studied. The course emphasizes the learning process, OD interventions, consultant skills, reinforcement, monitoring success, and ethical issues. Prerequisite: BSAD 150.

BSAD 307 COMPENSATION AND BENEFITS (3) [4] - gives students an understanding and knowledge of the importance of benefits and compensation to the employer. The course examines all elements of employee compensation including job analysis, job evaluation, wage administration, benefit management, performance appraisal, and incentive compensation. Prerequisite: BSAD 360 and MATH 105.

BSAD 309 HUMAN RESOURCE DEVELOPMENT (3) [4] - provides students with the conceptual framework and practical skills needed to design, present and evaluate effective training programs in business and industry. Students acquire knowledge and experience in needs assessment; and the design, implementation and evaluation of training programs. Prerequisite: BSAD 150.


BSAD 325 TAXES I (3) [2F] - provides a study of individual federal income taxation, covering income items, exclusions, deductions, exemptions, and tax credits. Prerequisite: BSAD 226.

BSAD 326 TAXES II (3) [3] - provides a study of federal income taxation of corporations, partnerships, estates, and trusts. Prerequisite: BSAD 325.

BSAD 330 AUDITING (3) [2S] - offers a balanced treatment emphasizing both the theoretical concepts of auditing and real world application of those concepts. Prerequisite: BSAD 225.

BSAD 336 ADVANCED ACCOUNTING (3) [2S] - offers the study of advanced topics in accounting, including various methods of business combinations and acquisitions, and accounting procedures used by non-municipalities, etc. Prerequisite: BSAD 226.
BSAD 340 PRINCIPLES OF INSURANCE (3) [2S] - introduces risk-management techniques in the areas of life, health, property, and liability contingencies. Prerequisite: BSAD 242.

BSAD 342 FINANCIAL CONCEPTS AND APPLICATIONS (3) [4] - examines key financial concepts in analyzing the financial health of a firm, how financial statements relate to each other and how they help managers address the firm’s operations. Extensive use of spreadsheet software will also be utilized. Prerequisite: BSAD 126 (For Professional Arts students)

BSAD 345 INVESTMENTS (3) [2F] - offers a survey of investment vehicles, concepts, and mechanics to provide an understanding of the investment process. Prerequisite: BSAD 242, COMP 101, and MATH 175.

BSAD 350 CORPORATE COMMUNICATIONS (3) [2F] - incorporates the fundamental skills of reading, writing, speaking, and listening into realistic business situations. Topics covered are writing business letters and memos, forms of business communication, barriers to effective communication, methods of communicating face to face, how to write a business report, and how to prepare a resume and a letter of application. Prerequisites: ENGL 112 and BSAD 150.

BSAD 351 MANAGERIAL COMMUNICATION (3) [4] - examines skills central to effective managerial communication. Interpersonal skills development is emphasized focusing on active listening skills and the principles of supportive communication. Prerequisite: BSAD 150 and ACAF 102, or ENGL 112, or equivalent.

BSAD 353 REAL ESTATE (3) [2F] - examines the ownership forms, debt instruments, and financial intermediaries concerned with financing and evaluating real estate investments. Prerequisite: BSAD 242. (AOM majors Prerequisite: MATH 105)

BSAD 356 QUANTITATIVE METHODS (3) [2S] - presents the quantitative techniques for solving management problems involving topics such as linear programming, inventory control, queuing theory, and network analysis. The course may utilize computer software to make better business decisions. Prerequisite: MATH 175 and BSAD 150.

BSAD 357 COMMERCIAL BANKING (3) [2F] - studies asset/liability management of commercial banks and strategies used to improve the overall financial performance of commercial banks. Prerequisite: BSAD 101, BSAD 242, and COMP 101.

BSAD 358 CAPITAL BUDGETING (3) [2S] - offers an analysis of financial decisions involving investment in capital assets and the selection of long term funds. Prerequisite: BSAD 242 and COMP 101.

BSAD 359 INTERNATIONAL FINANCE (3) [2S] - discusses financial management of multinational corporations with emphasis on the functioning of international monetary systems. Prerequisite: BSAD 242 and BSAD 357.

BSAD 360 HUMAN RESOURCE MANAGEMENT (3) [2S] - introduces the foundations and challenges of modern personnel management in dealing with human resources. Some of the topics covered are labor relations, employee motivation, compensation, development and evaluation, and job preparation and selection. Prerequisite: BSAD 150 and MATH 175. (AOM students must take MATH 105)

BSAD 361 ORGANIZATIONAL BEHAVIOR (3) [2S] - explores the human side of organizations. It will assist in developing a keener awareness of and sensitivity toward the needs, sentiments, and attitudes of individuals in organizations. Topics to be covered are
the organization climate, human perception, communication, leadership, group behavior, and constraints on organizational behavior. Prerequisite: BSAD 150.

**BSAD 362 SUPERVISORY MANAGEMENT (3) [4]** - focuses on the dynamics of the supervisor-subordinate relationship. Emphasis is placed on skill development in conflict management, stress management, creative problem solving and interpersonal communication. Prerequisite: BSAD 150.

**BSAD 363 ECONOMICS OF LABOR MANAGEMENT (3) [3]** - studies microeconomics determinants of labor demand and supply including topics such as impact of collective bargaining and current economic problems in labor relations and legislation. Prerequisite: BSAD 102 and BSAD 150.

**BSAD 364 OPERATIONS MANAGEMENT (3) [4]** - studies work measurement, the setting of standards, inventory control, forecasting, scheduling, and cost and quality control as well as other topics associated with efficient management of facilities. Prerequisite: BSAD 150 and MATH 175. (Prerequisite for AOM majors: MATH 105)

**BSAD 366 BUSINESS, SOCIETY, AND ENVIRONMENT (3) [2F]** - investigates the interrelationship between business organizations, local community, and our socio-economic system. This course studies the effects of government, labor unions, and political, religious, and business organizations on executive decision making. Major emphasis is placed on the environmental factors conducive to organizational change. Prerequisite: BSAD 150.

**BSAD 369 FINANCIAL STATEMENT ANALYSIS (3) [3]** - provides the conceptual background and analytical tools necessary to understand and interpret financial statements. The course provides a realistic and organized approach to financial reporting using textbook problems and cases, and projects using actual companies. Prerequisite: BSAD 242.

**BSAD 370 SMALL BUSINESS AND ENTREPRENEURSHIP MANAGEMENT (3) [3]** - applies management concepts to small business with special emphasis on problems of small business. Topics covered will be all the varied activities necessary in planning, organizing, directing, and controlling a small business operation. Prerequisite: BSAD 150.

**BSAD 371 SERVICE MANAGEMENT (2) [4]** - examines the theories and strategies of service management. The emphasis is on the development of a service system and the formulation of service goals. Excellence in customer service approaches that are used by the Fortune 500 companies are explored. Prerequisite: BSAD 150. (For Professional Arts students)

**BSAD 372 MANAGEMENT IN HEALTH SERVICE ENVIRONMENTS (3) [4]** - examines organizational structure and the theories in health service environments. Topics include history of health service administration, organization and governance structures, medical staff credentials, management information systems, and home health care. Prerequisite: BSAD 150. (For Professional Arts students)

**BSAD 375 MARKETING STRATEGY (3) [2F]** - studies how companies identify customer needs and influence customers to buy the firm's products or services. Topics covered include identifying marketing opportunities, developing marketing plans and implementing and controlling marketing strategies. Prerequisite: BSAD 175 and junior-senior standing.

**BSAD 376 CONSUMER BEHAVIOR (3) [2F]** - analyzes the individual's buying decisions in light of the effects of environmental, social and psychological factors. Consumer motivation and behavior are discussed in relation to social class, reference groups, demographics, psychographics, and exposure to the various types of information sources. Prerequisite: BSAD 175.
BSAD 377 ADVANCED MARKETING RESEARCH (3) [2S] - provides a project class that will utilize the steps in the development of a marketing research study, including the selection of a research design, project planning, and utilizing various quantitative methods to analyze data. Prerequisites: BSAD 277, MATH 175, and junior-senior standing.

BSAD 380 MARKETING CHANNELS (3) [2S] - offers an in-depth view of the network linking producers to users. Conflict and cooperation, channel control, legal issues, social issues, and emerging trends are discussed. Consideration is given to the problems taxing channel members at all levels. Prerequisite: BSAD 175.

BSAD 381 SALES MANAGEMENT AND SALES FORCE ADMINISTRATION (3) [3] - analyzes the sales executive's responsibilities. Topics include planning, staffing, and organizing the sales force. Motivation techniques, compensation methods, and territorial management are also discussed. Prerequisite: BSAD 175.

BSAD 382 RETAIL MANAGEMENT (3) [3] - analyzes the nature of retailing encompassing organizational structure, merchandising practices, promotional activities, store planning control and computerized checkout. Prerequisite: BSAD 175.

BSAD 383 PRINCIPLES OF SALES (3) [3] - explores the fundamentals of selling. Topics include planning the sales presentation, how to make a sale, ethics in selling, how to make a cold sales call, and the sales person's role in the economy. Prerequisite: BSAD 175.

BSAD 390 INDUSTRIAL MARKETING (3) [3] - emphasizes the various facets of marketing an industrial product. The course covers the industrial customer, market selection, price strategy, and buyer/seller relations. Prerequisite: BSAD 175.

BSAD 395 INTERNATIONAL MARKETING (3) [2S] - emphasizes multi-national marketing and the activities of multinational corporations. Time is spent discussing the environments of international marketing, as well as the formulation of a multi-national marketing program. Prerequisite: BSAD 175.

BSAD 398 PRINCIPLES OF HEALTH CARE MANAGEMENT (4) - see Health Arts course descriptions.


BSAD 430 ADVANCED CORPORATE FINANCE (3) [4] - examines related advanced topics in finance such as long term financing, working capital management and corporate restructuring. Prerequisite: BSAD 358.

BSAD 494 SELECTED TOPICS (1-3) [4] - courses not specifically listed in the catalog may be taught under this title. Prerequisites may be required, depending upon the topic.

BSAD 495 BUSINESS POLICY (3) [1] - serves as the capstone course for business majors, which integrates the functional areas of business required for the effective operation of an organization. Students will analyze business problems from the viewpoint of top management in the formulation and implementation of a business strategy. Intertwined within the course is the importance of business ethics. Prerequisite: senior standing and completion of core.

BSAD 496 INDEPENDENT STUDY (1-3) [4] - allows students to select their own topic of investigation and determine their own way of pursuing and reporting work. A faculty advisor serves as a resource person. Students provide goals, materials, and criteria for evaluation. Prerequisite: permission of department chair.
BSAD 497 ASSIGNED RESEARCH (1-3) [4] - offers an in-depth exploration of selected problems in the student's major area; designed for each student to fulfill individual needs and interests; reports embodying the results of conceptual exercises, experimental evidence, literature reviews, and field investigation required. Prerequisite: permission of department chair.

BSAD 498 INTERNSHIP (1-6) [1] - provides a supervised, practical experience for an extended period of time for advanced students through the business department. Prerequisite: must meet internship guidelines.

Chemistry (CHEM) Courses

CHEM 105 CHEMISTRY AND THE ENVIRONMENT (4) [2S] - is intended for non-science majors. This lecture/lab course strives to develop a broad outlook on the role of chemistry in everyday life (energy, pollution, water, food, drugs, etc.). Emphasis is on the historical, scientific, political and moral dimensions of the decision process. A variety of learning techniques will be utilized, such as formal lectures, discussion groups, audio-visuals, laboratory demonstrations, collaborative learning, and field trips (where appropriate). The laboratory component is designed to show chemistry in practice and enable students to solve environmental problems using chemistry. (IAI Course #: P1 903L)

CHEM 120 FOUNDATIONS OF INORGANIC, ORGANIC, AND BIOLOGICAL CHEMISTRY (4) [2S] - is designed for students in health-related majors as well as for those seeking to fulfill liberal education requirements. It provides an introduction to inorganic, organic, and biological chemistry and the principles that govern them. The course will focus on the interrelatedness of all these areas as well as their practical applications to health science and environmental issues. The laboratory component will demonstrate some of the theoretical principles discussed in the lecture and will provide experience in general laboratory techniques such as handling equipment, collecting, and interpreting data. Three lecture periods and one two-hour laboratory meet per week.

CHEM 121 GENERAL CHEMISTRY I (5) [2F] - introduces students to the fundamental principles of general chemistry including atomic structure, chemical bonding, stoichiometry, physical states of matter, thermodynamics and solution chemistry. Laboratory experiments will demonstrate the theoretical principles and give experience in laboratory techniques. Four lecture periods and one three-hour laboratory meet per week. Prerequisite: High school chemistry; 2 years of high school algebra. (IAI Course #: P1 902L)

CHEM 122 GENERAL CHEMISTRY II (5) [2S] - is a continuation of CHEM 121 in which students use their knowledge of structure, bonding, solutions, and stoichiometry to study the concepts of acid-base and redox reactions, kinetics, equilibrium systems and electrochemistry. The laboratory will demonstrate the principles from theory while introducing the student to more sophisticated laboratory procedures and equipment, including titrations, pH measurement, and spectrophotometry. Four lecture periods and one three-hour laboratory meet per week. Prerequisite: CHEM 121.

CHEM 160 BIOLOGICAL CHEMISTRY (4) [2S] - is designed for students with career goals in allied health sciences. The focus of the course will be on the four major types of biomolecules, and their structures and functions. Emphasis will be placed on the close link between structure and function. The unique properties and roles of organic functional groups in the structures of the biomolecules are stressed. The laboratory component will reinforce some of the lecture topics and highlight basic biochemical laboratory techniques. Three lecture periods and one two-hour laboratory period are scheduled. Prerequisite: BIOL 124/5 or CHEM 121.
CHEM 224 ORGANIC CHEMISTRY I (3) [2F] - is designed for science majors. The lectures will provide students with the fundamentals of organic chemistry. The general emphasis will be on the chemistry of aliphatic and aromatic hydrocarbons, stereochemistry, and ionic reactions with special emphasis on mechanisms and synthesis. CHEM 225 must be taken concurrently. Prerequisite: CHEM 122.

CHEM 225 ORGANIC CHEMISTRY I LAB (2) [2F] - is designed to teach the most common techniques used in the field of organic chemistry. The approach is investigative where theories that govern techniques are conceptualized through hands-on experience. The students will learn how to perform the following techniques: extraction, recrystallization, melting point, distillation, chromatographic separation, infrared spectroscopy, and synthesis. In addition, an introduction to chemical literature will be emphasized.

CHEM 226 ORGANIC CHEMISTRY II (3) [2S] - is a continuation of Organic Chemistry I. The lectures will provide students with the fundamentals of organic reactions, mechanisms, and synthesis. The emphasis will be on the chemistry of alcohols, phenols, ethers, epoxides, carbonyl chemistry, amines, macromolecules, and chemistry of drugs. CHEM 226 must be taken concurrently. Prerequisite: CHEM 224.

CHEM 227 ORGANIC CHEMISTRY II LAB (2) [2S] - is an investigative approach where the theories that govern synthesis are conceptualized through hands-on experience. The emphasis is on chemical synthesis, biosynthesis, spectroscopy, and qualitative organic identification of organic compounds.

CHEM 322 BIOCHEMISTRY (3) [2F] - is a survey course of biochemical principles, including the major classes of biomolecules, the biochemistry of catabolism and anabolism, and the biosynthesis of informational macromolecules. Prerequisite: CHEM 224/5.

CHEM 323 BIOCHEMISTRY LAB (2) [2F] - provides students with a basic understanding of common biochemical laboratory techniques used in the purification and characterization of proteins. These techniques will include various types of column chromatography, enzyme assays, enzyme kinetics, SDS-polyacrylamide gel electrophoresis, and assays for protein determination. The course will also include a component on isolating subcellular organelles and their DNA.

CHEM 331 INSTRUMENTAL ANALYSIS (3) [3] - designed to give the students a broad experience in the theory of instrumentation. The labs will be investigative in nature, requiring students to use the Internet and chemical literature to explore practical ways of using instruments for solving chemical problems qualitatively and quantitatively. Students will survey the theory and application of instruments such as visible, ultra-violet, infrared, and fluorescence spectrophotometry as well as nuclear magnetic resonance, atomic absorption, chromatography and mass spectrometry. Two lecture periods and one three-hour laboratory meet per week. Prerequisite: CHEM 224/5.

CHEM 494 SELECTED TOPICS IN CHEMISTRY (3-5) [4] - offers upper level courses not specifically listed in the catalog.

CHEM 496 INDEPENDENT STUDY (1-2) [4]

Computer Science (COMP) Courses

COMP 101 COMPUTER CONCEPTS AND APPLICATIONS (3) [1] - serves as an introductory course which includes the following topics: an overview of technology today, computer systems design and operation, organizational data flow, emerging technologies, security and ethics, and networks. Hands-on instruction is provided in e-mail, Internet, and
Windows. Students will study application software for mastery from the following categories: word processing, spreadsheet, database, desktop publishing, presentation graphics, web pages, Visual BASIC, etc.

**COMP 104 PRACTICAL COMPUTING FOR SCIENTISTS (1) [4]** - serves as an introductory course for science majors. Students will learn and apply to scientific projects: word processing, spreadsheet, and presentation software. Instruction will also be provided in e-mail, Internet, and Windows.

**COMP 140 COMPUTER SCIENCE I (4) [1]** - provides an introduction to computer science topics including the history of computing, algorithm development, program design and modularity, documentation and debugging, program logic and flow of control, file I/O, number representations and data types, Boolean algebra, introduction to object oriented programming, structures and classes. Prerequisite: MATH 111 or consent of the instructor.

**COMP 141 PROGRAMMING IN VISUAL BASIC (3) [1]** - provides an introduction to computer science topics including the history of computing, algorithm development, program design and modularity, program logic and flow of control, number representations and data types, documentation, graphical user interface design, and debugging. Problems will be solved using Visual BASIC. Prerequisite: MATH 111.

**COMP 150 COMPUTER SCIENCE II (3) [2S]** - provides an introduction to advanced computer science topics including software engineering, advanced design and modularization techniques; inheritance, polymorphism templates, pointers and user created class libraries; and an introduction to basic data structures including lists, stacks, queues and trees, using object-oriented programming techniques. Prerequisite: COMP 140 or consent of the instructor.

**COMP 200 MICROCOMPUTER SYSTEMS (3) [1]** - serves as an introduction to the hardware and systems software used in contemporary IBM-compatible microcomputer systems. The topics include the CPU, the system bus, memory, BIOS, keyboard, video, diskdrives, parallel, and serial ports, and the MS-DOS operating system. The internal features of the hardware and operating system are examined using several utility programs and programming languages. Prerequisites: COMP 140 or COMP 141 or consent of the instructor.

**COMP 201 INTRODUCTION TO DBMS (3) [2S]** - provides an introduction to the functions and capabilities of database management systems and their use in a business environment. Focus will be on a comparative examination of current DBMS packages in terms of file management versus database management, text-based and graphical interfaces, fourth generation tools (report writers, screen generators), query languages (SQL, QBE), database programming languages and multi-user issues. Prerequisite: COMP 141.

**COMP 205 INFORMATION SYSTEMS: ANALYSIS AND DESIGN (3) [3]** - examines the development and use of effective information systems in organizations and software development in the framework of the systems development life cycle (SDLC). The course concentrates on the system analysis and design phases. Various approaches to system specifications, requirements analysis, process modeling, data modeling, procedural design and user interface design are presented. Prerequisite: BSAD 150 and COMP 140 or 141 are highly recommended.

**COMP 207 NETWORK FUNDAMENTALS (3) [1]** - examines and implements Local Area Network and Wide Area Network technologies. Hardware, software and implementation techniques will be discussed. The focus is on the importance of providing LAN and WAN technology to a specific user base. This course integrates an understanding
of business goals and objectives with current networking technologies and server installations. Prerequisite: COMP 200.

**COMP 254 ADVANCED DATA STRUCTURES (3)** offers an advanced study of complex data structures, the algorithms that manipulate various data structures, and how to select from among the data structures available for a given application. Emphasis is placed on implementing and evaluating data structures for practical situations. Topics include: trees, graphs, networks, advanced sort and search algorithms, and memory management. Prerequisite: COMP 150 or consent of the instructor.

**COMP 293 SELECTED TOPICS (4)** - offers introductory courses not specifically listed in the catalog. Examples include SQL, UNIX, Selected Software Applications, and World Wide Web Basics.

**COMP 301 DATABASE ADMINISTRATION (3)** describes the role of the database administrator in managing an organization’s most valuable asset – its data. Topics covered include database layout, development, security, data fragmentation, rollback segments, backup and recovery, and distributed databases. Special emphasis is given to working with current database management systems such as Oracle, SQL Server, and DB2. Prerequisite: COMP 201.

**COMP 312 SERVER INSTALLATION AND CONFIGURATION (3)** prepares the student to analyze, design, install, and configure mini and client-server computer systems. Topics include: enterprise analysis and design methodologies for LAN/WAN topologies, as well as Novell server and client installations, NT and Windows 95 installation, and UNIX installations. Prerequisite: COMP 207.

**COMP 324 COMPUTERS IN HEALTH CARE ADMINISTRATION (4)** - see Health Arts course descriptions.

**COMP 335 OPERATING SYSTEMS (3)** provides an overview of the concepts, functions, data structures, and algorithms applied in the design of modern operating systems. Topics include historical developments, hardware support, operating system components and services, system calls, concurrent processes, CPU scheduling, process coordination, deadlocks, memory management, virtual memory, disk management, file systems, and protection. Current developments in operating systems are given special emphasis. Prerequisite: COMP 150.

**COMP 356 THEORY OF PROGRAMMING LANGUAGES (3)** provides a historical study of programming language design, structure, and implementation. The emphasis is on the evolution of the procedural languages, but more recent approaches such as object-oriented programming are considered. Some of the languages that may be covered include FORTRAN, ALGOL, Pascal, Ada, and C++. Each language is examined in terms of its data structures, control structures, scope rules, and special syntax and semantic features. Prerequisite: COMP 150.

**COMP 360 ASSEMBLER (3)** studies assembly language programming and provides an introduction to machine organization at the hardware level using microprocessor architecture. Topics include CPU design and organization, I/O hardware and programming, hardware interrupts, memory structures, and digital level hardware device interfacing. Emphasis is placed on the hardware and assembly language support for high level languages and operating systems. Prerequisite: COMP 150 or consent of the instructor.

**COMP 365 GRAPHICS (3)** offers an introduction to the algorithmic foundations of graphics generation, graphics hardware devices, and 2-D and 3-D modeling applications. Topics include: display algorithms for producing output primitives with various attributes,
vector graphs in two and three dimensions, image generation, representation and manipulation, modeling and hidden line/surface elimination, shading and color. Prerequisite: COMP 150, and MATH 181 or MATH 170 or consent of instructor.

**COMP 400 DATABASE MANAGEMENT (3)** - introduces students to database theory and design. It combines database design principles with hands-on experience in designing and using a database. Emphasis is on the relational model, focusing on E-R diagrams, normalization, query languages, data definition languages, and security and integrity issues. Prerequisite: COMP 335 or consent of the instructor.

**COMP 401 WEB SERVER DESIGN/ADMINISTRATION (3)** - focuses on the design, implementation, and administration of a Web Server. It prepares the student to work with a variety of Web-based tools and addresses security issues. Principal projects in the course will be Website creation and database integration. Prerequisite: consent of the instructor.

**COMP 411 GRAPHICAL USER INTERFACE PROGRAMMING (3)** - introduces students to techniques used in programming graphical user interfaces such as those used in Microsoft Windows, Windows NT, and Windows. Students will gain experience with programming at least two of the most common GUI's currently in use. Some emphasis will be placed on the human factors (color combinations, menu placement, visual cues, etc.) associated with programming GUI's. Prerequisite: COMP 150 or consent of the instructor.

**COMP 412 SYSTEMS ADMINISTRATION (3)** - prepares the student to administer mini and client-server computer systems. Topics include UNIX Command Shell, UNIX server administration, NT server administration, UNIX shell programming, LAN peripheral installation and administration. Prerequisite: COMP 312 or consent of the instructor.

**COMP 420 DATA COMMUNICATIONS (3)** - serves as an introductory course in data communications. Topics include data communication functions, the OSI model, international standards, analog and digital signals, transmission media, synchronous and asynchronous communications, modems, RS-232 interface, data link protocols, LAN hardware and software, circuit switching and packet switching, network routing algorithms, communications between networks, and application layer services. Prerequisite: COMP 335.

**COMP 440 ARTIFICIAL INTELLIGENCE (3)** - offers an overview of the history, principles, and technology underlying modern artificial intelligence. The course focuses on knowledge representation and search techniques in artificial intelligence. Topics include predicate calculus, resolution theorem proving, state space search, production systems, heuristic search, expert systems, semantic nets and frames, natural language understanding, and object-oriented knowledge representation. Students are given experience with Artificial Intelligence programming languages such as LISP and PROLOG. Prerequisite: COMP 354.

**COMP 475 COMPUTER ARCHITECTURE (3)** - provides an introduction to the functional elements and structures of digital computers. Digital logic, combinational and sequential circuits are studied in lecture and laboratory. The hierarchy of computer organization and how the digital level, microprogramming level, conventional level and assembly language level are interrelated is studied. Also provides an understanding of present day technology including buses, modern input/output devices, operation of a typical IBM PC clone at the chip level, pipelining, cache memories, and current architecture trends such as RISC machines and multiprocessors. Prerequisite: COMP 360 or consent of the instructor.

**COMP 480 SENIOR PROJECT (3)** - provides senior students with the opportunity of working on a team software development project. The project gives students experience in
problem solving, applying technical knowledge obtained in previous Computer Science courses, and improving written and verbal communication skills.

COMP 494 - SELECTED TOPICS - offers upper level courses not specifically listed in the catalog.

COMP 495 DIRECTED STUDY (1-3)

COMP 496 INDEPENDENT STUDY (1-3) - requires an advanced application project selected by a team of students or an individual student dependent on interest and language desired. Emphasis is on thorough and professional design, implementation, testing procedures, evaluation, and documentation. Prerequisite: Senior standing.

COMP 498 INTERNSHIP (3-6) [1] - offers on-the-job career training program with regional computer application users to extend the upper level computer science concepts through experience. Prerequisite: Junior standing.

Education (EDUC) Courses

EDUC 100 HUMAN RELATIONS (3) [4] - introduces the student to the aspects of interpersonal communication and human relationships. Components of the course include patterns of effective communication, self-awareness, value and attitude clarification, resolving conflict, managing anger and stress, group dynamics, and recognizing culture-learned behaviors.

EDUC 121 INSTRUCTIONAL TECHNOLOGY (3) - provides students with the necessary technical skills required for classroom teacher of the twenty-first century. The course will introduce students to the technology-based productivity tools and media that support instruction, extend communication outside the classroom, enhance classroom management, perform administrative routines more effectively, and increase productivity in daily tasks.

EDUC 200 TRANSFER SEMINAR (1) [1] - provides an orientation to the University and to the College of Education. Specific objectives address the mission of the University, the philosophy and conceptual framework of the College of Education, and assessment procedures. Goals of the seminar are both cognitive and affective. Required of all transfer students who transfer in education credits to substitute for EDUC 210 within the baccalaureate degree program.

EDUC 210 TEACHING IN A DIVERSE SOCIETY (3) [1] - develops insight into the teaching profession and education in multicultural society; explores the professional, political, economic, legal, and social issues affecting the past, present, and future of the field of education. While extending knowledge of cultural and ethnic groups, students develop abilities to relate to various micro-cultural groups in a clinical setting and demonstrate understanding of values and contributions of minority groups. Prerequisite: Sophomore standing.

EDUC 211 BEGINNING FIELD EXPERIENCE (1) [1] - provides an opportunity to observe the diversity of students, classroom teachers and environments, perform specific duties, and participate in classroom instruction at a variety of grade levels. The pre-service teacher learns through observation and participation how to teach individuals, small groups, and large groups under the guidance and supervision of classroom teachers and a University supervisor. (Additional fee is required and student provides own transportation.)

EDUC 215 PHYSICAL DEVELOPMENT AND HEALTH EDUCATION (2) [1] - examines the comprehensive nature of the physical, emotional, and social well-being of children and
adolescents. Students will analyze the role of human movement and physical activity as elements central to active healthy lifestyles; and explore methods to promote all individuals’ ability to develop and practice skills that contribute to good health and enhanced quality of life. Prerequisite: EDUC 210

EDUC 216 FINE ARTS EDUCATION (2) [I] - examines the educational, communicative, and aesthetic value of dance, drama, music, and visual art and the role fine arts plays in reflecting history and culture. Students will explore methods to promote all individuals’ ability to express themselves creatively. Prerequisite: EDUC 210

EDUC 220 EDUCATIONAL PSYCHOLOGY (3) [I] - directs the students in the application of the principles of psychology to education. Special emphasis is given to understanding growth and development, the learning process, motivation, intelligence, assessment and the impact of culture on learning. Prerequisite: EDUC 210 or concurrent registration.

EDUC 230 SURVEY OF THE EXCEPTIONAL INDIVIDUAL (3) [I] - provides students with the definitions, characteristics, etiologies, legal and ethical issues, and educational provisions of students identified with disabilities under the Individual with Disabilities Education Act (1990) (IDEA). Prerequisite: EDUC 210, EDUC 220, or concurrent registration.

EDUC 240 LEGAL AND HISTORICAL FOUNDATIONS OF EDUCATION (2) [2F] - includes the historical foundations, history of provision of services, major movements, current issues, and philosophical changes in general and special education. State, federal laws, litigation, policies, and administrative practices relevant to education and treatment of individuals with disabilities and their relation to learning and instruction will be examined.

EDUC 250 HISTORY AND PHILOSOPHY OF EDUCATION (3) [I] - traces the history of American educational institutions and practices in relation to social and cultural developments in several eras; and examines some major philosophical ideas that have guided educational policy and practice. Students will have opportunities to explore the origins of their education and to discover their own assumptions about education. Prerequisite: Sophomore standing; ACAF 201 or PHIL 101 is recommended.

EDUC 294 CHILDREN’S AND MIDDLE SCHOOL LITERATURE (3) [2F] - introduces students to a wide variety of literature available and prepares them to evaluate literature available for children and early adolescents. It requires extensive reading of books, practice in evaluating and selecting books, consideration of related media, and development of techniques for bringing children and materials together. Prerequisite: EDUC 220. See also ENGL 294 and LIBS 294.

EDUC 320 CURRICULUM DESIGN AND APPLICATIONS (3) [4] - provides a course in lesson design with task analysis, writing objectives and the Individualized Education Program (IEP) required by law for special education and Section 504 requirements. Specific emphasis on meeting individual needs in a large or small group environment. Prerequisite: EDUC 210, 220, EDUC 230 or concurrent registration.

EDUC 330 CLASSROOM ASSESSMENT (3) [I] - explores current theory and practice regarding assessment including formal, standardized, and informal tests and inventories; selection, evaluation and interpretation of tests used in educational settings; preparation and use of teacher-made tests; and utilizing data to improve instruction. Prerequisite: EDUC 220.

EDUC 332 LANGUAGE DEVELOPMENT AND LANGUAGE DISORDERS FOR INDIVIDUALS WITH DISABILITIES (2) [2S] - describes the development of language, communication, and socio/emotional development and their interaction with cognitive and
learning disabilities. It also includes understanding the impact of language disorders for individuals with disabilities.

**EDUC 342 EARLY CHILDHOOD SPECIAL EDUCATION (2) [2S]** - studies typical and atypical development during the first five years of life. An overview of assessment, curriculum, and intervention models appropriate for children with disabilities ages three to five is included.

**EDUC 350 ELEMENTARY INTERMEDIATE FIELD EXPERIENCE FOR MATH/SCIENCE/SOCIAL STUDIES (2-6) [1]** - provides the opportunity to learn through observation and practice to teach mathematics, science and social studies content to children in small and large groups and involves individual evaluation under the supervision of an elementary school teacher and a University resource person. This experience provides an opportunity to observe and practice principles and must be taken concurrently with Methods of Teaching Mathematics in the Elementary School, Methods of Teaching Social Studies/Science in the Elementary School, and Discipline and Classroom Management Techniques. Students will report to an assigned school each day. (Additional fee is required and student provides own transportation.)

**EDUC 351 AUDIO-VISUAL MATERIALS EQUIPMENT AND SERVICES (3) [3]** - (See LIBS 351)

**EDUC 352 ELEMENTARY INTERMEDIATE FIELD EXPERIENCE FOR READING and LANGUAGE ARTS I (1-6) [1]** - provides the opportunity to learn through observation and practice to teach reading and language arts, to mentor in small and large groups, and involves individual evaluation under the supervision of a student teacher and a University resource person. Provides an opportunity to observe and practice the principles learned in Methods of Teaching Reading and Language Arts. Students will report to their clinical site every day. (Additional fee is required and student provides own transportation.) Must be taken concurrently with EDUC 395.

**EDUC 355 THEORY AND PRACTICE OF TEACHING IN THE CATHOLIC SCHOOL (2) [4]** - provides experiences and insights in appreciation of the distinctiveness of Catholic schools, the ministry of the teacher, the distinctive curriculum, and the governance and organization of Catholic schools. In addition, emphasis is placed on specific catechetical methodologies, the faith development of students, and the proper role of parents. The course is for those who intend to teach in the Catholic schools. Prerequisite: Two theology courses.

**EDUC 356 METHODS OF TEACHING RELIGION (2) [4]** - studies the methods of teaching religion in the elementary school. Focuses on course design and methods with a special emphasis on preparing students for the reception of the sacraments. Fulfills Joliet Diocese and Chicago Catholic School requirements. Prerequisites: EDUC 355, two theology courses, or consent of instructor.

**EDUC 360 PSYCHOLOGY AND DEVELOPMENT OF THE MIDDLE SCHOOL CHILD (3) [1]** - focuses on the developmental characteristics of early adolescents, the nature and needs of early adolescents, and the advisory role of the middle grade teacher in assessing, coordinating and referring students to health and social services. Prerequisite: EDUC 210 and EDUC 220.

**EDUC 365 MIDDLE SCHOOL PHILOSOPHY, CURRICULUM, AND INSTRUCTION (3) [1]** - focuses on the philosophy of the middle school. It examines the middle school curriculum and instructional methods for designing and teaching developmentally appropriate programs in middle schools including content area reading instruction. Prerequisite: EDUC 210, EDUC 220, and EDUC 250.
EDUC 370 CHARACTERISTICS OF LEARNING DISABLED STUDENTS (3) [4] -
provides basic information about the definition, courses and characteristics of learning
disabilities, and examines educational approaches for the learning disabled. Prerequisite:
EDUC 210, EDUC 220, and EDUC 230.

EDUC 371 METHODS OF TEACHING LEARNING DISABLED STUDENTS (2) [4]
- provides an introduction to the organization and implementation of the curriculum and
materials used in the academic management of the learning disabled student. It examines
the changing trends of delivering educational services and disciplines that contribute to the
field of learning disabilities. Prerequisite: EDUC 370.

EDUC 372 ASSESSMENT AND DIAGNOSIS OF SPECIAL NEEDS (3) [2S]
- acquaints the student to formal and informal assessment techniques useful for the
assessment of special needs learners. Individually administered achievement, aptitude, and
information processing tests will be examined in detail. The course will present information
concerning report writing, diagnostic and prescriptive planning. Also, methods of
interpreting evaluation data, identifying patterns, and presenting results to a consumer in an
understandable and clearly written form will be examined. Prerequisite: EDUC 370, or 381,
or concurrent registration.

EDUC 373 DIAGNOSTIC TECHNIQUES OF TEACHING LITERACY (3) [1]
- presents guidelines, procedures and techniques for preventing, diagnosing, and remediating
reading problems. Prerequisite: EDUC 352 and EDUC 395; Corequisite: EDUC 374.

EDUC 374 ELEMENTARY INTERMEDIATE FIELD EXPERIENCE FOR
READING AND LANGUAGE ARTS II (3) [4] - provides a clinical experience which
allows the student to work with students with reading difficulties, diagnosing their
difficulties and setting up a corrective reading program. (Additional fee is required and
student provides own transportation.) Prerequisite: EDUC 352; Corequisite: EDUC 373.

EDUC 375 METHODS OF TEACHING MATH IN THE ELEMENTARY SCHOOL
(3) [1] - provides an overview of the materials, content, and methodology utilized by
educators. Students explore principles in class and utilize them to develop various lesson
plan approaches, activities, and teaching aids. Participation in a field experience is
included. Prerequisite: EDUC 210 and EDUC 220; Corequisite: EDUC 350.

EDUC 380 READING and WRITING IN THE CONTENT AREA (3) [2F] - focuses on
the relationship between the language arts (reading, writing, speaking, listening) and
specific content area disciplines. The process of effective classroom communication and
instruction, as it pertains to increasing the reading and writing strategies of students, will be
explored to enhance student learning while making reading and writing in the content area
more culturally and developmentally appropriate and meaningful. Prerequisite: EDUC 220.

EDUC 381 CHARACTERISTICS OF SOCIAL/EMOTIONAL DISORDERS (3) [4]
- provides basic information regarding the definition, characteristics, causes, and teaching
approaches for students with social, emotional and behavioral disorders. Prerequisite:
EDUC 210, EDUC 220, and EDUC 230.

EDUC 382 METHODS OF TEACHING SOCIAL/EMOTIONAL DISORDERS (2)
[4] - provides an introduction to the classroom organization, implementation and
development of curriculum and materials used in the academic management of students
with social, emotional and behavior disorders. Prerequisite: EDUC 381.

EDUC 383 CHARACTERISTICS AND METHODS OF TEACHING INDIVIDUALS
WITH MILD TO MODERATE DISABILITIES (4) [2F] - emphasizes designing and
assessing materials to meet the individual educational needs of individuals with mild to
moderate disabilities. This course provides specific application of methods and strategies when teaching students with documented disabilities specified in IDEA (1997): Specific Learning Disabilities (SLD), Serious Emotional Disturbance (SED), Mental Retardation (MR), Autism, Traumatic Brain Injury (TBI), Orthopedic or Other Health Impairment (34 CFR, Section 300.7).

EDUC 385 METHODS OF TEACHING SOCIAL STUDIES/SCIENCE IN THE ELEMENTARY SCHOOL (3) [1] - provides an overview of the materials, content, and methodologies utilized by educators in the elementary science and social studies curriculum. Studies explore principles in class and utilize them to develop various lesson plan approaches, activities, and teaching aids. Observation and participation in a field experience are included. Prerequisites: EDUC 210 and EDUC 220; Corequisite: EDUC 350.

EDUC 387 MOTOR AND PHYSICAL DISABILITIES (2) [2F] - describes the implications of physical, health, or multiple disabilities in individuals with mild to moderate disabilities who have documented disabilities specified in IDEA (1997): Specific Learning Disabilities (SLD), Serious Emotional Disturbance (SED), Mental Retardation (MR), Autism, Traumatic Brain Injury (TBI), Orthopedic or Other Health Impairment (34 CFR, Section 300.7).

EDUC 388 EMOTIONAL AND BEHAVIORAL DISORDERS OF CHILDREN AND YOUTH WITH DISABILITIES (3) [2F] - provides specific application of strategies for serious emotional disturbance for students with documented disabilities specified in IDEA (1997): Specific Learning Disabilities (SLD), Serious Emotional Disturbance (SED), Mental Retardation (MR), Autism, Traumatic Brain Injury (TBI), Orthopedic or Other Health Impairment (34 CFR, Section 300.7). This course is also designed to introduce the student to assessment and effective intervention strategies for students with serious emotional disturbance with emphasis on the roots of applied behavior analysis.

