

2011/2012  
**Graduate Catalog**

Lindenwood University • Saint Charles, Missouri  
Founded 1827



**LINDENWOOD**

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# Graduate Academic Programs

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## Graduate Programs Listed By Schedule

### Semester Schedule

Master of Arts in American Studies  
Master of Arts in Arts Management (Art, Theatre)  
Master of Arts in Education  
Master of Arts in Education with Character Education emphasis  
Master of Arts in Education with Early Intervention in Autism & Sensory Impairments  
Master of Arts in Education with Educational Technology emphasis  
Master of Arts in Education with Interpretation emphasis  
Master of Arts in Education with Library Media Certification  
Master of Arts in Education with Mathematics Specialist—K-5  
Master of Arts in Nonprofit Administration  
Master of Arts in School Administration  
Master of Arts in Studio Art  
Master of Arts in Teaching  
Master of Arts in Teaching English to Speakers of Other Languages (TESOL)  
Master of Arts in Theatre  
Master of Fine Arts in Studio Art  
Master of Arts in Communications  
Master of Fine Arts in Theatre  
Master of Arts in Counseling  
Master of Science in Human Performance  
School Psychological Examiner Certification  
Ed.S. in Instructional Leadership  
Ed.S. in Instructional Leadership with Mathematics Specialist-Elementary K-5  
Ed.S. in Instructional Leadership with Literacy Education Specialist K-12  
Ed.S. in School Administration  
Ed.S. in Educational Administration  
Ed.D. in Educational Administration  
Ed.D. in Instructional Leadership with P-12 emphasis  
Ed.D. in Instructional Leadership with Higher Education Emphasis  
Ed.D. in Instructional Leadership with Andragogy emphasis

### 5-Term Programs

Master of Business Administration (M.B.A.)  
Master of Arts in International Studies  
Master of Arts in Sport Management  
Master of Public Administration

## Graduate Programs Listed By Degree

American Studies — American Studies, M.A.  
Business— Management, M.A.  
Business — M.B.A.  
Business—M.B.A. with Accounting emphasis  
Business—M.B.A. with Entrepreneurial Studies emphasis  
Business—M.B.A. with Finance emphasis  
Business—M.B.A. with Human Resource Management emphasis  
Business—M.B.A. with International Business emphasis  
Business—M.B.A. with Management emphasis  
Business—M.B.A. with Marketing emphasis  
Business—M.B.A. with Supply Chain Management emphasis  
Business — Sport Management, M.A.  
Communications — Communications, M.A.  
Education — Counseling, M.A.  
Education — Education, M.A.  
Education — Education with Character Educ. emphasis, M.A.  
Education—Education with Early Interventions in Autism and Sensory Impairment emphasis, M.A.  
Education—Education with Educational Technology emphasis, M.A.  
Education—Education with an Emphasis in English for Speakers of Other Languages (ESOL), M.A.  
Education — Instructional Leadership, Ed.S.  
Education — Education with Interpretation emphasis, M.A.  
Education — Education with Library Media Certification, M.A.  
Education— Master of Arts in Education with Mathematics Specialist—K-5, M.A.  
Education — School Administration, M.A.  
Education — School Administration, Ed.S.  
Education — Educational Administration, Ed.S, Ed.D.  
Education — Instructional Leadership with Mathematics Education Specialist – Elementary K-5, Ed.S.  
Education — Instructional Leadership with Literacy Education –K-12, Ed.S.  
Education — Instructional Leadership with P-12 emphasis, Ed.D.  
Education - Instructional Leadership with Higher Education emphasis, Ed.D.  
Education - Instructional Leadership with Andragogy emphasis, Ed.D.  
Education—School Psychological Examiner Certificate  
Education — Teaching, M.A.T.  
Education – Human Performance, M.S.  
Fine Arts — Studio Art, M.A.  
Fine Arts — Studio Art, M.F.A.  
Fine Arts — Theatre, M.A.  
Fine Arts — Theatre, M.F.A.  
Humanities — International Studies, M.A.  
Humanities—Teaching English to Speakers of Other Languages (TESOL), M.A.  
Human Services — Nonprofit Administration, M.A.  
Human Services – Public Administration, M.P.A.

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# Introduction to Lindenwood University

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This catalog contains a description of the graduate programs offered at Lindenwood University. Separate catalogs are devoted to the description and the special requirements of the Lindenwood University undergraduate programs and the quarter schedule. All statements in this publication concerning policies, program requirements, fees and other matters are subject to change without notice. The statements in this catalog are for informational purposes only and should not be viewed as the basis of a contract between a student and the university.