EDUC 390 SECONDARY INTERMEDIATE EXPERIENCE (1-3) [2F] - provides participant observations and experiences in classroom to complement theoretical knowledge. Also, provides opportunity to meet requirements of clinical experience prior to student teaching (may be repeated). (Additional fee is required and student provides own transportation.)

EDUC 391 DISCIPLINE AND CLASSROOM MANAGEMENT TECHNIQUES IN THE INCLUSIONARY CLASSROOM (SECONDARY) (2) [2] - examines the dynamics of discipline and the latest principles and data which research has shown effective in managing classroom behavior at the secondary level. The focus is on how the potential teacher can implement the research findings in both preventing behavior problems and in dealing with existing problems. Prerequisite: EDUC 210, EDUC 220, and EDUC 230.

EDUC 392 DISCIPLINE AND CLASSROOM MANAGEMENT TECHNIQUES IN THE INCLUSIONARY CLASSROOM (ELEMENTARY) (2) [1] - examines the dynamics of discipline and the latest principles and data which research has shown effective in managing classroom behavior at the elementary level. The focus is on how the potential teacher can implement the research findings in both preventing behavior problems and in dealing with existing problems. Concurrent participation in a field experience is included. Prerequisite: EDUC 210, EDUC 220, and EDUC 230.

EDUC 393 DISCIPLINE AND CLASSROOM MANAGEMENT TECHNIQUES FOR SPECIAL EDUCATION (K-12) (2) [2S] - examines the dynamics of discipline and the latest principles and data which research has shown effective in managing classroom behavior for children with special needs kindergarten through high school. The focus is on
how the potential special education teacher can implement the research findings in both preventing behavior problems and in dealing with existing problems. Prerequisite: EDUC 210, EDUC 220, and EDUC 230.

EDUC 395 METHODS OF TEACHING READING AND LANGUAGE ARTS IN THE ELEMENTARY SCHOOL (3) [1] - examines the psychology and physiology of teaching reading and language arts. The course provides an overview of materials, content, technology and methodologies utilized by educators in curriculum. Students explore principles in class and utilize them to develop various lesson plan approaches, activities, and teaching aids. Concurrent participation in a field experience is required. Prerequisite: EDUC 210 and 220; Corequisite: EDUC 352.

EDUC 399 CONSULTATION, COLLABORATION, AND TRANSITION FOR INDIVIDUALS WITH DISABILITIES (3) [2S] - identifies and describes strategies that show students how to form successful partnerships with families, other educators, outside community agencies, and other professionals in the community for individuals with disabilities. Prerequisite: EDUC 383 (Special Education Majors); Intermediate Field Experience (Non-Major).

EDUC 471 SPECIAL EDUCATION INTERMEDIATE FIELD EXPERIENCE FOR MILD TO MODERATE DISABILITIES (6) [2F] - directed practice under professional guidance. Includes observation, planning and supervised teaching in a setting to work with student identified with mild to moderate disabilities. (Additional fee is required and student provides own transportation.)

EDUC 474 SPECIAL EDUCATION INTERMEDIATE FIELD EXPERIENCE FOR SOCIAL/EMOTIONAL DISORDERS (2) [4] – provides directed practice with professional guidance. Includes observation, planning and supervised teaching in a setting to work with students with social/emotional disorders. (Additional fee is required and student provides own transportation.)

EDUC 475 ELEMENTARY (K-9) ADVANCED FIELD EXPERIENCE (STUDENT TEACHING) (12) [1] - provides a sustained opportunity to apply educational theory in a classroom setting. The student is responsible for guiding and directing the learning of a group of pupils under the guidance and supervision of a professionally certified and competent member of the teaching profession and a University supervisor. (Additional fee is required and student provides own transportation.) Corequisite: EDUC 476.

EDUC 476 PROFESSIONAL GROWTH SEMINAR (1) [1] – serves as the capstone of an academic and professional experience at USF. It provides an opportunity for selected educational topics to be integrated into theoretical and practical components for lifelong learning. Corequisite: EDUC 475, EDUC 478, EDUC 479, or EDUC 480.

EDUC 478 SPECIAL EDUCATION (P-12) ADVANCED FIELD EXPERIENCE FOR MILD TO MODERATE DISABILITIES (STUDENT TEACHING) (12) [2S] - provides a sustained opportunity to apply educational theory in a classroom setting. The student is responsible for guiding and directing the learning of a group of pupils under the guidance and supervision of a professionally certified and competent member of the teaching profession. (Additional fee is required and student provides own transportation.) Corequisite: EDUC 476.

EDUC 480 SECONDARY (6-12) ADVANCED FIELD EXPERIENCE (STUDENT TEACHING) (12) [1] - serves as a culmination of the professional education courses. The student is responsible for guiding and directing the learning of a group of pupils under the guidance and supervision of professional certified and competent members of the teaching profession.
profession. (Additional fee is required and student provides own transportation.) Co-
requisite: EDUC 476.

EDUC 494 TOPICS IN EDUCATION (1-3) [4] - provides for the study of selected topics
in education not included in the regular curriculum. It may be repeated for credit.

EDUC 495 DIRECTED STUDY (1-3) [4] - provides an academic learning experience that
is designed by a faculty member. Faculty members direct students in examining relevant
problems and issues in the field of education which are not covered in the regular course
offerings. Strategies for dealing with the issue will be identified as well as an evaluation
plan. Permission of the academic advisor is required.

EDUC 496 INDEPENDENT STUDY (1-3) [4] - allows the student to select his/her own
topic of investigation and determine means to pursue and report work with faculty
availability and approval of a written plan. A faculty advisor serves as a resource person.
The student provides goals, materials, and criteria for evaluation.

EDUC 498 PRACTICUM (1-3) [4] - allows the student to select and design a field
experience project approved in a written contract by a University faculty advisor. The
contract includes a letter of description from the student's field experience supervisor. A
minimum of thirty clock hours involvement is required of the student, with the manner of
reporting results to be decided by the student in collaboration with his University advisor
and field experience supervisor. A final letter of recommendation from the field experience
supervisor is mandatory. (Additional fee is required and student provides own
transportation.)

English (ENGL) Courses

ENGL 101 WRITING TUTORIAL I (1) [2F] - is a structured series of individual
conferences with Writing Center tutors to supplement College Writing I for designated
students.

ENGL 102 WRITING TUTORIAL II (1) [2S] - is a continuation of ENGL 101. Special
attention will be paid to writing from sources.

ENGL 111 COLLEGE WRITING I (3) [1] - offers the student extensive practice in
writing persuasive and referential prose. (IAI Course #: C1 900)

ENGL 112 COLLEGE WRITING II (3) [1] - offers the opportunity for writing
persuasive and referential prose with emphasis on the process of research and writing from
sources. Prerequisite: ENGL 111 or equivalent. (IAI Course #: C1 901)

ENGL 200 INTRODUCTION TO LITERATURE (3) [1] - provides students with an
extensive exploration of fiction, poetry, drama and/or film, and sometimes the literary
essay. The components of these genres are examined in order that students will be
knowledgeable and critical readers. Prerequisite: ACAF 102 or ENGL 112 or its
equivalent. (IAI Course #: H3 900)

ENGL 214 IMAGES OF WOMEN IN LITERATURE (3) [4] - examines the roles that
have been assigned to women in literature and explores the influence that women's literary
images have upon men, women, and cultural values. Prerequisite: ENGL 200 or equivalent.

ENGL 260 RELIGIOUS THEMES IN FILM AND LITERATURE (3) [4] - examines the relationship between basic theological issues and literary expression through an
intensive study of selected major works in fiction, poetry, drama and film. Prerequisite:
ENGL 200 or equivalent.
ENGL 294 CHILDREN'S AND MIDDLE SCHOOL LITERATURE (3) [3] - introduces the student to a wide variety of literature available and prepares him/her to evaluate literature available for children. It requires extensive reading of books, practice in evaluating and selecting books, consideration of related media and development of techniques for bringing children and materials together. See also EDUC 294 and LIBS 294.

ENGL 295 TOPICS IN LITERATURE (3) [4] – is a title given to many possible courses organized by theme and directed primarily at a non-major audience. Prerequisite: ENGL 200 or equivalent.

ENGL 310 - See Health Arts Course Descriptions

ENGL 311 CREATIVE WRITING (3) [4] - provides, in a seminar/workshop format, extensive practice in various literary forms. (Class size limited to 15.) Prerequisite: ENGL 200 or equivalent.

ENGL 312 LITERARY NON-FICTION (3) [4] - treats selected works of non-fiction in various modes - e.g., persuasive, journalistic, belles-lettres, “creative,” among others - and examines their status as “literature.” Prerequisite: ENGL 200 or equivalent.

ENGL 315 ADVANCED COMPOSITION: THEORY AND PRACTICE OF RHETORIC (3) [4] - involves an examination of classical and modern rhetorical ideas in relation to thinking and writing processes. It is designed to provide students with writing practice and analysis of texts in the context of a relatively systematic understanding of rhetoric. Prerequisite: ACAF 102, or ENGL 112, or equivalent.

ENGL 316 TECHNICAL WRITING (3) [4] - provides an introduction to and practice in rhetorical contexts, organizational forms, styles, and formal conventions of transactional writing, with an emphasis on written communications (such as memoranda, reports, letters, etc.). Prerequisite: ACAF 102, or ENGL 112, or equivalent.

ENGL 317 WRITING IN THE PROFESSIONS (3) [4] - develops a general understanding of rhetorical contexts, organizational forms, styles, and formal conventions of writing in the professions and academic disciplines, and develops proficiency in the writing of one profession or discipline for both internal and external audiences. Prerequisite: ACAF 102, or ENGL 112 or its equivalent. Should follow ENGL 315 Advanced Composition: Theory and Practice of Rhetoric whenever possible.

ENGL 318 TEACHING COMPOSITION (3) [3] explores those aspects of writing that are learnable and teachable in the contexts of the history of writing instruction, and cognitive, rhetorical, and pedagogical theories and practice. Intended primarily for prospective teachers. Prerequisite: ACAF 102, or ENGL 112 or its equivalent. Should follow ENGL 315 Advanced Composition: Theory and Practice of Rhetoric whenever possible.

ENGL 319 TUTORING COMPOSITION (3) [3] - trains students to tutor writing in individual conferences and has value for future teachers and others who are interested in studying principles and techniques of composition applied to the one-on-one writing conference. Prerequisite: ACAF 102, or ENGL 112, or equivalent. Should follow ENGL 318 Teaching Composition whenever possible.

ENGL 321 THE ENGLISH LANGUAGE: HISTORY AND GRAMMARS (3) [4] - treats the history of the English language, the relationship of English to other languages, and the process of language change. It also examines the structure of modern American English as it is described in the major grammars. Prerequisite: ACAF 102, or ENGL 112, or equivalent.
ENGL 322 STYLE (3) [4] – focuses on the analysis of prose syntax, rhythms, diction and figurative language, primarily at the sentence level, introducing appropriate concepts and techniques.

ENGL 340 AMERICAN LITERATURE TO 1900 (3) [3] - introduces students to selected major American literary works and related documents from the Colonial period to 1900. As in all of the historical surveys (ENGL 351-353, ENGL 360), students will study these works within the social, historical, political, philosophical, scientific, and artistic contexts of their period. Prerequisite: ENGL 200 or equivalent.

ENGL 344 – See Health Arts Course Descriptions

ENGL 351 ANGLO-SAXON AND MEDIEVAL BRITISH LITERATURE (3) [4] - introduces students to selected literary works from the beginning of British literature to 1500. Prerequisite: ENGL 200 or equivalent.

ENGL 352 RENAISSANCE AND NEO-CLASSIC BRITISH LITERATURE (3) [4] - introduces students to selected British literary works from 1500 to the 1790's, excluding Shakespeare. Prerequisite: ENGL 200 or equivalent.

ENGL 353 ROMANTIC AND VICTORIAN BRITISH LITERATURE (3) [4] - introduces students to selected British literary works from the 1790's to 1900. Prerequisite: ENGL 200 or equivalent.

ENGL 360 TWENTIETH CENTURY LITERATURES IN ENGLISH (3) [3] – introduces students to major works written in English in the twentieth century selected from the literatures of Ireland, Great Britain, the United States, and present and former British Commonwealth nations. Prerequisite: ENGL 200 or equivalent.

ENGL 361 WORLD LITERATURE I (3) [3] - surveys non-English literature in translation from Biblical times to the late Renaissance. Prerequisite: ENGL 200 or equivalent.

ENGL 362 WORLD LITERATURE II (3) [4] - surveys non-English literature in translation from the Enlightenment through the twentieth century. Prerequisite: ENGL 200 or equivalent.

ENGL 370 - See Health Arts Course Descriptions

ENGL 372 SHAKESPEARE (3) [3] - provides the student with a broad understanding of one of the world's most revered authors through the study of selected poems and plays. Prerequisite: ENGL 200 or equivalent.

ENGL 390 METHODS OF TEACHING ENGLISH IN THE SECONDARY SCHOOL (3) [4] - allows students preparing to teach at the secondary (6-12) level to develop methods and techniques of teaching English, such as questioning and listening skills, lecture and small group techniques, use of materials, and assessment procedures. Professional growth will also be discussed. Students will demonstrate an understanding of the various specific skills needed for teaching grammar, composition, and literature. The course requires an in-class presentation and video taping for self-observation and evaluation. (In addition, 55 clock hours of clinical experience are required.) Prerequisites: EDUC 210, EDUC 220 and EDUC 391.

ENGL 400 CRITICAL THEORY (3) [3] - treats the theory and practice of major types of literary criticism, both historical and contemporary. Prerequisite: ENGL 200 or equivalent.

ENGL 492 GENRE (3) [3] - treats the analysis of literary works in the context of critical problems associated with the study of a selected genre or sub-genre (for example, the novel,
the short story, film, or the picaresque novel, the epic poem, etc.) Prerequisite: ENGL 200 or equivalent.

ENGL 493 AUTHOR SEMINAR (3) [3] - provides students with the opportunity to study one or two major authors, their significant works, and relevant criticism. Prerequisite: ENGL 200 or equivalent.

ENGL 494 TOPIC SEMINAR (3) [3] - offers advanced study in topics not limited by genre or author. Prerequisite: ENGL 200 or equivalent.

ENGL 495 DIRECTED STUDY (1-3) [4]

ENGL 496 INDEPENDENT STUDY (1-3) [4]

ENGL 497 SENIOR THESIS (1-3) [1] - uses the senior thesis as an extended research paper based on original work or on work previously completed for another English course. Supervised by a member of the full-time faculty, it is presented to the Department in both oral and written form during the final year of study. The thesis is required of all senior English majors. Prerequisite: senior standing.

ENGL 498 WRITING INTERNSHIP (1-6) [4] - is a supervised, practical experience involving writing in the workplace for advanced students. Arrangements are made on an individual basis. Prerequisite: must meet internship guidelines.

Environmental Science (ENVS) Courses

ENVS 105 ENVIRONMENT AND HUMANITY (4) [3S] - is a lecture and lab course that introduces the non-science major, through a problem-solving process, to the study of environmental science. The basic ecological processes are studied from an ecosystem perspective with an emphasis on the resources provided by the natural world. The relationship between humans and the environment is investigated by studying the effects of people and population size on the energy and resource consumption and waste production. The ecology and basic science that are involved in many environmental concerns will be investigated through experiment, data collection, and analysis. The use and limits of science for making environmental decisions is emphasized by the problem-solving component of the course. (IAI Course #: L1 906)

ENVS 120 EARTH SCIENCE (4) [2F] - is an introduction to basic earth science concepts and methodology including geology, meteorology, and physical geography. Laboratory includes field and computer experience. Three lecture periods and one two-hour laboratory meet per week. (IAI Course #: P1 905L)

ENVS 300 ENVIRONMENTAL ISSUES (3) [3] - is an issue-oriented course in which teams of students address local environmental issues with a multi-disciplinary approach. The problem will be thoroughly defined from many perspectives and potential solutions developed and presented. Prerequisites: BIOL 361 or ENVS 105 and a political science course.

ENVS 400 SENIOR INQUIRY (3) [4] - provides an opportunity for students to gain experience working with professional environmental scientists and to further develop independent problem solving skills. Options include internship, original research or preparation of an environmental grant proposal. Prerequisite: ENVS 300.

ENVS 494 SELECTED TOPICS IN ENVIRONMENTAL SCIENCE (1-4) [4] - are specialized courses offered depending on student and faculty interest.
Fine Arts (FINR) Courses

FINR 205 EXPLORING THE FINE ARTS (3) [1] - provides students with a study of the visual arts and music within a historical-cultural context; covers Greco-Roman styles to the present. Students become acquainted with significant works of art and music, including artists, architects, and composers in the Western tradition. (IAI Course #: F1 900)

FINR 305 – See Health Arts Course Descriptions

FINR 440 SENIOR EXPERIENCE (1) [1] - requires development of an advanced project in the visual arts, usually the preparation of a professional portfolio. The student and mentor determine the subject matter goals and expectations. Prerequisite: permission of instructor.

FINR 495 DIRECTED STUDY (1-3) [4] - an intensive directed study and practice of any of the sub-fields of the visual arts in either an individual or small group setting. Prerequisite: permission of instructor.

FINR 496 INDEPENDENT STUDY (1-3) [4] - designed by the student and overseen by a faculty advisor, this course is an intensive independent study and practice of any of the sub-fields of the visual arts. Prerequisite: permission of instructor.

FINR 498/499 FINE ARTS INTERNSHIP (1-16) [1] - is a supervised, practical experience designed to utilize the advanced student’s knowledge in the workplace. The student is required to spend a minimum of 30 hours in the field per semester hour of credit. The student will be developing hands-on skills outlined in conjunction with the faculty advisor. Prerequisite: FINR 251 and 252, or equivalent.

Art Courses

FINR 101 DESIGN (3) [2S] - introduces the student to the elements and principles of two-dimensional design. The student studies the history of graphic design and typography, cultural significance and influence and prepares project materials for a design portfolio.

FINR 201: 3-D DESIGN (3) [1F] - introduces the student to the elements and principles of three-dimensional problem solving and its use to describe three-dimensional form. During the semester, the student is to distinguish a clear understanding between three-dimensional form and that of two-dimensional design by creating 3-D models.

FINR 251 INTRODUCTION TO DRAWING (3) [1] - provides an introduction to and practice in fundamental drawing techniques and concepts including perspective, model, and still-life practices. Studio courses may be repeated for full credit.

FINR 252 INTRODUCTION TO PAINTING (3) [1] - introduces the student to fundamental painting techniques, stylistic trends, and uses of composition in painting. Studio courses may be repeated for full credit.

FINR 301 ADVANCED DRAWING (1-3) [1] - provides an in-depth analysis and hands-on approach to trends in contemporary drawing for advanced students. Students will study relevant concepts and critical theory while practicing current drawing methods. Studio courses may be repeated for full credit. Prerequisite: FINR 251.

FINR 302 ADVANCED PAINTING (1-3) [1] - provides in a seminar/workshop format, extensive study of current trends and practices using various painting mediums (watercolor,
'encaustic, assemblage, or oil). Studio courses may be repeated for full credit. Prerequisite: FINR 252.

FINR 353 CERAMICS (3) [1] - surveys in a hands-on format, fundamental ceramic practices and history. Studio courses may be repeated for full credit.

FINR 357 ART HISTORY - ANCIENT, MEDIEVAL, and NON-EUROPEAN (3) [3] - provides an overview of Ancient, Medieval, and Non-European visual arts (specifically architecture, crafts, painting, and sculpture). An introduction of the aim of art history, forms of classification, cultural influences and trends, and the problems of representation are the central focus during this survey. (IAI Course #: F2 901)

FINR 358 ART HISTORY - RENAISSANCE, BAROQUE, and MODERN (3) [3] - provides an overview of Renaissance, Baroque, and Modern visual arts (specifically architecture, painting, photography, and sculpture) in a format which contrasts historical and cultural events with aesthetic and technical advancements.

FINR 359 TWENTIETH CENTURY ART (3) [1F] - provides an overview of 20th century visual arts (specifically architecture, design, painting, and sculpture). In addition, contemporary photography, video, and performance practices will be covered in-depth during the later part of the semester.

FINR 360 FILM AND PHOTO VISUAL CULTURE (3) [1S] - provides an overview of film, photography and video (specifically contrasting the historical, social and technical influences on the general public) in a survey format. Covers the three mediums from their inception (1893) to contemporary trends with focus upon the visual culture created. The aesthetic practices, documentary styles, processes, innovations and principles of theory are covered over the semester.

FINR 450 PORTFOLIO DEVELOPMENT (3) [2S] - provides an overview of business aspects and packaging concerns for the fine and graphic artists and administrators. This class will cover the processes of building a professional level portfolio, copyright issues, grant writing, and commercial funding, the interviewing processes, retreats, and continuing education options. A preexisting body of work and course assignments will be advanced over the term of the semester. This body of work will be used to discuss and expand its potential and make it more competitive in the marketplace.

FINR 451 VISUAL ARTS SEMINAR (3) [3S] - designed to be a forum for advancing a preexisting body of work in aesthetic and conceptual terms for upper level students with a concentration in the Visual Arts (Arts Administration, Graphic Design, and Studio Arts). The student formulates a clear thesis for presentation purposes. Persons will work in a team-format to address contemporary topics outlined in the course description and syllabus. Topics covered include: exhibition systems, presentation strategies, artist statements, contemporaneous visual culture issues, and the process for refining a body of work.

FINR 456 ART BASED EDUCATION (3) [4] - allows the student to share in the experience appropriate for the younger child. Skills, materials, activities are based on developmental learning. Many projects relate to a historical and cultural background. The student benefits from hands-on studio experiences and theories of performance of the child in art activities.

FINR 494 TOPICS IN ART (1-3) [4] - is a title given to supplemental courses focusing on a specific method, topic, history, or intensive group project in the visual arts. Prerequisite: permission of the instructor is required.
FINR 497 STUDIO INDIVIDUAL PROJECTS (1-6) [1] - requires advanced visual arts majors to develop a consistent and proficient body of work paralleled with written statement describing background and intent for a portfolio or exhibition. The student and mentor determine the subject matter. Prerequisite: permission of the faculty advisor is required.

Music Courses

FINR 105 OUR MUSICAL HERITAGE (3) [1] - provides an introduction to music and musical styles. Selected pieces and composers are studied within a historical-cultural context; provides an examination of works from the medieval era through the twentieth century. (IAI Course #: F1 900)

FINR 111 THEORY OF MUSIC I (3) [3] - acquaints the student with a practical understanding of musical notation, chord and scale structures, intervals, a basic knowledge of the keyboard.

FINR 112 THEORY OF MUSIC II (3) [3] - emphasizes the basic principles of tonal harmony and applies them to musical examples drawn from a variety of periods and compositional styles. Prerequisite: FINR 111.

FINR 261 APPLIED MUSIC (1) [1] - provides private lessons to students in a private studio setting (piano, voice, or guitar). Master classes are organized for each student during the semester with an informal recital at the end of each semester. (May be repeated to a maximum of 8 semester hours.)

FINR 262 CLASS VOICE (1-2) [1] - provides voice lessons in a group setting.

FINR 263 CLASS PIANO (1) [1] - provides piano lessons in a group setting.

FINR 264 ENSEMBLE (1) [1] - provides small ensemble performance opportunities.

FINR 265 SCHOLA CANTORUM (COLLEGE CHOIR) (1) [1] - performs a variety of choral literature ranging from Gregorian Chant to contemporary works and presents a concert at the end of each semester. The ensemble is open to all students. Audition required for participation. (May be repeated to a maximum of 8 semester hours.)

FINR 266 CHAMBER SINGERS (1) [1] - provides performance opportunities for advanced singers. The ensemble sings primarily, though not exclusively, a cappella choral literature. Audition or invitation required for participation. (May be repeated to a maximum of 8 semester hours.)

FINR 361 ADVANCED APPLIED PERFORMANCE IN MUSIC (1-2) [1] - provides the student with advanced work in technique, style, and interpretation in piano, voice or guitar. Private lesson in a studio setting with permission of applied instructor. (May be repeated to a maximum of 4 semester hours.)

FINR 367 WESTERN MUSIC TRADITION I: MEDIEVAL - BAROQUE (3) [3] - presents an in-depth study of the music and musical styles of the Medieval (c. 400 A.D.) through Baroque (c. 1750) eras, in a historical-cultural context. Examination of musical scores and listening to recordings is required. Prerequisite: FINR 105 or 205. (IAI Course #: F1 901)

FINR 368 WESTERN MUSIC TRADITION II: CLASSICAL TO 20th CENTURY (3) [3] - offers students a continuation of Western Music Tradition I. Provides an in-depth examination of music and musical styles from the Classical era (c. 1750) through the present. Relates musical styles to historical, cultural, and societal developments. Examination of musical scores and listening to recordings is required. Prerequisite: FINR 105 or 205. (IAI Course #: F1 902)
FINR 416 MUSIC IN THE ELEMENTARY CLASSROOM  (2) [4] - presents methods and materials appropriate to a basic music program for grades 1 through 6. Emphasis on classroom skills and activities; reference to the Orff, Kodaly methods of music education.

FINR 493 TOPICS IN MUSIC (3) [4] - offers special interest courses on various topics in music, including composers, musical styles, non-western music, etc.

Foreign Language (FORL) Courses

FORL 101 BASIC SPANISH I (3) [2F] - is an audio-lingual presentation of elementary Spanish grammar and vocabulary.

FORL 102 BASIC SPANISH II (3) [2S] - is a continuation of FORL 101. Prerequisite: FORL 101 or equivalent.

FORL 111 BASIC FRENCH I (3) [4] - is an introduction to the sounds, structures and dynamics of the French language. The student is expected to acquire a basic vocabulary, a command of the most common indicative verb patterns, and a sound familiarity with the notions of gender, tense, and word-order.

FORL 112 BASIC FRENCH II (3) [4] - is a continuation of FORL 111. This course aims at enlarging the students' vocabulary and command of verbal structures. Idiomatic expressions are introduced along with cultural and historical material. Class work involves pattern drills, simple conversations on personal and current topics. Prerequisite: FORL 111 or equivalent.

FORL 201 INTERMEDIATE SPANISH I (3) [2F] - gives an intensive grammar review along with further development of the oral and written practices through the use of selected readings. Prerequisite: FORL 102 or equivalent.

FORL 202 INTERMEDIATE SPANISH II (3) [2S] - provides a continuation of FORL 201. Prerequisite: FORL 201 or equivalent.

FORL 221 INTERMEDIATE FRENCH I: READING AND COMPOSITION (3) [4] - emphasizes reading and writing and continues development of audio-lingual skills. Prerequisite: FORL 112 or equivalent.

FORL 494 TOPICS IN FOREIGN LANGUAGE (3) [4] - offers advanced study in special topics in the study of foreign languages. Prerequisite: Three semesters of college level language study or equivalent.

Geography (GEOG) Courses

GEOG 111 WORLD REGIONAL GEOGRAPHY (3) [1] - is a geographic study of the world’s major regions, with an emphasis on multicultural and global issues. The complex interrelationships between human beings and their environment, and the outcomes and effects of the interactions on the landscape will be examined. Students develop an awareness of many diverse cultures of the world and examine the interdependence of diverse national and international economic markets, issues, and political groups.
Health Arts Program Course Descriptions

Core Courses

BSAD 398 PRINCIPLES OF HEALTH CARE MANAGEMENT (4) - is designed to enable students to learn the basic concepts of management as practiced in the health care setting and the effective utilization of human and material resources necessary to achieve the institution’s objectives.

ENGL 310 WRITING FOR PROFESSIONALS (4) - is designed to help students in the professions develop a writing style that is unified, clear, coherent, and effective in the workplace. Included in the course are sentence and paragraph development, persuasive and expository prose, basic skills of research and technical writing, and methods of documentation.

PHIL 327 ETHICS AND MORALITY (4) - is designed to acquaint students with some basic approaches to ethics and morality and to equip them with the essential vocabulary to discuss ethical and moral problems/issues. The course also seeks to help students explicate their own ethical/moral code and system of values in order to develop and modify them for practical use in modern society. Various ethical issues, such as suicide, capital punishment, war, abortion, traditional/non-traditional marriage, and euthanasia will be discussed.

SOCI 347 CULTURAL ANTHROPOLOGY (4) - is designed to give students a general introduction to the principles and findings of contemporary cultural anthropology, including the systems of language, social structure, technology, and values, and the relationships among these systems. The study of folk medicine and applied anthropology will be an optional component of the course. Also discussed will be the similarities and differences among human social systems especially in the realms of kinship, ranking, leadership, and institutions.

Philosophical and Religious Studies Courses

PHIL 373 PHILOSOPHY AND MODERN SOCIETY (4) - is designed to reawaken a sense of wonder concerning the larger questions of life pertaining to reality, the meaning/purpose of life, the definition of the good life, and the meaning of one's human state. By reflecting on these and other philosophical questions, students will become more aware of their own philosophical orientation in modern society. The course will also study great thinkers of the past and present.

THEO 315 RELIGION IN AMERICA (4) - illustrates and explores the unique experiences of the various churches, religious movements, and religious-philosophical movements within the United States. It further examines the unique character of the American religious experience and America's pluralistic religious traditions.

THEO 379 WORLD RELIGIONS (4) - examines the major religious traditions of the world from the standpoint of man's religious experience and the variety of cultural forms which influence the expression of that experience. The various religions and religious traditions are examined thematically and structurally for comparison as well as contrast. Judaism, Christianity, Islam, Taoism, Buddhism, Hinduism, and various other major religious movements will be presented and examined.

Historical and Cultural Studies Courses

HIST 326 U.S. HISTORY SINCE 1865 (4) - surveys American history from the Civil War to the present. The economic, political, and diplomatic development of the U.S. will be analyzed. Topics included in this course are reconstruction, Westward expansion, the Great
Depression, McCarthyism, World Wars I and II, the civil rights movement, Vietnam War, Watergate, the new conservatism of the 1970’s and 1980’s and the Persian Gulf War.

**HIST 375 WESTERN CIVILIZATION (4)** - offers a thematic survey of socio-economic forces, political movements, and international relationships which have been operative in much of the world since the French Revolution and which have helped to shape contemporary civilization. Both Western and non-Western cultures are examined. The overriding goal of the course is to guide students to a more thoughtful and sensitive understanding of the modern world, a better appreciation of cultures other than their own, and more responsible citizenship.

**POLI 324 U.S. IN WORLD AFFAIRS (4)** - examines the major issues and trends facing the United States in the contemporary international system. Included will be an examination of the nature of international relations and of its principles, as well as a brief overview of traditional American foreign policy until WWII. Major emphasis is placed on United States involvement in world affairs since WWII.

**Literary and Aesthetic Studies Courses**

**ENGL 344 AMERICAN LITERATURE (4)** - is designed to acquaint students with major American writers. Emphasis is given to representative works in poetry, fiction, and drama from the nineteenth and twentieth centuries. Students will gain an awareness of the major themes and literary styles in American literature. The struggles between conflicting American ideals and between American idealism and realism will be traced.

**ENGL 370 SELECTED WORLD LITERATURE (4)** - is designed to acquaint students with an integrated sampling of the literature of other countries, with emphasis upon the works of the authors of continental Europe. Literature will be interpreted and analyzed in several genres: drama, short story, poetry, and the novel. The course will attempt to develop in the student an awareness of the technical and aesthetic aspects of great literature and a realization that the writer's work is an expression of his/her time and place.

**FINR 305 EXPLORING THE FINE ARTS (4)** - considers the major cultural and artistic achievements that have shaped Western culture. Varieties of art forms are explored with major emphasis on art and music.

**ELECTIVES**

**COMP 324 COMPUTERS IN HEALTH CARE ADMINISTRATION (4)** - examines the professional, personal, and social factors in computers and their modern day application. It is designed as an overview and introduction to computer literacy.

**MCOM 395 MANAGERIAL COMMUNICATIONS IN HEALTH CARE (4)** - designed to enable students to learn and practice the basic communication skills essential to management in the health care delivery system. Interpersonal skills development is emphasized focusing on active listening and the principles of supportive communication.

**SOCI 380 CRIME AND SOCIETY (4)** - examines the social, psychological, and economic factors involved in criminal behavior; their causation, prevention, and correction. The role of community agencies in crime formation and control is also discussed.

**SOCI 397 SOCIOLOGY OF AGING (4)** - provides a comprehensive introduction to the field of social gerontology. It examines the psychological, physiological, social and cultural dynamics of aging as well as the interrelationship between society and aging. Current issues of aging will be explored.
History (HIST) Courses

HIST 111 WORLD CIVILIZATION TO 1500 (3) [2F] - surveys the history of world civilization from its beginnings until approximately 1500 C.E. It spans the globe, covering Asia, Africa, the Middle East, Europe, and the Americas. It covers traditional political, social and intellectual aspects of Western civilization (classical Greece, the Roman Empire, the European Middle Ages and Renaissance), but emphasizes as well the distinctiveness of other cultures and their legacies in the world. (IAI Course #: S2 902)

HIST 112 WORLD CIVILIZATION SINCE 1500 (3) [2S] - surveys the history of world civilization from approximately 1500 C.E. to the present. It spans the globe, covering Asia, Africa, the Middle East, Europe, and the Americas. It covers traditional political, social and intellectual aspects of Western civilization (the Reformation, Scientific Revolution, Enlightenment, expansion, modernism and world wars), but emphasizes as well the distinctiveness of other cultures and their legacies in the world. (IAI Course #: S2 903)

HIST 121 THE UNITED STATES TO 1865 (3) [2F] - surveys American history from pre-contact America, through first European-Indian encounters, the colonial period, the Revolution, society and politics in the early Republic, westward expansion, the slavery issue, and the Civil War. (IAI Course #: S2 900)

HIST 122 THE UNITED STATES SINCE 1865 (3) [2S] - encompasses Reconstruction, expansion in the West and overseas, industrialization and the labor movement, involvement in two World Wars, the Cold War, the turbulent 1960s, Civil Rights and Vietnam, and politics and culture from the 1970s to the present. (IAI Course #: S2 901)

HIST 241 HISTORY OF AFRICA (3) [4] - surveys early African history, examines the colonial period and its legacy; examines contemporary issues in the developing nations of the continent. (IAI Course #: S2 906N)

HIST 242 CRUCIBLE OF CONFLICT: THE MIDDLE EAST (3) [3] - surveys briefly the long history of the region, but concentrates on developments since 1900 with a view towards answering the question why the area seems so prone to conflict. Both Israel and the Arab states are studied, as well as their relations to one another and to the West.

HIST 243 HISTORY OF SOUTH AFRICA (3) [3] - surveys the history of South Africa, with emphases on indigenous people, European Colonization, the development of Apartheid, and the “new South Africa.”

HIST 244 HISTORY OF INDIA (3) [3] - surveys the history of India from ancient times to the present, with particular emphasis on the Mughal period, the British Raj, independence, and the philosophy and writings of Gandhi.

HIST 246 HISTORY OF LATIN AMERICA (3) [3] - surveys the history of the region, focusing on indigenous civilizations, European exploration and colonization, independence, and social and political problems and events to the present. (IAI Course #: S2 910N)

HIST 301 HISTORY AND SOCIAL SCIENCES SEMINAR (3) [2F] - is a seminar course for sophomore and transfer students which introduces them to the issues and methodologies specific to the disciplines of history and the social sciences. Research and writing are emphasized.

HIST 308 POLITICS AND HISTORY OF EASTERN EUROPE AND RUSSIA (3) - see POLI 308.
HIST 320 COLONIAL AMERICA (3) [3] - studies a wide variety of colonial life, including Native Americans, southerners, slaves, New Englanders, and the French in the Midwest. Emphasizes social and cultural history.

HIST 321 NATIONAL DEVELOPMENT (3) [3] - examines society, politics, culture, and everyday life in the early period of the American nation, from the Revolution to the 1850s. Topics covered include the struggle over the Constitution, the challenges of a republican society, the meaning of Jacksonian democracy, tensions on the early frontier, the experience of slavery, and the growing division between North and South.

HIST 322 CIVIL WAR AND RECONSTRUCTION (3) [3] - considers in depth the causes and progress of the War Between the States and the post-war era of Reconstruction. Particular focus is placed on the experience of African-Americans during and after the war.

HIST 323 EMERGENCE OF MODERN AMERICA (3) [3] - explores America’s domestic issues and international involvement from 1877 to 1914. Special attention is given to the experience of ordinary Americans in the dramatic changes wrought by industrialization, urbanization, increased immigration, and Progressive reforms.

HIST 324 THE UNITED STATES: 1914-1945 (3) [3] - discusses 1914 to 1945 American society that was transformed through the consumer revolution of the 1920’s, the trauma of the Depression, increased government involvement with the New Deal, and the experience of two World Wars. This course examines in depth the issues and problems raised in these changes.

HIST 325 THE UNITED STATES 1945 TO PRESENT (3) [3] - examines American society, culture, and politics from the end of World War II to the 1990s. Some of the major topics addressed include life in the 1950s, the war in Vietnam at home and abroad, the civil rights movement, the women’s movement, the counterculture of the 1960s, the new conservatism of the 1970s and 1980s, and current issues in the 1990s.

HIST 326 - See Health Arts Course Descriptions

HIST 328 THE UNITED STATES IN WORLD AFFAIRS (3) [2] - See POLI 328.

HIST 344 MEDIEVAL EUROPE (3) [3] - studies the origins and rise of Christian Civilization in Western and Central Europe in the centuries between the disintegration of the Western Roman Empire and the dawning of the Renaissance. Religious and intellectual developments receive as much attention as economic, social, and political affairs.

HIST 347 EARLY MODERN EUROPE (3) [3] - covers the early modern period (1600-1815) by examining society, politics, philosophy and religion; particularly emphasizing absolutism and constitutional monarchy, the Enlightenment, the French Revolution, and Napoleon.

HIST 349 MODERN EUROPE (3) [3] - covers the later modern period (1815 to present) by examining society, philosophy and religion; particularly emphasizing revolutionary and reactionary movements, the Industrial Revolution, nationalism, World Wars I and II, and the Cold War era.

HIST 351 CLASSICAL CIVILIZATION OF GREECE AND ROME (3) [3] - represents an intensive study of our Greco-Roman heritage in government, education, philosophy, literature, and the fine arts.

HIST 352 RENAISSANCE AND REFORMATION (3) [3] – studies Western Europe in the period from 1350 to 1600. Political, socio-economic, and scientific developments and
the fine arts are examined. Emphasis is placed on the men of ideas in the worlds of scholarship and religion.


HIST 375 - See Health Arts Course Descriptions

HIST 390 METHODS OF TEACHING HISTORY AND THE SOCIAL SCIENCES IN THE SECONDARY SCHOOL (3) [4] - offers students preparing to teach at the secondary (6-12) level, the opportunity to develop methods and techniques of teaching historical concepts. Questioning and attending skills, professional growth, use of materials, and assessment procedures are included. Students will demonstrate an understanding of the various skills needed for history teaching (including map study, vocabulary, graphs, charts, etc.) In-class presentations and videotaping for self-observation and evaluation are required. (40 clock hours of clinical experience required.) Prerequisite: EDUC 210, EDUC 220, and EDUC 391.

HIST 494 TOPICS IN HISTORY (3) [4] - is a title given to many possible courses. When a sufficient number of students express interest in a course which is not scheduled to be taught, it can be offered under this title. Prerequisites may be required.

HIST 495 DIRECTED STUDY (1-3)

HIST 496 INDEPENDENT STUDY (1-3)

HIST 497 SENIOR THESIS (1-3) [1] - requires a senior thesis that is an extended scholarly paper based on research into both primary and secondary source materials, treated according to the canons of historical methodology. The student and the mentor determine the subject matter.

HIST 498 SENIOR SEMINAR (3) [2F] - familiarizes the senior history major with historiographical issues, covers basic methodologies for research and writing history, prepares the student for the senior thesis and/or internship, and provides vocational information.

Library Science (LIBS) Courses

LIBS 294 CHILDREN'S AND MIDDLE SCHOOL LITERATURE (3) [3] - (See EDUC 294 and ENGL 294)

LIBS 311 REFERENCE AND BIBLIOGRAPHY (3) [3] - affords students practice in evaluating, selecting and using standard reference sources. It also acquaints them with the reference and bibliographic functions of a library/media center, and prepares them to give reference and bibliographic service to patrons. An introduction to automated reference service is included.

LIBS 321 ORGANIZATION OF LIBRARY MATERIALS (3) [3] - prepares students for acquiring and processing library materials. It includes an introduction to classification and cataloging, a study of the Dewey Decimal Classification System, the functions of the library catalog, subject headings and the basics of automated acquisition and cataloging.

LIBS 322 CATALOGING AND CLASSIFICATION OF PRINT AND NON-PRINT MATERIALS (3) [3] - provides further study and practice in the classification and cataloging of library materials, including application of the principles of cataloging to personal and corporate entries and non-book materials. Teaches ALA filing rules and an introduction to OCLC (Online Cataloging Library Center) automated cataloging. Prerequisite: LIBS 321.
LIBS 331 SELECTION OF MATERIALS FOR ADULTS AND YOUNG ADULTS (3) [3] - begins with a study of principles for selecting library/media center materials for adults and young adults; continues with an examination and evaluation of publishers/producers and their products, the reviewing media tools useful in selecting materials, and the outstanding materials in each discipline; and concludes with a study of the current status of censorship as related to material selection and the writing of a selection policy for a library/media center.

LIBS 351 AUDIOVISUAL MATERIALS, EQUIPMENT, AND SERVICES (3) [3] - prepares the student for work with media in libraries, media centers, classrooms, business communications or any other field which employs media. Students deal with principles and laboratory practice in selection, evaluation, acquisition, organization, care, and use of audiovisual equipment and materials as well as administration of audiovisual services.

LIBS 401 DEVELOPMENT AND ADMINISTRATION OF LIBRARIES AND MEDIA CENTERS (3) [3] - surveys the history of libraries in their social, cultural and educational functions, and then concentrates on preparing students for organizing and administering library media centers. The emphasis is on practical preparation in current library/media center administrative practices. The writing of a policies and procedures handbook provides the student with a useful guide for future library work. Prerequisites: LIBS 311, 321, 322, and 331.

LIBS 494 TOPICS IN LIBRARY SCIENCE (1-3) [4] - provides for courses not listed in the catalog to be taught as need arises. Prerequisites may be required.

LIBS 495 DIRECTED STUDY (1-3) [4] - allows students showing sufficient experience and ability to work independently. It includes reading, research, and laboratory assignments planned by the instructor.

LIBS 496 INDEPENDENT STUDY (1-3) [4] - allows students showing sufficient experience and ability to work independently. It includes reading, research papers, and laboratory work.

LIBS 498 PRACTICUM I (1-3) [4] - provides a supervised practical experience. Students who have satisfactorily completed sufficient course work are advised to apply for a practicum. Students are placed in an appropriate school, academic, public, or special library and work under a qualified cooperating librarian, applying the theory they have learned. Thirty clock hours of work and conferences with the USF instructor are required for one (1) semester hour of credit.

LIBS 499 PRACTICUM II (1-3) [4] - offers advanced work built on the model described in Practicum I above.

Mass Communication (MCOM) Courses

MCOM 101 CONCEPTS OF COMMUNICATION (3) [3] - provides a general introduction to interpersonal, small group, organizational and cultural communication theories, and emphasizing analysis of communication behavior in variety of settings.

MCOM 103 INTRODUCTION TO MASS COMMUNICATION (3) [1] - introduces the MCOM major to fundamentals of human communication and emphasizes the development and function of current mass communication technologies (print, film, radio, TV and web) and their forebears. Focus on socio-cultural, aesthetic, economic, legal and political contexts and effects of mass media systems and content.
MCOM 122 BASIC PHOTOGRAPHY (3) [1] - an introduction to the principles and techniques of photojournalism for use in print, broadcast and other journalistic mass media. The student will learn to use a traditional, film based adjustable camera, basic chemical darkroom techniques, film selection, and implement photographic composition. (IAI Course #: MC 921)

MCOM 135 BROADCAST ANNOUNCING (3) [4] - introduction to radio and television communication principles and practical announcing techniques. Laboratory experiences are designed to cultivate professional announcing skills and to lead to the development of an effective on-air personality. Applicable to audio, video and web content production.

MCOM 142 SPEECH COMMUNICATION (3) [1] - examines the basic theory and practice at the heart of public speaking. Draws upon both ancient and modern perspectives, from one of the original components of Western liberal arts to modern theories of persuasion, in order to reduce speech apprehension and provide practice in the research, writing, and delivery of speeches to inform, persuade, and entertain. (IAI Course #: C2 900)

MCOM 201 PRINCIPLES OF PUBLIC RELATIONS (3) [2S] - introduces essential concepts and techniques, including origins and evolution of public relations, functions of public relations in and out of the organization, opinion formation and change, maintenance of organizational image and culture including writing news releases, planning and executing a public relations campaign, and event planning. Prerequisite: MCOM 213.

MCOM 211 WRITING AND REPORTING FOR THE ELECTRONIC MEDIA (3) [4] - deals with the unique problems and skills involved in handling sources of information and writing news, advertising and editorial copy for broadcast radio, television and the Internet. Prerequisite: ENGL 111 and ACAF 102 (or ENGL 112).

MCOM 213 WRITING ACROSS THE MEDIA (3) [1] - stresses the fundamentals of clear and concise writing as it applies to the print and electronic media. Students in this course participate in campus media production through a laboratory experience. Prerequisite: ENGL 111 and ACAF 102 (or ENGL 112).

MCOM 222 DIGITAL PHOTOGRAPHY (3) [2S] - offers an opportunity to study and practice filmless photography using digital tools. The practice and possibilities of digital still and motion photography cameras will be presented as well as the history of photojournalism. Students will manipulate the resulting digital imagery in image editing package such as Adobe PhotoShop. Digital color models and theory will also be covered. (Mac platform) Prerequisite: MCOM 122.

MCOM 235 INTRODUCTION TO RADIO (3) [1] - teaches students the fundamentals of radio broadcasting. Writing, announcing, split-second timing, production of commercials, public service programs, promotional announcements, and equipment operation are all covered. Students will perform weekly on-air shifts on WCSF-FM. In addition, station formats, programming, basic broadcast law, and current topics are covered. (IAI Course #: MC 915)

MCOM 236 AUDIO PRODUCTION (3) [2S] - examines station operation within the broadcast day and offers integrated practice in on-the-air broadcasting functions: announcing, writing, and program building, along with an in-depth study of station management, including duties of persons involved in programming, sales, advertising, public relations, continuity, public affairs, and music. Prerequisite: MCOM 235.

MCOM 237 INTRODUCTION TO VIDEO PRODUCTION (3) [2F] - introduces the student to multi camera production. Includes terminology, conceptualization, basic script
writing, audio/video operations, and lighting in a studio setting. Emphasizes aesthetic and technical aspects of video production. (IAI Course #: MC 916)

**MCOM 239 VIDEO PRODUCTION: STUDIO and FIELD (3) [2S]** - provides the opportunity for students to produce weekly newscasts and learn to conduct interviews, write copy, and perform in front of the camera. Students will improve their skills in camera operation, audio mixing, and lighting for studio and field settings. Postproduction editing will be emphasized. Prerequisite: MCOM 237.

**MCOM 241 SPORTS INFORMATION (3) [4]** - studies techniques for describing sporting events for the print and broadcast media, web, administration of statistics, and resolution of communication problems.

**MCOM 251 INTRODUCTION TO GRAPHIC COMMUNICATION (3) [2S]** - provides an introduction to the theory and practice of 2D print graphics. Basic graphic design principles (proximity, alignment, repetition, contrast) and layout techniques will be explored. Digital tools in desktop publishing and image production will be used to solve typical graphic design problems. (Mac platform) Prerequisite: FINR 101.

**MCOM 301 PUBLIC RELATIONS CASE STUDIES AND PRACTICES (3) [3]** - teaches advanced public relations concepts that provide students with experience in writing, research, and practical application of theory. It also analyzes current case studies. Prerequisite: MCOM 213 and 201.

**MCOM 303 GENDER and COMMUNICATION SEMINAR (3) [3S]** - examines gender as a social creation and its effect on human communication in interpersonal, organizational, rhetorical and media contexts. Examines material and ideological components of gender-as-message with emphasis on the styles men and women exhibit in communication tone, vocabulary, intent and meaning. The causes of these styles and their ramifications will be discussed. Prerequisite: MCOM 103 or consent of the instructor.

**MCOM 313 ADVANCED NEWS WRITING (3) [3]** - utilizes a public affairs approach to reporting and examines the system of beats used in gathering local news, the setup of local government, and sources of information. Students will work both in a classroom setting as well as participate in a local beat. Prerequisite: MCOM 213.

**MCOM 315 EDITORIAL AND FEATURE WRITING (3) [4]** - provides the opportunity to read and analyze the best in editorial and feature writing. Students will study literary and journalistic techniques and apply these in a variety of writing projects. Prerequisite: MCOM 211.

**MCOM 318 WEB PAGE DESIGN (3) [3]** - beginning practice in the theory and design of effective web pages. Students will to combine web editing, graphic design and creative copywriting. Emphasis on similarities and differences for designing pages for print versus the web. Guides the student in developing technical skills to construct a web page based on sensitivity to design principles. Prerequisite: MCOM 251, 351 and FINR 101 or consent of the instructor.

**MCOM 325 2D ANIMATION (3) [3F]** - utilizes the techniques used to create and prepare 2D animations for trans-media publication. The bulk of this course combines traditional drawing techniques with animation software as a means of developing animation sequences. Using vector and bitmapped formats students will complete scripts, storyboards, exercises, projects and a final animation presentation. Color, composition, continuity and creativity will be emphasized. Using vector and bitmapped formats; students will complete scripts, storyboards, exercises, projects and a final animation presentation. Color, composition, continuity and creativity will be emphasized. Prerequisite: MCOM 251 and FINR 101.
MCOM 330 3D ANIMATION (3) [3] - teaches the techniques used to create and prepare 3D animations for trans-media publication. The bulk of this course combines 3D modeling techniques and layout of effective animation sequences. Using vector and bitmapped formats; students will complete scripts, storyboards, exercises, projects and a final animation presentation. Color, composition, continuity and creativity will be emphasized. Prerequisite: MCOM 325.

MCOM 335 WEBSITE DESIGN (3) [3] - continuing practice in the theory and design of effective web pages in the context of a website—a collection of related web pages. Students will learn about design technology awareness and information architecture. In addition, students will translate copywriting and print graphics to the Web environment. Storyboard, site maps and navigation structures will be discussed and implemented through the use of current web editing software. Prerequisite: MCOM 213, 222, and 318, or consent of the instructor.

MCOM 337 VIDEO EDITING (3) [2F] - provides instruction in nonlinear editing. Involves capturing audio/video clips, creating effective shot sequences using still and moving graphics, digital compositing and titling. Prerequisite: MCOM 237 and 239.

MCOM 338 ELECTRONIC FIELD PRODUCTION (3) [2F] - requires students to work as a video production team in the field while learning pre-production planning, researching, writing, announcing, taping and editing techniques. Emphasis includes the development of disciplines controlling vocal and visual mechanics and interpretive performance. Prerequisite: MCOM 237 and 239, or consent of the instructor.

MCOM 351 DIGITAL IMAGING AND ILLUSTRATION (3) [2F] - is a continuation of the graphic design problem solving techniques introduced in MCOM 251. Graphic design historical context will be covered and Gestalt theory of visual perception will be practiced. Text, printing and layout production procedures will be emphasized. The student will use digital layout, vector/paint and image editing packages to solve visual communication problems. (Mac platform) Prerequisite: MCOM 251 and FINR 101.

MCOM 380 WRITING REVIEWS AND CRITICISM (3) [4] - provides an opportunity to learn how to produce acceptable reviews or criticisms of artistic and athletic events and performances. Students will write reviews relating to film, television, music, drama, literature, and sports.

MCOM 403 MYTH AND MASS COMMUNICATION SEMINAR (3) [3] - examines mythic structure and function in general, and within specific cultures in particular, to illuminate the intimate connections of the mass communication industry and its programming to myth. Emphasizes depth and variety of theories of myth and practical application to media artifacts, organizations and processes in each student’s area of concentration and interest. Prerequisite: MCOM 103 and junior status or consent of the instructor.

MCOM 412 RADIO MANAGEMENT (3) [1] - provides a practicum experience for students interested in holding top-level management positions with WCSF-RADIO. It deals with areas such as staffing, personnel management, legal responsibility, as well as overseeing top quality copywriting and broadcasting. Prerequisite: MCOM 235, 236, and 491 or consent of instructor. (Repeatable to a maximum of 9 semester hours, 3 hours of which are applicable to the major).

MCOM 413 TV MANAGEMENT (3) [1] - provides a practicum experience for students interested in holding top-level management positions with USF-TV. It deals with areas such as staffing, personnel management, legal responsibility, as well as overseeing top quality copywriting and broadcasting. Prerequisite: MCOM 237 and 238, or consent of
MCOM 414 NEWSPAPER MANAGEMENT (3) [1] - provides a practicum experience for students interested in holding top-level management positions on the college newspaper. It deals with such areas as staffing, coordinating departments, personnel management, and legal responsibility, as well as overseeing top quality writing and editing, design, and business management. Prerequisite: MCOM 213 and 313 or consent of instructor. (Repeatable to a maximum of 9 semester hours, 3 of which are applicable to the major.)

MCOM 451 GRAPHIC COMMUNICATION SEMINAR (3) [4] - is an advanced practical studio in graphic design. The student will develop specialized skills concentrating on print graphics, color theory, four-color printing, spot color printing and multi-page publications. Current layout and imaging software will be used to create and develop camera ready comprehensive files. Prerequisite: FINR 101; MCOM 251, 222 and 351.

MCOM 445 DIGITAL ILLUSTRATION (3) [4] - advanced practice in the theories and design of effective graphics incorporating computer illustrative techniques. Students will learn to combine traditional commercial illustration practices with electronic tools. Illustration as a commercial endeavor driven by client needs will be emphasized. Guides the student in developing the technical skills to solve graphic design problems requiring extensive drawing components. A working knowledge of Adobe Illustrator and Adobe Photoshop is required. Prerequisite: MCOM 251, 351 and FINR 101, 251.

MCOM 460 ETHICS OF MASS COMMUNICATION (3) [3] - explores ethical frameworks for assessing mass communication content and practice. Issues to be covered include objectivity, sensationalism, news management, access and social responsibility. Prerequisite: junior/senior standing.

MCOM 470 LAW and REGULATION OF MASS COMMUNICATION (3) [3] - introduces the student to the key legal issues confronting the media; libel, slander, privacy, freedom of information privilege, obscenity, free press and fair trial, access to the media. It traces Supreme Court cases that are pertinent to each issue. Also included in the course are court structure, organization, and procedure. Prerequisite: junior/senior standing.

MCOM 485 MASS COMMUNICATION PORTFOLIO (3) [2S] - is a culminating capstone experience in the Mass Communication major. Students will re-assess progress made and projects produced in still/motion graphics, broadcast, writing, public relations and advertising classes. Each student will produce a professional portfolio from new and existing projects. A portfolio, professional resume, interviewing techniques and job opportunities/internships will be explored. Prerequisites: students should be second semester juniors and have taken a minimum of three studio/production courses in a Mass Communication concentration.

MCOM 490 APPLIED REPORTING (1-6) [1] - requires students to engage in research, interviewing, and writing in a variety of modes: news, feature, editorial, and interpretive. Prerequisite: MCOM 213 or consent of instructor.

MCOM 491 APPLIED AUDIO PRODUCTION (1-6) [1] - requires students to employ techniques of editing, scripting, announcing, mixing, dubbing, and special effects as they relate to continuity and/or programming. Prerequisite: MCOM 235 or consent of instructor.

MCOM 492 APPLIED VIDEO PRODUCTION (1-6) [1] - requires students to be involved in researching, producing, scripting, shooting, and editing video as it relates to continuity and/or programming. Prerequisite: MCOM 237 or consent of instructor.
MCOM 493 APPLIED PUBLIC RELATIONS TECHNIQUES (1-6) [1] - requires students to engage in public relations activities such as research, writing, planning, programming, and evaluation. Prerequisite: MCOM 213 and 201, or consent of the instructor.

MCOM 494 TOPICS IN MASS COMMUNICATION (3) [4] – covers topics designed to fit the interests and the needs of the Mass Communication major. Specific offerings vary; e.g., magazine writing, media analysis, media programming, and script writing, animation, web design, gender and communication and digital imaging.

MCOM 495 DIRECTED STUDY (1-3) [1]
MCOM 496 INDEPENDENT STUDY (1-3) [1]
MCOM 498 INTERNSHIP (3-15) [1] - Prerequisite: consent of the instructor and 2.5 or higher G.P.A.

Mathematics (MATH) Courses

MATH 099 INTERMEDIATE ALGEBRA (3) [1] - covers polynomials, exponents, linear and quadratic equations and inequalities relations, functions, lines, graphs, and rational functions. Prerequisite: One year of high school algebra and one year of high school geometry. (Note: MATH 099 Intermediate Algebra may not be taken for graduation credit).

MATH 105 INTRODUCTION TO STATISTICS (3) [1] - surveys methods for describing data numerically and graphically. Explores relationships between quantitative variables using correlation and least-squares regression. Presents an overview of the data-collection process. Covers basic probability theory needed for understanding statistical inference. Inferential techniques such as interval estimation and tests of hypotheses will be explored. Prerequisites: High school Geometry and “C” or better in MATH 099 or equivalent. (IAI Course #: M1 902)

MATH 108 MATH FOR TEACHERS I (3) [1] - is intended for the elementary education major. It presents the mathematical concepts underlying the basic operations for whole numbers, integers, rational numbers, and real numbers. The course includes a study of number systems, bases, basic number theory, functions, measurement and geometry. Perquisites: High school Geometry and “C” or better in MATH 099.

MATH 109 MATH FOR TEACHERS II (3) [1] - is a continuation of MATH 108 and is intended for the pre-service elementary teacher. The course includes a study of probability, introductory statistics, Euclidean geometry and constructions, the geometry of motion, tessellations, measurement, and Cartesian coordinate graphing. The course will also examine the use of technology in the elementary mathematics classroom. Prerequisite: C or better in MATH 108. (IAI Course #: M1 903)

MATH 111 COLLEGE ALGEBRA (3) [1] - reviews relations, functions, linear and quadratic equations and logarithms; covers theory of equations, complex numbers, matrix theory, sequences and series, binomial theorem, math induction and conic sections. Prerequisites: High school Geometry and “C” or better in MATH 099.

MATH 121 FINITE MATHEMATICS (3) [1] - reviews matrix algebra and solution of systems of equations using matrices. Covers other matrix applications, linear programming, set theory, probability, stochastic processes, game theory, and Markov chains emphasizing applications in business and economics. Prerequisites: “C” or better in MATH 111. (IAI Course #: M1 906)
MATH 125 PRE-CALCULUS (5) [1] - is a standard pre-calculus course. Topics include a review of algebra; a study of functions and graphs including polynomials, rational functions, exponential and logarithmic functions; a complete introduction to trigonometry; and systems of equations and inequalities. Prerequisites: High school Geometry and “C” or better in MATH 099.

MATH 170 CALCULUS FOR BUSINESS (4) [1] - covers integral and derivatives of algebraic, logarithmic, and exponential functions, limit and continuity theorems. Special attention is given to business applications. Prerequisite: “C” or better in MATH 111. (IAI Course #: M1 900)

MATH 175 STATISTICS (4) [1] - surveys descriptive measures of central tendency, dispersion, and association, along with graphical techniques for describing data. Generation of data through surveys and experiments is discussed. The inference techniques of interval estimation and tests of hypotheses will be discussed in detail. The Chi-square test, analysis of variance, and inference for regression will also be addressed. Prerequisite: “C” or better in MATH 121 or consent. (IAI Course #: M1 902)

MATH 181 CALCULUS WITH ANALYTIC GEOMETRY I (5) [1] - addresses functions, limits, continuity, derivatives, integrals, integrating techniques, trigonometric and hyperbolic functions and applications. Prerequisite: “C” or better in MATH 125 or equivalent. (IAI Course #: M1 900)

MATH 182 CALCULUS WITH ANALYTIC GEOMETRY II (5) [1] - is a continuation of MATH 181, and further addresses differentiation and integration techniques, polar coordinates, improper integrals, L' Hopital's Rule and power series. Prerequisite: MATH 181. (IAI Course #: M1 900)

MATH 271 CALCULUS III (3) [3] - covers calculus of functions of several variables; potential functions; maxima and minima; line integrals; multiple integrals; Green's and Stokes' Theorems; Taylor series of several variables. Prerequisite: MATH 182. (IAI Course #: M1 900)

MATH 275 LINEAR ALGEBRA (3) [3] - covers vectors, matrix operations, determinants, linear functions, vector spaces, and subspaces, basis and dimension, linear transformations, inner product spaces, and applications. Prerequisite: MATH 271 or concurrent enrollment.


MATH 290 THEORY OF INTEREST (3) [3] - examines the topics of measurement of interest, including accumulated and present value, annuities, yield rates, amortization schedules and sinking funds, and bonds. Prerequisite: MATH 182 or MATH 170.

MATH 299 TOPICS IN MATHEMATICS (1-3) [4] - provides for the study of selected topics not included in the regular curriculum. It may be repeated for credit if the content changes substantially.

MATH 320 HISTORY OF MATHEMATICS I (3) [3] - surveys the growth and contributions of mathematics to knowledge and learning from ancient times to the mid-17th century. Development of mathematics is traced through study of mathematicians and their ideas. Prerequisites: MATH 181 or consent of the instructor.
MATH 321 HISTORY OF MATHEMATICS II (3) [3] - surveys the growth and contributions of mathematics to knowledge and learning from the mid-17th century to present day. The development of mathematics is traced through study of mathematicians and their ideas. Prerequisite: MATH 181 or consent of the instructor.

MATH 326 DISCRETE MATHEMATICS (3) [3] - is an introduction to formal mathematical structures, Boolean Algebra and its application to logic and switching theory as well as abstract models of languages and computation. Prerequisite: MATH 181.

MATH 331 MATHEMATICAL STATISTICS I (3) [3] - covers set-theoretic probability, random variables, mathematical expectation and probability distributions; includes some advanced topics and uses calculus. Prerequisite: MATH 271.

MATH 332 MATHEMATICAL STATISTICS II (3) [3] - covers sampling distributions, the central limit theorem, point and interval estimation, significance tests, goodness of fit, and Bayesian Decision theory. Nonparametric methods will also be addressed. Prerequisite: MATH 331.

MATH 351 COLLEGE GEOMETRY (3) [3] - covers the foundations of Euclidean Geometry based on axioms equivalent to those of Hilbert. The course includes an introduction to non-Euclidean Geometries. Prerequisite: MATH 181.

MATH 365 OPERATIONS RESEARCH (3) [3] - presents the quantitative modeling techniques of linear programming, dynamic programming, queuing theory, PERT-CPM, and simulation. Prerequisites: MATH 175 and MATH 182 or MATH 170.

MATH 370 APPLIED REGRESSION ANALYSIS (3) [3] - includes a study of inference, diagnostics, and remedial measures for both simple and multiple linear regression; polynomial regression; model building; single- and two-factor analysis-of-variance; and experimental design. Prerequisite: MATH 175 or MATH 331.

MATH 371 INTRODUCTION TO ANALYSIS (3) [3] - includes a rigorous discussion of real numbers, infinite sets, point set topology, sequences of functions, continuity and Riemann integrals. Prerequisite: MATH 326 or MATH 351.

MATH 372 INTRODUCTION TO COMPLEX VARIABLES (3) [4] - covers complex numbers and their geometric representation, sequences and mappings, analytic functions, elementary functions, integration, power series, calculus of residues, and conformal mappings. Prerequisite: MATH 271.

MATH 375 ABSTRACT ALGEBRA I (3) [3] - covers binary operations, groups, subgroups, permutations, cyclic groups, cosets, normal subgroups, homomorphisms, and isomorphisms. Prerequisite: MATH 275.


MATH 389 METHODS OF TEACHING MATHEMATICS IN THE MIDDLE SCHOOL (Grades 6-8) (3) [3] - is a prerequisite service course for prospective teachers of junior high school mathematics. The course includes an examination of mathematics curriculum, instructional techniques, the preparation of lessons, motivation techniques, design of homework assignments, preparation of tests, evaluation of student performance, and classroom organization in the junior high school setting. In addition to microteaching and videotaping for self-observation and evaluation, students are required to complete 40
clock hours of clinical experience. Prerequisites: MATH 181 or MATH 170; EDUC 210, EDUC 220, and EDUC 391.

**MATH 390 METHODS OF TEACHING MATHEMATICS IN THE SECONDARY SCHOOL (Grades 9-12) (3)** - is a pre-service course for prospective teachers of high school mathematics. The course will include an examination of the high school mathematics curriculum, particularly the study of algebra, geometry and mathematics for the non-college bound student, as well as appropriate instructional techniques. The course will also include discussions on the preparation of lessons, motivation techniques, design of homework assignments, preparation of tests, evaluation of student performance and classroom organization in a high school setting, in addition to microteaching and videotaping for self observation and evaluation. Concurrent enrollment in EDUC 470 is required. Prerequisites: MATH 182 and EDUC 210, EDUC 220, and EDUC 391

**MATH 490 SENIOR SEMINAR (1)** - offers seniors the opportunity to research and present topics of special interest not previously covered in depth by a mathematics course. Topics may be from analysis, algebra, geometry, history of mathematics, or applied mathematics. Journal articles will be read and discussed. In addition, Major Portfolios will be evaluated as a significant portion of the grade awarded. Prerequisites: Senior Status and Major Portfolio acceptance

**MATH 495 DIRECTED STUDY (1-3)**

**MATH 496 INDEPENDENT STUDY (1-3)**

**MATH 499 TOPICS IN MATHEMATICS (1-3)** - provides for the study of selected topics not included in the regular curriculum. It may be repeated for credit.

**Medical Technology (MEDT) Clinical Courses**

**MEDT 345 INTRODUCTION TO MEDICAL TECHNOLOGY (3)** - is designed to orient the student to the various laboratory departments in preparation for the medical technology internship. Clinical laboratory automation, registration exams, professional societies, postgraduate training, and job opportunities are also discussed. Prerequisite: BIOL 211.

**MEDT 410 CLINICAL CHEMISTRY I (3-5)** - addresses the theory and practice of analytical biochemistry as applied to pathologic states, methodology, and instrumentation. Statistics as applied to reagent preparation, results determination, and quality control are also addressed.

**MEDT 412 CLINICAL CHEMISTRY II (4-5)** - addresses the theory and practice of analytical biochemistry as applied to specialized tests for drugs, endocrine function, urine, and body fluids.

**MEDT 420 CLINICAL HEMATOLOGY (5)** - is the study of the origin, development, morphology, physiology and pathophysiology of the formed elements of the blood and bone marrow. Manual and automated methods of cell counting, differentiation and other special hematological procedures on blood and body fluids used in disease diagnosis are included.

**MEDT 430 CLINICAL HEMOSTASIS (1-2)** - is the study of the platelet, vascular and coagulation and fibrinolytic systems. Testing procedures and the application of the principles of hemostasis as relates to disease states and therapeutic monitoring are also included.

**MEDT 440 CLINICAL IMMUNOHEMATOLOGY (4)** - is the study of the red cell antigen-antibody systems, antibody screening and identification, compatibility testing and
immunopathologic conditions. Also included are donor requirements and blood component preparation and therapy.

**MEDT 450 CLINICAL IMMUNOLOGY (3)** - is the study of the principles of the protective and adverse aspects of the cellular and humoral immune responses. Theory and performance of test procedures based on antigen-antibody reactions and clinical significance of test results are included.

**MEDT 460 CLINICAL MICROBIOLOGY I (2-5)** - addresses the theory and practice of the isolation and identification of pathogenic bacteria and mycobacteria in clinical specimens through cultures, morphology, biochemical and/or serological reactions to their drug susceptibility. The relation of clinical testing to disease states also included.

**MEDT 462 CLINICAL MICROBIOLOGY II (3-4)** - addresses the theory and practice of the isolation and identification of fungi, parasites, rickettsia and viruses utilizing morphological, cultural, biochemical and serologic methods. The relation of clinical testing to disease states and epidemiology as it applies to microbiology is included.

**MEDT 470 SPECIAL TOPICS IN CLINICAL LABORATORY SCIENCE (1)** - is an overview of medical ethics, patient approach, the theory and practice of phlebotomy techniques, laboratory safety, applications of laboratory computer systems and independent clinical research and development.

**MEDT 480 CLINICAL MANAGEMENT AND EDUCATION (1)** - is a basic introduction to the principles and theory of management and education as relates to the clinical laboratory. The special job responsibilities of the clinical laboratory scientist in management and education are addressed.

**MEDT 482 CLINICAL MICROSCOPY (2)** - addresses the theory of renal function in health and disease, renal function tests including chemical and microscopic examination of urine and other body fluids.

**MEDT 484 CLINICAL PARASITOLOGY / MYCOLOGY (1)** - addresses general specimen considerations, safety, terminology, epidemiology, classification, morphological characteristics, laboratory protocol and clinical manifestations of the common and rarer yeasts, molds and parasites.

**Nuclear Medicine Technology (NUCM) Courses**

**NUCM 401 ADMINISTRATIVE MANAGEMENT METHOD AND HOSPITAL ORIENTATION (1)** - discusses the basis of hospital laboratory administration, management, and communication issues. Career skills are developed through student participation and seminars. The interview process, resume, job description, professional approach, medical ethics and scheduling are discussed.

**NUCM 402 CLINICAL CORRELATION: ANATOMY, PHYSIOLOGY, AND PATHOLOGY (3)** - is a lecture series of topics of current interest selected and presented by nuclear medicine physicians. Emphasis is on clinical interpretation of organ systems pathophysiology as reviewed by the practicing nuclear medicine physician.

**NUCM 405 RADIATION PROTECTION - RS PRACTICUM (2)** - addresses the principles of Radiation Detection which include the design and function of instrumentation used in the nuclear medicine laboratory. Principles and theory of radiation measurement, event counting activity, exposure, absorbed energy dose, biological effects, unit analysis, absolute and comparative counting, detector types, scintillation detectors, pulse height spectra, detection efficiency, resolving time and statistics are discussed.
NUCM 407 NUCLEAR PHYSICS AND INSTRUMENTATION (3) - addresses basic facts and physical principles associated with the atom, nucleus and quantum physics related to radioactive decay. The theory of electron shells and its relation to the properties of the elements and the production of characteristic X and gamma rays, anger electrons and Bremsstrahlung; the nucleus and modes of nuclear decay; radiation dosimetry, interaction with ionizing radiation with matter, and performance characteristics of gamma cameras are discussed.

NUCM 409 APPLIED TECHNICAL AND BASIC MATHEMATICS (1) - explores mathematics as applied to nuclear medicine technology, radiation unit conversion, radioactive dose calculations, determination of specific activity and solution concentration in radioimmunoassay and imaging laboratory. The topic is a continuation of NUCM 407.

NUCM 412 CLINICAL NUCLEAR PRACTICUM I (5) - is a supervised clinical practice to develop advanced static dynamic and SPECT organ imaging techniques to produce planar and three-dimensional images of pathophysiological processes. Fundamental skills of patient care - preparation and positioning; radiopharmaceutical dose preparation and administration; film critique, image identification and evaluation; scintillation camera use and collimator selection; anatomy and physiology related radiopharmaceutical localization; patient scheduling and record keeping are addressed.

NUCM 413 CLINICAL NUCLEAR PRACTICUM II (5) - is a continuation of NUCM 412.

NUCM 415 RADIOPHARMACY/LABORATORY (2) - discusses the chemical, physical and biological properties of radiopharmaceutical. Emphasis is given to radioactive properties, decay and half-life, tissue localization, production techniques, chemical impurities, generator systems, patient dose and preparation, regulatory agencies and S.I. units in radiopharmacy.

NUCM 416 NUCLEAR MEDICINE QUALITY CONTROL PROGRAM (2) - discusses elution of Mo/Tc generator, preparation and testing of radiopharmaceutical products as well as gamma camera uniformity, relative sensitivity and spatial linearity and resolution testing. The use of flood field and bar phantoms on in vitro imaging detectors in the nuclear medicine imaging laboratory.

NUCM 418 CLINICAL PROCEDURES REVIEW (2) - explores classroom technique in establishing clinical practices used in nuclear medicine imaging and develops techniques used in planar and SPECT imaging. The fundamental skills of patient care, radiopharmaceutical preparation, and administration are covered. Emphasis is also on computer processing techniques used in coordination with imaging procedures.

NUCM 419 RADIOBIOLOGY (2) - explores cellular and organ responses to the effect of ionizing radiation sources and radionuclides including units of exposure and dose and their harmful effects on biological systems. Methods of organ dose calculation and body distribution are also explained.

NUCM 420 GAMMA CAMERAS (1) - consists of lectures and laboratory sessions relating to the gamma camera from a physics point of view, principles of gamma camera operation, methods of measuring and maintaining camera performance, and the theory and practice of acquiring tomographic studies are addressed.

NUCM 427 COMPUTER APPLICATIONS IN NUCLEAR MEDICINE (3) - addresses the clinical application of "hardware and software" processing used in the clinical medicine laboratory. Emphasis is on the basic definition of computer concepts such as devices,
memory usage, and SPECT imaging. Introduction to the computer processing of digital images is offered.

NUCM 499 INDEPENDENT STUDY - requires that oral and written communication skills be developed as used by the nuclear medicine technologist. Emphasis is on clinical articles, laboratory procedures, special patient case history, and scientific research projects.

Nursing (NURS) Courses

NURS 250 CONCEPTS OF PROFESSIONAL NURSING (3) [1] - is a course designed to provide a foundation for the study of professional nursing. The philosophy and the organizing framework of the educational program of the College of Nursing is introduced. Special emphasis will be placed on Orem’s Self-Care Deficit theory. Through critical thinking application, the student is guided in conceptualizing how knowledge previously attained in the liberal arts, sciences, and the humanities interrelates with nursing practice.

NURS 251 OREM CONCEPTS (1) [4] - is a course designed for transfer students who have previously taken a course in Concepts of Nursing. This course will examine the philosophy and the organizing framework of the education program of the College of Nursing. Special emphasis of this course will be on Orem’s Self-Care Deficit Theory. The theoretical framework will be thoroughly examined. The student is guided in conceptualizing how knowledge previously attained in the liberal arts, sciences, and the humanities interrelates with nursing practice.

NURS 260 HUMAN NUTRITION (2) [1] - expands the students’ knowledge of nutritional concepts and issues. Student will examine their own dietary practices and devise strategies to modify them to improve their nutritional health. Open to all students.

NURS 265 HEALTH PROMOTION AND FAMILY ASSESSMENT (3) [1] - focuses on assessment of Orem’s universal and developmental self-care requisites across the lifespan. Concepts related to health promotion and wellness are applied for individuals and families. The complex interrelationships that exist between health and functional levels of individuals, families, and communities are explored. Assessment of family dynamics is addressed with emphasis on the development of self, personal boundaries, family crisis, culture, and parenting. Professional, legal ethical ramifications related to these content areas are also discussed. Prerequisite: NURS 250; Corequisite: NURS 270.

NURS 270 HEALTH AND AGING (3) [1] - is a course designed to address the aging process across the health care continuum from wellness to illness. It provides an increased awareness of the special considerations important for maximizing the health of this population. The course provides students with a theoretical foundation concerning concepts and issues relevant to the care of older adults. The nursing process is utilized as a framework to strengthen the student’s ability to utilize critical thinking skills, increase therapeutic communication effectiveness, and enhance professional nursing practice in providing care for the gerontological client. Prerequisite: NURS 250; Corequisite: NURS 265.

NURS 308 HEALTH ASSESSMENT AND WELLNESS (5) [1] - includes assessment of Orem’s universal and developmental self-care requisites from childhood through senescence. Health deviation self-care requisites of clients from childhood through senescence are identified. Professional, legal and ethical ramifications underlying the assessment process are emphasized. Wellness and health promotion are key concepts in the course. Students are given the opportunity to practice and validate interviewing and physical assessment skills in the basic skills laboratory prior to application in various
clinical settings. Prerequisite: NURS 250 Anatomy and Physiology, Chemistry, Microbiology.

**NURS 310 PROFESSIONAL NURSING PRACTICE I (5) [1]** - builds upon the knowledge acquired in previous sciences, the humanities and the nursing course in Level I. Through classroom and clinical experiences, the student examines the self-care requisites of clients from young adulthood through senescence. The course focuses on health promotion, protection and maintenance, concepts underlying nursing skills, and health deviations. The nursing process is applied to clients requiring primary and/or secondary levels of health care in a variety of health care settings. Supportive educative and partly compensatory nursing systems are emphasized. Prerequisites: Final acceptance into the nursing major, NURS 250, NURS 308. Prerequisites or Corequisite: NURS 311 and NURS 313.

**NURS 311 PATHOPHYSIOLOGY (3) [1]** - builds upon the knowledge of normal human structure and function gained in anatomy and physiology courses in Level I. The course begins with a discussion of the concept of health versus disease. The focus is on disease or the physiological alterations in body structure and pathological disruptions in function. These deviations are discussed using Orem's universal self-care requisites as an organizing framework. The course is designed to allow the student to integrate principles and concepts of Pathophysiology into concurrent and subsequent clinical nursing courses. Prerequisites: Anatomy and Physiology, Chemistry, Microbiology.

**NURS 313 PHARMACOLOGY (3) [1]** - includes a broad overview of the historical development, regulatory control, and current practices which govern drug therapy. The relationship of drug therapy to the universal self-care requisites across the life span is presented. Drug classifications with related actions, effects, and interactions are examined. The roles and responsibilities of the professional nurse in pharmacotherapy are identified. The course is designed to allow the student to integrate principles and concepts of drug therapy into clinical nursing courses. Prerequisites: Anatomy and Physiology, Chemistry, Microbiology.

**NURS 360 PROFESSIONAL NURSING PRACTICE II (8) [1]** - builds upon the knowledge and skills acquired in previous courses. Through classroom and clinical experiences, the student examines the self-care requisites of the childbearing and childrearing family and related health care needs. Critical thinking skills are strengthened through the application of the nursing process in client care experiences and written assignments. Students work with clients requiring primary and/or secondary levels of health care in a variety of health care settings. Students are provided with the opportunity to practice therapeutic nursing interventions across diverse cultural and ethnic groups. Communication skills are developed with peers and members of the health team, legal documentation, and client/family teaching. Ongoing development of the profession's role is supported through group discussion, analysis of client experience and care setting. Students are asked to apply research to clinical situations. Prerequisites: NURS 310, NURS 311, NURS 308, NURS 313. Prerequisites or Corequisite: NURS 361, NURS 362.