Lindenwood University is an Equal Opportunity Employer. The university complies with the Civil Rights Act of 1964 and other legislation, as amended, including the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, and other legislation which prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age or physical handicap.

Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational and work environment. Any kind of discrimination, harassment, and intimidation is unacceptable conduct. For the purpose of this policy, discrimination, harassment and intimidation may be defined as any attempt on the part of individuals, groups and recognized campus organizations to deny an individual or group those rights, freedoms or opportunities available to all members of the university community. The university is committed to meeting the full intent and spirit of the anti-discrimination laws, not merely the minimum letter of the law. Inquiries concerning the application of Lindenwood University's policy on non-discrimination should be directed to the university's vice president of human resources.

Lindenwood University complies with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) as amended; the Drug-Free Workplace Act of 1988 (Public Law 101-690); the Student Right-to-Know and Campus Security Act of 1990 (Final regulations published 1995, as revised 1999); and the Campus Securities Disclosures Section 485 of the Higher Education Amendments of 1992 (Final regulations published 1994, with technical corrections published 1995, as revised 1999); the Equity in Athletics Disclosure Act (the Higher Education Amendments of 1992, as revised in the Amendments of 1998); and the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), as amended, including Section 507 of the USA Patriot Act of 2001, and seeks to provide a healthy, safe and secure environment for students and employees.

## Accreditation

Lindenwood University, founded in 1827, is a member of and/or accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the Accreditation Council for Business Schools and Programs, the Council on Social Work Education, the Commission on Accreditation of Athletic Training Education, the Missouri Department of Elementary and Secondary Education, and is fully endorsed by the Society for Human Resource Management. Lindenwood is a member of the Teacher Education Accreditation Council and the Council for Higher Education Accreditation.

## The Mission of Lindenwood University

Lindenwood University offers values-centered programs leading to the development of the whole person—an educated, responsible citizen of a global community. Lindenwood is committed to

1. Providing an integrative liberal arts curriculum;
2. Offering professional and pre-professional degree programs;
3. Focusing on the talents, interests, and future of the student;
4. Supporting academic freedom and the unrestricted search for truth;
5. Affording cultural enrichment to the surrounding community;
6. Promoting ethical lifestyles;
7. Developing adaptive thinking and problem-solving skills;
8. Furthering lifelong learning.

Lindenwood is an independent, public-serving, liberal arts university that has a historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of the truth.

## Historic Lindenwood

Amid the beautiful linden trees, Lindenwood University was founded in 1827 by innovative pioneering educators Mary Easton Sibley and Major George Sibley. They sought to establish an institution that reached across all fields of knowledge, teaching a solid academic core along with the balanced sense of self worth that accompanies dedication to the larger community and the world—an institution that was always up-to-date and with the times in teaching both the breadth of the liberal arts and the attention to detail of the sciences, seeking to synthesize all knowledge in an effort to educate the whole person.

Lindenwood University serves full- and part-time students of all ages, with a wide variety of educational programs leading to bachelor's, master's, and doctoral degrees. This academic year, Lindenwood University will serve more than 17,000 full-time and part-time students. More than 4000 of these students will live on the university's beautifully wooded campus in St. Charles.

## Degree Programs

Lindenwood University offers academic programs leading to the Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Social Work (B.S.A.), and Bachelor of Science (B.S.) degrees at the undergraduate level. At the graduate level, the university offers coursework leading to the Master of Science (M.S.), Master of Arts (M.A.), Master of Arts in Teaching (M.A.T.), Master of Business Administration (M.B.A.), Master of Fine Arts (M.F.A.), Master of Public Administration (M.P.A.), Education Specialist (Ed.S.), and Doctor of Education (Ed.D.) Interdisciplinary majors and minors are available in international studies and human resource management. In all divisions individualized degrees may be developed on a contract basis for interdisciplinary specialties. The major areas of concentration and the format in which each degree is offered are listed under "Academic Programs" in this catalog.

## Program Formats

Lindenwood University strives to make quality higher education accessible to traditional and non-traditional students. Undergraduate and graduate academic programs are offered in three distinct formats: the semester calendar, the quarter calendar, employed by the Lindenwood College for Individualized Education, and the 5-term calendar, employed by the School of Business & Entrepreneurship. The day semester programs are

considered the “traditional” format, with undergraduate classes offered in the semester format during the day. However, graduate degree courses in education, counseling, human performance, TESOL, communications, art, nonprofit administration, theatre, and American studies are also held on a semester basis, with some classes meeting in the evenings.