**NURS 361 FAMILY PROCESS AND ASSESSMENT (3) [1]** - acquaints students of nursing with the complex interrelationships that exist between the health and functional levels of families, individuals, and communities. Evolving family styles are compared with traditional definitions and theories. Assessment of family dynamics and health patterns is taught with emphasis on the development of self within family units. Potentially problematic issues regarding personal boundaries, family crises, culture, and parenting are identified. Lastly, nontraditional family patterns are explored for the purpose of heightening student awareness and sensitivity to situations previously unknown or misunderstood. Prerequisite: NURS 250, NURS 308, and NURS 310.
NURS 362 ETHICAL AND LEGAL ISSUES FOR HEALTH CARE (2) [1] - focuses on the ethical and legal considerations which impact the nursing practice and the health care delivery system. Established standards are utilized as framework to promote ethical decision-making. Legal parameters, which affect the health care delivery system and their relationship to nursing practice, are explored. The course is designed to allow the student to integrate legal and ethical concepts into concurrent and subsequent clinical nursing courses. Prerequisite: NURS 310 or consent of the instructor.

NURS 364 SPIRITUAL AND ETHNOCULTURAL ASPECTS OF NURSING (3) [2] - builds upon previous courses in the curriculum. The influence of culture, ethnicity, and spiritual belief systems upon individuals is explored. The adaptation of the nursing process to include unique interpretations related to culture, ethnicity, and spiritual belief systems is presented. A variety of beliefs and practices regarding health and illness are discussed. Prerequisite: NURS 310, R.N. status or consent of the instructor.

NURS 365 PHYSICAL ASSESSMENT (3) [2] - is a course that focuses on assessment of Orem’s universal and developmental self-care requisites across the lifespan. Emphasis is on the physical assessment techniques of inspection, auscultation, percussion and palpation, which are utilized in the assessment of each body system. Concepts related to health promotion and wellness are integrated into the course and professional, legal and ethical ramifications underlying the assessment process are discussed. Students are expected to practice and validate interviewing and physical assessment skills. Prerequisite: R.N. standing.

NURS 410 PROFESSIONAL NURSING PRACTICE III (8) [1] - builds upon the knowledge and skills acquired in Level I and II courses. The course focuses on the application of the nursing process to clients across the life span who are adapting to acute physiologic and/or psychiatric alterations within their internal and external environment. The case study approach is used to integrate universal, developmental, and health deviation self-care requisites. The student is assigned to care for clients in need of partly compensatory, and wholly compensatory nursing interventions in secondary and tertiary health care situations for the purpose of analyzing and integrating theoretical concepts. Prerequisites: NURS 360, NURS 361, and NURS 362.

NURS 411 COMPUTERS IN HEALTH CARE (2) [1] - focuses on the use of computers in health care, particularly professional nursing practice. Issues and problems associated with access and use of computer technology in health care systems will be addressed. The historical perspectives of the computer and nursing will be examined. An overview of computer hardware including microcomputers, online networks, software, database management systems, and data processing is discussed. The application of computers to nursing administrations, practice, education, and research is examined. The student taking this course will learn of nursing’s proud contribution to nursing informatics. The importance of nursing informatics to health care and the need for nursing data, information, and knowledge in the nursing profession will be discussed. Prerequisites: COMP 101 or equivalent.

NURS 412 NURSING RESEARCH (3) [1] - introduces the student to the research process and its application to nursing practice. The course focuses on an analysis of the steps of the research process, interpretation of research findings and evaluation of research outcomes. The value of research for the advancement of nursing knowledge is discussed. Prerequisites: Statistics, NURS 360 or consent of the instructor.

NURS 416 CLIENT EDUCATION (3) [2] - examines the supportive educative role of the nurse in assisting clients and families with self care deficits. The teaching process is used as a systematic approach to assess both the teacher and learner as biological, psychological,
social, spiritual, and cultural beings. The student will assess client's readiness to learn, develop various teaching strategies, and implement a plan for instruction for selected clients and families. The student will then evaluate the teaching-learning process. Prerequisite: NURS 310.

NURS 420 THE MINISTRY OF NURSING (3) [2] - will enhance personal growth and integration of a value/belief system with professional nursing practice. This will occur by using the critical thinking skills of discrimination/contemplation, discernment, reflection, and meditation. Students will focus on nursing as a ministry and relate that to a personal sense of mission. Journal writing as a skill will be practiced. A condensed format will be used to maintain the student’s focus and concentration. Prerequisite: NURS 410.

NURS 421 PAIN-CONCEPT MANAGEMENT (3) [2] - is designed to be a culminating experience in which the student has an opportunity to apply, evaluate, and synthesize previously learned knowledge and skills from nursing and related disciplines. It is designed to facilitate the development of the student’s decision-making style, and critical thinking skills within a variety of health care settings. The focus of the course is the use of the nursing process with individuals, families, and groups experiencing pain. This course emphasizes supportive-educative, partly compensatory and wholly compensatory nursing systems. Prerequisite: NURS 360, RN status, or consent of the instructor.

NURS 460 PROFESSIONAL NURSING PRACTICE IV (8) [1] - is the culminating experience in which the student has an opportunity to apply, evaluate and synthesize previously learned knowledge and skills from the nursing discipline and related disciplines. It is designed to facilitate the development of the student's own leadership potential, decision-making style, and critical thinking skills within a variety of health care settings. The focus of the course is the use of the nursing process with individuals, families, and groups experiencing physiological and/or psychosocial deficits. The student will examine and utilize the process of planned change within the health care system to improve the overall quality of health/life within the community. This course emphasizes supportive-educational, partly compensatory and wholly compensatory nursing systems with a particular emphasis upon the wholly compensatory. Prerequisites: NURS 410.

NURS 461 PRINCIPLES OF MANAGEMENT IN HEALTH CARE (3) [1] - provides an overview of management principles. Emphasis is given to the function of management within a health care setting. Corequisite: NURS 460 or consent of the instructor.

NURS 462 PROFESSIONAL NURSING SEMINAR (2) [1] - is designed to assist the student in role transition to that of a registered nurse. Issues discussed include: the health care system, political implications for health care, and for professional nursing. The student focuses on the role and responsibilities of the professional nurse. Prerequisites: NURS 410.

NURS 471 COMMUNITY HEALTH (4) [1] - provides an overview of community health principles. This course provides the student with the opportunity to apply and synthesize theoretical concepts with clients who have multiple acute and/or chronic health deviations. Ongoing development of the professional role is supported through group discussion, analysis of client experiences and care settings, and exposure to formal nursing research. (Clinical hours are required for this course). Prerequisite: R.N. standing; BIOL 211, 221, 252, and CHEM 121 (or equivalents).

NURS 473 APPLIED CLINICAL CONCEPTS (4) [1] – is a course designed to be a culminating experience in which the student has an opportunity to apply, evaluate and synthesize previously learned knowledge and skills from the nursing discipline and related disciplines. It is designed to facilitate the development of the student's own leadership potential, decision-making style, and critical thinking skills within a variety of health care
settings. The focus of the course is the use of the nursing process with individuals, families and groups experiencing physiological and/or psychosocial deficits. Students are given the opportunity to apply and synthesize theoretical concepts with clients who have multiple, acute and chronic health deviations. This course emphasizes supportive-educative, partly compensatory and wholly compensatory nursing systems with a particular emphasis upon the wholly compensatory. Various experiences are provided to enhance communication skills in the areas of verbal communication with peers and members of the health team, legal documentation, and client/family teaching. Ongoing development of the professional role is supported through group discussion, analysis of client experiences and care settings, and exposure to formal nursing research. (Clinical hours are required for this course). Prerequisite: R.N. standing; BIOL 211, 221, 252, and CHEM 121 (or equivalents).

NURS 474 LEADERSHIP AND MANAGEMENT (3) [1] - presents basic concepts of leadership and management, with an emphasis on their application to today’s changing health care system.

NURS 494 NURSING SPECIAL TOPICS (3) [4] - offers advanced study of selected topics in nursing. Not available all semesters.

NURS 496 INDEPENDENT STUDY NURSING (1-3) [4] - is designed to allow the student to investigate and develop expertise in a specialized area of nursing. The intent of this course is to permit the student to increase competency in a selected area of interest in collaboration with a designated faculty member. The student is responsible to formulate objectives for the experience, plan and implement the learning activities, and evaluate the total experience under supervision of the faculty. Prerequisites: G.P.A. 3.0+, approval of Dean, and completion of NURS 360 or equivalent.

Philosophy (PHIL) Courses

All courses except PHIL 101 have a prerequisite of one course in philosophy.

PHIL 101 INTRODUCTION TO PHILOSOPHICAL THINKING (3) [1] - attempts to identify the types of questions historically central to philosophical inquiry and to show how fundamental philosophical issues are embedded in the ordinary concerns of the other disciplines and everyday life. Through an exploration of the origin and nature of philosophic problems, the course exhibits the value, function, and branches of the discipline and develops the student's analytical, critical and communicative abilities. (IAI Course #: H4 900)

PHIL 202 PHILOSOPHY OF THE HUMAN PERSON (3) [2S] - surveys selected classical and contemporary theories of human nature such as: Plato, Aristotle, Thomas Aquinas, Sartre, Skinner and Freud. Special attention will be given to an explication of "person" including intellectual and volitional powers.

PHIL 228 TOPICS IN CONTEMPORARY PHILOSOPHY (3) [4] - develops a student's ability to critically analyze contemporary philosophical works. The content may center around a theme or a school of philosophy. Attempts will be made to indicate the importance of the philosophical theme or school for understanding contemporary life.

PHIL 310 ANCIENT GREEK PHILOSOPHY (3) [4] - explores the cosmological theories of the Pre-Socratics and the beginnings of metaphysics and ethics. Then through an analysis of some Platonic dialogues, students will critically examine some key issues in philosophy. Further development of the student's critical thinking will be encouraged through reading and analyzing excerpts from the writings of Aristotle. Implications will be drawn and applications made to life today. Designed for the eager and serious student of philosophy.
PHIL 312 PHILOSOPHY OF RELIGION (3) [3] - is designed to meet the liberal education requirements for either philosophy or theology. It is able to do this since it touches upon those basic issues at the heart of these disciplines. The course will focus on the relationship of reason and revelation. It is precisely in an examination of this issue that the unique natures of philosophy and theology become evident. Questions concerning the nature of faith, the intelligibility of reality, nature and creation, the nature of God and the relationship between man and God will be examined. These questions are foundation to the understanding of human existence both from a theological and philosophical perspective. (IAI Course #: H4 905)

PHIL 320 CONTEMPORARY ISSUES IN ETHICS (3) [2F] - begins with a review of the metaphysical foundations of ethics and then proceeds to a survey of ethical approaches. Then it will delve into several issues with which our society, our world is struggling. Areas of concern may include: world hunger/poverty, the morality of nuclear war, stewardship of this planet's resources, ethics in the marketplace and medical ethics. Students will practice ethical deliberation and decision-making, applying the various ethical theories.

PHIL 321 WESTERN POLITICAL PHILOSOPHY (3) [3] - involves the study of basic concepts of political philosophy from a historical point of view. Through a comparison with ancient political philosophy, the development of modern political philosophy will be assessed. Topics to be studied include the nature and purpose of political association, the origin of obligation in natural law, natural rights and historical process; the role of authority, law, and liberty; property, equality and justice. Philosophers to be studied may include Aristotle, Plato, Augustine, Aquinas, Machiavelli, Hobbes, Locke, Rousseau, Hegel, Burke, and Marx.

PHIL 323 ETHICS AND ENVIRONMENTAL ISSUES (3) [2S] - introduces students to several theories of normative ethics: classical, contemporary and specifically environmental. The environmental issues to be studied will be determined in terms of those issues which appear to be most urgent in our world today and also those which appear currently in daily living. Practice in the application of ethical theories, discussion of the attitudes, values and virtues needed by individuals and society in today's world as well as research pertaining to the environmental issues discussed will form the structure and content of the course.

PHIL 327 - See Health Arts Course Descriptions

PHIL 330 - BUSINESS ETHICS (3) [1] - examines major ethical issues in business such as the social responsibilities of a corporation, marketing, truth in advertising, environmental impact, insider trading and corporate takeovers, hiring, discrimination and affirmative action. The course begins with an overview of ethical theories as applied to business. Case studies will be employed.

PHIL 373 - See Health Arts Course Descriptions

PHIL 494 TOPICS IN PHILOSOPHY (3) [4] - provides for the study of selected topics not included in the regular curriculum. It may be repeated for credit.

PHIL 495 DIRECTED STUDY (1-3) [4]

PHIL 496 INDEPENDENT STUDY (1-3) [4]

Physical Education (PHYE) Courses

PHYE 100 TENNIS (1) [2F] - provides basic rules and techniques, opportunities for improving personal skill, and in depth understanding of tennis as a student and prospective teacher.
PHYE 103 A HEALTHY LIFESTYLE AND YOU (3) [1] - provides facts and data that help students make intelligent decisions concerning their personal healthy behavior. Emphasis is on learning to stay healthy and to prevent personal health problems.

PHYE 115 GOLF (1) [1] - provides basic rules and techniques, opportunities for improving personal skill, in-depth understanding of golf as a student and prospective teacher.

PHYE 120 FITNESS (1) [1] - provides basic rules and techniques, opportunities for improving personal skill, and in-depth understanding of fitness as a student and prospective teacher.

PHYE 130 BOWLING (1) [2S] - provides basic rules and techniques, opportunities for improving personal skill, and in-depth understanding of bowling as a student and prospective teacher.

PHYE 140 BADMINTON (1) [2S] – provides basic rules and techniques, opportunities for improving personal skill, and in-depth understanding of badminton as a student and prospective teacher.

PHYE 150 RACQUETBALL (1) [2S] - provides basic skills, rules and techniques, opportunities for improving personal skill, and in-depth understanding of racquetball as a student and prospective teacher.

PHYE 160 PSYCHOMOTOR FUNCTION AND PHYSICAL DEVELOPMENT (2) [1] - studies the psychomotor domain with emphasis placed on general motor function and skill acquisition. Human physical development from the pre-school years to mid-life will be discussed. General fitness attainment and appreciation will be emphasized. Provisions for maintaining a safe play environment will also be presented.

PHYE 180 SPORT OFFICIATING (2) [2F] - offers students interested in officiating sports at all levels a practical guide in the techniques, skills, and psychology of officiating. At student option, the course provides opportunity for state officiating certification in football, soccer, and volleyball.

PHYE 210 TEAM SPORT (BASKETBALL) (2) [4] - prepares the student to coach basketball on all levels of competition. Knowledge of fundamental skills, rules, theory, game strategy, team selection, and organizational techniques will be stressed.

PHYE 220 TEAM SPORT (BASEBALL) (2) [2S] - prepares the student to coach baseball on all levels of competition Knowledge of fundamental skills, rules, theory, game strategy, team selection, and organizational techniques will be stressed.

PHYE 230 TEAM SPORT (FOOTBALL) (2) [2F] - prepares the student to coach football on all levels of competition. Knowledge of fundamental skills, rules, theory, game strategy, team selection, and organizational techniques will be stressed.

PHYE 245 TEAM SPORT (VOLLEYBALL) (2) [2F] - prepares the student to coach volleyball on all levels of competition. Knowledge of fundamental skills, rules, theory, game strategy, team selection, and organizational techniques will be stressed.

PHYE 290 FIRST AID AND ATHLETIC INJURIES (3) [2F] - covers general first aid with an emphasis on specific techniques of recognition, treatment, and rehabilitation of athletic injuries, with focus on men's and women's athletics.

PHYE 330 ADMINISTRATION AND ISSUES IN PHYSICAL EDUCATION AND COACHING (2) [3] - analyzes current problems that confront the directors of physical
education and athletics in the organization and administration of sports activities with special reference to national, state, and local control.

**PHYE 494 TOPICS IN PHYSICAL EDUCATION (1-6) [4]** - covers many possible topics. Prerequisites may be required, and credit hours may vary according to the course.

**Political Science (POLI) Courses**

**POLI 101 INTRODUCTION TO POLITICS AND GOVERNMENT: SCOPE AND METHODS (3) [4]** - surveys and introduces the student to the terminology, methodology, and scope of the discipline of political science.

**POLI 103 INTRODUCTION TO WORLD POLITICS, INTERNATIONAL LAW, AND ORGANIZATION (3) [2S]** - addresses how to study international politics, balance of power, state system, causes of war, the balance of terror, global ecopolitics, the foreign policy process; origins, sources making and effectiveness of international law; world and regional international organizations, political economy, North/South relations, trade and tariffs.

**POLI 105 AMERICAN NATIONAL GOVERNMENT (3) [2]** - covers the description and analysis of the basic institutions and process of the federal government: the Presidency, the Congress, the courts; democratic theory and Constitutional development; political parties, voters and elections; current political issues.

**POLI 201 AMERICAN POLITICAL THOUGHT (3) [2]** - examines the major political ideas which have evolved from colonial times to the present. Alternative interpretations of social, racial, economic and political issues, contemporary protest ideologies, conservatism, liberalism, and capitalism are reviewed.

**POLI 205 CONTEMPORARY POLITICAL AND SOCIAL JUSTICE ISSUES (3) [4]** - analyzes current national problems including income distribution, welfare, the sexual revolution, energy, pollution, unemployment, race, health, monetary and fiscal policy.

**POLI 208 COMPARATIVE POLITICAL ANALYSIS (3) [4]** - compares Western and non-Western political systems; similarities and differences among institutions, decision makers, ideology, and policies; primary focus is placed on the United States, the former Soviet Union, Great Britain, China and Japan.

**POLI 220 PUBLIC ADMINISTRATION (3) [3]** - analyzes the public management process. Among the major topics covered are: management theory, policy implementation, human resource management, public and non-profit budget issues and processes, privacy, information and intergovernmental relations.

**POLI 221 STATE AND LOCAL POLITICS (3) [3]** - studies the political systems and policy-making at the state and local levels in the United States emphasizing the process of policy-making, the problems and behaviors of political actors and institutional evolution. The roles of legislators, governors, and interest groups will be examined as well as parties, interest groups, participation, community development, and machine politics.

**POLI 225 POLITICS, PARTIES, AND PRESSURE GROUPS (3) [3]** - studies the behavior, organization and role of political parties; the electoral process, representation, campaign strategy and finance; types of interest groups and their impact on American politics.

**POLI 230 POLITICAL COMMUNICATIONS (3) [3]** - examines the relationship of political institutions and actors and the media in American society. The interaction between these institutions and their impact on policy and on society are examined.
POLI 283 THE MIDDLE EAST IN WORLD AFFAIRS (3) [4] - involves an overview of the region. The major focus of the course concentrates on contemporary issues and politics in the Middle East: political Islam, the impact of the Iranian revolution, the Arab-Israeli conflict, Russian inroads in the Middle East and Afghanistan, oil, U.S. policy toward the Middle East and the Palestinian question. In addition, the course covers specific problems and prospects of individual states in the Middle East.

POLI 308 POLITICS IN EASTERN EUROPE AND RUSSIA (3) [4] - studies the political development of Eastern Europe and Russia from the formation of the Soviet Union to contemporary times with an emphasis placed on the Khrushchev, Brezhnev, Gorbachev and Yeltsin eras; Marxist ideology; study of Soviet politics and breakdown of the Soviet Union; current social and economic problems and policies.

POLI 320 POLICY ANALYSIS, IMPLEMENTATION, AND EVALUATION (3) [3] - examines the processes and tools for analysis, implementation and evaluation of public policy. Emphasis will be given to framework, modes of policy argument, the policy process, and evaluation.

POLI 321 WESTERN POLITICAL PHILOSOPHY (3) [3] - involves the study of basic concepts of political philosophy from a historical point of view. Through a comparison with ancient political philosophy, the development of modern political philosophy will be assessed. Topics to be studied include: the nature and purpose of political association: the origin of obligation in natural law, natural rights, and historical process; the role of authority, law, and liberty, property, equality, and justice. Philosophers to be studied may include Aristotle, Plato, Augustine, Aquinas, Machiavelli, Hobbes Locke, Rousseau, Hegel, Burke, and Marx.

POLI 324 - See Health Arts Course Descriptions

POLI 325 THE UNITED STATES SINCE 1945 (3) (See HIST 325)

POLI 328 THE UNITED STATES IN WORLD AFFAIRS (3) [2S] - studies the content of United States’ foreign policy since World War II; containment and communism, the Cold War, détente, impact of Vietnam; contemporary relations with Russia and Eastern Europe, China, the Western alliance and the developing countries; how American foreign policy is made; analysis of arms control, warfare, military technology and deterrence; economic policies, and contemporary issues confronting U.S. foreign policy.

POLI 333 SCOPE AND METHODS OF POLITICAL SCIENCE (3) [2S] - explores the various subfields of the field of the discipline, including: American politics, public policy, comparative, and international politics, and political theory. Student will also learn about political science research methods and will learn how to select topics, review literature, collect and analyze data, and write reports. Student attendance at the Midwest Political Science Association meeting is mandatory. Prerequisite for senior internship and senior thesis.

POLI 345 AMERICAN CONSTITUTIONAL LAW: AMERICAN COMMUNITY (3) [2F] - analyzes the American constitutional development; the Supreme Court as a political institution; major judicial decisions regarding taxation, commerce, civil rights and civil liberties, federalism, the powers of Congress and the President.

POLI 346 AMERICAN CONSTITUTIONAL LAW: THE BILL OF RIGHTS (3) [2S] - examines the Supreme Court decisions concerned with the definition of American rights in the areas of freedom of speech, press, assembly, association and religion, church-state relations, race and sex discrimination, privacy; criminal rights.
POLI 350 LEGAL PROCESS/MOCK TRIAL (3) [2] - explores the judicial and trial process in the American legal system. Includes structure and function of courts, rules of evidence, presentation of case materials, and roles of civil and criminal procedures. May be repeated once.

POLI 355 THE PRESIDENCY (3) [4] - examines the evolution of office of the Presidency; legislative-executive conflict; powers, duties and roles of modern presidents; conceptions of the office; the institutionalized presidency and the process.

POLI 365 THE CONGRESS (3) [4] - studies Congress and the formation of public policy; legislative-executive relations; the legislative process; Congressional politics, parties and Congress, Congress and committees, organization and behavior; home style, the influence of pressure groups, political representation, Congress and the conduct of foreign policy.

POLI 370 SOCIAL REFORM AND THE WELFARE STATE (3) [3] - studies the welfare state and the reform movement. The course examines the Progressive Era, the New Deal, the Great Society, and the conservative backlash using appropriate public policy tools. Specific issues such as Medicare, welfare, civil rights, and public housing will be scrutinized.

POLI 375 AMERICAN PUBLIC POLICY (3) [3] - examines the contents, institutions and process of public policy formation in the United States through case studies of major issue areas.

POLI 400 POLICY TOPICS (3) [3] - examines a specific policy problem. Themes for the course will change from year to year but might include policy for the aging, disabled, housing, defense, the environment, health care. The course is taught in seminar format.

POLI 493 DIRECTED FOREIGN TRAVEL (1-6) [4] - offers students the opportunity to research topics generated through directed foreign travel; credit by special arrangement with the chairperson of the department.

POLI 494 SPECIAL TOPICS IN POLITICAL SCIENCE (3) [4] - provides flexibility within the course offerings and an opportunity for students and faculty to explore areas of current or topical interest that are not available in the regular course offerings.

POLI 495 DIRECTED STUDY (1-3) [4] - is an intensive directed study and research in any of the sub-fields of political science. No more than six hours of directed study may be taken. Prerequisite: consent of the instructor.

POLI 496 INDEPENDENT STUDY (1-3) [4] - allows students to select their own topic of investigation and determine their own way of pursuing and reporting work. A faculty advisor serves as resource person. Students provide goals, materials, and criteria for evaluation. Prerequisite: permission of department chair.

POLI 497 SENIOR THESIS (3) [1] - is an independent research experience which requires investigation of a political question using appropriate methodologies. The thesis will require a proposal with outline and bibliography, regular meetings with advisor, and a formal presentation of the completed project.

POLI 498 WASHINGTON INTERNSHIP PROGRAM (6-15) [1] - allows students selected for this program to spend a portion or all of one semester in Washington, D.C. The intern carries out such duties as are assigned by the Washington staff. A research project based on the internship is required and, normally, a journal.
POLI 499 POLITICAL SCIENCE INTERNSHIP (3-15) [4] - offers students who meet the requirements an opportunity to apply the theories which they have learned and to test their skills in real world settings. Prerequisite: consent of the instructor.

### Physical Science (PSCI) Courses

**PSCI 101 INTRODUCTION TO PHYSICAL SCIENCE (4) [2S]** - designed to provide the non-science major with an understanding of the scientific process as seen through physics and chemistry and their impact on modern technology. A conceptual as well as an empirical approach will be utilized in both theory and experiments. Topics covered are force and motion, work and energy, electricity and magnetism, nuclear physics, atomic structure, periodic table, chemical reactions and organic molecules. Three lecture periods and one two-hour laboratory meet per week. (IAI Course #: P9 900L)

**PSCI 104 ASTRONOMY (4) [2F]** - is a non-mathematical lecture/lab survey of astronomy from the ancient Egyptians to satellite space probes. The course is especially designed for non-science majors. Students with no mathematics or science courses should find the course as understandable and enjoyable as those with strong science-math backgrounds. Outdoor (telescopic) and planetarium viewing of the night sky is included. Prerequisite: MATH 125. (IAI Course #: P1 906)

**PSCI 111 GENERAL PHYSICS I (4) [2F]** - is a non-calculus study of mechanics, fluids and heat with special emphasis on applications of these concepts in various fields of science and technology. Three lecture periods and one two-hour laboratory meet per week. Prerequisite: MATH 125. (IAI Course #: P1 900L)

**PSCI 112 GENERAL PHYSICS II (4) [2S]** - is a non-calculus study of electricity, light, atomic and nuclear physics with special emphasis on applications of these concepts in various fields of science and technology. Three lecture periods and one two-hour laboratory meet per week. Prerequisite: PSCI 111.

**PSCI 494 SELECTED TOPICS IN PHYSICAL SCIENCE (1-3) [4]** - is a specialized courses offered depending on student and faculty interest.

### Psychology (PSYC) Courses

**PSYC 102 BURN-OUT PREVENTION FOR PROFESSIONALS (1) [4]** - provides an experiential course designed to help the future professional become aware of personal and environmental factors involved in professional burnout. Coping strategies, support systems, values and beliefs, and conflict resolution strategies are explored. Prerequisite: Consent of the instructor.

**PSYC 111 GENERAL PSYCHOLOGY (3) [1]** - introduces students to the scientific study of human behavior and mental processes. Emphasis is placed on the physiological and psychological processes underlying a broad range of topics such as: learning, motivation, emotion, personality, social behavior, and psychopathology. (IAI Course #: S6 900)

**PSYC 211 INTRODUCTION TO CHEMICAL DEPENDENCY (3) [2F]** - provides an overview of the different drugs commonly used in American society and how each drug works. Psychological, social, emotional, legal, and financial effects of drugs on the user and his/her family are explored. Treatments including "intervention" and self-help groups are stressed. Prerequisite: PSYC 111.

**PSYC 221 GROUP DYNAMICS (3) [2S]** - introduces students to the basics of group interactions and group treatment. A didactic/experiential style is utilized to assist students
in understanding both growth and injury, which exist in the group setting. Prerequisite: PSYC 111.

**PSYC 240 LIFE-SPAN DEVELOPMENT (3) [2F]** - helps students understand human development as dynamic processes that take place in the social, societal, and cultural contexts. Developmental continuities, changes, and mechanisms to account for the development in biophysiological, cognitive, and psychosocial domains across the human life-span will be discussed. The course also introduces students to the applications of the life-span developmental approach in the helping professions. Prerequisite: PSYC 111.

**PSYC 245 WOMEN IN CONTEMPORARY SOCIETY (3) [3]** - acquaints students with changing psychosexual, social, economic, and political roles of women in contemporary society. The division of roles between men and women offers a significant point of reference for examining the history of women's liberation movement. Prerequisite: PSYC 111, SOCI 111, or consent of the instructor.

**PSYC 250 ABNORMAL PSYCHOLOGY (3) [2S]** - studies the history, theories, classification, diagnosis, and courses of treatment of aberrant behaviors and psychopathological states from a clinical perspective. Prerequisite: PSYC 111.

**PSYC 301 INTRODUCTION TO CRISIS INTERVENTION (3) [1]** - acquaints students with knowledge and strategies utilized in crisis intervention. Students will be considered for participation on a crisis line. Prerequisite: Consent of instructor.

**PSYC 311 SOCIAL PSYCHOLOGY (3) [2F]** - familiarizes students with the scientific study of how people think about, influence, and relate to one another. This course focuses on the fundamental principles of social thinking (the self, judgments, attribution, and attitudes and behavior); social influence (persuasion and group influence); and social relations (prejudice and discrimination, aggression, attraction, and altruism); with society and culture serving as the contexts. Prerequisite: PSYC 111 or SOCI 111. (IAI Course #: S8 900)

**PSYC 313 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY (3) [1]** - acquaints students with psychological principles as applied in organizational settings. Discussion topics include development of human resources, leadership and decision-making styles, organizational dynamics, working conditions, and human factors. Prerequisite: PSYC 111.

**PSYC 331 PSYCHOLOGICAL TESTING (3) [3]** - introduces students to the origin, principal characteristics, function, and use of psychological tests. Emphasis is placed on principles and theories of psychological measurement. Prerequisite: PSYC 111.

**PSYC 332 THEORIES OF LEARNING (3) [2F]** - surveys the theories and current research in animal and human learning. Focus is on the application of these fundamentals in life situations. Prerequisite: PSYC 111.

**PSYC 333 RESEARCH METHODS IN BEHAVIORAL SCIENCES I (3) [2S]** - focuses on the experimental approach. Students will learn the rationale of the experimental method and the ethical principles in doing research. Students will be guided step-by-step through student-originated small-scale experiments from defining research questions to writing scientific reports in APA style. Prerequisites: PSYC 105 and PSYC 111.

**PSYC 334 RESEARCH METHODS IN BEHAVIORAL SCIENCES II (3) [2F]** - continues to acquaint students with research methods in addition to the experimental method. The focus is on the survey, the case history, and the correlational approaches. Prerequisite: PSYC 333.
PSYC 341 CHILD DEVELOPMENT (3) [2F] - discusses developmental changes and mechanisms in the physical, cognitive, moral, emotional, personality, and social aspects during the period from conception to late childhood/early adolescence. It acquaints students with the research approaches and developmental designs practiced by developmental psychologists. It also encourages students to apply major research findings to parenting and education. Prerequisite: PSYC 111 and PSYC 240 or consent of the instructor.

PSYC 342 ADOLESCENT DEVELOPMENT (3) [2S] - examines the developmental stage of adolescence as a continuation from late childhood toward adulthood. It discusses physical, cognitive, moral, emotional, social, and career developments that take place during this period and various influencing factors. This course also alerts the students to some of the major problems that adolescents encounter today, such as violence, substance abuse, teenage pregnancy, and stress. It encourages students to work out solutions. Prerequisites: PSYC 111, and PSYC 240 or consent of the instructor.

PSYC 343 ADULT DEVELOPMENT AND AGING (3) [2S] - covers the developmental period from adulthood to old age. The processes of adult development and aging will be examined from both the psychological and sociological perspectives. Changes in the domains of physical health, cognitive functioning, emotional needs, work and leisure, social bonds, family functioning, finances and life styles, caregiving, and death and dying will be discussed. Prerequisite: PSYC 111 and PSYC 240 or consent of the instructor.

PSYC 350 PERSONALITY (3) [2F] - presents a systematic overview of the major personality theories. Emphasis is placed on the structure and function of personality theory, personality research, and comparison of the various theories. Prerequisite: PSYC 111.

PSYC 376 INTRODUCTION TO COUNSELING AND PSYCHOTHERAPY (3) [2F] - is concerned with the psychology of the person. It provides for the study of the goals, methods, and procedures of a variety of theoretical viewpoints basic to counseling. In addition to the acquisition of skills necessary for counseling the course allows for personal growth and understanding. The goal of the course is to provide students with an exposure to various schools of thought so that a synthesis can be made to allow for beginning functioning in the counseling role. Prerequisite: PSYC 111.

PSYC 453 HISTORY AND SYSTEMS OF PSYCHOLOGY (3) [2S] - serves as the capstone course of the psychology major. Through the completion and presentation of a scholarly paper, the course acquaints students with the origin and development of the science of psychology. Emphasis is given to the major systems of psychology. Prerequisite: senior standing as a psychology major.

PSYC 494 TOPICS IN PSYCHOLOGY [4] - a title given to many possible courses. Prerequisites may be required, and credit hours may vary according to the course.

PSYC 495 DIRECTED STUDY (1-3) [1]

PSYC 496 INDEPENDENT STUDY (1-3) [1]

PSYC 497 INTERNSHIP IN PSYCHOLOGY (1-15) [4] - offers students who meet the requirements an opportunity to apply the theories which they have learned and to test their skills in real world settings. Prerequisite: Consent of instructor.
Radiation Therapy (RADT) Courses

RADT 101 INTRODUCTION TO THE RADIOLOGIC SCIENCES (1) - see RADG 101

RADT 305 RADIATION THERAPY CLINICAL EXPERIENCE I (3) [2F] - provides students with a clinical understanding of the functioning of the Radiation Oncology Department while observing therapist/patient interaction.

RADT 306 RADIATION THERAPY CLINICAL EXPERIENCE II (4) [2S] - provides students with insight into treatment procedures, calculations, and treatment devices used on cancer patients.

RADT 310 INTRODUCTION TO CLINICAL RADIOLOGIC SCIENCE (2) [2F] - see RADG 310

RADT 312 PRINCIPLES AND PRACTICES OF RADIATION THERAPY I (1) [2F] - provides students with an introduction to the unifying themes that underlie Radiation Therapy as a treatment modality and patient care.

RADT 320 MEDICAL TERMINOLOGY (1)[2F] - see RADG 320

RADT 330 METHODS OF PATIENT CARE (2) [2F] - see RADG 330

RADT 335 ETHICS AND LAW IN THE RADIOLOGIC SCIENCES (1) [2S] - see RADG 335

RADT 341 ONCOLOGY I (2) [2S] - provides students with the fundamentals of clinical applications in Radiation Oncology according to malignant and benign conditions by individual tumor sites by pathological conditions.

RADT 350 RADIOLOGIC PHYSICS I (2) [2F] - see RADG 350

RADT 356 TREATMENT PLANNING I (2) [2S] - discusses factors that influence and govern clinical planning of patient treatments. Includes treatment machines, isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation, brachytherapy, and clinical applications of treatment teams.

RADT 357 RADIATION THERAPY PHYSICS I (2) [2S] - designed to review and expand contents and theories in the radiation physics course. Topics expanded upon are: detailed analysis of the structure of matter, properties of radiation, nuclear transformation, treatment units of external radiation, measurement and quality of ionizing radiation produced, absorbed dose measurement and distribution, and scatter analysis.

RADT 360 RADIOBIOLOGY AND RADIATION PROTECTION (2) [2S] - see RADG 360

RADT 370 RADIOGRAPHIC IMAGING (3) [2S] - see RADG 370

RADT 380 RADIOLOGIC PROCEDURES (5) [2S] – see RADG 380

RADT 381 SIMULATOR PROCEDURES I (1) [2S] - provides students with a concrete set of procedures with which to “simulate” the treatment setup before treatment begins.

RADT 405 RADIATION THERAPY CLINICAL EXPERIENCE III (3) [2F] - provides the student with additional clinical insight into radiation therapy and is a continuation of RADT 306.
RADT 406 RADIATION THERAPY CLINICAL EXPERIENCE IV (4) [2S] - provides the student with a summation of clinical experiences RADT 305, 306, 405 while demonstrating communication skills, professionalism and synthesis of treatment procedures and patient setups.

RADT 412 PRINCIPLES and PRACTICES OF RADIATION THERAPY II (2) [2F] - a continuation of RADT 312. Topics covered include treatment machines, radiation safety, radiotherapy, and surgery, radiobiology and calculations.

RADT 416 RADIATION THERAPY SENIOR SEMINAR (1) [2F] - includes independent study, case studies, papers, professional journal review, journal writing, field trips and attendance at educational seminars and tournaments. Emphasizes the synthesis of information from across the curriculum, the development of communication skills and professionalization.

RADT 420 SECTIONAL ANATOMY (3) [2F] - see RADG 420

RADT 441 ONCOLOGY II (2) [2F] - is a continuation of RADT 341. Oncology topics covered are skin cancers, central nervous system, head, and neck primaries, leukemia, Hodgkin’s and non-Hodgkin’s, lung, GI/GU, reproductive and other related topics.

RADT 442 ONCOLOGY III (2) [2S] - is a continuation of RADT 441. Pathological oncology topics to be covered are tumors of the GI and GU tracts, reproductive organs for male and female, and other related topics.

RADT 450 QUALITY MANAGEMENT (2) [2S] - establishes a protocol for a quality management program that incorporates all operations and functions of a radiation therapy facility/service. Comprehensive nature of quality management will be discussed within the context of professional standards of care.

RADT 456 TREATMENT PLANNING II (2) [2F] - a continuation of RADT 356. Optimal treatment planning is emphasized.

RADT 457 RADIATION THERAPY PHYSICS II (2) [2F] - a continuation of RADT 357.

RADT 461 INTRO TO HEALTH SERVICES ADMINISTRATION (1) [2S] - provides the student with a comprehensive overview of the history, development and features of the U.S. health care delivery system.

RADT 462 INTRO TO HEALTH ADMINISTRATION (1) [2S] - provides the student with leadership, business and financial components of a health care organization.

RADT 470 COMPUTED TOMOGRAPHY AND DIGITAL IMAGING (2) [2F] - see RADG 470

RADT 481 SIMULATOR PROCEDURES II (1) [2F] - is a continuation of RADT 380 with a look at more complex treatment positioning. Students should be able to independently perform basic treatment positioning. Body sites to be covered are Hodgkin’s, pelvis, and the breast.

RADT 482 SIMULATOR PROCEDURES III (1) [2S] - is a continuation of RADT 481. At the completion of this course, the student must demonstrate proficiency in treatment setups and positioning in the simulator room with phantom and actual patients. A review of all body sites covered in the previous simulator clinic is accomplished.

RADT 490 RADIATION THERAPY REGISTRY REVIEW (2) [2S] - is designed to prepare the student for certification. Areas pertinent to the ARRT examination will be
covered. Mock exams and completion of the radiation therapy workbook is required. Successful completion of four mock registry examinations is a prerequisite for graduation.

**Radiography (RADG) Courses**

**RADG 101 INTRODUCTION TO THE RADIOLOGIC SCIENCES (1)** - provides an overview of the professions of radiography and radiation therapy. Emphasis is placed on educational preparation, career planning and professional development in the radiologic sciences. Clinical observations in health care settings are included.

**RADG 305 RADIOGRAPHY CLINICAL EXPERIENCE I (3) [2F]** - allows students to progress through clinical rotations in the Medical Imaging Department, observing and performing radiographic procedures under the supervision of registered radiographers. Course is correlated to the RADG 380 course, and emphasizes applications of theory in the performance of patient procedures.

**RADG 306 RADIOGRAPHY CLINICAL EXPERIENCE II (5) [2S]** - continues clinical rotations from RADG 305, including fluoroscopy, chest, general, portable, emergency department, mobile radiography, urography, and out patient clinic. Emphasis is on completion of assigned clinical objectives and competency evaluations.

**RADG 310 INTRODUCTION TO CLINICAL RADIOLOGIC SCIENCE (2) [2F]** - provides an orientation to clinical experience in radiography and radiation therapy, and an introduction to the topics of equipment and procedures, radiation safety, professionalization, ethics and law and the history of the radiologic sciences.

**RADG 320 MEDICAL TERMINOLOGY (1) [2F]** - explores a body systems approach to the language of medicine and the radiologic sciences. Course emphasizes clinical applications and use of terms in interpretation of orders and reports.

**RADG 330 METHODS OF PATIENT CARE (2) [2F]** - covers concepts of routine and emergency patient care procedures, including infection control, patient assessment and education, death and dying, pharmacology and CPR. Consideration for the physical, developmental and psychological needs of the patient and family is emphasized.

**RADG 335 ETHICS AND LAW IN THE RADIOLOGIC SCIENCES (2) [2S]** - provides students with an understanding of the legal and ethical responsibilities of professional practice. Covered topics include ethical behavior, issues and dilemmas, interacting with the terminally ill, scope of practice, elements of malpractice and risk management, health care distribution, student rights, and future challenges.

**RADG 350 RADIATION PHYSICS I (2) [2F]** - explores the properties and medical applications of radiation including the electromagnetic spectrum, radioactivity and half life, x-ray production, effects of technique selection on x-ray exposure, interaction of radiation with matter, and design of radiographic equipment. Emphasis is placed on clinical application of concepts in the safe operation of high voltage radiologic equipment.

**RADG 360 RADIobiology AND RADIATION PROTECTION (2) [2S]** - is an overview of the interaction of radiation with living systems, effects on organisms, and factors affecting biological responses. Covered topics include early and late effects of radiation exposure and epidemiological studies of radiation and acute radiation syndromes. Included is content which provides the student with an overview of the principles and practices of radiation protection for the patient, personnel, and general public.

**RADG 370 RADIOGRAPHIC IMAGING (3) [2S]** - presents the devices and techniques of radiographic image production. Covered topics include films and processing, beam
filtration and restriction, intensifying screens, radiographic grids and technique selection. Emphasis is placed on clinical applications and the evaluation of radiographic quality. Course content includes laboratory and demonstrations.

**RADG 380 RADIOGRAPHIC PROCEDURES I (5) [2F]** - explores anatomy review, positioning demonstration, and presentation of radiographs of the human body, so that the student learns radiographic examinations of the chest, abdomen, upper extremity, digestive system and urinary system. Course promotes student clinical competence in all assigned radiographic procedures and related anatomical and positioning theory and concepts.

**RADG 381 RADIOGRAPHIC PROCEDURES II (5) [2S]** - is a continuation of RADG 380 and includes the lower extremity, spine, boney thorax, cranium, facial bones and sinuses. Students perform all routine radiographic examinations and are expected to synthesize knowledge of radiation protection and exposure technique in the production of optimal quality diagnostic radiographs.

**RADG 405 RADIOGRAPHY CLINICAL EXPERIENCE III (5) [2F]** - is a continuation of the junior level RADG 305 utilizing week-long clinical rotation assignments. Emphasis on professional development and completion of clinical competencies is continued.

**RADG 406 RADIOGRAPHY CLINICAL EXPERIENCE IV (4) [2S]** - completes clinical rotations in general, surgical and portable radiography and also includes introductory clinical experiences in the special imaging modalities of MRI, US, CT, mammography, and angiography. Emphasis is on student development of proficient performance of all radiographic procedures.

**RADG 410 RADIOGRAPHIC CRITIQUE I (2) [2F]** - allows students to integrate concepts learned in previous course work to critique the diagnostic quality of radiographs at the viewbox. Emphasis is placed on critical thinking, synthesis of information from across the curriculum and the application of theory in practice.

**RADG 411 RADIOGRAPHIC CRITIQUE II (2) [2S]** - continuation of Critique I covering radiographic critique of the spine, thorax, cranium and facial bones.

**RADG 420 SECTIONAL ANATOMY (3) [2F]** - presents anatomy from a three dimensional perspective, emphasizing the location and relative position of body structures. A body section approach to transverse, sagittal, and coronal anatomy uses slides of cadaver cross sections, correlated line diagrams, and cross sectional images from Computed Tomography and Magnetic Resonance Imaging is used.

**RADG 430 PHARMACOLOGY (2) [2S]** - explores the role of radiographics in the administration of contrast media and related medications. Topics include principles of pharmacology, biopharmaceutics and pharmacokinetics, pharmacodynamics, classification, chemistry and pharmacology of contrast agents, various routes of administration, infection control and pharmacology of emergency medications.

**RADG 440 RADIOGRAPHIC PATHOLOGY I (2) [2F]** - explores a body systems approach to the use of medical imaging in the demonstration of disease processes. Included are the respiratory, skeletal, gastrointestinal and urinary systems. Procedural and patient care considerations relative to pathology are emphasized. Radiographs and special imaging studies are reviewed.

**RADG 441 RADIOGRAPHIC PATHOLOGY II (2) [2S]** - is a continuation of RADG 440, covering pathology of the following body systems: cardiovascular, nervous, hematopoietic system, endocrine, reproductive, and miscellaneous disorders.
RADG 450 QUALITY MANAGEMENT (2) [2F] - covers the continuous quality improvement programs and the application of quality management concepts in diagnostic radiology. Included are quality control and assurance for darkroom processors, silver recovery as well as radiographic, ancillary, fluoroscopic and advanced imaging equipment.

RADG 460 HEALTH CARE AND RADIATION ADMINISTRATION I (1) [2F] - provides a comprehensive overview of history, development, and features of the US health care delivery system. Focuses on forces and concepts driving the system and how they will effect the future of the industry.

RADG 461 HEALTH CARE AND RADIATION ADMINISTRATION II (1) [2S] - continuation from RADG 460. Topics include quality of care, hospital administration, and radiology department management.

RADG 470 COMPUTED TOMOGRAPHY AND DIGITAL IMAGING (2) [2F] - covers advanced imaging equipment and theory related to fluoroscopic and digital radiographic imaging, computers and computer applications in medical imaging. Computerized tomography is also presented.

RADG 480 SPECIAL PROCEDURES (2) [2S] - presents the advanced radiographic, fluoroscopic and invasive procedures. Patient care, procedural protocol, equipment and accessories used are emphasized. Included are the following topics: non-routine skeletal procedures, arthrography, trauma radiography, pediatric and geriatric radiography, and mammography.

RADG 490 RADIOGRAPHY REGISTRY REVIEW (2) [2S] - offers a review of the content areas of the ARRT examination to prepare the student for certification, and to synthesize information from across the curriculum. Course includes developmental testing and simulated registry examinations.

Recreation Administration (RADM) Courses

RADM 100 INTRODUCTION TO RECREATION SERVICES (3) [1] - identifies practices and philosophies in recreation theory and differentiating historical foundations and development of leisure and recreation in light of economic, political, and social change. Theories and basic concepts of recreation, leisure, work, and play will be stressed along with the development of an individual recreation philosophy. Leisure service is introduced in terms of government's role of serving the public and commercial sector along with services to special populations.

RADM 102 LEISURE IN YOUR LIFE (3) [4] - explores the leisure phenomenon in contemporary life. The course attempts to study leisure as it relates to economics, work, culture, religion, life cycles, education, and sexual behavior. The course will review past forces which have brought about leisure, the significance it plays in contemporary society, and its potential for the future.

RADM 103 A HEALTHY LIFESTYLE AND YOU (3) [1] - provides facts and data that help students make intelligent decisions concerning their personal health behavior. Emphasis is on learning to stay healthy and to prevent personal health problems.

RADM 110 INTRODUCTION TO THERAPEUTIC RECREATION (3) [2] - serves as a basis for the delivery of leisure services to the ill and disabled in community recreation settings. Its purpose is twofold: (a) to provide a theoretical rationale for the development of therapeutic recreation services for such groups as the physically disabled, mentally ill, mentally retarded, aged, etc. and (b) to offer practical guidelines for the delivery of leisure services.
RADM 111 COMMERCIAL RECREATION (3) [2] - provides a broad overview of the private and commercial recreation field in order to study the nature and function of leisure as it relates to private and commercial agencies and settings.

RADM 211 PROGRAM DESIGN AND LEADERSHIP METHODS IN RECREATION SERVICES (3) [2S] - emphasizes the methods and techniques of program planning, leadership, and implementation of programs in community, commercial, and therapeutic recreation. Students will gain practical experience in recreation leadership through class projects and outside agency volunteer experiences. Prerequisite: RADM 100.

RADM 213 RESORT MANAGEMENT (3) [3] - examines the internal and external operations of various facilities which comprise the resort. Special attention will be given to the deliverance of leisure services.

RADM 214 TRAVEL AND TOURISM (3) [3] - examines the nature and function of travel and tourism settings and surveys the development and operations of commercial goods and services offered in the leisure market.

RADM 215 HOSPITALITY (3) [3] - provides a comprehensive look at the hospitality industry, travel and tourism, lodging, food service, meetings, conventions and expositions, leisure and recreation, and gaming. The course will also look at the marketing, human resources, leadership and management as they apply to hospitality management.

RADM 216 SPORTS FACILITY MANAGEMENT (3) [3] - examines career opportunities within the sport industry and provides knowledge relevant to the management, marketing, legal and financial operations of sport organizations. An understanding of the various requirements and types of positions available in the sport industry will enable students to better prepare for their future careers as sport managers.

RADM 241 MEDICAL TERMINOLOGY (3) [3] - introduces the fundamental vocabulary used in the various medical fields. Emphasis is placed on word derivations and relationships. Prerequisite: BIOL 113 or consent of the instructor.

RADM 320 SIGN LANGUAGE (3) [2] - introduces finger spelling and a basic sign vocabulary for communication with the deaf. Both the production and recognition of this manual language will be stressed at a level for those who have never before signed.

RADM 321 ADMINISTRATION OF RECREATION SERVICES (3) [2F] - emphasizes the knowledge of administrative skills and practices, principles and procedures, time management, identification of various types of organizational structures, developing skill in public relations, knowledge of various funding sources and budgetary procedures, understanding legal liabilities and responsibilities, and the delivery of leisure services. Prerequisite: RADM 211.

RADM 322 SENIOR SEMINAR (3) [2S] - reviews current trends and issues in leisure service. This course will identify financing sources for programs and services, professional conduct and ethics, certification and state organizations, and legislation. There is an exploration of problem-solving techniques for recreation personnel. Prerequisite: RADM 321 or consent of the instructor.

RADM 323 OUTDOOR RECREATION AND CAMPING (3) [1] - studies the philosophy and principles underlying the growth and development of modern outdoor recreation programs. Outdoor recreation is examined in terms of supply and need, economic aspects, environmental problems, and future developments. Various outdoor recreation skills will be presented and practiced. Camp programming, planning, and administration will be introduced and explored. A field trip is mandatory.
RADM 331 APPLICATIONS OF THERAPEUTIC RECREATION I (3) [2] - provides those entering the therapeutic recreation profession a basic background in physical and mental disabilities, and how therapeutic recreation is used as an intervention. Emphasis is on the medical and psychosocial aspects of disability and the basic principles of treating a person with a disability. The course includes 30 hours of fieldwork.

RADM 333 APPLICATIONS OF THERAPEUTIC RECREATION II (3) [2] - provides those entering the therapeutic recreation profession a basic background in psychiatry, geriatrics, substance abuse, corrections, and social deviance, and how therapeutic recreation is used as an intervention. Emphasis is on assessment, individual treatment plans, and facilitation techniques used in treatment facilities. The course includes 30 hours of fieldwork.

RADM 399 RESEARCH METHODS IN RECREATION (3) [2F] - teaches the application of the basic concepts and methods of research in recreation to the interpretation and critical analysis of representative research reports in recreation studies. There is student involvement in the research process to orient them to the role of participants in recreation and social science research. Prerequisite: MATH 105.

RADM 400 FISCAL MANAGEMENT OF RECREATION SERVICES (3) [2S] - examines the budgetary process, economics of public expenditures and internal and external control mechanisms of leisure service agencies. Prerequisite: RADM 321.

RADM 494 TOPICS IN RECREATION (1-3) [4] - offers many possible courses. When a sufficient number of students express interest in a course which is not scheduled to be taught, it can be offered under this title. Prerequisites may be required, and credit hours may vary according to the course.

RADM 495 DIRECTED STUDY (1-3) [4] - is an intensive directed study and research in any of the sub-fields of Recreation Administration. Prerequisite: permission of instructor.

RADM 496 INDEPENDENT STUDY (1-3) [4] - allows students to select their own topic of investigation and determine their own way of pursuing and reporting work. A faculty advisor serves as resource person. Students provide goals, materials, and criteria for evaluation. Prerequisite: permission of department chair.

RADM 498 PRACTICUM (15) [1] - provides a supervised practical experience. During the senior year, students will spend 40 hours per week for 15 weeks working in a leisure service setting for the purpose of on-the-job training in the discipline of leisure studies. The student with the approval of the practicum supervisor selects an agency. Prerequisite: consent of the instructor and a G.P.A. of at least 2.0 at the time of registration.

Social Work (SWRK) Courses

SWRK 116 INTRODUCTION TO SOCIAL WORK (3) [2F] - is designed to provide an introduction to the social work profession, the various work settings and current issues in social welfare. The course also provides an introduction to the generalist social work perspective and to systems theory which includes individuals, families, groups, communities and organizations. Case examples are used that relate to human diversity and social work values such as, empowerment, advocacy and confidentiality.

SWRK 241 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I (3) [2F] - is the first in a sequence of Human Behavior and the Social Environment. Comprehensive attention is given to the systems theory with a specific focus given to larger societal systems, organizations, and communities. The content was selected to provide a sound theoretical base of systems theory for beginning generalist practice. This course will also
explore values and ethical principals of the NASW Code of Ethics as they apply to service delivery to diverse populations. Students are encouraged to consider the impact of individuals, groups, families, communities on the environment and the impact of the environment on the individuals, groups, families, communities and organizations.

SWRK 242 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II (3) [2S] - provides a basic understanding of human development from conception through death. The life span approach builds upon social systems theory and the five specific systems that comprise the systems perspective in social work practice: individuals, families, groups, organizations and communities. This course is based upon the philosophy that human behavior is shaped by many interacting biological, psychological, social, and cultural factors. In each life stage, attention is given to the role of social work practice in a variety of agency settings working with individuals, families, groups, organizations and communities, the ethical responsibilities and professional values. Attention is also given to the impact of oppression, and the consequences of gender, socioeconomic status, and minority group membership. Prerequisite: SWRK 241 or consent of the instructor for non-majors.

SWRK 306 CHILD WELFARE I (3) [2F] - is designed to provide a comprehensive introduction to the structure and functions of the child welfare system from a social work perspective. The course will focus on the problems and issues in service delivery in areas of dependency, neglect, abuse, foster care, group care and delinquency from the generalist practice perspective. Additionally, students will learn the extent of the problem, effects on children, intervention issues, the social worker's role in a multidisciplinary team approach, and how to advocate for individuals and families. This course is the first of two specific course requirements for the child welfare certification available for state licensure. Prerequisite: SWRK 241.

SWRK 314 SOCIAL POLICY I (3) [2F] - seeks to provide the student with a frame of reference in understanding the operations, components, environments, and interrelationships of social welfare agencies. In addition, the historical development of social welfare will be examined in an attempt to understand the development of social policy in light of the philosophical and value base of the society in which it develop. This course will also attempt to help the student understand ethical issues in contemporary society and the making of ethical judgments about policy choices in historical eras. Prerequisite: SWRK 241 or consent.

SWRK 315 SOCIAL POLICY II (3) [2S] - is designed to provide students with the knowledge base for understanding and analyzing social welfare policies and programs. Special attention will be focused on methods of social policy analysis, how it is made, and the way it is affected by, and affects, larger political and economic forces. The course will examine specific social policies as a means to gain knowledge of the future prospects of the welfare state and their implications for social work practice and the social work values and ethics that influence their outcome. In addition, the course will help students gain an understanding of political processes and prepare them to become legislative and social advocates, lobbyists, and expert advisors to policy makers and administrators. Prerequisite: SWRK 241.

SWRK 320 HEALTH CARE SYSTEMS (3) [4] - is designed to aid students in becoming knowledgeable regarding health care in the United States by looking at the definition and philosophy of health, the health care team, policy issues related to health care, and the organization and delivery of health care service.

SWRK 321 THE LEGAL SYSTEM AND THE HELPING PROFESSION (3) [3] - is designed to provide social work students and other students in helping professions (e.g., psychology, education, nursing and pre-law) in understanding legal systems that deal with
such issues as confidentiality, child protection, domestic violence, special education, involuntary commitment and providing key testimony. Students will learn how helping professions play an active role in advocating client protection and social justice.

**SWRK 333 SOCIAL WORK RESEARCH (3) [2S]** - is designed to familiarize the student with the basic concepts and methods of social science research. This course will focus on the application of these concepts and methods to the interpretation and analysis of research represented in the social sciences. This will enable students to become intelligent consumers of research. Second, students engage in selecting aspects of a major research experience in order to orient them to the research process. This course will also examine the ethical values and principles of social work practice used in research.

Prerequisite: SWRK 105.

**SWRK 363 SOCIAL WORK PRACTICE I (3) [2F]** - provides an overview of generalist social work as a method and process covering fundamental concepts of social work values, ethics, principles and skills. Generalist social work is presented as a basic helping method used by social workers to assist individuals, families, groups, organizations, and communities to achieve personal and social change. The assignments for this course are also geared to developing critical awareness of self, to increase awareness of individuals, family, groups and community organization levels of intervention, to develop beginning assessment skills, and to address cultural and lifestyle diversity issues in implementing ethnically and racially sensitive social work. During this semester, the student will also gain a better sense of self through exposure to diversity issues and individual, family, group, community and organization settings. This course continues the introduction the NASW Code of Ethics and the ethical standards relevant to beginning professional practice.

Prerequisite: SWRK 241.

**SWRK 364 SOCIAL WORK PRACTICE II (3) [2S]** - is to provide students with content and practice skills in generalist practice with families, groups, communities and organizations. The exposure to leadership in human service organizations, students become knowledgeable of the skills needed to provide services in accordance with the Social Work Code of Ethics and the values and laws of society. Attention is given to theories of organizational structures and their impact on service delivery. A 30-hour observation experience in a local social service agency is required of the student, special emphasis is placed on their exposure to ethical social work practice with cultural and lifestyle diversity with special populations, including women. The observation also provides the student with opportunities to experience individual, family, group, community and organization practice, addressing a multicultural society, and the ethical dilemmas in meeting their needs.

Prerequisite: SWRK 363.

**SWRK 366 SOCIAL WORK PRACTICE III (3) [2F]** - is designed to provide knowledge and skills for working with communities and organizations. This course emphasizes the general practice model of assessment, planning, intervention, evaluation, termination and follow-up and how it applies to macro level social work. Special attention is given to ethnic-sensitive, integrative, generalist social work practice with women and other special populations. This course also addresses specific issues and concerns regarding social work ethics and values that teach effective strategies to help communities and organizations achieve social change.

Prerequisite: SWRK 363 and SWRK 364.

**SWRK 424 SOCIAL WORK IN A PLURALISTIC SOCIETY (3) [2F]** - provides a generalist social work practice-process framework that delineates cultural-common and cultural-specific social work principles. The purpose is to offer the student the opportunity to understand multi-cultural service delivery, relationship protocols and professional self-disclosure with people of color. It will also explore and develop resources for individuals,
families, groups, communities and organizations, utilizing the NASW Code of Ethics as the guiding principles for community interaction. Prerequisite: SWRK 241.

SWRK 492 FIELD INSTRUCTION AND SEMINAR I (5) [2F] - this is the first of two required field work experiences, though students may opt for a summer block field work placement. The student is required to work 60 clock hours for each semester hour of credit needed, for a total of 480 clock hours or 8 credit hours. Students are engaged in supervised, direct service activities, providing practice experience in the application of the theory and skills acquired in the foundation areas. The mechanism for supporting the integration of students' class and field learning is the required field work seminar taken concurrently with the field practicum. Prerequisites: SWRK 363 and SWRK 364.

SWRK 493 FIELD INSTRUCTION AND SEMINAR II (5) [2S] - the basic principles of SWRK 492 are continued. Further integration of knowledge and values in a supportive yet evaluative agency setting is a primary focus. Major emphasis is placed on the enhancement of self-awareness and an appreciation of human diversity in the practice setting. More advanced use of the problem-solving process is required. The research project is completed and the statistical results and recommendations are presented at the Social Work Research Forum. Prerequisite: SWRK 364 and SWRK 366.

SWRK 494 TOPICS IN SOCIAL WORK (3) [4] - is designed to provide students with specialized courses of interest to the community. It is also designed to make students more aware of current issues and trends in Social Work. Examples of topics courses would be: Social Work and the Community, Social Work Theories, Social Welfare History, Child Welfare, Women’s Issues, or Social Work and Computer Science. Prerequisites: Variable, dependent on the nature of the topic offered.

SWRK 495 READINGS IN SOCIAL WORK (1-3) [1] - like SWRK 497, this course is designed for the student who is interested in pursuing an area of social work on a deeper level. The student works closely with the professor in developing a bibliography and discussing the readings.

SWRK 496 INDEPENDENT STUDY IN SOCIAL WORK (1-3) [1]

SWRK 497 ASSIGNED RESEARCH IN SOCIAL WORK (1-3) [1] - is designed to meet the needs of the advanced student who is interested in pursuing more thoroughly an area which lends itself to further research.

SWRK 498 FIELD PRACTICUM (1-4) [1-] - is designed for the student who has completed SWRK 492 and SWRK 493 and wishes further experience in field practice. The course is designed to be less structured than SWRK 492 and SWRK 493. However, close supervision, a journal, process recordings, and a continuous structured contact with staff insures relevance and integration of learning.

Sociology (SOCI) Courses

SOCI 111 PRINCIPLES OF SOCIOLOGY (3) [2F] - acquaints students with the study of human societies. The social structures, their development and change, and the social interplay between these patterns and the behavior of individuals and groups are introduced to students. (IAI Course #: S7 900)

SOCI 206 CRIME AND DELINQUENCY (3) [4] - studies crime and deviant behavior as social phenomenon, and the effectiveness of the criminal justice system. Primary emphasis is on the sociology of law and the study of correctional institutions. Prerequisite: SOCI 111 or consent of the instructor.
SOCI 216 MARRIAGE AND FAMILY (3) [4] - examines variables that determine and affect the changing quality of marriage and family life in the United States. A general biophysical approach as well as social system theory is utilized. Prerequisite: SOCI 111 or consent of the instructor. (IAI Course #: S7 902)


SOCI 245 WOMEN IN CONTEMPORARY SOCIETY - See PSYC 245.

SOCI 250 INTRODUCTION TO ANTHROPOLOGY (3) [2S] - provides an overview of the science of anthropology, looking briefly at physical anthropology and the evolution of humans, and then turning to the cultural aspects of the human species, examining family and kinship, social control, economic systems, political systems, religion and a number of other areas. (IAI Course #: S1 900N)

SOCI 311 SOCIAL PSYCHOLOGY - See PSYC 311.

SOCI 347 - See Health Arts Course Descriptions

SOCI 380 CRIME AND SOCIETY (4) - See Health Arts Course Descriptions

SOCI 397 SOCIOLOGY OF AGING (4) - See Health Arts Course Descriptions

SOCI 493 ASSIGNED READINGS IN SOCIOLOGY (1-3)

SOCI 494 TOPICS IN SOCIOLOGY (3) [4] - provides students with specialized courses to meet the needs of either students on campus or in the community. It is also designed to make students more aware of current issues and trends in the discipline.

SOCI 495 DIRECTED STUDY (1-3)

SOCI 496 INDEPENDENT STUDY (1-3)

SOCI 497 RESEARCH IN SOCIOLOGY (1 -3)

Theology (THEO) Courses

THEO 101 INTRODUCTION TO THEOLOGY (3) [1] - introduces theology as an authentic science. Assuming no previous theological background, the class explores the nature of divine revelation and salvation history in light of Scripture, along with fundamental Christian beliefs concerning Christ, the Church, and the Christian Life. The primary goal of this course is to produce awareness and understanding of the Christian faith, as well as some basic skills needed for future course work and investigation of faith and religion.

THEO 200 INTRODUCTION TO THE OLD TESTAMENT (3) [2F] - surveys the history of Israel and of the formation of the Old Testament, making available the results of modern Old Testament scholarship, and putting the books of the Old Testament into the context of the community of faith from which they came. (IAI Course #: H5 901)

THEO 210 INTRODUCTION TO THE NEW TESTAMENT (3) [2S] - surveys the content, structure, and sociopolitical milieu of the various books of the New Testament in the context of the experience of the Early Church. It aims at providing an understanding of the kerygmatic dynamism within the Early Church. (IAI Course #: H5 901)
THEO 220 CHURCH: YESTERDAY AND TODAY (3) [3] - surveys the main events and persons of the Christian Tradition, and explores various elements in the Church's self-understanding from the New Testament to the post-Vatican II era. Emphasis on theological and doctrinal history will encourage students to understand the foundations of current Christian living.

THEO 230 CHRISTIAN MORALITY (3) [2F] - studies contemporary moral issues and topics, including commitment, responsibility and quality of life of individuals and communities. Selected areas of concern may include the family, business, medicine, law, and religion.

THEO 240 CHRISTIAN MARRIAGE (3) [2S] - investigates the development and traditions of marriage as well as questions about it, particularly among Christians. It will explore the commitment of persons involved in living a Christian marriage.

THEO 250 CHRISTIAN SOCIAL TEACHING (3) [4] - examines the social teaching of the Church as it comes to us through Scripture, papal and episcopal documents and the writings of prominent Catholic and other Christian social thinkers. Attention will be given to the spiritual and temporal mission of the laity. Areas for discussion may include: the dignity of the human person, human work, family, religious liberty, justice, economic development, and international relations.

THEO 260 WORSHIP AND CHRISTIAN LIFE (3) [2] - examines the nature, structure, diversity, and meaning of worship as it is found within the Christian faith. Worship is the central act of the faith through which the life of believers are shaped in their faith. Within the Christian tradition, the forms of worship have often changed to suit the needs of the time. In the other instance, the liturgical life has remained faithful to its ancient roots providing unity and continuity for the life of faith. In this course special attention will be given to the sacraments.

THEO 280 RELIGION IN AMERICA (3) [4] - employs a historical perspective in examining the major religious traditions as well as specifically American religious phenomena such as Revivalism. The study of American history requires a consideration of the uniquely religious character of the American experience and of the unique collective experiences of the varied institutional religions and religious movements in America. (IAI Course #: H5 905)

THEO 290 WORLD RELIGIONS (3) [4] - studies the history, systems of belief, unique characteristics and practices of the major world religions: Judaism, Christianity, Buddhism, Taoism, and Islam. (IAI Course #: H5 904N)

THEO 305 SECOND VATICAN COUNCIL (3) [4] - investigates the event (1962-1965) that renewed contemporary Roman Catholicism. Consideration of key persons, documents, and controversies will illuminate the background necessary for understanding the challenges facing Catholicism today.

THEO 312 PHILOSOPHY OF RELIGION (3) [4] - meets the liberal education requirements for either philosophy or theology. It is able to do this since it touches upon those basic issues at the heart of these disciplines. The course will focus on the relationship of reason and revelation. It is precisely in an examination of this issue that the unique natures of philosophy and theology become evident. Questions concerning the nature of faith, the intelligibility of reality, nature and creation, the nature of God and the relationship between man and God will be examined. These questions are foundational to the understanding of human existence both from a theological and philosophical perspective.

THEO 315 - See Health Arts Course Descriptions
THEO 325 TOPICS IN PASTORAL MINISTRY (1-3) [4] - addresses various issues and theologies relating to lay ministry in the parish/school/campus setting. Topics may include such areas as youth ministry, liturgical planning, organizational skills, team building, and finances in non-profit organizations.

THEO 330 THEOLOGY OF DEATH AND DYING (3) [3] - explores the experience of suffering, death, and dying from the perspective of Christian anthropology. Modern technology has added complexity to the ethical decisions which the dying person and the family must face. This complexity will be addressed in light of recent Christian thinking on these issues. From a pastoral/spiritual point of view, the Church as Community and Sacrament will be examined as a means of divine and gracious comfort for the dying person and the family and friends, as well as a sign of hope through Christian belief in the Paschal Mystery.

THEO 340 CHRISTIAN CATECHESIS (1-3) [4] - studies the issues and theologies which shape contemporary catechetical ministries as well as the psychology of religious learning. Students will do some form of catechetical ministry to be determined in consultation with the instructor. Prerequisite: consent of the instructor.

THEO 350 IMAGES OF JESUS (3) [4] - discovers the meaning of Jesus for Christianity by means of a selective review of theological traditions and fundamental doctrines. The course will consider various biblical, historical, philosophical and social/scientific contributions to a contemporary understanding of Jesus.

THEO 379 - See Health Arts Course Descriptions

THEO 490 SENIOR PROJECT (1) [4] - offers each senior major, under the direction of the faculty advisor, the opportunity to research a topic agreed upon and approved by the Theology department. Following a schedule contracted with his/her advisor, the student will complete this requirement by formally and publicly presenting his/her research to faculty and students in theology and other invited guests. Prerequisite: senior theology major.

THEO 494 TOPICS IN THEOLOGY (1-3) [4] - provides an opportunity for study of selected topics not included in the regular curriculum. May be repeated for credit.

THEO 495 DIRECTED STUDY (1-3) [4]

THEO 496 INDEPENDENT STUDY (1-3) [4]

THEO 498 INTERNSHIP IN PASTORAL MINISTRY (1-15) [4] - offers students the opportunity to use what they have learned in the classroom in a supervised setting, as determined in conjunction with their mentor. They will keep a journal and meet regularly with supervisor/advisor. Prerequisites: major, minor; THEO 325 or THEO 340.
Graduate Programs

Degree Programs

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

Master of Education (M.Ed.)
  Education with Elementary Certification (K-9)
  Education with Secondary Certification (6-12) (English, mathematics, science, and social science)

Master of Science (M.S.)
  Continuing Education and Training Management
  Continuing Education and Training Technology
  Education (Educational Leadership)
  Education (Teaching and Learning)
  Health Services Administration
  Management
  Nursing
  Physician Assistant Studies

Certificate Programs:
  Continuing Education and Training Management
  Continuing Education and Training Technology

Graduate Academic Policies

Graduate Admission Requirements
Graduate students will be considered for admission to the University of St. Francis after completing the following admission requirements. Admission to specific programs may require additional program specific requirements. All admission requirements are subject to final approval by the Executive Director of Admissions and the dean of the appropriate college. Please note the admission requirements for the Physician Assistant Studies program.

Admission to the University of St. Francis as a graduate student in the Master of Business Administration, Master of Science in Continuing Education and Training Management, Master of Science in Continuing Education and Training Technology, Master of Science in Health Services Administration, and the Master of Science in Management require the following:

- Application for admission and essay
- Application fee
- Transcripts documenting the appropriate undergraduate degrees and prerequisites
- G.P.A. of 2.75 on a 4.0 scale
- Computer competency (coursework or demonstrated competencies in computer literacy)
Two letters of recommendation
Verification of appropriate employment (two years minimum) according to the following:
  - Master of Business Administration: two years of full-time employment in a management position or appropriate GMAT scores
  - Master of Science in Continuing Education and Training Management: two years of significant work experience or the permission of the academic department
  - Master of Science in Continuing Education and Training Technology: two years of significant work experience or the permission of the academic department
  - Master of Science in Health Services Administration: two years of appropriate full-time employment in the health care field
  - Master of Science in Management: two years of business experience or appropriate GMAT scores

Students may begin the admission process and register for the first class while completing the above during the first month of enrollment. However, the above requirements must be satisfied for eligibility for financial assistance. Official admission to the program will be granted upon receipt and review of the above requirements. Students who do not meet the admission requirements will be provided the opportunity to appeal through their admissions counselor. Official admission will be granted upon review of the appeal.

**Master of Science in Education requires the following:**

- Application for admission and essay
- Application fee of $25
- Transcripts documenting the undergraduate degree
- Cumulative undergraduate G.P.A. of 2.75 on a 4.0 scale
- Teaching certificate
- Two letters of recommendation
- Computer competency (coursework or demonstrated competencies in computer literacy).

Students may begin the admission process and register for the first class while completing the above during the first month of enrollment. However, the above requirements must be satisfied for eligibility for financial assistance. Students will be granted official admission to the College of Education upon receipt and approval of the above requirements. Students who do not meet the required G.P.A. of 2.75 will be provided the opportunity to appeal for admission through their admissions counselor. If the appeal is approved, conditional admission will be granted pending completion of the first semester’s course. Full admission to the College of Education will be granted upon review and completion of the first semester’s course with the minimum grade of “B”.

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Master of Education with Teacher Certification requires the following:

- Application for admission and essay
- Application fee
- Transcripts documenting the undergraduate degree
- Cumulative undergraduate G.P.A. of 2.75 on a 4.0 scale
- 2.5 G.P.A. in teachable area (English/language arts, mathematics, science or social science)
- Two letters of recommendation
- Computer competency (coursework or demonstrated competencies in computer literacy)

Students may begin the admission process and register for the first class while completing the above during the first month of enrollment. However, the above requirements must be satisfied for eligibility for financial assistance. Students will be granted official admission to the College of Education upon receipt and approval of the above requirements. Students who do not meet the required G.P.A. of 2.75 will be required to pass the Illinois State Board of Education’s Basic Skills Test. Subsequent to passing the test, students are provided the opportunity to appeal for admission through their admissions counselor. If the appeal is approved, conditional admission will be granted pending completion of the first semester’s course. Full admission to the College of Education will be granted upon review and completion of the first semester’s course with the minimum grade of “B”.

Master of Science in Nursing requires the following:

- Application for admission and essay
- Application fee
- Transcripts documenting the appropriate undergraduate degrees and prerequisites
- G.P.A. of 3.0 on a 4.0 scale
- Computer Competency (coursework or demonstrated competencies in computer literacy)
- Three letters of recommendation
- Verification of two years of full-time clinical professional nursing practice within the last four (4) years. (Students for whom an exception is made will be advised to take core courses during the first year of study and to work to meet the experience requirement.)

Students may begin the admission process and register for the first class while completing the above during the first month of enrollment. However, the above requirements must be satisfied for eligibility for financial assistance. Conditional admission will be given upon receipt of the above requirements. Official admission to the program will be granted upon receipt and review of the following additional requirements:
• Resume, work history
• Satisfactory scores on the Graduate Record Examinations (GRE) taken within the last five (5) years. Saint Joseph College of Nursing graduates are exempt from this requirement
• Interview (either in person or over the telephone) with one or more of the College of Nursing faculty members
• Current licensure in the state as a registered nurse

Additionally, prior to registration for the second semester of enrollment, students are required to submit to the College of Nursing the following:
• Current official record of professional nursing liability insurance
• Current CPR certification
• Verification of the following (Note: Immunization requirements are reviewed annually and may change.)
  • Immunity against rubeola, rubella, and mumps (if an individual has a negative history of rubella or mumps, or was immunized before 1968, MMR is required)
  • Negative Mantoux or for a positive Mantoux test a chest x-ray within the last year and yearly screenings by a physician or nurse practitioner
  • Hepatitis B immunization.

Evidence of satisfactory completion of baccalaureate level courses with a minimum grade of “C” are required in Physical Assessment and Nursing Research and are prerequisites to NURS 622 Advanced Health Assessment and NURS 603 Advanced Nursing Research. In addition, satisfactory completion of a 3 semester hour graduate level descriptive and inferential statistics course is required as a prerequisite to NURS 603 Advanced Nursing Research.

**Master of Science in Physician Assistant Studies**
Admission to this program is extremely competitive. No more than thirty five to forty students will be admitted to a cohort class. Our admission policy emphasizes the selection of students who reflect varied social, cultural, educational and professional backgrounds. In addition to intellectual capacity and personal maturity, students are selected upon demonstrated evidence of their concern for human and societal needs. Communication and interpersonal skills are important assets that are considered by the admission committee. Applicants must have:
• A baccalaureate degree from a nationally accredited college with a minimum 2.75 G.P.A. overall (4.0 scale)
• Acceptable score on the Graduate Records Examination (GRE)
• International students for whom English is a second language must have a TOEFL score of 550 (for paper version) or 312 (for computer-based exam)
• Completed the following prerequisite classes with a 3.0 G.P.A. (on a 4.0 scale)
  • Anatomy and Physiology Sequence with Lab (1 year – 8 semester hours or 12 quarter hours)
  • General Biology Sequence with Lab (1 year – 8 semester hours or 12 quarter hours)
  • General Chemistry Sequence with Lab (1 year – 8 semester hours or 12 quarter hours)
  • General Microbiology with Lab (1 course)
  • Statistics (1 course)

• Minimum of 250 hours of formal, hands-on clinical experience in a medical setting with exposure to the medical care industry and patient care issues.

Additionally, the program recommends that students have completed a course in organic chemistry, biochemistry, computer science, psychology, or sociology and research methods. Please note: The PA program does not recognize advance placement, transfer of credit from a similar medical program, CLEP examinations or credit for experiential learning.

Technical Guidelines for Admission and Matriculation
To ensure that patients receive the best medical care possible, the faculty of the USF Physician Assistant Program has identified certain skills and professional behaviors that are essential for the successful progression of physician assistant students through the curriculum. A student must possess skills and behaviors at a level of capability to perform a variety of duties required of a physician assistant as a health care professional. Minimum performance standards of the physician assistant program include:

Critical Thinking: All students must possess the intellectual, ethical, physical and emotional capabilities to undertake the entire curriculum and to achieve the levels of competence required by the faculty. The ability to solve problems, a skill that is critical to the practice of medicine, requires the intellectual abilities of observation, measurement, calculation, reasoning, analysis, integration and synthesis. Candidates for the program must be able to perform demonstrations and experiments within the basic sciences as well as interpret data within the basic and clinical sciences.

Communication Skills: A candidate should be able to speak clearly, to hear, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and to perceive verbal as well as nonverbal communications. The candidate must be able to read medical literature and be able to communicate effectively and efficiently in oral and written forms.

Visual Ability: Candidates must be able to observe a patient accurately, both at a distance and close at hand. This ability requires the functional use of vision and somatic sensation.
Sensory and Motor Coordination: Students must have sufficient sensory and motor function to perform a physical examination utilizing palpation, auscultation, percussion and other diagnostic maneuvers. In general, this requires sufficient exteroceptive sense (touch, pain, and temperature), proprioceptive (position, pressure, movement, stereognosis and vibratory) and motor function. A student should be able to execute movements required to move from area to area, maneuver in small places, calibrate and use large and small equipment, and position and move patients. A student must have the motor skills required to provide general care and emergency treatment to patients.

Interpersonal Abilities: A candidate for the physician assistant program must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities required for the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients, families, and colleagues.

Professional Attributes: Empathy, integrity, honesty, concern for others, interest and motivation are all professional and personal qualities that are required. Students must possess adequate endurance to tolerate physically taxing workloads and to function effectively under stress. Students must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Students are expected to accept appropriate constructive suggestions and criticisms and, if necessary, respond by modification of behavior.

International Students
The TOEFL examination score of 550 (312 on the computer-based exam) may be required for students earning a professional diploma or undergraduate degree in a non-English speaking country. Students must also submit their foreign transcripts to an approved credentials evaluation agency. An official report from the credentials evaluation agency must be received in the Admissions Office prior to registration for classes.