In 1975, the Lindenwood College for Individualized Education (LCIE) was created to provide an accelerated program of study that enables students to make progress toward an undergraduate or graduate degree without relinquishing career and family obligations. Many older adults who might not pursue higher education in a traditional setting find LCIE’s educational philosophy and flexible program an ideal learning environment in which to earn a degree or to pursue studies appropriate to personal learning goals. Since its inception, the evening format, including both LCIE courses and evening semester courses, has maintained a deep commitment to meeting the intellectual and professional needs of adult learners with employment experience. The program continues to provide high-quality professional and personal competence.

Using methods based in adult learning theory, the evening programs provide students with the techniques of scholarly inquiry. Through varied curricula and excellent teaching designed to meet a full range of adult student needs, the Lindenwood evening programs realize their mission within the university community.

The newest format is the 5-term program. The university’s Master of Business Administration (M.B.A.) degree program and associated graduate business programs are offered in a five-term format—Fall I, Fall II, Spring I, Spring II and Summer. The M.A. in international studies and M.P.A. in public administration are also offered in the 5-term program. Each term is nine weeks in length, with one four-hour evening or Saturday morning class meeting held each week.

### Campus Locations

**St. Charles Campus:** Located at 209 South Kingshighway in the heart of St. Charles, this 500-acre site is the original campus founded by Major George and Mary Easton Sibley. Historic buildings grace the tree-lined walks and house classrooms, administrative offices and residential living.

**Belleville Campus:** Located at 2600 West Main Street in Belleville, IL., the Belleville site has more than 50 classrooms, including science labs, computer labs, and multipurpose classrooms.

**Boone Campus:** The site of the Boone Home and Boonesfield Village is located on Highway F near Defiance, Mo., approximately 40 minutes from Lindenwood’s main campus. This historic landmark merged with Lindenwood University in 1998. The 1,000-acre Boone property, with its rich heritage and historic buildings and features, remains a popular St. Charles County tourist attraction. The campus also serves as a “laboratory” for students to study a variety of frontier-related programs, including the values, culture and history of the American frontier. Classes held at the site include historic preservation, frontier crafts, interpretation, museology, archaeological digs, and recreation skills. The tourist component provides for internships and practica in nearly every major in the Lindenwood curriculum, from accounting and marketing to theatre and education.

**North County Campus:** Students in the Florissant, MO, area can take classes conveniently at Lindenwood’s site located at 4500 Washington Ave. Those interested should call 314-838-7653.

**Lindenwood University Cultural Center (LUCC):** Located at 400 N. Kingshighway, a few blocks from the main campus,

the LUCC is the center for the Lindenwood College for Individualized Education. Classrooms, faculty offices, and a 600-seat auditorium are among the building’s amenities.

**Lincoln County Campus:** Located at 995 Main Street, Moscow Mills, MO, this center has four classrooms with traditional schoolhouse decor. The center includes a computer laboratory for technology classes.

**O’Fallon Campus:** Located on the administrative campus of the City of O’Fallon, MO, at 100 North Main Street, this center represents a partnership with the city of O’Fallon,

**O’Fallon South Campus:** Located just off Highway 40, at Highway K and Technology Drive in O’Fallon, MO, this contemporary campus is among upscale retail storefronts in Laboure Center. The O’Fallon South campus provides a convenient option for undergraduate and graduate evening students in this growing corporate and residential community. This campus opened in June 2011 and has generous parking. For more information, please call us at 636-949-4933.

**Saint Louis City Campus:** Located at 1409 Washington Avenue, the campus is strategically located to meet the needs of downtown residents as well as workforce commuters. This thoroughly modern facility serves both undergraduate and graduate evening students.

**South County Campus:** Located in the Hyland Educational Center at 10020 Kennerly Road, the South County Education Center, located in the St. Anthony Medical Center, meets the needs of working adults by offering evening undergraduate and graduate degree programs. Classrooms and administrative offices are housed in a modern facility with ample parking.

**Wentzville Campus:** Located at 1102 East Pitman, the Wentzville site serves students in Lincoln, Warren, and Western St. Charles counties. The site offers undergraduate and graduate programs designed to meet the needs of adult students.

**Westport Campus:** Located in the 12000 Building, 11960 Westline Industrial Drive, Suite 250, in west St. Louis County, this facility meets the needs of working adults enrolled in undergraduate and graduate programs of the Lindenwood University evening division. Classrooms and administrative offices are housed in a modern facility with ample free parking.