Admission for Second Master’s Degree
Completion of a second master’s degree requires the following:
- Admission application for a second master’s degree
- Additional requirements as specified for the specific program

Admission to Certificate Programs
Admission to certificate programs has the same requirements as the related degree program.

Transfer Credit
Credit for graduate work completed at another regionally accredited institution may be accepted toward a graduate degree; generally, up to a total of eight (8) semester hours may be transferred with certain provisions:
The student must complete a petition for transfer of credit.

- The course(s) must be appropriate to the degree program of the student and not be in conflict with credit limitations.
- The petition must be approved by the academic advisor and appropriate program administrator.
- The course(s) must have a grade of “B” or higher.
- The course must have been completed within the last seven years.

Credit will be considered for transfer only after the above conditions have been met and an official transcript of the student’s record has been sent directly to the Admissions Office by the appropriate institution(s). Transfer credits are not included in the computation of the student’s G.P.A. at the University of St. Francis.

Petition for transfer of credit must be processed, approved and credit recorded before a student is considered eligible for candidacy and comprehensive examination.

**Flexible Course Options**

**Online Internet Delivered Courses**

St. Francis offers a number of courses and programs online through use of the Internet. The University uses WebCT software to deliver its Internet classes. The only difference between an online course and a traditional course is with WebCT students can "attend" class at a time that is convenient for them. Like any class, students will read texts, participate in class discussions, and take exams through the USF online program. Courses are offered in select programs at the graduate and undergraduate level. Students who wish to enroll in these courses should contact the appropriate program administrator.

**Graduate Student Classification**

Graduate students have two classifications.

- Degree-Bound Students: Students working toward a graduate degree or a certificate program who have met all admission requirements as described above.
- Special Students: Students not working toward a degree but taking courses for which they are qualified. There is a limit of two courses taken as a special student that may be used toward a degree program. Permission from the dean of the appropriate college is required.

**Full-time and Part-time Status**

Graduate students are considered enrolled at full-time status if registered for 8 semester hours (or 12 quarter hours) in a given term. Graduate students registered for 4 semester hours (or 6 quarter hours) will be considered enrolled at half-time status.
Graduate Grading Policies

A final grade report is required for each course. The semester grade is the only grade on the student’s permanent record. A grade report will be mailed to each student. Each student is graded according to the following system:

- **A - Excellent:** The student performs in a consistently active, accurate, creative and independent manner. An ability is demonstrated not only to master the course material, but to synthesize and evaluate what is learned. Communication skills reflect and are commensurate with the student’s ability.

- **B - Very Good:** The student is able to master the course content and often demonstrates creative thought and independence but does not give evidence of consistency in excellence.

- **C - Minimum passing grade** allowed at the graduate level only if an overall “B” average is maintained.

- **F - Failure** The student fails to meet the basic expectations of the course.

- **I - Incomplete:** The incomplete grade may be given only upon agreement between the student, the instructor, and the appropriate dean. This grade is given when the student has, for a reason beyond the student’s control, been unable to complete the required course work. The student must then complete the requirements by the end of the sixth week of the following semester, at which time a final grade will be recorded. If the student fails to complete the requirements at this time, the final grade will be recorded as an “F”.

- **P or F - Pass or Fail:** The student met the basic expectations of the course. The student failed to meet the basic expectations of the course.

- **W - Withdrawal**

Repeated courses are indicated on the transcript by an I or an E. These indicators follow the grade on the transcript and mean that the course is Included (I) in the G.P.A. or excluded (E). No credit is given for the (E) repeat and the course is not computed into the grade point average.

Quality Point System

Degree candidates as a general requirement must achieve a minimum average of 3.0 quality points per semester hour of credit completed. Final grades in each course are converted to quality points according to the following schedule: A grade of "A" in a course converts to four quality points of each semester hour of credit; thus, in a three-semester-hour course, an "A" is worth 12 points. A grade of "B" is worth three quality points per semester hour of credit; a grade of "C" is worth two quality points per semester hour of credit; other grades receive no quality points. The quality point or Grade Point Average (G.P.A.) is computed by dividing the total number of quality points earned by the total number of semester hours attempted excluding courses with a “P” grade. A student’s transcript reflects an accumulative G.P.A. of all USF graduate courses completed.
Grade Reports and Transcripts
Reports for all students are issued at the end of the semester. Only the final grade is recorded on the permanent record. Appeals of grades must be filed within six weeks of the issuance of grades and must be done in accordance with established grievance procedures.

Academic Standings
Good Academic Standing - A student in a master’s program is required to maintain a G.P.A. of 3.0 (B) on a 4.0 scale in order:
- to remain in the program (see academic probation below)
- to be eligible to sit for the comprehensive examination (for programs that require the comprehensive examination)
- to advance to candidacy for graduation

Academic Probation and Dismissal - Students whose G.P.A. falls below the required 3.0 are placed on academic probation. Students on academic probation who do not raise their G.P.A. to 3.0 by the end of two semesters will be dismissed from the master’s degree program for academic deficiency.
- If a student dismissed for academic deficiency seeks to be readmitted to the program, the following is required: At least one semester must elapse between dismissal and seeking readmission.
- Students must submit a written petition for readmission showing how they plan to attain the required 3.0 G.P.A. for candidacy and graduation. This petition is submitted to and acted upon by a program faculty review committee and the appropriate college dean. If progress is not evident, the program faculty review committee and the appropriate college dean reserve the right to irrevocably dismiss the student from the program.

Readmission - Students who cancel a class or drop out of graduate studies for one semester will automatically receive registration materials for the following semester unless they have indicated that they are permanently dropping the program. Students who stay out of class for more than two semesters and then wish to register should contact the Admissions Office for registration materials. Students who return to the program after an absence of one year or more will be required to fulfill the requirements in effect at the time of readmission. Students should contact the Admissions Office in order to clarify their curricular requirements.

Graduate Student Graduation Process
Time Limit for Completion of Work
A candidate must have completed all requirements for the graduate degree programs within eight calendar years beginning with the first semester of graduate studies. If the time will extend beyond eight years, students should contact the appropriate college dean.
Graduation Requirements for Master’s Degree
Graduate students are responsible for ascertaining and meeting all deadlines, e.g., registration, submission of papers, required assignments and application for graduation. Necessary forms are available from the appropriate college dean’s office. If a student fails to graduate at the time originally anticipated, the student must reapply for graduation by the appropriate deadline noted in the Academic Calendar. A graduation fee will be assessed. No graduation honors are awarded to graduate students. Candidates for a master’s degree must:

- Complete the formal application for graduation through the Registrar’s Office by the published deadline (suggest two semesters before commencement)
- Earn a minimum of 36 semester hours of graduate coursework
- A minimum of 28 graduate semester hours must be earned at the University of St. Francis
- Complete all requirements with respect to the major program and concentrations if appropriate. (Courses must be completed within eight calendar years beginning with the first semester of graduate studies.)
- Achieve a cumulative grade point average of 3.0 or higher at USF
- Successfully pass the Comprehensive Exam (required of students pursuing the M.S. in Health Services Administration, M.S. in Continuing Education and Training Management, M.S. in Continuing Education and Training Technology, M.S. in Education, and Master of Education with Certification degrees).
- Satisfy all financial requirements with the Business and Financial Aid Offices.

Comprehensive Examination
Students pursuing the M.S. in Health Services Administration, M.S. in Continuing Education and Training Management, M.S. in Continuing Education and Training Technology, M.S. in Education, and M.Ed. degrees must satisfactorily pass a final comprehensive examination. The comprehensive exam is based on the content of the current program curriculum. The colleges administer the comprehensive examination three times a year. Students in the College of Health Arts, Graduate and Professional Studies must submit a request for the Comprehensive Examination the semester prior to their final semester of course work (see the Academic Calendar). Students in the College of Education must apply by the end of the second week of classes in their final semester. In order to sit for the examination, the student must have completed a minimum of 32 hours and maintain at least a 3.0 grade point average in the program. The comprehensive examination must be taken within one year of the last class in which the student enrolls. Any transfer credits must be approved and recorded by the University of St. Francis prior to being eligible to take the comprehensive examination. Those who do not pass the examination may retake the examination only upon consultation with and recommendation of the graduate faculty.
Graduate Programs

Business Administration (MBAD)

The Master of Business Administration is designed to provide students with challenging course work, which will enhance the team building and interpersonal networking skills necessary in preparing for a position in upper-level management.

The M.B.A. program provides students with a combination of theoretical and practical knowledge. Studying current theories, learning methods of problem solving and analysis, and engaging in active research contribute to the enhancement of a student’s professional career. Developing competent written and oral communication abilities is stressed throughout the program.

M.B.A. graduates have an awareness of the total business environment, including financial management and a focus on customers in the global market. In addition, the M.B.A. program provides employers with top-level managers who have skills in communication, leadership, planning and development, technology integration, and decision-making with integrity and a sense of ethics.

The program is designed for the business professional. Classes meet one evening a week or on Saturdays in a traditional class setting, giving students and faculty an opportunity to interact in an exciting learning environment. MBAD courses are also available online through the University’s home page at www.stfrancis.edu.

Candidates will find the study of business administration to be an opportunity for both personal and professional growth. Completing an M.B.A. degree is a long-term investment that can provide such returns as entry into attractive career tracks, high salaries and valuable career mobility. It prepares individuals for the challenges of upper-level management by providing the practical skills to meet the demands of the rapidly changing business environment.

Mission and Outcomes

The mission of the program is to provide quality educational experiences for executives, managers, and supervisors who would like to develop leadership, communication, fiscal, and creative skills for upper management positions.

Graduates of the program will be able to:

- Demonstrate an understanding of the theories of economics and their application to public policy management/business decisions and financial markets
- Demonstrate an understanding of key concepts used by managers to understand and guide a firm’s financial performance including managerial/cost accounting, preparing a budget and analyzing variances, and using various financial tools/models to support managerial decision making
- Demonstrate an understanding of key concepts used by managers to make investment decisions for a firm and how to use various financial models/tools to support these decisions
- Demonstrate a breadth of knowledge in marketing theories and practice and be able to apply marketing in today’s corporate environment
- Demonstrate professional level skills, by assessing and selecting managerial and organizational behavioral practices appropriate to diverse organizational needs
- Demonstrate knowledge and skills in the application of the theory and practice of basic research methods in today’s corporate environment
- Demonstrate interpersonal and communication skills such as presentation skills, written communication, and teamwork
- Provide qualified persons with the skills needed to be professional administrators
- Give a humanistic dimension to the education of business administrators.
- Develop knowledge and skills in particular managerial functions
- Develop an awareness that effective ethical leadership requires empathetic understanding of the needs and motivations of individuals within an organization.

Curriculum
The M.B.A. requires 36 to 48 graduate credit hours. These hours include:
- Foundation Courses (0-12 credit hours, depending on the student’s undergraduate preparation)
- Common Core Courses (12 credit hours required)
- MBA Core Courses (12 credit hours required)
- Concentration Courses (12 credit hours required)

Foundation Courses (0-12 credit hours)
Foundation courses serve the needs of M.B.A. students with no previous formal education or experience in the business area. They can also serve as optional review courses for students with undergraduate business degrees. Students should consult with their academic advisor to determine what, if any, foundation courses they should take.

Foundation courses are graded on a pass/fail basis. A “pass” indicates that the student has earned an “A” or “B” grade. Grades for the foundation courses are not calculated as part of the student’s graduate G.P.A.

MBAD 501 Survey of Management 2
MBAD 506 Survey of Marketing 2
MBAD 510 Survey of Quantitative Methods and Statistics 2
MBAD 511 Survey of Economics 2
MBAD 516 Survey of Finance 2
MBAD 521 Survey of Financial Accounting 2

Major Program:
Common Core Courses (all three are required) 12 hours
MBAD 606 Marketing Management 4
MBAD 626 Applied Business Research Methods 4
MBAD 651 Management and Organizational Behavior 4
MBAD Core Courses (all three are required) 12 hours

MBAD 611 Managerial Economics 4
MBAD 616 Managerial Finance 4
MBAD 621 Managerial Accounting 4

Concentration Courses (three are required) 12 hours

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<th>MANAGEMENT CONCENTRATION (select 3) 12 hours</th>
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<td>MBAD 671 Topics (1-4)</td>
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National Honor Society
The MBAD program provides students with the opportunity to be a member of Delta Mu Delta, a national honor society in business administration with a growing membership of 75,000 nationwide. For membership, students must have completed half the requirements for the degree with a cumulative 3.25/4.0 G.P.A.

CETM to MBAD
A graduate of the University’s Master of Science in Continuing Education and Training Management program can complete a Master of Business Administration (M.B.A.) in 20 to 26 credit hours instead of the 36 to 48 credit hours normally required.

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Curriculum
The M.S. CETM to M.B.A. requires 20 to 26 credit hours, depending on the student’s undergraduate preparation.
- Foundation Courses (6 credit hours)
- Common Core Courses (8 credit hours required)
- MBAD Core Courses (12 credit hours required)

Foundation Courses (2 credit hours)
MBAD 511  Survey of Economics  2
MBAD 516  Survey of Finance  2
MBAD 521  Survey of Accounting  2
Note: This requirement can also be met through an undergraduate course.

Common Core Courses (8 credit hours required)
MBAD 606  Marketing Management  4*
MBAD 626  Applied business Research  4*

MBAD Core Courses (12 credit hours required)
MBAD 611  Managerial Economics  4
MBAD 616  Managerial Finance  4
MBAD 621  Managerial Accounting  4
*Students who have taken these courses as part of their CETM major must select a course from the following list:
MBAD 631  Strategic Business Management  4
MBAD 636  Social and Legal Environment  4
MBAD 641  Human Resource Management  4
MBAD 646  Business Ethics  4
MBAD 650  International Business  4
MBAD 671  Topics  4

HSAD to MBAD
A graduate of the University’s Master of Science in Health Services Administration program can complete a Master of Business Administration (M.B.A.) in 20 to 26 credit hours instead of the 36 to 48 credit hours normally required.

Curriculum
The HSA to M.B.A. requires 20 to 22 credit hours, depending on the student’s undergraduate preparation and the availability of courses.
- Foundation Courses (2 credit hours)
- Common Core Courses (6 to 8 credit hours required)
- MBA Core Courses (12 credit hours required)
- Concentration Course (2 credit hours required)

Foundation Courses (2 credit hours)
MBAD 521  Survey of Financial Accounting  2
Note: This requirement can also be met through an undergraduate course.
**Common Core Courses (6 credit hours required)**
- MBAD 606 Marketing Management 4
- MBAD 652 Organizational Behavior 2

**MBA Core Courses (12 credit hours required)**
- MBAD 611 Managerial Economics 4
- MBAD 616 Managerial Finance 4
- MBAD 621 Managerial Accounting 4

**Concentration Course (2 credit hours required)**
- MBAD 632 Business Strategies 2

**M.S. in Management to MBAD**
A graduate of the University’s Master of Science in Management program can complete a Master of Business Administration (M.B.A.) in 20 to 22 credit hours instead of the 36 to 48 credit hours normally required.

**Curriculum**
The M.S.M. to M.B.A. requires 20-22 credit hours, depending on the student’s undergraduate preparation.
- Foundation Courses (2 credit hours)
- MBA Core Courses (12 credit hours required)
- Concentration Course (8 credit hours required)

**Foundation Courses (2 credit hours)**
- MBAD 516 Survey of Finance 2

**Note:**

**MBAD Core Courses (12 credit hours required)**
- MBAD 611 Managerial Economics 4
- MBAD 616 Managerial Finance 4
- MBAD 621 Managerial Accounting 4

**Concentration Course (8 credit hours required)**
Select two courses not previously taken in the MSM.
- MBAD 631 Strategic Business Management 4
- MBAD 636 Social and Legal Environment 4
- MBAD 641 Human Resource Management 4
- MBAD 646 Business Ethics 4
- MBAD 650 International Business 4
- MBAD 670 Business Technology 4
- MBAD 671 Topics 1-4

**Continuing Education and Training Management**
The University of St. Francis implemented the Master of Science in Continuing Education and Training Management (CETM) program in the fall of 1995 to meet the educational needs of working professionals responsible for the management of learning and development programs for adults. The curriculum includes both theoretical and applied areas of integrating education and training into organizational goals, establishing program and learner needs and objectives,
assessing program and learner outcomes, designing and delivering education and training materials, understanding adult learning styles, and providing leadership to organizational learning.

The CETM program meets the growing need for continuing education and training programs in business and industry, higher education, continuing professional education, governmental and community agencies, community education, religious organizations, gerontology programs and health care delivery systems.

The program is designed for the working professional. Classes meet one evening a week or on Saturdays in a traditional class setting. All courses necessary to complete the program are also available online through the University website.

Students will find both personal and professional growth in the study of the management of continuing education and training. A student who enters the program with content knowledge and experience in a particular field will learn effective ways of planning and administering the education, training, and professional development experiences of others in that field.

The CETM program will provide employers with managers in education and training programs who have excellent computer, communication and group process skills. They will have an awareness of internal and external environments that will enable them to position education and training as change agents for the organization. They will have the necessary skills to manage diversity and to lead with integrity and a sense of ethics. All CETM courses are available online through the University’s homepage at www.stfrancis.edu.

**Mission and Outcomes**

The mission of the program is to provide quality educational experiences for managers of learning and development programs for adults.

Graduates of the program will be able to:

- Develop, deliver and assess educational and training programs uniquely suited to adults.
- Demonstrate professional level skills in management planning and performance.
- Engage in practical research, needs assessment and decision making through the use of critical reflection and systematic evaluation.
- Demonstrate an understanding of the history, philosophy and providers of continuing education and training programs.
- Demonstrate verbal, written and presentation skills.
- Provide an ethical and humanistic basis for the education and training of adults.

**Curriculum**

The CETM program requires 36 graduate credit hours. These hours include:

- CETM Core Courses (24 credit hours required)
- Management Concentration Courses (12 credit hours required) or Health Services Administration Concentration Courses (12 credit hours required)
Continuing Education and Training Management Core Courses (all six are required) 24 credit hours
CETM 602 Foundations of Continuing Education and Training 4
CETM 612 Adult Learning and Development 4
CETM 622 Needs Analysis, Instructional Design, and Evaluation 4
CETM 632 Program Development and Evaluation 4
CETM 652 Administration of Continuing Education and Training 4
MBAD 651 Management and Organizational Behavior 4

Management Concentration Courses (select 12 credit hours)
MBAD 606 Marketing Management 4
MBAD 626 Applied Business Research 4
MBAD 636 Social and Legal Environments of Business 4
MBAD 641 Human Resource Management 4
MBAD 646 Business Ethics 4
MBAD 650 International Business 4
MBAD 670 Business Technology 4
MBAD 671 Topics in Business 4
MGMT 617 Supervisory and Managerial Communication 4
MGMT 642 Financial Administration and Budgeting 4
CETM 692 Internship in Continuing Education and Training 1-6
CETM 694 Topics in Continuing Education and Training 4
CETT 663 Knowledge Management 4
CETT 694 Topics in Training Technology 4

Health Services Administration Courses (select 12 credit hours)
HSAD 610 Economics of Health Services 4
HSAD 623 Health Services Administration 4
HSAD 630 Financial Management of Health Services 4
HSAD 637 Legal Aspects of Health Services Administration 4
HSAD 640 Health Services Marketing 4
HSAD 685 Topics in Health Services Administration 4

Built into course content throughout the curriculum is the further development of computer skills as well as group communication skills, written communication skills, presentation communication skills, and an awareness of ethical issues in the field. Students are required to pass a comprehensive exam at the conclusion of the program.
HSAD to CETM
A graduate of the university’s Master of Science in Health Services Administration program can complete a Master of Science in Continuing Education and Training Management in 20 credit hours instead of the 36 credit hours normally required.

Curriculum

Continuing Education and Training Management Core Courses (all five are required) 20 credit hours.

- CETM 602 Foundations of Continuing Education and Training 4
- CETM 612 Adult Learning and Development 4
- CETM 622 Needs Analysis, Instructional Design, and Evaluation 4
- CETM 632 Program Development and Evaluation 4
- CETM 652 Administration of Continuing Education and Training 4

Students are required to pass a comprehensive exam at the conclusion of the program.

Certificate in Continuing Education and Training Management
The objectives of the continuing education and training certificate, depending on courses selected, are as follows:
- Develop, deliver and assess educational and training programs uniquely suited to adults
- Engage in practical research, needs assessment and decision making through the use of critical reflection and systematic evaluation
- Demonstrate an understanding of the history, philosophy and providers of continuing education and training programs
- Demonstrate verbal, written and presentation skills
- Provide an ethical and humanistic basis for the education and training of adults.

Program Requirements
Twelve semester hours of graduate level courses are required. Maintenance of a “B” average (3.0/4.0 G.P.A.) is necessary for completion of the certificate. All admission requirements are the same as for the CETM master’s degree.

CETM Certificate Courses (select 12 credit hours)

- CETM 602 Foundations of Continuing Education and Training 4
- CETM 612 Adult Learning and Development 4
- CETM 622 Needs Analysis, Instructional Design, and Evaluation 4
- CETM 632 Program Development and Evaluation 4
- CETM 652 Administration of Continuing Education 4

Courses for a certificate must be selected with the approval of the academic advisor.
Continuing Education and Training Technology

The University of St. Francis implemented the Master of Science in Continuing Education and Training Technology in the fall of 2000 to meet the educational needs of working professionals responsible for theoretical knowledge, applied learning and practical technical skills. The program is designed to prepare the student to successfully design and deliver instruction for adults in a wide variety of education and training settings using the most appropriate and effective delivery system. Settings might include business and industry, higher education, continuing professional education, governmental and community agencies, community education, religious organizations, gerontology programs and health care.

The program is designed for the working professional. Classes meet one evening a week or on Saturdays in a traditional class setting. Students will find both personal and professional growth in the study of the use of technology in continuing education and training settings. CETT will provide employers with instructional technologists who have top level communication and group process skills who are able to design and deliver appropriate and effective training.

Some CETT courses are available online through the University’s home page at www.stfrancis.edu.

Mission and Outcomes

The mission of the program is to provide quality educational experiences for instructional technologists who design and implement learning and development programs for adults.

Graduates of the program will be able to:

- Demonstrate professional level skills in incorporating technological delivery into education and training programs for adults.
- Demonstrate an understanding of the creation, organization, storage and distribution of knowledge within an organization.
- Develop, deliver and assess educational programs uniquely suited to adults.
- Demonstrate excellent computer competency.
- Demonstrate verbal, written and presentation skills.
- Provide an ethical and humanistic basis for the education and training of adults.

Curriculum

The CETT program requires 4 credit hours in foundation courses and 36 graduate credit hours. These hours include:

- Foundation Courses (4 credit hours required)
- CETT Core Courses (24 credit hours required)
- Electives (12 credit hours required)
Foundation Courses (4 credit hours required)
The Foundation Courses are self-paced pass/fail online courses.
CETT 522  Computer Operating Systems Basics  1
CETT 523  Computer Applications Basics  1
CETT 524  Electronic Presentation Basics  1
CETT 525  World Wide Web Basics  1
This requirement may be waived by passing the competency exam, successfully completing an undergraduate computer course, or permission of the academic advisor.

Major Program: Continuing Education and Training Technology Core Courses (24 credit hours are required)
CETM 612  Adult Learning and Development  4
CETM 622  Needs Analysis, Instructional Design and Evaluation  4
CETT 623  Computer Based Training  2
CETT 633  Multimedia Development  2
CETT 643  Distance Learning Technology  2
CETT 653  Online Delivery Systems  2
CETT 663  Knowledge Management  4
MBAD 651  Management and Organizational Behavior  4

Electives: (Select 12 credit hours with approval of academic advisor)
CETM 632  Program Development and Evaluation  4
CETM 694  Topics in Continuing Education and Training  4
CETT 694  Topics in Training Technology  4
CETT 698  Internship in Training Technology  1-4
MBAD 606  Marketing Management  4
MBAD 626  Applied Business Research Methods  4
MBAD 670  Business Technology  4
MBAD 671  Topics in Business  4
MGMT 642  Financial Administration and Budgeting  4

Built into course content throughout the curriculum is the further development of computer skills as well as group communication skills, written communication skills, presentation communication skills, and an awareness of ethical issues in the field. Students are required to pass a comprehensive exam at the conclusion of the program.

Certificate in Training Technology
The objectives of the Training Technology Certificate, depending on courses selected, are as follows:
- Demonstrate professional level skills in incorporating technological delivery into education and training programs for adults.
- Demonstrate an understanding of the creation, organization, storage and distribution of knowledge within an organization.
• Develop, deliver and assess educational programs uniquely suited to adults.
• Demonstrate excellent computer competency.
• Demonstrate verbal, written and presentation skills.
• Provide an ethical and humanistic basis for the education and training of adults.

Program Requirements
Sixteen semester hours of graduate level courses are required. Maintenance of a “B” average (3.0/4.0 G.P.A.) is necessary for completion of the certificate. All admission requirements are the same as for the CETT degree.

Curriculum
All of the following courses are required:

Foundation Courses (4 credit hours required)
The Foundation Courses are self-paced pass/fail online courses.
CETT 522 Computer Operating Systems Basics 1
CETT 523 Computer Applications Basics 1
CETT 524 Electronic Presentation Basics 1
CETT 525 World Wide Web Basics 1
This requirement may be waived by passing the competency exam, successfully completing an undergraduate computer course, or permission of the academic advisor.

Training Technology Courses (16 credit hours)
CETM 622 Needs Analysis, Instructional Design and Evaluation 4
CETT 623 Computer Based Training 2
CETT 633 Multimedia Development 2
CETT 643 Distance Learning Technology 2
CETT 653 Online Delivery Systems 2
CETT 663 Knowledge Management 4
Courses for a certificate must be selected with the approval of the academic advisor.

Education
The College of Education offers graduate programs for both in-service teachers and students seeking initial certification. All programs emphasize the integration of theory, research-based best practices, and meaningful applications. Consistent with the College of Education’s mission and conceptual framework, students are expected to develop and expand professional knowledge, skills, and dispositions and assume leadership roles within the professional community upon completing graduate programs.

Inquiry is a central component in all graduate programs and students are expected to contribute both knowledge and service to the community. All graduate courses that are part of a degree program in the College of Education are required to have
an empirical, action, or applied research component. Empirical research is quantitative or qualitative research that involves the firsthand collection of data. Some examples of empirical research include case studies, surveys, single-subject experiments, documentary research, systematic observations and analyses, ethnography (including interviews), or correlational studies.

All graduate students are required to complete a synthesizing project prior to graduation. The project may take many forms (e.g., portfolios, research projects, professional presentations, publications or comprehensive examinations) and is determined by the specific program.

**Master of Science in Education (MSED)**

The Master of Science in Education programs are designed to provide in-service teachers with relevant coursework that will increase their understanding of current educational theories, research and practice. The programs emphasize the application of learning theory in instruction, curriculum development, and educational leadership. Various concentrations are available to provide challenging content designed to meet the demands of the changing teaching profession. This flexibility allows an individual, particular cohort of professionals, school or building to customize the graduate curriculum to meet specific needs. All programs are designed to move teachers toward the National Board of Professional Teaching Standards.

There are two tracks available within the Master of Science in Education degree. The first track, Educational Leadership, is designed for educators who want to assume administrative roles in the schools. The program culminates with candidates earning a Master of Science in Education Degree and an Administrative Type 75 Certificate with a General Administrative Endorsement. The purpose and intent of the Educational Leadership Program is prepare educators to become ethical decision-makers and leaders who can articulate a clear vision and sense of identity and purpose within a community.

The second track, Teaching and Learning, provides the opportunity for field-based programs in which a school district or a cohort of teachers can select a concentration or an endorsement area with courses designed to meet specific areas of interests and academic needs. The 18 hours of core courses provide coursework in advanced learning theory, instructional improvement and technology. The remaining 18 hours of coursework are determined by individual, school, or district need. The specific nature of the coursework is determined in consultation with a College of Education advisor. A specific graduate plan will be developed and approved. The program assists teachers and administrators address the myriad of issues and needs which school communities face in a climate of evolving standards, curriculum change, school improvement and strategic planning efforts. The program seeks to help teachers discover ways to improve the academic achievement of students and develop professional school leadership.

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Upon successful completion of a Master of Science in Education degree program, students will be able to:

- Develop leadership skills needed to assume prominent roles in the field of education
- Contribute knowledge and service to the professional education community
- Develop and apply research and communication skills to support the role of educational leader and scholar
- Develop the skills of reflective and critical thinking to explore the larger purposes of education to the individual and society
- Develop awareness of varied educational needs of students and apply current research-based strategies and methodologies, including technology, that meet the needs of diverse students
- Analyze ongoing issues, theories and trends with a focus on applications in classroom settings that can improve P-12 student learning
- Provide a context to improve the quality of education, and ensure equal opportunities and the dignity of each student in a democratic society
- Demonstrate professional dispositions consistent with the Illinois Professional Standards and the College of Education’s Code of Professional Conduct.

### Educational Leadership Track

**Required Courses: (36 hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSED 603</td>
<td>Instructional Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MSED 645</td>
<td>Organization and Development of Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>MSED 655</td>
<td>Supervisory Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MSED 661</td>
<td>Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>MSED 662</td>
<td>School Finance</td>
<td>3</td>
</tr>
<tr>
<td>MSED 663</td>
<td>School Law</td>
<td>3</td>
</tr>
<tr>
<td>MSED 664</td>
<td>Educational Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>MEDU 696</td>
<td>Multicultural Issues in Education</td>
<td>3</td>
</tr>
<tr>
<td>MSED 667</td>
<td>History and Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>MSED 610</td>
<td>Methods of Educational Research</td>
<td>3</td>
</tr>
<tr>
<td>MSED 698</td>
<td>Administrative Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

### Teaching and Learning Track

**Core Courses (18-20 hours):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSED 600</td>
<td>Social Foundations and Structure of Education</td>
<td>4</td>
</tr>
<tr>
<td>or MSED 601</td>
<td>Contemporary Issues in Education</td>
<td>2</td>
</tr>
<tr>
<td>MSED 610</td>
<td>Methods of Educational Research</td>
<td>4</td>
</tr>
<tr>
<td>MSED 615</td>
<td>Learning Theory: Advanced Educational Psychology</td>
<td>4</td>
</tr>
<tr>
<td>MSED 625</td>
<td>Instructional Technology</td>
<td>4</td>
</tr>
<tr>
<td>MSED 650</td>
<td>Improvement of Instruction and Instructional Programs</td>
<td>4</td>
</tr>
</tbody>
</table>
Required Concentration (16-18 hours)
Students choose specialized coursework from a concentration to complete degree. The concentrations listed below are just a few examples of many possibilities. The College of Education can customize concentrations to meet the specific needs of an individual, particular cohort of professionals, school or building.

Reading Concentration
MSED 641 Survey of Reading Fundamentals 4
MSED 642 Assessment Procedures and Diagnosis of Reading Disabilities 4
MSED 643 Diagnostic Teaching Techniques and Materials 3
MSED 644 Children’s and Middle School Literature 3
MSED 646 Practicum in Corrective Reading 4

Curriculum and Instruction Concentration
MSED 605 Comparative Education 4
MSED 620 Assessment, Measurement, and Evaluation of Instruction 4
MSED 645 Organization and Development of Curriculum 4
MSED 655 Supervisory Behavior 4

Middle School Concentration
MSED 620 Assessment, Measurement, and Evaluation of Instruction 4
MSED 630 Nature and Needs of Early Adolescents 4
MSED 640 Middle School Curriculum and Instructional Strategies 4
MSED 694 Topics: Middle School 4

English as a Second Language Concentration
MSED 631 Theoretical Foundations of Teaching English as a Second Language 4
MSED 632 Methods and Materials for Teaching English as a Second Language 4
MSED 633 Assessment of the Bilingual Student 3
MSED 634 Cross Cultural Studies for Limited – English Proficient Students 3
MSED 636 Linguistics 4

Master of Education with Teacher Certification (MEDU)
The Master of Education with Certification (M.Ed.) degree is designed to provide students the opportunity to earn a master’s degree and an initial certification in elementary (K-9) or secondary (6-12) teaching. Theory and practice are integrated through professional coursework in education with a strong liberal arts foundation and a specific major while field experiences are completed in a variety of school settings. These experiences provide opportunities for aspiring teachers to observe experienced teachers, practice newly emerging teaching skills and apply the
knowledge gained from university coursework to the elementary, middle, and secondary schools. The certification program culminates in an advanced field experience (student teaching) during which the students synthesize the knowledge, skills, and dispositions required in the teaching profession. Upon successful completion of a teacher certification program, students will be able to:

- Develop appropriate knowledge of curriculum and subject matter
- Prepare, organize and develop instructional plans
- Create and maintain an environment which is conducive to learning
- Translate educational theory into practice by implementing meaningful learning experiences
- Demonstrate effective receptive, expressive, verbal, and nonverbal communication skills
- Accommodate the individual differences and needs of all students consistent with the Franciscan mission and philosophy of the University of St. Francis
- Assess and evaluate learning and teaching using multiple and diverse forms of assessment
- Demonstrate professional ethics by exhibiting an attitude of commitment, responsibility, and service to the student and the profession.
- Reflect and think systematically about teaching practices and learn from experience.

M.Ed. programs provide students the opportunity to earn initial certification in elementary (K-9) or secondary (6-12) teaching. Secondary certification is offered in the subject areas of science, English language arts, social science, and mathematics. The program meets the education and initial certification needs of individuals seeking a career in teaching. The Master of Education with Certification is for individuals who have earned a bachelor’s degree in another field and are seeking certification.

The graduate curriculum includes all state required professional education coursework and school based field experiences. The student is responsible for completing deficiencies in any program related general education and subject area coursework. Such course work may be completed at the undergraduate level. A College of Education advisor will provide students with assistance in selecting the courses needed to fulfill certification requirements that are not part of the graduate component.

Undergraduate certification courses may be utilized, in part, to meet state certification requirements. However, additional graduate courses must be taken to complete the necessary hours of graduate coursework required for the degree.

The program is designed for the working professional. Classes meet once a week in the evening or on Saturdays. Field experiences that accompany courses must be completed in a school setting during the regular school day. The semester of student teaching must be completed during the day on a full-time basis. Student teachers attend a professional growth seminar on campus during the student teaching semester. Students who work full-time must design a plan in which they
will complete the required field experience hours as well as the program requirements.

**Program Requirements**
Thirty-six semester hours of graduate level courses are required to earn certification. Methods of Educational Research (four semester hours) and one year of successful teaching are required for the M.Ed. degree. In addition, a student must successfully complete a culminating experience that includes a synthesizing project. Maintenance of at least a “B” average (3.0 on a 4.0 scale) is necessary for advancement to candidacy and graduation.

**Curriculum**

**Required courses**
- MEDU 665 Teaching in a Diverse Society 4
- MEDU 670 Educational Psychology 4
- MEDU 671 Introductory Field Experience 0-1
- MEDU 675 Survey of the Exceptional Individual 4
- MEDU 684 Classroom Management 2
- MSED 610* Methods of Educational Research 4
- MSED 625 Instructional Technology 4
- MEDU 699 Professional Growth Seminar 1

**Elementary Certification**
- MEDU 680 Methods of Teaching Reading/Language Arts 3
- MEDU 681 Methods Practicum 0-1
- MEDU 683 Methods of Teaching Math 3
- MEDU 685 Methods of Teaching Science/Social Science 3
- MEDU 690 Elementary Advanced Field Experience 8

**Secondary Certification**
- MEDU 681 Methods Practicum 0-1
- MEDU 689** Reading and Writing in the Content Areas 3
- MEDU 687 Middle School Curriculum/Strategies and one of the following:
  - MEDU 691 Secondary Methods in Biology 3
  - MEDU 692 Secondary Methods in English 3
  - MEDU 693 Secondary Methods in History 3
  - MEDU 694 Secondary Methods in Mathematics 3
- MEDU 695 Secondary Advanced Field Experience 8

*Course is to be taken after certification; candidates must complete one year of successful teaching before earning M.Ed. degree.

**Secondary English/Language Arts students are required to take Diagnostic Techniques for Teaching Literacy (MEDU 373) rather than MEDU 689.
Health Services Administration (HSAD)

The Master of Science in Health Services Administration (HSAD) degree from the University of St. Francis was initiated in 1980 to prepare health care professionals for management in the dynamic health care field. It is the institution’s goal to provide a quality program of challenging content to meet the ever-changing demands of the profession.

The program is designed for students who have knowledge and experience in specific areas of health care and are seeking a broader understanding of the field. While the program is offered in a convenient format, the content is rigorous. The curriculum includes both the theories of management and its practical application in the health care field. The graduate program emphasizes administration in general rather than a concentration within a specialty.

Each student in the program has a unique philosophy and career goal but shares with other students a common belief in the importance of possessing sound administrative skills. To this end, the resources of the University of St. Francis are available so that the student will be able to undertake a systematic, critical and open-minded investigation of literature and data for the solution of challenging problems.

A student entering a graduate program is preparing for an increasingly significant role in today’s society. With this realization, the HSAD program and its curriculum is based not only on professional technical competence but also on the professional’s ethic of service.

The typical student in this program has been employed in a health care organization for a number of years. The student is upwardly mobile and expects this education to enhance his or her abilities within the health services organization.

Mission and Outcomes
The mission of the program is to provide quality educational experiences for health care professionals in management and to develop a broad range of administrative knowledge and skills.

Graduates of the program will be able to demonstrate:

- the ability to communicate in verbal and written form
- an understanding of the theories and practices of management
- an understanding of the economic and policy environment in health care
- the ability to integrate a sociological and ethical dimension in the administration of health care organizations
- an understanding of the use of financial information in management processes
- an understanding of health care marketing theories and practices
- an understanding of the uses of research in health care management
- an understanding of the legal environment in health care
• team building and team problem solving skills in the administration of health care organizations
• a comprehensive knowledge and understanding of the health care delivery system.

The program is offered on a three-semester (year-round) basis and is designed to serve the health-care professional. Classes meet at times and locations convenient to adult students. Students taking three courses (12 hours) per year may complete the program in three years. The entire Health Services Administration program is also available online. In addition, courses include curricular emphasis in general management, the social sciences, and quantitative and analytical skills for the health care delivery system.

Curriculum
Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSAD  603</td>
<td>Management of Health Services Organizations</td>
<td>4</td>
</tr>
<tr>
<td>HSAD  607</td>
<td>Medical Sociology</td>
<td>4</td>
</tr>
<tr>
<td>HSAD  610</td>
<td>Economics of Health Services</td>
<td>4</td>
</tr>
<tr>
<td>HSAD  623</td>
<td>Health Services Administration</td>
<td>4</td>
</tr>
<tr>
<td>HSAD  630</td>
<td>Financial Management of Health Services</td>
<td>4</td>
</tr>
<tr>
<td>HSAD  637</td>
<td>Legal Aspects of Health Services Administration</td>
<td>4</td>
</tr>
<tr>
<td>HSAD  640</td>
<td>Health Services Marketing</td>
<td>4</td>
</tr>
<tr>
<td>HSAD  681</td>
<td>Methods of Research</td>
<td>4</td>
</tr>
<tr>
<td>HSAD  685</td>
<td>Topics in Health Services</td>
<td>4</td>
</tr>
</tbody>
</table>

Management (MGMT)

The Master of Science in Management was instituted by the University of St. Francis in the fall of 1995 to enhance the personal and technical management skills necessary for effective administrative leadership in private business and public agencies. The program is intended to assist the working professional to an understanding of management science and apply it to his or her profession.

The Master of Science in Management program is appropriate for professionals who want to remain in their specialty field (such as social work, research and development, engineering, nursing, etc.) but who want to step into a managerial role or enhance their managerial abilities. The M.S. in Management student will gain an understanding of the social, managerial, economic, environmental and organizational concepts that comprise the public and business fields. The program is designed for the business professional.

The study of management offers an opportunity for both personal and professional growth. Completing an M.S. in Management degree is a long-term investment that can provide such returns as entry into attractive career tracks, high salaries, and valuable career mobility. It prepares individuals for the challenges of upper-level management by providing the practical skills to meet the demands of the rapidly changing business environment.

The M.S. in Management provides employers with managers who are strategic thinkers. These managers will have skills in interpersonal and group processes,
written and oral communication, and managing diversity. They will be able to use information technology strategically. They will have the knowledge to lead with integrity and a sense of ethics.

**Mission and Outcomes**

The mission of the program is to provide quality educational experiences for professionals with strong preparation in their specialty or technical discipline and who would like to develop leadership, communication, fiscal, and creative skills to move into management or enhance their management ability.

Graduates from this program will be able to demonstrate:

- an understanding of the theories of economics and their application to public policy
- an understanding of key concepts used by managers to understand and manage a firm’s financial performance including the vocabulary of accounting, the ability to prepare a budget and analyze budget variances, and ability to use various financial tools/models used to support managerial decision making
- a breadth of knowledge in marketing theories and practice. To be able to apply marketing in today’s corporate environment
- professional level skills, by assessing and selecting managerial and organizational behavioral practices appropriate to diverse organizational needs
- knowledge and skills in the application of the theory and practice of basic research methods in today’s corporate environment
- interpersonal and communication skills such as presentation skills, written communication, and teamwork.

**Curriculum**

The M.S. in Management requires 36 graduate credit hours. Students may elect to take up to 12 additional hours of foundation courses. These hours include:

- Foundation Courses (0-12 credit hours, optional)
- Common Core Courses (12 credit hours required)
- M.S. in Management Core Courses (12 credit hours required)
- Concentration Courses (12 credit hours required)

**Foundation Courses (0-12 credit hours, optional)**

Foundation courses serve the needs of M.S. in Management students who feel that a preparatory course or courses will enhance their performance in the common core, M.S. in Management core, or concentration courses. Students should consult with their academic advisor to determine what, if any, foundation courses they should take. Foundation courses are graded on a pass/fail basis. A “pass” indicates that the student has earned an “A” or “B” grade. Grades for the foundation courses are not calculated as part of the student’s graduate G.P.A.

- MBAD 501 Survey of Management 2
- MBAD 506 Survey of Marketing 2
- MBAD 510 Survey of Quantitative Methods and Statistics 2
- MBAD 511 Survey of Economics 2
MBAD 516  Survey of Finance  2
MBAD 521  Survey of Financial Accounting  2

**Major Program:**

**Common Core Courses (all three are required) 12 hours**
- MBAD 606  Marketing Management  4
- MBAD 626  Applied Business Research Methods  4
- MBAD 651  Management and Organizational Behavior  4

**M.S. in Management Core Courses (all three are required) 12 hours**
- MGMT 617  Supervision and Managerial Communications  4
- MGMT 622  Applied Economic Theory  4
- MGMT 642  Financial Administration and Budgeting  4

**Concentration Courses (three are required) 12 hours**

<table>
<thead>
<tr>
<th>MANAGEMENT CONCENTRATION (select 3) 12 hours</th>
<th>HEALTH SERVICES CONCENTRATION (select 3) 12 hours</th>
<th>CONTINUING EDUCATION AND TRAINING CONCENTRATION (select 3) 12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBAD 650  International Business (4)</td>
<td>HSAD 607 Medical Sociology (4)</td>
<td>CETM 602  Foundations of Continuing Education and Training (4)</td>
</tr>
<tr>
<td>MBAD 670  Business Technology (4)</td>
<td>HSAD 623 Health Services Administration (4)</td>
<td>CETM 612  Adult Learning and Development (4)</td>
</tr>
<tr>
<td>MBAD 636  Social and Legal Environment (4)</td>
<td>HSAD 630 Financial Management of Health Services (4)</td>
<td>CETM 622  Needs Analysis, Instructional Design, and Evaluation (4)</td>
</tr>
<tr>
<td>MBAD 641  Human Resource Management (4)</td>
<td>HSAD 637 Legal Aspects of Health Services (4)</td>
<td>CETM 632  Program Development (4)</td>
</tr>
<tr>
<td>MBAD 646  Business Ethics (4)</td>
<td>HSAD 685 Topics in Health Services Administration (4)</td>
<td>CETM 652  Administration of Continuing Education and Training (4)</td>
</tr>
<tr>
<td>MBAD 671  Topics (1-4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**National Honor Society**
The M.S. in Management program provides students with the opportunity to be a member of Delta Mu Delta, a national honor society in business administration with a growing membership of 75,000. For membership, students must have completed half the requirements for the degree with a cumulative 3.25/4.0 G.P.A.

**Nursing (NURS)**

Graduate nursing education was initiated in the fall of 2000 to: 1) expand the knowledge and clinical expertise of baccalaureate prepared nurses; 2) prepare the nurse to meet the health care needs of society in an advanced practice role; 3) prepare nurses who not only anticipate change but who actively seek to effect change; and 4) provide the foundation for post-master’s and doctoral study.

The master’s graduate of Saint Joseph College of Nursing and Allied Health is an advanced practice nurse who functions in a clinical nurse specialist or nurse practitioner role. The advanced practice nurse assumes a leadership role in the profession and in health care delivery. The graduate incorporates education, research, and clinical expertise into a practice that is reflective of the dynamic needs of a diverse population. Through the advanced professional role the graduate becomes instrumental in ensuring health promotion, health maintenance, and health restoration for society in the new millennium. Through scientific inquiry and collaborative relationships the advanced practice nurse continually augments and refines the science of nursing.

**Program Goals**
The Saint Joseph College of Nursing graduate program was developed to provide an educational program which will prepare the graduate nurse to:

- Incorporate advanced practice concepts into nursing practice
- Function in an advanced nursing practice role in a variety of settings and within diverse populations
- Demonstrate clinical expertise in a Clinical Nurse Specialist or Nurse Practitioner role
- Demonstrate leadership and management strategies for advanced practice
- Participate in the development and refinement of nursing science
- Engage in research activities that promote the advancement of health care
- Analyze the individual and societal issues that influence health care
- Demonstrate the ability to engage in collaborative relationships in the advanced practice role
- Pursue post-master’s and doctoral study.

**Outcome Objectives**
Upon completion of the graduate nursing program the graduate will have the competencies to:

- Synthesize theoretical concepts from nursing and related disciplines as a basis for advanced practice
- Assume an advanced nursing practice role in the health care delivery system
- Initiate opportunities to implement the advanced practice role among diverse populations
• Exemplify leadership roles within the health care team and the nursing profession
• Utilize scientific inquiry to validate and refine nursing knowledge
• Incorporate research activities in clinical practice
• Evaluate the impact of individual and societal issues within one’s clinical practice
• Establish intra and interdisciplinary relationships in clinical practice
• Provide education for patients, families, and communities in a culturally competent manner
• Engage in ongoing personal and professional development.

Program Options
• Adult Health Clinical Nurse Specialist (Joliet Campus and Online)
• Adult Nurse Practitioner (Joliet Campus and Online)
• Family Nurse Practitioner (Albuquerque Campus and Online)

Adult Health Clinical Nurse Specialist Concentration
Graduate Core: (9 semester hours)
NURS 601 Theoretical Foundations for Advanced Nursing Practice 3
NURS 602 Professional Role Development 3
NURS 603 Advanced Nursing Research 3

Advanced Practice Core: (11 semester hours)
NURS 620 Advanced Pathophysiology 4
NURS 621 Advanced Pharmacology 3
NURS 622 Advanced Health Assessment 4

Specialty Curriculum: (21 additional hours total)
Practica Courses: (15 semester hours)
NURS 640 Theoretical Principles and Clinical Management I 5
NURS 641 Theoretical Principles and Clinical Management II 5
NURS 642 Theoretical Principles and Clinical Management III 5

Support Courses: (6 semester hours)
NURS 650 Case Management 3
Elective: Students will be encouraged to select from business, education, gerontology 3

Capstone: (3 semester hours)
NURS 699 Capstone Project 3

Adult Nurse Practitioner Concentration
Graduate Core: (9 semester hours)
NURS 601 Theoretical Foundations for Advanced Nursing Practice 3
NURS 602 Professional Role Development 3
NURS 603 Advanced Nursing Research 3
Advanced Practice Core: (11 semester hours)
NURS 620  Advanced Pathophysiology  4
NURS 621  Advanced Pharmacology  3
NURS 622  Advanced Health Assessment  4

Specialty Curriculum: (23 additional hours total)
Practica Courses: (17 semester hours)
NURS 640  Theoretical Principles and Clinical Management I  5
NURS 641  Theoretical Principles and Clinical Management II  5
NURS 642  Theoretical Principles and Clinical Management III  5
NURS 698  Clinical Residency  2

Support Courses: (6 semester hours)
NURS 660  Theoretical Concepts of Health and Aging  3
NURS 661  Advanced Gerontological Nursing Practice  3

Capstone: (3 semester hours)
NURS 699  Capstone Project  3

Family Nurse Practitioner Concentration -
Albuquerque Campus Only

Family Nurse Practitioner Concentration
Graduate Core: (9 semester hours)
NURS 601  Theoretical Foundations for Advanced
Nursing Practice  3
NURS 602  Professional Role Development  3
NURS 603  Advanced Nursing Research  3

Advanced Practice Core: (11 semester hours)
NURS 620  Advanced Pathophysiology  4
NURS 621  Advanced Pharmacology  3
NURS 622  Advanced Health Assessment  4

Specialty Curriculum: (23 additional hours total)
Practica Courses: (17 semester hours)
NURS 670  Family Nurse Practitioner Theoretical Principles
and Clinical Management I  5
NURS 671  Family Nurse Practitioner Theoretical Principles
and Clinical Management II  5
NURS 672  Family Nurse Practitioner Theoretical Principles
and Clinical Management III  5
NURS 698  Clinical Residency  2
Support Courses: (6 semester hours)
NURS 661 Advanced Gerontological Nursing Practice 3
NURS 662 Advanced Pediatric Nursing Practice 3
NURS 663 Advanced Women’s Health Nursing Practice 3

Capstone: (3 semester hours)
NURS 699 Capstone Project 3

Physician Assistant Studies (PAMS)
The Master of Science in Physician Assistant Studies at the University of St. Francis is a nationally focused, graduate-level program in primary care medicine. The program educates students to provide the highest quality diagnostic and therapeutic medical services with physician supervision. Consistent with the mission of the University of St. Francis, physician assistant students are educated to provide health care to a variety of patient populations with a special emphasis on the underserved.

The University of St. Francis Physician Assistant Program, located in Albuquerque, N.M., is a full-time, 27-month professional education program. The program consists of 15 months of classroom and laboratory instruction followed by 12 months of supervised clinical rotations. Students must complete the entire 27-month program at the University of St. Francis. Upon successful completion of the program, students are awarded a Master of Science in Physician Assistant Studies.

Physician Assistant Profession
Physician Assistants (PAs) practice medicine with the supervision of licensed physicians, providing patients with services ranging from primary care medicine to specialized surgical care. PA’s perform physical examinations, diagnose and treat illnesses, order and interpret lab tests, assist in surgical procedures and counsel patients on preventative health issues. PAs are qualified to carry out approximately 80 percent of the duties most commonly performed by primary care physicians.

Mission and Outcomes
The mission of the program is to effectively educate individuals as physician assistants (PAs) in order to provide for the primary health care needs of the residents of New Mexico and the Southwest region.

The program is designed to help students develop the cognitive, clinical, interpersonal and professional skills necessary to function as effective physician assistants by providing active didactic learning and clinical training experiences. Consistent with the mission of USF, the PA program seeks to invite students to enter into PA studies whom specifically demonstrate the desire to live and work in one of the many diverse community and rural settings located throughout the Southwest region.
The University of St. Francis PA program strives to encourage its students to seek lifelong learning opportunities, to undertake and appreciate the value of research based on proper scientific techniques, and to further advance the physician assistant profession.

The primary goal of the University of St. Francis PA program is to educate individuals to serve as physician assistants in primary care medicine. To achieve this goal, the curriculum is designed to:

- Develop the cognitive, clinical, interpersonal and professional attributes that are required to effectively evaluate and treat the whole person;
- Integrate health promotion, behavioral medicine, and disease prevention into traditional health care;
- Develop leadership skills and foster values of integrity, respect and compassion;
- Encourage public service in order to address the educational and health care needs of the community;
- Educate students who, at the completion of the program, will be able to function as an integral member of the medical team and be prepared to pass the National Commission on Certification of Physician Assistants exam;
- Encourage personal and professional growth, and lifelong learning.

Graduates of the PA program will know:

- The basic, behavioral and clinical sciences that provide the foundation for a practicing PA;
- Appropriate measurements and examinations for diagnosis, treatment, and management of disease;
- How to apply the scientific method and critical thinking skills to the solution of medical problems;
- The pathophysiology of disease as reflected by clinical data;
- The fundamentals of health maintenance and accepted strategies for disease prevention;
- Common behavioral medicine problems and the biological, psychological, social and cultural contributors to sickness and optimal adaptive functioning;
- The health care resources available to the PA and to the patient;
- The role of the PA and physician in a variety of health care environments.

Graduates of the PA program will be able to:

- Obtain a medical history, perform a comprehensive physical exam and record and present data on patients of any age group in a variety of settings;
- Communicate clearly and empathetically with a patient;
- Select, perform and/or interpret routine laboratory, radiological, cardiological, and other diagnostic studies/procedures;
- Recognize the signs and symptoms of disease processes;
- Accurately gather, organize, record, and report information obtained from a patient.
• Perform therapeutic procedures, such as injections, immunizations, suturing and wound care and prescribe appropriate pharmacotherapeutics;
• Assist surgeons in the conduct of operations
• Critically evaluate and formulate a differential diagnosis
• Appropriately manage common primary health care problems
• Assess patient psychological status
• Instruct and counsel patients regarding physical and mental health to include diet, health maintenance, therapy, normal growth and development, family planning, and follow-up services
• Facilitate the referral of patients to the community’s health and social services agencies when appropriate
• Provide life support and emergency evaluation/care in response to life-threatening situations in the absence of a physician and/or other appropriate health professionals.

**Associated Competencies**

Physician assistant graduates are expected to function in a variety of environments, interact appropriately with diverse populations, and engage in many activities for continued professional and personal growth. The role of the physician assistant as a primary health care provider imposes many legal and ethical restrictions on behavior. The graduate should:

• Exhibit respect and appreciation for all individuals that seek their care
• Exhibit respect and appreciation for self and other members of the health care team
• Be aware of and respect an individual’s right to confidentiality
• Value the sanctity of human life and the dignity of patients
• Understand and respect cultural and social differences
• Recognize the importance of continuing medical education.

**Physician Assistant Program Academic Calendar**

(Quarter Term)

<table>
<thead>
<tr>
<th>Academic Year 2002-2003</th>
<th>Fall Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Sept. 23</td>
</tr>
<tr>
<td>Cancellation deadline</td>
<td>Oct. 4</td>
</tr>
<tr>
<td>Thanksgiving break</td>
<td>Nov. 25-29</td>
</tr>
<tr>
<td>Classes end</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Dec 9-13</td>
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<table>
<thead>
<tr>
<th>Winter Quarter</th>
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<tbody>
<tr>
<td>New Student Orientation</td>
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<tr>
<td>Master's Research Project Due</td>
</tr>
<tr>
<td>Classes begin</td>
</tr>
<tr>
<td>Martin Luther King Day (No classes)</td>
</tr>
</tbody>
</table>
Classes end Mar. 21
Final Exams Mar. 24-28
End of Clinical Year Exercises Apr. 7-11

**Spring Quarter**
Class begin Apr. 7
Commencement Apr. 26
Memorial Day (No Classes) May. 26
Classes end Jun. 13
Final Exams Jun. 16-20

**Summer Quarter**
Classes begin Jun. 23
Summer Break Jun. 30-Jul 4
Classes resume Jul. 7
Labor Day (No Classes) Sept. 1
Classes end Sept. 5
Final Exams Sept. 8-12

**Academic Year 2003-2004**

**Fall Quarter**
Classes begin Sept. 22
Cancellation deadline Oct. 3
Thanksgiving break Nov. 24-28
Classes end Dec. 5
Final Exams Dec. 8-12

**Winter Quarter**
New Student Orientation Jan. 12-16
Master's Research Project Due Jan. 5
Classes begin Jan. 20
Martin Luther King Day (No classes) Jan. 19
Classes end Mar. 26
Final Exams Mar. 29-Apr. 2
End of Clinical Year Exercises Apr. 5-9

**Spring Quarter**
Classes begin Apr. 12
Commencement Apr. 17
Memorial Day (No Classes) May. 31
Classes end Jun. 18
Final Exams Jun. 21-26

**Summer Quarter**
Classes begin Jun. 28
Summer Break Jul. 5-9
Classes resume Jul. 12
Curriculum

Year One - Classroom and Laboratory Based Instruction

The didactic curriculum* is 15 months in length (5 quarters) consisting of nearly 1,000 instructor contact hours.

**Quarter I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PAMS 600</td>
<td>Introduction to the PA Profession</td>
<td>2</td>
</tr>
<tr>
<td>PAMS 601</td>
<td>Gross Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>PAMS 612</td>
<td>Epidemiology/Public Health</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 614</td>
<td>Behavioral Medicine</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 621</td>
<td>Clinical Assessment I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Quarter II**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PAMS 602</td>
<td>Medical Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 604</td>
<td>Pharmacotherapeutics I</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 606</td>
<td>Clinical Laboratory Medicine</td>
<td>3</td>
</tr>
<tr>
<td>PAMS 607</td>
<td>Clinical Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>PAMS 622</td>
<td>Clinical Assessment II</td>
<td>3</td>
</tr>
<tr>
<td>PAMS 650</td>
<td>Topics in Contemporary Medicine I</td>
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**Quarter III**

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<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PAMS 603</td>
<td>Medical Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 605</td>
<td>Pharmacotherapeutics II</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 623</td>
<td>Clinical Assessment III</td>
<td>3</td>
</tr>
<tr>
<td>PAMS 635</td>
<td>Fundamentals of Surgery</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 651</td>
<td>Topics in Contemporary Medicine II</td>
<td>1</td>
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**Quarter IV**

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<th>Course Title</th>
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<tbody>
<tr>
<td>PAMS 626</td>
<td>Essentials of Radiology</td>
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</tr>
<tr>
<td>PAMS 628</td>
<td>Clinical Geriatrics</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 630</td>
<td>Diseases of Organ Systems I</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 624</td>
<td>Clinical Assessment IV</td>
<td>3</td>
</tr>
<tr>
<td>PAMS 652</td>
<td>Topics in Contemporary Medicine III</td>
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</table>

**Quarter V**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>PAMS 631</td>
<td>Diseases of Organ Systems II</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 627</td>
<td>Clinical Pediatrics</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 636</td>
<td>Obstetrics and Gynecology</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 637</td>
<td>Emergency Medicine</td>
<td>4</td>
</tr>
<tr>
<td>PAMS 699</td>
<td>Master’s Research Project</td>
<td>2</td>
</tr>
</tbody>
</table>
Year Two - Clinical Rotations
The clinical phase* is 12 months in length with more than 2,000 hours of patient care. Eight clinical practica, each six weeks in length, are conducted at a variety of clinical sites.

PAMS 700 Internal Medicine 8
PAMS 705 General Surgery 8
PAMS 710 Primary Care 8
PAMS 715 Emergency Medicine 8
PAMS 720 Women’s Health 8
PAMS 725 Pediatrics 8
PAMS 735 Behavioral Aspects of Medicine 8
PAMS 750 Elective Rotation 8

*Note: Scheduling of classes is subject to change.

Graduate Course Descriptions

Business Administration (MBAD) Courses

MBAD 501 SURVEY OF MANAGEMENT (2) - provides a survey of management principles and theories. Emphasis is given to the functions of management: planning, organizing, staffing, motivating, and controlling. This course analyzes the process that managers must understand in order to form, organize, and run today’s businesses. This course serves the needs of graduate students with no previous formal education or experience in management. It also serves as an optional review course for graduate students with undergraduate preparation in business. This requirement can be met through an undergraduate course in management, prior learning assessment in management or a waiver from the academic advisor.

MBAD 506 SURVEY OF MARKETING (2) - surveys marketing as a process of planning and executing product development, pricing, promotion, and distribution of ideas, goods, and services to accomplish organized objectives. Survey topics include the marketing processes, research, consumer behavior, distribution channels, industrial marketing, pricing, promotion, and international marketing. This course serves the needs of graduate students with no previous formal education or experience in marketing. It also serves as an optional review course for graduate students with undergraduate preparation in business. This requirement can be met through an undergraduate course in marketing, prior learning assessment in management or a waiver from the academic advisor.

MBAD 510 SURVEY OF QUANTITATIVE METHODS-STATISTICS (2) - surveys basic descriptive and inferential statistics. Topics in descriptive statistics include measures of central tendency, graphing, measures of location, and variation. Topics in inferential statistics include estimation of population parameters, sample size determination, hypothesis testing, correlation, and regression. This course serves the needs of graduate students with no previous formal education or experience in statistics. It also serves as an optional review course for graduate students with undergraduate preparation in business. This requirement can be met through an undergraduate course in statistics or a waiver from the academic advisor.
MBAD 511 SURVEY OF ECONOMICS (2) - surveys the field of economics with special emphasis on pricing policy. Survey topics include: supply and demand, fiscal and monetary policy, market pricing, resource pricing, regulation of the market, and international trade. This course serves the needs of graduate students with no previous formal education or experience in economics. It also serves as an optional review course for graduate students with undergraduate preparation in business. This requirement can be met through undergraduate courses in macro and microeconomics, prior learning assessment in macro and microeconomics or a waiver from the academic advisor.

MBAD 516 SURVEY OF FINANCE (2) - covers the key concepts relating to financial statements and financial analysis processes essential to the continued study of finance. It includes: the basic principles behind the value of the income statement, balance sheet, statement of cash flows and their use in the financial analysis process. Financial analysis concepts typically covered initially in undergraduate accounting courses will be introduced and explained. This course serves the needs of graduate students with no previous formal education or experience in accounting/finance. It also serves as an optional review course for graduate students with undergraduate preparation in business. This requirement can be met through undergraduate courses in financial accounting, managerial accounting, and finance, prior learning assessment or a waiver from the academic advisor.

MBAD 521 SURVEY OF FINANCIAL ACCOUNTING (2) - concentrates on the basic principles of financial accounting in order to provide a foundation for the study of managerial accounting. The information and data required in managerial accounting are often drawn from the financial accounting system. This course serves the needs of graduate students with no previous formal education or experience in accounting. It also serves as an optional review course for graduate students with undergraduate preparation in business. This requirement can be met through undergraduate courses in accounting, prior learning assessment in accounting, or a waiver from the academic advisor.

MBAD 606 MARKETING MANAGEMENT (4) - examines the conceptual foundations and ethical practices of contemporary marketing management as well as the planning, implementation and control of the marketing function. Topics include situation analysis, marketing objectives, target market selection, and strategies for product, pricing, promotion and physical distribution in foreign and domestic markets. Contributions from the various schools of marketing will be studied, analyzed and applied to today’s managerial decision-making process.

MBAD 611 MANAGERIAL ECONOMICS (4) - uses the tools and techniques of economic analysis including computerized analysis, to examine and solve business problems, bridging the gap between theoretical economics and business administration decision making. Managerial Economics clarifies the vital role business plays in the international economy.

MBAD 616 MANAGERIAL FINANCE (4) - covers two significant areas of financial decisions for managers: how to best invest/deploy the firm’s financial resources such as decisions to invest in new equipment or new products; and how to best fund the corporation using the various forms of debt and equity capital available. The course builds a quick foundation in the vocabulary and concepts of financial markets and financial valuation (cash flows, net present value), presents a fulsome examination of various financial tools/models used to support managerial decisions on capital and strategic investments, and includes a complete review of options managers have to fund their firm and the process by which they do so.
MBAD 621 MANAGERIAL ACCOUNTING (4) - covers key concepts used by managers to understand and manage a firm’s financial performance. The course builds a quick foundation in the vocabulary and concepts of cost accounting, presents a fulsome process for budgeting including variance analysis, and provides an overview of various financial tools/models used to support managerial decision making such as product pricing, capital expenditures, and performance compensation.

MBAD 626 APPLIED BUSINESS RESEARCH METHODS (4) - introduces the conceptual and technological tools used to conduct business research. Emphasis is placed on the application of research methods to specific business problems and managerial decision-making.

MBAD 631 STRATEGIC BUSINESS MANAGEMENT (4) - is designed as a capstone course in which students learn and apply various models and tools to formulate a business strategy. The student will learn and apply the process of situational analysis including the macro-environment, industry environment and internal situation of the firm. This analysis will be used to create alternative strategies and determine the optimal strategy to be implemented. The course also examines the processes and issues to implement the selected strategy.

MBAD 632 BUSINESS STRATEGIES (2) - presents the concepts and tools to formulate a business strategy. The student will learn and apply the process of situational analysis including the macro-environment, industry environment and internal situation of the firm. This analysis will be used to create alternative strategies and determine the optimal strategy to be implemented. The course examines some of the processes and issues to implement the selected strategy.

MBAD 636 SOCIAL AND LEGAL ENVIRONMENTS OF BUSINESS (4) - examines the interaction between the modern corporation and the legal, social and international environments in which it operates. It examines the impact of values, ethics, governmental regulations and laws on corporations’ response to changing social issues.

MBAD 641 HUMAN RESOURCE MANAGEMENT (4) - provides a critical review of theory, research and practice related to the human factor of the production of goods and services. It examines the basic concepts of individual and social behavior as they apply to the modern international organization, and it explores contemporary social and ethical issues as they apply to the workplace.

MBAD 646 BUSINESS ETHICS (4) - explores the role of the corporation in modern society and its responsibilities to government and to the economic and social well-being of the nation. Theories of ethics will be surveyed and an ethical decision-making model will be developed and applied to various business situations.

MBAD 650 INTERNATIONAL BUSINESS (4) - introduces the student to the world of international business transactions. International trade, finance and investment, and economics are presented from the working business-world perspective. The impact of culture, politics, and public policy on the business entity is brought to light. This course is multi-disciplinary in its approach to business and the international environment.
MBAD 651 MANAGEMENT AND ORGANIZATIONAL BEHAVIOR (4) - provides an overview of the management skills and principles used in today’s business environment. It also examines the impact that groups, individuals, and hierarchical structures have on behavior within organizations. Presented are organizational structures, successful strategies for leadership and decision making, motivation, interpersonal communications, and group structure and process.

MBAD 652 ORGANIZATIONAL BEHAVIOR (2) - examines the impact that groups, individuals and hierarchical structure have on behavior within organizations. Presented are organizational structures, successful strategies for leadership and decision-making, motivation, interpersonal communication, group structure and process, attitude development and interpersonal change.

MBAD 670 BUSINESS TECHNOLOGY (4) - prepares a businessperson to manage the technology issues and decisions that pervade all major facets of business including strategy, marketing, sales, production management, logistics, customer service, and employee productivity. The student will consider the full range of technology issues such as the internet, intranet, enterprise applications, distributed computing, application service providers, networks and data communications, security, and data/technology linkages and vendors and customers. Students will learn methods for responding to and managing the impact of technological change on the structure of entire industries and especially on the design of processes for specific functions of a firm. The course also examines the issues and tactics used to effectively and efficiently manage the information/technology function in a firm including information technology planning, performance measurement, return on investment, and technology project management methods.

MBAD 671 TOPICS (1-4) - selected contemporary topics in business.

Continuing Education and Training Management (CETM) Courses

CETM 602 FOUNDATIONS OF CONTINUING EDUCATION AND TRAINING (4) - introduces the student to the historical, social and political aspects of continuing education and training. It includes delivery systems in formal and informal settings in business and industry, higher education, continuing professional education, governmental and community agencies, community education, religious organizations, gerontology programs, and health care.

CETM 612 ADULT LEARNING AND DEVELOPMENT (4) - presents adult learning theory as it applies to factors that influence and facilitate adult motivation, participation and learning. It examines various theories of physiological, psychological and social adult development that affect learning over the lifetime. Students develop skills in applied research.

CETM 622 NEEDS ANALYSIS, INSTRUCTIONAL DESIGN, AND EVALUATION (4) - presents the principles and processes for assessing strategic organizational and individual performance to identify potential instructional needs. Instructional design and development are approached from a needs-based perspective and include such topics as: human performance analysis, job and task analysis, performance objectives and measures, developing instructional strategies, utilizing educational technology, and evaluating instruction.
CETM 632 PROGRAM DEVELOPMENT AND EVALUATION (4) - presents methods of determining educational program needs, establishing program objectives, designing and scheduling offerings, and establishing procedures for program evaluation and accountability. Program planning strategies are addressed for both primary site delivery and distance education.

CETM 652 ADMINISTRATION OF CONTINUING EDUCATION AND TRAINING (4) - explores the issues and the practice of leadership in continuing education and training. It includes long-range strategic planning, developing and refining mission statements, integrating education and training into organizational goals, developing and managing e-learning, and developing and implementing budgets.

CETM 692 INTERNSHIP IN CONTINUING EDUCATION AND TRAINING (1-6) - provides students an opportunity to work in a setting appropriate to their interests for the purpose of gaining practical experience. It may involve placement in an organization or it may involve a special project (such as research or evaluation) in the student's own organization. The internship must be taken after the completion of a minimum of 24 credit hours and before completion of the last course. Applications to and permission of the academic advisor are required.

CETM 694 TOPICS (1-4) - addresses specific topics in training management.

Continuing Education and Training Technology (CETT) Courses

CETT 522 COMPUTER OPERATING SYSTEMS BASICS (1) - is an introductory course which presents an overview of technology today, computer systems design and operation, emerging technologies, and networks.

CETT 523 COMPUTER APPLICATIONS BASICS (1) - introduces students to a variety of computer application software. Students will gain an intermediate level of mastery in spreadsheet, word processing, and database software and will learn to use electronic mail and the Internet for effective communication.

CETT 524 ELECTRONIC PRESENTATION BASICS (1) - introduces students to presentation software. Students will gain an advanced level of mastery in the software and will explore a variety of uses.

CETT 525 WORLD WIDE WEB BASICS (1) - introduces students to the Internet and the World Wide Web. Students will investigate Internet Service Providers, browsers and search engines. Other topics include information resources on the Web, communication tools and e-commerce.

CETT 623 COMPUTER BASED TRAINING (2) - serves as an introduction to multimedia design and development, and combines state-of-the-art theory in user interface design with practice, establishing a foundation for advanced multimedia design and development. Prerequisites: CETT 522, CETT 523, CETT 524, CETT 525, and CETM 622.
CETT 633 MULTIMEDIA DEVELOPMENT (2) - enables the student to gain an understanding of instructional design and product development. In addition, the course will provide intensive hands-on experience in production of multimedia programs and products. Students will learn how to use principles of systems approach to instructional design, human information processing, and media aesthetics in the production of multimedia programs. Prerequisites: CETT 522, CETT 523, CETT 524, CETT 525, and CETM 622.

CETT 643 DISTANCE LEARNING TECHNOLOGY (2) - enables the student to apply knowledge and theory of distance education and instructional delivery systems to the actual process of developing instructional materials for technological delivery to students-at-a-distance. The hands-on activities associated with this instruction will build a foundation for practice in the field. Prerequisites: CETT 522, CETT 523, CETT 524, CETT 525, and CETM 622.

CETT 653 ONLINE DELIVERY SYSTEMS (2) - surveys the various systems that support cutting-edge instructional delivery and applies both theory and practice through concrete experience. Prerequisites: CETT 522, CETT 523, CETT 524, CETT 525, and CETM 622.

CETT 663 KNOWLEDGE MANAGEMENT (4) - explores this emerging field through the use of case studies, benchmarking studies, and organizational assessment tools. Topics include knowledge creation, valuation and metrics, mapping and indexing, storage, transport and distribution, and knowledge sharing—the strategic deployment of intellectual capital. Emphasis will be placed on the effective integration of technical and human resources. This course will also explore key legal and ethical considerations. Prerequisites: CETT 522, CETT 523, CETT 524, CETT 525, and CETM 622.

CETT 694 TOPICS IN TRAINING TECHNOLOGY (1-4) - addresses specific topics in instructional technology.

CETT 698 INTERNSHIP IN TRAINING TECHNOLOGY (1-4) - provides students with an opportunity to work in a setting appropriate to their interests for the purpose of gaining practical experience. Applications to and permission of the academic advisor are required.

Master of Education (MSED) Courses

MSED 600 SOCIAL FOUNDATIONS AND STRUCTURE OF EDUCATION (4) - introduces the students to social forces influencing American education or schooling as an aspect of culture, to the role played by schools in a society and the role played by society in shaping its schools, and to educational issues and sources of conflict in American culture.

MSED 601 CONTEMPORARY ISSUES IN EDUCATION (1-2) - investigates issues and struggles that have led educational movements and change, identifies how ideas of individuals and groups have contributed to the social context of education and the teaching profession, and analyzes the political relationships between the ideologies and practices in the development of American public education. Educational practices, institutions, and philosophies reflect ideals and experiences which have grown from America’s need to adapt to public demands and societal change.

MSED 603 INSTRUCTIONAL LEADERSHIP (3-4) - examines the role of school leaders in supporting instructional reform and focuses on specific strategies formal leaders
(e.g., the principal) and peer leaders (e.g., exemplary teachers) can use to bring about school improvement. It examines studies that identify facilitators and obstacles to school improvement that can be harnessed by leaders. A major outcome for the course will be an intervention in the student’s school in which the student designs and implements a small-scale change process. The course examines theories of leadership through case studies.

**MSED 605 COMPARATIVE EDUCATION (4)** - examines educational philosophies, methods, patterns of control, governance, financing, social, economic and multicultural issues in such countries as the United States, England, Russia, Germany, Japan, China, India and Mexico. The topic of international education is also addressed.

**MSED 610 METHODS OF EDUCATIONAL RESEARCH (3-4)** - provides students with the knowledge and skills to manage, interpret, and analyze research data. Students will also examine basic research methodologies most often used in educational research.

**MSED 613 DIFFERENTIATED INSTRUCTION (4)** - provides an opportunity for learners to explore strategies for differentiating instruction so that all P-12 students increase their learning. Learners will examine and apply methods that engage students in reaching common understandings through the use of different learning modalities, by appealing to different interests, and by using varied rates of instruction along with varied degrees of complexity.

**MSED 615 LEARNING THEORY: ADVANCED EDUCATIONAL PSYCHOLOGY (4)** - analyzes the theories, experimentation and conclusions in psychology with attention to motivation, intelligence, learning and personality. It includes detailed investigation of major research in educational psychology. Also addressed are current topics of multiple intelligence, constructivism, and brain-based learning.

**MSED 620 ASSESSMENT, MEASUREMENT, AND EVALUATION OF INSTRUCTION (4)** - explores current theory and practice regarding assessment including formal, standardized, and informal tests and inventories; selection, evaluation and interpretation of tests used in educational settings; preparation and use of teacher-made tests; evaluating intangible outcomes; and utilizing data to improve instruction.

**MSED 621 ENGAGED LEARNING COMMUNITIES (1-4)** - prepares teachers to integrate technology and curriculum in order to create meaningful and motivating interdisciplinary learning experiences. Characteristics of engaged learning will be analyzed, and existing projects will be critiqued. Students will develop an engaged learning project, consistent with learning standards for use in the classroom. The roles of teachers and students in the learning process will be examined in light of current research.

**MSED 625 INSTRUCTIONAL TECHNOLOGY (4)** - provides an overview of the emerging technology for supporting and enhancing instruction. It includes investigation of issues and research related to instructional technology; instruction and performance in using technologies for instruction; and practice in reviewing and evaluating educational software and hardware. Students examine computers, telecommunications, multimedia, the Internet and technology-enhanced curricula.

**MSED 630 NATURE AND NEEDS OF EARLY ADOLESCENTS (3-4)** - promotes understanding of the physical, social, emotional, intellectual and moral development of early adolescents in various social contexts; aids in planning the teaching/learning process to facilitate early adolescent development; instructs in creating and maintaining a
developmentally responsible program and learning environment; guides in examining major theories and research findings concerning adolescent development; and examines the advisory role of the middle grade teacher in assessing, coordinating and referring student to health and social services.

MSED 631 THEORETICAL FOUNDATIONS OF TEACHING ENGLISH AS A SECOND LANGUAGE (4) - presents historical trends related to English language development and examines research and theories of first and second language acquisition. The rational for English language acquisition programs and an introduction to instructional approaches to facilitate language development are also presented. This is a required course for the Illinois State Board of Education ESL Teacher Approval and recommended as the first course to be taken in the ESL certification program.

MSED 632 METHODS AND MATERIALS FOR TEACHING ENGLISH AS A SECOND LANGUAGE (4) - provides the competencies needed by all teachers of limited English proficient and English language development learners. This course presents strategies, techniques and skills in teaching K-12 academic subjects, including techniques to improve ESL learners’ reading comprehension, speaking and writing skills. The theoretical base underlying instructional strategies and techniques are presented, along with advantages of each instructional approach. This is a required course for the State Board of Education ESL Teacher Approval.

MSED 633 ASSESSMENT OF THE BILINGUAL STUDENT (3) - considers the implications of second language acquisition theory on testing, explores the relationship between bilingualism and cognition, and presents an overview of procedures for the identification and assessment of limited English and English language development students. An overview of assessment instruments and ESL educational program placement options will also be presented. This is a required course for the Illinois State Board of Education ESL Teacher Approval.

MSED 634 CROSS CULTURAL STUDIES FOR LIMITED ENGLISH PROFICIENT STUDENTS (3) - focuses on cultural factors that influence teaching and learning. This course provides intensive consideration of cultural and linguistic diversity, its impact on instruction, and strategies for effective instruction in the multicultural and linguistically diverse classroom. This is a required course for the Illinois State Board of Education ESL Teacher Approval.

MSED 635 HISTORY AND PHILOSOPHY OF MIDDLE SCHOOL EDUCATION (3-4) - presents a sound philosophy of middle level education and a history of its development; provides a study of the organizational structures appropriate for middle level students (interdisciplinary teaming, block-time, teacher as advisor and cross graded groupings); and introduces an examination of future development of middle level education.

MSED 636 LINGUISTICS (4) - focuses on the properties that all languages have in common and the way languages differ. As an introduction to the science of language, this course surveys the main branches of linguistics: phonology, morphology, syntax, semantics and sociolinguistics, as they apply to language learning and teaching. However, no background in linguistics or any foreign language study is required or assumed in the course. This is a required course for the Illinois State Board of Education ESL Teacher Approval.

MSED 640 MIDDLE SCHOOL CURRICULUM AND INSTRUCTIONAL STRATEGIES (4) - promotes understanding and implementation of a balanced and
integrated middle school level curriculum; provides understanding of interrelationships among fields of knowledge; explains adapting instruction to learning patterns of students; introduces the employment of a variety of classroom grouping patterns; and presents methods for designing and teaching developmentally appropriate programs in middle schools including content area reading instruction.