**Wildwood Campus:** Located in the beautiful Wildwood Town Center at 16747 Main Street, this campus offers a vibrant graduate and undergraduate learning experience. The campus opened in June of 2010, and the classrooms are thoroughly updated and comfortable. Parking is plentiful, and the campus is surrounded by numerous shops at which to grab a coffee or a bite to eat before or after classes. Please visit us at <http://www.lindenwood.edu/about/wildwood.cfm> or call us at 636-273-5249 for more information.

In addition to the above, the university provides onsite instruction at a number of businesses and school districts in the region.

## Graduate Admissions

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### Admissions

The standards of admission to Lindenwood University are selective yet flexible. We expect our applicants to have a sound academic preparation for graduate school, and we carefully examine each applicant’s record to determine whether or not the student has the potential to be successful at Lindenwood. Lindenwood University consciously seeks a diverse student body and welcomes applicants from all socio-economic, religious, and ethnic backgrounds. The university also values geographical diversity and welcomes international students.

## Admissions Standards

Admission to graduate programs is granted to students who demonstrate academic preparedness and the potential for academic excellence. Applications for admission to Lindenwood university graduate programs will be reviewed by the dean of admissions and may be reviewed by the dean of the specific discipline of the degree being sought or the designated faculty advisor within that discipline. A student who is not seeking certification or any degree with Lindenwood University may be accepted as a “Non-Degree, Special Status” student. Students accepted with Special Status may not take more than twelve (12) credit hours of regular, graduate credit without being fully admitted. This policy does not count toward Cooperative (Workshop) credit. Students accepted with Special Status will not be eligible for financial aid or student loans as they are not fully admitted to the university.

Payment arrangements must be made with the Business Office prior to attending class. For admissions standards and criteria specific to a graduate program or school, please refer to the section of this catalog that describes that program specifically.

## Application Procedures

### U.S. Citizen/Permanent Resident Application

U.S. citizens and U.S. permanent residents wishing to apply to a Lindenwood University graduate program should visit the Office of Evening and Graduate Admissions at the Lindenwood University Welcome Center on the Lindenwood main campus, at any of the extension campuses, or online [www.lindenwood.edu/admissions/graduate.cfm](http://www.lindenwood.edu/admissions/graduate.cfm).

Students should complete the online Evening & Graduate Admissions application and submit the following:

1. A completed and signed application form with a \$30 application fee (non-refundable.) Checks or money orders should be made payable to Lindenwood University.
2. An official undergraduate transcript as well as official transcript(s) from any graduate school(s) attended if transfer credit is desired.
3. A resume—although this requirement may be waived in certain instances, as determined by the dean of evening admissions.
4. Additional requirements, such as a portfolio or an audition as required by various programs.

Once the application, the application fee, and other required materials are received, an admissions counselor will contact the applicant. The application and application materials may be mailed to The Office of Evening and Graduate Admissions Lindenwood University 209 South Kingshighway Saint Charles, MO 63301.

*Note: A student must have a completed file and be admitted to the university before any financial aid will be processed.*

The applicant should email [eveningadmissions@lindenwood.edu](mailto:eveningadmissions@lindenwood.edu) or call (636) 949-4933 with any questions. For application procedures specific to a graduate program or school, please refer to the section of this catalog that describes that program.

### International Citizen Application

International citizens wishing to apply to a Lindenwood University graduate program should visit the university website and select *International Admissions*. Visit the *Admissions Process*, *Required Documents*, and *Admissions* links. (*Note: Applicants should complete the International Application not the Evening & Graduate Admissions Application.*)

The following items must be submitted for a complete international application:

1. International Student Application—The application must be submitted along with a non-refundable \$100 application fee.
2. A current resume.
3. An affidavit of Support—Students should provide an official document or statement from a bank verifying the amount of personal/family funds, in U.S. dollars, available for tuition (personal cost) and educational expenses (books, insurance.) All documents must be in English.
4. Official Transcripts—Graduate candidates must submit certified copies of college transcripts showing that a baccalaureate degree has been conferred. Transcripts must be in their original language and accompanied by a certified English translation. These documents will not be returned to the student. They will become part of the student’s official file at Lindenwood University. The cost for the evaluation of the transcript will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood University, the cost of the evaluation will be refunded, provided that the applicant brings the receipt for the evaluation service. Provisional admission to the university may be granted by the director of international admission on the basis of facsimile copies of high school transcripts or diploma equivalents, ACT/SAT scores, GED scores, and/ or other university transcripts.
5. If transfer credit is requested from an overseas school students should submit their transcripts and translations to World Evaluation Services (WES) for evaluation. Applicants should contact WES [wes.org](http://wes.org) for more information about how to get transcripts evaluated. Students should list Lindenwood University as the recipient. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy for his/her records. (For questions regarding the transfer of international credit to a specific graduate program, please refer to the section of this catalog that describes that program.)
6. Housing Application—All resident students must submit a housing application and a \$300 housing deposit made payable to Lindenwood University. Campus housing will be assigned upon receipt of the housing application and deposit. Students should include an e-mail address on their housing form.
7. Personal Statement (Essay)—Students should write an essay concerning their education plans. For example, the essay may include why the student wishes to further his/her education, long term goals he/she possesses, or a special experience in his/her life.
8. Passport—Students must provide a clear, readable copy of the identification page of their passports.
9. Insurance—All students are required to be insured while studying in the United States. Lindenwood University does not provide insurance for students. Students may carry any health insurance policy they choose.
10. If an international student applicant is transferring from another university within the United States, the student should forward the Lindenwood University transfer paperwork (found in the application) to their schools’ officials for processing.
11. An official TOEFL or IELTS score. Required minimum TOEFL scores: 550 (paper-based exam), 213 (computer-based exam), 80 (Internet-based exam). Required