**MSED 641 SURVEY OF READING FUNDAMENTALS (4)** - focuses on the history of reading instruction, theoretical models of reading, research-based methodology in reading, and the scope and sequence of a K-12 reading program.

**MSED 642 ASSESSMENT PROCEDURES AND DIAGNOSIS OF READING DISABILITIES (4)** - focuses on assessing the reading abilities of students. Primary emphasis includes: analysis of various assessment tools, definitions of reading disability, and aligning assessment to instruction.

**MSED 643 DIAGNOSTIC TEACHING TECHNIQUES AND MATERIALS (3)** - focuses on research-based, exemplary techniques and materials that will help all students learn to read. Topics include phonemic awareness, phonics, vocabulary, comprehension, and content area reading.

**MSED 644 CHILDREN’S AND MIDDLE SCHOOL LITERATURE (3)** - introduces the student to a wide variety of literature available and prepares him/her to evaluate literature available for children. It requires extensive reading of books, practice in evaluating and selecting book’s consideration of related media and technology and development of techniques for bringing children and resources together.

**MSED 645 ORGANIZATION AND DEVELOPMENT OF CURRICULUM (3-4)** - studies the assumptions and decision-making procedures related to current curriculum organization; introduces the development and evaluation of elementary and secondary educational programs; and presents curriculum design and an analysis of curricular theories.

**MSED 646 PRACTICUM IN CORRECTIVE READING (4)** - provides students with the opportunity to apply principles of sound reading instruction. Students in this course use assessment data to develop an aligned instructional plan for a student so that maximum benefits of instruction result. Post testing will be used to measure both effectiveness of instruction and the reading growth of the child.

**MSED 650 IMPROVEMENT OF INSTRUCTION AND INSTRUCTIONAL PROGRAMS (4)** - focuses on both the theoretical and practical approaches to improving classroom instruction and organization through a review of recent literature and research and an analysis of methods and in-service programs. Students will compare their own current teaching with theories and research findings discussed in class.

**MSED 655 SUPERVISORY BEHAVIOR (3-4)** - examines current theory and practice of supervision in educational settings; introduces principles related to supervision and management of educational personnel; and develops interpersonal communication and relationships including an emphasis on skills such as interviewing, actual listening and responding, conflict management, dynamics of formal and informal groups, leadership styles and management of change.

**MSED 660 INDEPENDENT STUDY (1-6)** - provides opportunity for examination of relevant problems and issues in the field of education which are not covered in the regular course offerings. Students formulate a problem or issue to explore on an individual basis.
under the direction of a faculty member. Strategies for dealing with the issue will be identified as well as an evaluation plan. Permission of the academic advisor is required.

**MSED 661 STRATEGIC PLANNING (3)** - focuses upon long-range planning and the concomitant leadership techniques required. Building level, as well as central office, will be discussed. Assessment and evaluation of educational programs are an integral component for successful completion of this program.

**MSED 662 SCHOOL FINANCE (3)** - addresses the fiscal framework of educational institutions in the United States. School funding is carefully examined in concert with the system of taxation at the local, state and federal levels. Specific attention is given to the funding of school districts in Illinois. The school administrator will become familiar with monetary issues facing public schools in the 21st Century e.g. vouchers, tax increment financing, bonds and investments. The candidate will provide a budget analysis of a typical school system.

**MSED 663 SCHOOL LAW (3)** - addresses the legal foundations of educational systems in the United States as well as current trends and issues. The role of the administrator and concomitant responsibilities within a legal framework are thoroughly explored. Landmark cases, as well as current and evolving cases are emphasized spanning the spectrum of local, state, and federal levels. The rapidly changing area of special education is also perused.

**MSED 664 EDUCATIONAL ORGANIZATION AND ADMINISTRATION (3)** - examines the organizational and administrative structures of public and private schools in the United States with emphasis on systems in Illinois.

**MSED 665 DIRECTED STUDY (1-6)** - provides an academic learning experience that is designed by a faculty member. Faculty members direct students in examining relevant problems and issues in the field of education which are not covered in the regular course offerings. Strategies for dealing with the issue will be identified as well as an evaluation plan. Permission of the academic advisor is required.

**MSED 667 HISTORY AND PHILOSOPHY OF EDUCATION (3)** - traces the history and development of American educational institutions and practices in relation to social, cultural and political aspects. Major philosophical ideas that have guided educational policy and practice are examined in relation to educational institutions responses to meet societal needs.

**MSED 694 TOPICS (1-4)** - provides for course of study of selected topics in education not included in the regular curriculum. May be repeated for credit.

**MSED 698 ADMINISTRATIVE INTERNSHIP (3)** - entails the assignment of the candidate to a mentor in an administrative capacity in an elementary, secondary, or central office position of a public or private school. The candidate will have responsibilities requiring school leadership and supervision. In the seminar, the student reviews the projects with the University supervisor, who acts as consultant working in concert with the candidate and the in-school supervisor.
Education with Certification (MEDU) Courses

**MEDU 665 TEACHING IN A DIVERSE SOCIETY (4)** - develops insight into the teaching profession and education in multicultural society; explores the professional, political, economic, legal, and social issues affecting the past, present, and future of the field of education. While extending knowledge of cultural and ethnic groups, students develop abilities to relate to various micro-cultural groups and demonstrate understanding of values and contributions of minority groups.

**MEDU 670 EDUCATIONAL PSYCHOLOGY (4)** - directs the students in the application of the principles of psychology to education. Special emphasis is given to understanding growth and development, the learning process, motivation, intelligence, assessment and the impact of culture on learning.

**MEDU 671 BEGINNING FIELD EXPERIENCE (0-1)** - provides an opportunity to observe the diversity of students, classroom teachers and environments, perform specific duties, and participate in classroom instruction at a variety of grade levels. The experience consists of at least 5 consecutive full days. The pre-service teacher learns through observation and participation how to teach individuals, small groups, and large groups under the guidance and supervision of classroom teachers and a University supervisor. (Additional fee is required and student provides own transportation.)

**MEDU 675 SURVEY OF THE EXCEPTIONAL INDIVIDUAL (4)** - provides students with the definitions, characteristics, etiologies, legal and ethical issues, and educational provisions of students identified with disabilities under the Individual with Disabilities Education Act (1990) (IDEA).

**MEDU 680 METHODS OF TEACHING READING (3)** - examines the psychology and physiology of teaching reading and the language arts. It provides an overview of materials, content, and methodologies. Includes classroom diversity, discipline, and management issues as a component of instructional planning and assessment. Additional fee is required and student must provide own transportation.

**MEDU 681 INTERMEDIATE FIELD EXPERIENCE (0-1)** - provides students with an opportunity to apply theories and techniques from methods courses in a classroom setting. The experience consists of at least 20 consecutive full days. Students will observe the classroom environment and teach lessons to individual students, groups and whole classes. During this experience, students systematically reflect on their experiences and refine their teaching methods and philosophy. The student will be closely observed and evaluated by a cooperating teacher and a University supervisor. Additional fee is required and student must provide own transportation.

**MEDU 683 METHODS OF TEACHING MATHEMATICS IN THE ELEMENTARY SCHOOL (3)** - provides an overview of math materials, content, and methodology utilized by educators. Students explore principles in class and utilize them to develop various lesson plan approaches, activities, and teaching aids. Participation in a field experience is included.

**MEDU 684 DISCIPLINE AND CLASSROOM MANAGEMENT TECHNIQUES IN THE INCLUSIONARY CLASSROOM (2)** - examines the dynamics of discipline and the latest principles and data which research has shown effective in managing behavior in today’s diverse and inclusive classroom. Numerous discipline models, techniques, methods, and constructs are presented to enable the prospective teacher to move beyond a singular approach in managing classroom behavior. The focus is on implementing the research findings for both preventing behavior problems and for dealing with existing problems.
MEDU 685 METHODS OF TEACHING SCIENCE/SOCIAL SCIENCE (3) - provides an overview of the materials, content, and methodologies utilized by educators in the elementary science and social studies curriculum. Studies explore principles in class and utilize them to develop various lesson plan approaches, activities, and teaching aids. Observation and participation in a field experience are included.

MEDU 687 MIDDLE SCHOOL CURRICULUM AND INSTRUCTIONAL STRATEGIES (3) - promotes understanding and implementation of a balanced and integrated middle school level curriculum; provides understanding of interrelationships among fields of knowledge; explains adapting instruction to learning patterns of students; and presents methods for designing and teaching developmentally appropriate programs in middle schools including content area reading instruction. Includes classroom diversity, discipline, and management issues as components of instructional planning and assessment.

MEDU 688 DIAGNOSTIC TECHNIQUES OF TEACHING LITERACY (3) - examines guidelines, procedures, and techniques for preventing, diagnosing, and remediating reading problems. Primary emphases include: analysis of various assessment tools, definitions of reading disability, and aligning assessment to instruction.

MEDU 689 READING AND WRITING IN THE CONTENT AREAS (3) - focuses on the relationship between the language arts (reading, writing, speaking, listening) and specific content area disciplines. The process of effective classroom communication and instruction, as it pertains to increasing the reading and writing strategies of students, will be explored to enhance student learning while making reading and writing in the content area more culturally and developmentally appropriate and meaningful.

MEDU 690 ELEMENTARY (K-9) ADVANCED FIELD EXPERIENCE (STUDENT TEACHING) (8) - serves as a culmination of the professional education courses. The student is responsible for guiding and directing the learning of elementary or middle school students under the supervision of professional certified members of the teaching profession. Co-requisite: MEDU 699. Additional fee is required and student must provide own transportation.

MEDU 691 SECONDARY METHODS IN SCIENCE (3) - examines methods and techniques for teaching science such as use of laboratory experiences, teaching in the field, applications of the scientific inquiry methods, use of technology, questioning and listening skills, lecture and small group techniques and assessment procedures. Professional growth will also be discussed, and students will be required to demonstrate an understanding of the various skills needed for teaching science. Includes classroom diversity, discipline, and management issues as components of instructional planning and assessment.

MEDU 692 SECONDARY METHODS IN ENGLISH/LANGUAGE ARTS (3) - examines methods and techniques of teaching English Language Arts, such as questioning and listening skills, lecture and small group techniques, use of technology, and assessment procedures. Professional growth will also be discussed. Students will demonstrate an understanding of the various specific skills needed for teaching grammar, composition, and literature. Includes classroom diversity, discipline, and management issues as components of instructional planning and assessment.

MEDU 693 SECONDARY METHODS IN SOCIAL SCIENCE (3) - examines methods and techniques of teaching the social sciences. Questioning and attending skills, professional growth, use of technology, and assessment procedures are included. Students
will demonstrate an understanding of the various skills needed for teaching the social sciences. Includes classroom diversity, discipline, and management issues as components of instructional planning and assessment.

**MEDU 694 SECONDARY METHODS IN MATHEMATICS (3)** - examines mathematics curriculum, particularly the study of algebra, geometry, and mathematics for the non-college bound student, as well as appropriate instructional techniques. The course will also include discussions on the preparation of lessons, motivation techniques, design of homework assignments, preparation of tests, evaluation of student performance and classroom organization in a high school setting. Includes classroom diversity, discipline, and management issues as components of instructional planning and assessment.

**MEDU 695 SECONDARY (6-12) ADVANCED FIELD EXPERIENCE (STUDENT TEACHING) (8)** - serves as a culmination of the professional education courses. The student is responsible for guiding and directing the learning of secondary students under the supervision of professional certified members of the teaching profession. Co-requisite: MEDU 699. Additional fee is required and student must provide own transportation.

**MEDU 696 MULTICULTURAL ISSUES IN EDUCATION (3)** - examines education as a reflection of a multicultural society; extends awareness and knowledge of diversity related to culture, ethnicity, gender, social class, and generational levels; and fosters the development of skills, knowledge, and attitudes necessary to function in a culturally diverse school environment.

**MEDU 699 PROFESSIONAL GROWTH SEMINAR (1)** - is taken concurrently with Advanced Field Experience and serves as the capstone of an academic and professional experience at USF. Students will complete their portfolio and conduct an action research project. Students will be introduced to professional literature, associations and create their own professional development plan that can be implemented during their first years of teaching.

### Health Services Administration (HSAD) Courses

**HSAD 603 MANAGEMENT OF HEALTH SERVICES ORGANIZATIONS (4)** - examines major management and behavioral theories as they apply to health service organizations.

**HSAD 607 MEDICAL SOCIOLOGY (4)** - provides a broad overview of the health services delivery system as viewed by the social scientist. The course addresses the influence of values and cultures on health and illness, on delivery systems and on professional roles.

**HSAD 610 ECONOMICS OF HEALTH SERVICES (4)** - examines health care from an economic perspective. Economics will be used to understand the allocation of human and other resources within the health care industry.

**HSAD 612 ISSUES IN HEALTH SERVICES ADMINISTRATION (1-6)** - examines current issues in health services administration using the case study method. This course provides flexibility both in terms of issues addressed (based on student needs and interest) and semester hours of credit (1-6 semester hours). Permission of academic advisor required.
HSAD 623 HEALTH SERVICES ADMINISTRATION (4) - explores the unique characteristics of health services organizations and the management of such organizations.

HSAD 630 FINANCIAL MANAGEMENT OF HEALTH SERVICES (4) - studies financial management theories as they relate to middle and upper level management in health care organizations. Particular emphasis will be placed on understanding how program goals should be integrated into financial planning, budget preparation and financial control systems.

HSAD 637 LEGAL ASPECTS OF HEALTH SERVICES ADMINISTRATION (4) - designed to identify and examine those major areas of law which influence the operation of health care facilities.

HSAD 640 HEALTH SERVICES MARKETING (4) - emphasizes the necessity for internal and external planning, strategic planning and marketing. Methods of assessing community need and data analysis in relation to organizational purposes are areas of emphasis.

HSAD 681 METHODS OF RESEARCH (4) - designed to provide students with the knowledge to manage, interpret and analyze research data. Students will also examine basic research methodologies most often used in health service administration research.

HSAD 685 TOPICS IN HEALTH SERVICES (4) - addresses specific health care topics which can be of varying importance depending upon location. Topics in health services administration is meant to allow for the integration of current health care trends/issues into the curriculum.

Management (MGMT) Courses

MGMT 617 SUPERVISION AND MANAGERIAL COMMUNICATIONS (4) - focuses on the dynamics of manager/subordinate relations. Emphasis is placed on understanding the variables which comprise leadership. This course presents an in-depth analysis of the communication problems found in organizations.

MGMT 622 APPLIED ECONOMIC THEORY (4) - provides an overview of economic theory and its use in business analysis, marketing planning and worldwide competitive factors in business operations. Students will explore micro-and macro-economics principles, applications and techniques related directly to business.

MGMT 642 FINANCIAL ADMINISTRATION AND BUDGETING (4) - covers key concepts used by managers to understand and manage a firm’s financial performance. The course builds a quick foundation in the vocabulary and concepts of accounting, presents a process for budgeting and provides an overview of various financial tools/models used to support managerial decision making such as cost management, product pricing, capital expenditures, and performance compensation.

MGMT 694 TOPICS (1-4) - Selected contemporary topics in business.
Nursing (NURS) Courses

NURS 601 THEORETICAL FOUNDATIONS FOR ADVANCED NURSING PRACTICE (3) - focuses on philosophical and theoretical foundations of advanced nursing practice. An emphasis is placed on concepts, conceptual models, and theories in nursing. An explanation of the relationship between theory, research and knowledge, and its impact on clinical practice is addressed. Ethical, cultural, legal and political issues and their impact on the profession and the delivery of health care are discussed from a variety of perspectives.

NURS 602 PROFESSIONAL ROLE DEVELOPMENT (3) - focuses on operationalizing the theoretical principles within the advanced practice role and promotes advocacy for leadership in health care. Emphasis is placed on professional role development including differentiating specialty practice and focuses on trends and issues related to the health care delivery system. The U.S. health care systems and its components are analyzed using a systems approach to health care policy and financing. Concepts in organization structure and theory and political processes influencing health care policy are discussed. Synthesis of the course content facilitates transition to an advanced practice role, and promotes integration of the new functions and activities into professional practice. Prerequisite: NURS 601.

NURS 603 ADVANCED NURSING RESEARCH (3) - focuses on methods of inquiry as a basis for the expansion of nursing knowledge and application of research in advanced clinical practice. Selection of research methods to identify client-focused clinical nursing problems and appropriate interventions in advanced practice are addressed. The course provides a basis for evaluation of published research, and supports application of formalized quantitative and qualitative methods to practice. Epidemiological trends will be addressed as one of the methods utilized for identification of client related problems. Analysis of research studies; and the identification of a specific research problem in nursing, a specific research design, and the development of a research proposal are expected outcomes of this course. Prerequisite: Graduate Statistics course.

NURS 620 ADVANCED PATHOPHYSIOLOGY (4) - focuses on cellular physiological and pathophysiological processes in adult clients to provide a foundation for clinical assessment, decision-making, and clinical management. Emphasis is on commonly found altered health states based on current epidemiological trends. Integration of current research from nursing and other disciplines is used to explore the pathophysiological processes, the compensatory mechanisms, and the rationales for clinical interventions. The advanced practice clinician will be able to utilize this knowledge as a basis for interpreting changes in normal physiologic function, and in applying appropriate treatment modalities.

NURS 621 ADVANCED PHARMACOLOGY (3) - presents advanced principles of pharmacology, including both the pharmacotherapeutics and pharmacokinetics of selected drug groups and their clinical application. It is designed to build upon the understanding of pathophysiological mechanisms of disease processes, and to provide the foundation for clinical competency in therapeutic drug administration. Emphasis is placed on provision of knowledge, and skills to assess, diagnose, and treat common health alterations, and the issues related to prescriptive practice. Synthesis and application of pharmacological principles will also be integrated within the clinical practice experience. Prerequisite: NURS 620.
NURS 622 ADVANCED HEALTH ASSESSMENT (4) - focuses on the expansion and refinement of the clinician’s skills in collecting and integrating data necessary for a comprehensive health assessment. It is designed to strengthen the physical, social and psychological assessment of adults as well as incorporate the cultural and developmental variations of individuals. Laboratory and clinical experiences in advanced practice skills are used to emphasize the differentiation between normal and abnormal findings. The enhancement of holistic assessment skills is intended to serve as the basis for ensuring appropriate and effective clinical decision-making in advanced practice. Prerequisites: NURS 620 and 621.

NURS 640 THEORETICAL PRINCIPLES AND CLINICAL MANAGEMENT I (5) - focuses on primary health care delivery with an emphasis on health promotion, risk screening, and disease prevention across the adult life span. Current research and epidemiological trends in health care are explored and serve as the foundation for application of clinical decision making in advanced practice roles. This course provides opportunity for discussion, differentiation, and application of the concepts related to various clinical practice roles. Laboratory and clinical settings allow students to apply assessment and intervention strategies for episodic health care problems, and emphasize promotion of the client’s self-care agency. (Student must meet with the clinical faculty during the semester preceding their enrollment to arrange for the clinical component of this course.) Prerequisite: Completion of graduate core and advanced practice core.

NURS 641 THEORETICAL PRINCIPLES AND CLINICAL MANAGEMENT II (5) - focuses on management strategies for human responses to common acute problems with an emphasis on early diagnosis, at risk population, and therapeutic interventions for health problems across the adult life span. Current research and epidemiological trends in health care are utilized for the selection of pertinent health issues to be addressed. This course provides opportunity for discussion, differentiation, and application of the concepts related to various clinical practice roles. Laboratory and clinical settings allow students to apply assessment and intervention strategies to assist the clients with the maintenance and restoration of his/her highest level of wellness. (Student must meet with the clinical faculty during the semester preceding their enrollment to arrange for the clinical component of this course.) Prerequisite: NURS 640.

NURS 642 THEORETICAL PRINCIPLES AND CLINICAL MANAGEMENT III (5) - focuses on management strategies for human response to acute and chronic complex problems across the adult life span. Current research and epidemiological trends in health care are utilized for the selection of pertinent health issues to be addressed. An emphasis is placed on the gerontologic client in keeping with the population trends impacting health care delivery. This course provides opportunity for discussion, differentiation, and application of the concepts related to various clinical practice roles. Laboratory and clinical settings allow students to apply assessment and intervention strategies to assist the client with the maintenance and restoration of his/her highest level of wellness. (Student must meet with the clinical faculty during the semester preceding their enrollment to arrange for the clinical component of this course.) Prerequisite: NURS 641.

NURS 650 CASE MANAGEMENT (3) - focuses on the concepts, strategies and clinical skills of case management. Emphasis is placed on the process utilized to identify, coordinate and facilitate comprehensive provision of services to meet the individuals’ health needs. Issues related to decreasing fragmentation and duplication of services while enhancing quality, cost-effective clinical outcomes are addressed. The nursing process is utilized as the framework for the following: the comprehensive collection and analysis of data, the
development of research based, holistic, interdisciplinary plans of care, and the development of outcome based evaluative methods. Prerequisite: NURS 601 and 602.

NURS 660 THEORETICAL CONCEPTS OF HEALTH AND AGING (3) - focuses on an interdisciplinary approach to the study of the aging process and its relationship to wellness. A holistic framework including biophysical, psychosocial, and developmental perspectives are addressed. This course analyzes the current health care delivery system and the issues which involve the older adult. Emphasis is placed on advanced nursing practice and the role it plays in enhancement of the health of older adults. Prerequisite: NURS 601 and 602.

NURS 661 ADVANCED GERONTOLOGICAL NURSING PRACTICE (3) - focuses on the management strategies utilized in the care of the older adult. Explanation, analysis, and application of therapeutic interventions in advanced clinical nursing practice is emphasized. Current research findings are utilized in the integration and evaluation of health maintenance and restorative aspects of care. Special consideration is given to the problems of the vulnerable older adult. Prerequisite: NURS 660.

NURS 662 ADVANCED PEDIATRIC NURSING PRACTICE (3) - focuses on the management strategies utilized in the care of the infant, child, and adolescent. Explanation, analysis, and application of therapeutic interventions in advanced clinical nursing practice is emphasized. Current research findings are utilized in the integration and evaluation of health maintenance and restorative aspects of care. Special consideration is given to the problems of the infant, child, and teenager. Prerequisite: Advanced practice core courses.

NURS 663 ADVANCED WOMEN’S HEALTH NURSING PRACTICE (3) - focuses on the management strategies utilized in the care of women. Explanation, analysis, and application of therapeutic interventions in advanced clinical nursing practice are emphasized. Current research findings are utilized in the integration and evaluation of health maintenance and restorative aspects of care. Special consideration is given to the problems unique to women throughout the lifespan. Prerequisite: Advanced practice core courses.

NURS 670 FAMILY NURSE PRACTITIONER THEORETICAL PRINCIPLES AND CLINICAL MANAGEMENT I (5) - focuses on primary health care delivery with an emphasis on health promotion, risk screening, and disease prevention across the entire lifespan. Current research and epidemiological trends in health care are explored and serve as the foundation for application of clinical decision making in advanced practice roles. This course provides opportunity for discussion, differentiation, and application of the concepts related to various clinical practice roles. Laboratory and clinical settings allow students to apply assessment and intervention strategies for episodic health care problems, and emphasize promotion of the client’s self-care agency. (Student must meet with the clinical faculty during the semester preceding their enrollment to arrange for the clinical component of this course.) Prerequisite: Completion of graduate core and advanced practice core.

NURS 671 FAMILY NURSE PRACTITIONER THEORETICAL PRINCIPLES AND CLINICAL MANAGEMENT II (5) - focuses on management strategies for human responses to common acute problems with an emphasis on early diagnosis, at risk population, and therapeutic interventions for health problems across the entire life span. Current research and epidemiological trends in health care are utilized for the selection of pertinent health issues to be addressed. This course provides opportunity for discussion, differentiation, and application of the concepts related to various clinical practice roles.
Laboratory and clinical settings allow students to apply assessment and intervention strategies to assist the clients with the maintenance and restoration of his/her highest level of wellness. (Student must meet with the clinical faculty during the semester preceding their enrollment to arrange for the clinical component of this course.) Prerequisite: NURS 670.

**NURS 672 FAMILY NURSE PRACTITIONER THEORETICAL PRINCIPLES AND CLINICAL MANAGEMENT III (5)** focuses on management strategies for human response to acute and chronic complex problems across the life span. Current research and epidemiological trends in health care are utilized for the selection of pertinent health issues to be addressed. Emphasis is placed on the entire life span (pediatric, adult, and geriatric) in keeping with the population trends impacting health care delivery. This course provides opportunity for practice roles. Laboratory and clinical settings allow students to apply assessment and intervention strategies to assist the client with the maintenance and restoration of his/her highest level of wellness. (Student must meet with the clinical faculty during the semester preceding their enrollment to arrange for the clinical component of this course.) Prerequisite: NURS 671.

**NURS 698 CLINICAL RESIDENCY (2)** is specific to the NP option. Students enrolled in this clinical practicum will be expected to integrate and apply the theories and concepts of the NP role in clinical practice. The practice setting will be selected based on student interests and professional goals. Emphasis is placed on comprehensive assessment, management, and evaluation of health care needs of the adult. Prerequisites: Completion of all courses.

**NURS 699 CAPSTONE PROJECT (3)** - an individualized focus of study that demonstrates an application and synthesis of the concepts of the advanced nursing practice role. The clinically based project, which incorporates research, should be directed toward health practice or health policy issues. During initiation and development of this project, the student is expected to collaborate with the faculty. Prerequisites: NURS 640, NURS 641 or NURS 670 and NURS 671 (students should be within their last 2 semesters of the program.)

**Physician Assistant Studies (PAMS) Courses**
(All courses listed are in quarter hours not semester hours)

**Didactic Courses**

**PAMS 600 INTRODUCTION TO THE PA PROFESSION (2)** - provides an overview of the history of the Physician Assistant (PA) profession, practice regulations and demographics. Issues related to health care reimbursement systems, managed care, principles of quality assurance and risk management are also discussed. Emphasis is placed on the various roles of the PA in health care delivery and on the exploration of ethical and cultural issues related to the practice of medicine. Students will also consider their professional development from a Franciscan perspective.

**PAMS 601 GROSS ANATOMY (5)** - provides a comprehensive study of human gross anatomy. A regional approach is used to study the structures and organ systems of the thorax, upper extremity, back, abdomen, pelvis, lower extremity, head and neck. The clinical significance of topographical and radiological anatomical features is emphasized. Lectures are complemented by the laboratory study of prosected cadavers, anatomic models and computer dissection.
PAMS 602 MEDICAL PHYSIOLOGY I (4) - is designed to give PA students a detailed overview of human physiology. Students will attain knowledge of the normal functions of the human body that is essential for clinical medicine. Emphasis is placed on homeostasis and the integration among body systems. Pathophysiological alterations in body function that occur with disease states are also discussed. Integration of lecture material will be enhanced by the use of assigned case studies. Specific topics covered in the course include homeostasis, signal transduction mechanisms, neurophysiology and the nervous system, the cardiovascular system and circulation and the respiratory system.

PAMS 603 MEDICAL PHYSIOLOGY II (4) - is a continuation of Medical Physiology I. Students will attain knowledge of the normal functions of the human body that is essential for clinical medicine. Emphasis is placed on homeostasis and the integration among body systems. Pathophysiological alterations in body function that occur with disease states are also discussed. Integration of lecture material will be enhanced by the use of assigned case studies. Specific topics covered in the course include the immune system, renal physiology, fluid and acid-base balance, gastrointestinal physiology, endocrine physiology and reproductive physiology.

PAMS 604 PHARMACOTHERAPEUTICS I (4) - is the first in a two-course sequence designed to provide a solid foundation in pharmacokinetics, pharmacodynamics, and the physiology associated with drug action and interaction. Specific drug classes will be discussed, with attention given to individual drugs, their uses, side effects, similarities, and differences. Emphasis is placed on the most frequently prescribed agents for treatment of common diseases. Specific pharmacotherapeutic agents and/or disorders covered in this course include autonomic pharmacology, neurologic disorders, pain management, psychiatric disorders, gastrointestinal disorder, NSAID’s and antirheumatic drugs, cardiovascular and renal drugs, allergies, respiratory disorders and the pharmacology of anti-inflammatory steroids.

PAMS 605 PHARMACOTHERAPEUTICS II (4) - is the second in a two-course sequence designed to provide a solid foundation in pharmacokinetics, pharmacodynamics, and the physiology associated with drug action and interaction. Specific drug classes will be discussed, with attention given to individual drugs, their uses, side effects, similarities, and differences. Emphasis is placed on the most frequently prescribed agents for treatment of common diseases. Specific pharmacotherapeutic agents and/or disorders covered in this course include endocrinologic disorders, gonadal hormones and inhibitors, antimicrobial agents, dermatologic pharmacology, common disorders of the head, eye, ear, neck and throat, hematologic disorders, cancer chemotherapy and toxicology.

PAMS 606 ESSENTIALS OF CLINICAL LABORATORY MEDICINE (3) - introduces the student to clinical laboratory diagnostic tests. The basic theory, selection and interpretation of procedures most commonly used in a primary care setting are studied. Students will learn techniques used to obtain, preserve and handle laboratory specimens as well as use clinical laboratory results to screen, diagnose, evaluate and monitor patients. Students will be familiarized with the Clinical Laboratory Improvement Amendments (CLIA) and their implications for laboratory medicine. Integration of lecture material will be enhanced by the use of assigned case studies.

PAMS 607 CLINICAL NUTRITION (2) - examines nutrition for health maintenance and in specific clinical situations. Nutritional needs throughout the life cycle are discussed as well as topics related to specialized nutritional support and clinical conditions.
PAMS 612 EPIDEMIOLOGY AND PUBLIC HEALTH (4) - provides students with an overview of the basic concepts of epidemiology, public health and preventative medicine. Epidemiological concepts discussed include the distribution, prevalence, causation, mode of transmission, dissemination, control, and preventative countermeasures of infectious and non-communicable diseases, as well as environmental occupational, behavioral, and chronic disabling conditions. Students will be introduced to research methodology related to the study of disease and investigate epidemiological trends across a variety of cultures.

PAMS 614 BEHAVIORAL MEDICINE (4) - provides students with an overview of behavioral medicine, broadly defined as an interdisciplinary field that aims to integrate the biological and psychosocial perspectives on human behavior and apply them to the evaluation, prevention, and treatment of physical disease or physiological dysfunction. The integration of mental disorders and behavioral problems into primary care medicine will be addressed.

PAMS 621 CLINICAL ASSESSMENT I (3) - is the first in a sequence of four courses designed to develop the clinical skills and professional behaviors necessary for practice as a PA in primary care. This course provides the PA student with the proper techniques for obtaining a medical history from patients emphasizing sensitivity to age, gender and cultural diversity. Lecture and laboratory focus on the development of effective communication skills as well as accurate data collection and patient presentation. Clinical Problem Solving Skills (CPSS) will be used on a weekly basis in a small group format so that the student can explore "real-life" clinical case scenarios in order to develop critical thinking skills and problem solving techniques. CPSS sessions will be incorporated throughout the entire "Clinical Assessment" sequence. Additionally laboratory time will be used to instruct procedural competencies in phlebotomy, IV insertion, injection techniques, arterial blood gases, PFT, and pulse oximetry.

PAMS 622 CLINICAL ASSESSMENT II (3) - is the second in a sequence of four courses designed to develop the clinical skills and professional behaviors necessary for practice as a physician assistant in primary care. During this course the student learns how to perform a comprehensive physical exam of an adult patient. Clinical assessment II includes: the general survey, vital signs, skin, eye, ear, nose, mouth, throat and neck exam. The PA student will demonstrate knowledge and tactile skill in performing lid eversion, fluorescein examination of the cornea and conjunctiva, hearing screening and irrigation of the ear. Additionally, CPSS will be used on a weekly basis in a small group format so that the student can explore "real-life" clinical case scenarios in order to develop critical thinking skills and problem solving techniques.

PAMS 623 CLINICAL ASSESSMENT III (3) - is the third in a sequence of four courses designed to develop the clinical skills and professional behaviors necessary for practice as a physician assistant in primary care. In this course the student learns how to perform focused physical examinations including clinical assessment of the thorax and lungs, cardiovascular system, abdomen, peripheral vascular system, and musculoskeletal system. CPSS will be used on a weekly basis in a small group format so that the student can explore "real-life" clinical case scenarios in order to develop critical thinking skills and problem solving techniques. Additionally laboratory time will be used to instruct procedural competencies in auscultation of cardiac and respiratory sounds, interpretation of EKGs, and casting and splinting techniques.

PAMS 624 CLINICAL ASSESSMENT IV (3) - is the final in a sequence of four courses designed to develop the clinical skills and professional behaviors necessary for practice as a
physician assistant in primary care. Clinical assessment of mental status, the nervous system, male and female genitourinary system, anus and rectum, breast and axillae, and physical exam of the pregnant women and infants and children are emphasized in this block of instruction. CPSS will be used on a weekly basis in a small group format so that the student can explore “real-life” clinical case scenarios in order to develop critical thinking skills and problem solving techniques.

**PAMS 626 ESSENTIALS OF RADIOLOGY (3)** - course provides students with a systematic method of interpreting common imaging studies seen in the primary care and emergency setting. Students will learn to appropriately select, and correctly interpret imaging modalities including radiography, computerized tomography, ultrasonography, magnetic resonance imaging and nuclear medicine imaging.

**PAMS 627 CLINICAL PEDIATRICS (4)** - provides an introduction to the fundamentals of pediatric medicine, covering the age span from neonate through adolescence. Childhood growth and development, preventative care, anticipatory guidance, and diagnosis and management of common pediatric illnesses encountered in clinical practice will be discussed.

**PAMS 628 CLINICAL GERIATRICS (4)** - introduces the student to the principles of geriatric medicine with an emphasis on the physiology of aging, the psychosocial aspects of aging and geriatric assessment. Students will learn to appropriately evaluate, diagnose, monitor, treat, counsel and refer elderly patients. In addition, students will discuss issues related to aging and long-term care from psychological, social, cultural and spiritual perspectives.

**PAMS 630 DISEASES OF ORGAN SYSTEMS I (4)** - is the first in a two-course sequence that uses a systems-oriented approach to focus on the etiology, pathophysiology, diagnosis, treatment and prognosis for cardiovascular, respiratory, gastrointestinal, and renal disorders, including, metabolic and infectious processes.

**PAMS 631 DISEASES OF ORGAN SYSTEMS II (4)** - is the second in a two-course sequence that uses a systems-oriented approach to focus on the etiology, pathophysiology, diagnosis, treatment and prognosis for nervous, endocrine, reproductive, hematology, and musculoskeletal disorders, including metabolic and infectious processes.

**PAMS 635 FUNDAMENTALS OF SURGERY (4)** - is designed to teach basic principles of surgery as well as principles of pre- and post-operative management of surgical patients. The course emphasizes surgical techniques and emergency procedures, as well as asepsis, minor procedures, suturing and anesthesia. Additionally, specific bedside procedures will be taught, including nasogastric intubation, urinary catheterization and chest tube placement.

**PAMS 636 OBSTETRICS AND GYNECOLOGY (4)** - provides an introduction to women’s health issues, including maternal and fetal well being, and the diagnosis, management, and treatment of common acute and chronic medical problems commonly encountered in obstetrics and gynecology.

**PAMS 637 EMERGENCY MEDICINE (4)** - is designed to give the PA student an introduction to emergency medicine. The similarities and differences between emergency medicine and other primary care fields are explored. Emphasis is placed on the special skills, attitudes and information required to perform well in medical emergencies. As such, attention is placed on learning an approach, obtaining information and resources in dealing
with major, life-threatening situations involving toxicology, cardiovascular, respiratory, abdominal, neurological, and traumatic emergencies. Lecture material and handouts will be supplemented with case studies, procedure practice and role-playing. Specific topics covered in the course include the attitude shift required in, the unique environment of, and legal aspects of emergency medicine. In addition, emergent problems in shock, neurologic, cardiovascular, respiratory care (covered in Advanced Cardiac Life Support); toxicology; trauma, wound care, and acute pain are covered in detail. Also covered are emergency aspects of abdominal pain and bleeding; psychiatry; pediatrics; eye, ear, nose and throat; infection; endocrinology; public health; environmental emergencies and emergency procedures.

PAMS 650 TOPICS IN CONTEMPORARY MEDICINE I (1)
PAMS 651 TOPICS IN CONTEMPORARY MEDICINE I (1)
PAMS 652 TOPICS IN CONTEMPORARY MEDICINE I (1) - These three sequential integrate the overall philosophy and skills inherent to the physician assistant’s ability to practice medicine. A variety of subjects in medical ethics and special topics will be discussed that will allow students to integrate the didactic phase into clinical practice. These courses encourage students to treat the total person and to consider cultural diversity, wellness and preventative lifestyles.

PAMS 699 MASTER'S RESEARCH PROJECT (2) - provides students with an opportunity to apply the critical thinking protocols of formal research. The student will explore the foundations of quantitative and qualitative research methodologies related to disease in populations. This will include problem identification, proposal writing, developing a project design and procedures, and critically reviewing appropriate literature. With the guidance and approval of a faculty advisor, the student will complete a work of publishable quality.

Clinical Courses

PAMS 700 INTERNAL MEDICINE (8) - provides the PA student with the opportunity to diagnose, manage and treat patients in a wide range of acute and chronic medical problems encountered in internal medicine. Exposure is provided at the level of a primary care physician assistant.

PAMS 705 GENERAL SURGERY (8) - provides the PA student with the opportunity to be involved in the direct care of patients undergoing surgery including both pre-operative evaluation and post-operative maintenance. If possible, the rotation will emphasize surgical conditions and disease entities commonly encountered in the rural primary care setting.

PAMS 710 PRIMARY CARE (8) - provides the PA student with experience in a primary care setting and focuses on medical problems and aspects of disease prevention most commonly encountered by the primary care provider. All disciplines of healthcare are represented, however emphasis is placed on their application to the primary care setting with awareness of the individual's psychosocial needs.

PAMS 715 EMERGENCY MEDICINE (8) - provides the PA student with exposure to the diagnosis and treatment of patients presenting to the emergency department. Emphasis is placed on developing skills in recognizing signs and symptoms of common emergencies; taking appropriate action to sustain life; collecting relevant data; and providing accurate assessment and management of a variety of acute and life threatening medical, surgical and psychiatric illnesses and injuries.
PAMS 720 WOMEN’S HEALTH (8) - provides the PA student with exposure to the spectrum of women’s health care. A primary care emphasis is given to well women care, family planning, recognition and treatment of sexually-transmitted diseases, cancer screening, routine care options for the older female patient, and the care of the pregnant patient including, pre-natal care, delivery, and postpartum care.

PAMS 725 PEDIATRICS (8) - provides the PA student with exposure to the care of the pediatric patient in health and disease from birth to adolescence. A primary care emphasis is given to normal child development and the recognition and management of common childhood illness, as well as well-child care, immunization updates and patient education.

PAMS 735 BEHAVIORAL ASPECTS OF MEDICINE (8) - introduces the PA student to the practice of Behavioral Medicine in a comprehensive health delivery system. The rotation will provide the student with an understanding of the variety of emotional states, basic psychopathology and pharmacotherapeutics. The student will develop the skills to make a psychiatric assessment. Emphasis will be placed on developing the skills and knowledge that will be useful in a primary care setting.

PAMS 750 ELECTIVE ROTATION (8) - can be conducted in such areas as dermatology, cardiology, geriatrics, orthopedics, or rural medicine. Other elective rotations may be developed by the clinical coordinator and/or upon student request and as approved by the program director.
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