minimum IELTS score: 6.0. For score reporting, the Lindenwood University code is 6367.

- Applicants to the online MBA program must submit a minimum GMAT score of 550.

Once the application, the application fee, and other required documents are received, a member of the Office of International Students and Scholars will contact the applicant. For more information regarding international application, the applicant should refer to the *International Student Center* page from the university website or contact the Office of International Students and Scholars.

The International Student Application and all required application materials may be mailed to The International Student Office Lindenwood University, 209 South Kingshighway, Saint Charles, MO 63301 USA.

Please email [international@lindenwood.edu](mailto:international@lindenwood.edu) or call (636) 949-4982 with any questions. To fax any information, send to (636) 949-4108

## Graduate Academics

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### Academic Calendar

All Evening College programs, LCIE programs, and School of Business & Entrepreneurship programs are offered either on a quarter calendar or 5-term schedule. All other programs (including the graduate degrees in education and counseling, along with degrees in art, communications, theatre, nonprofit administration, international studies, Teaching English to Speakers of Other Languages (TESOL), and American studies) are offered on a semester calendar. All academic credit is given in semester hours.

### Academic Course Load

Full- and part-time student status is determined by the number of semester hours in which a student is enrolled during any given quarter, term, or semester. Note that international students must maintain full time student status to remain in compliance with visa regulations.

### Graduate and Doctoral Students

Full time status: 9 semester hours Half time status: 6-8 semester hours Less than half time status: 1-5 semester hours Course extensions, granted to permit students to complete incomplete work (including culminating project extensions, capstone experience, and thesis extensions), are not considered "hours enrolled" for purposes of this policy.

### Course Numbers

50000-70000 Masters, Thesis, Ed. S., or Ed. D. courses  
80000-99999 Graduate level courses

### Special Topics

XXX 59999 Special Topics (1-3) Special topics selected from various areas of the offering department. May be repeated as topics will vary. Departments may designate specific course numbers for special topics designations if the requirements meet major requirements.

## Academic Policies

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### Degree Time Limit

A graduate student is expected to complete a graduate program within five (5) years of the date of entry.

### Change in Degree Program

A student wishing to pursue a degree or program other than the one he/she originally sought should consult with an advisor in the new program to determine whether additional application materials need to be submitted for admission to the new program.

### Second Degrees

A student who has earned a master's degree from Lindenwood and desires another master's degree may transfer a maximum of 9 hours of credit from the first degree into the second degree if the credit is applicable. All other requirements for the second degree, including the culminating project or thesis, must be completed.

### Academic Honesty Policy

Academic dishonesty is a serious offense to oneself and one's colleagues. Students wishing to maintain formal membership in the Lindenwood learning community must display the high level of integrity expected of all its members. According to Lindenwood University's Academic Honesty policy, names of students found guilty of cheating or plagiarizing will be sent to the university provost. A first offense of academic dishonesty will result in a warning and a failing grade in the course. A second offense will result in expulsion from the university.

### Attendance Policies

All students at Lindenwood University are expected to attend all classes and class activities for which they have enrolled. If classes are missed, a student is expected to make up the work to the satisfaction of the instructors concerned.

At times, absence from class may be unavoidable as in instances of prolonged illness, hospitalization, or participation in an approved student activity. A student who has been hospitalized should offer a doctor's verification to his/her instructors. In case of unsatisfactory work due to excessive absences from class, the instructor may give ample warning to the student that his/her work is unsatisfactory and may report a final grade of "F" to the Registrar. Persons receiving benefits from the Veterans Administration are governed by special regulations concerning class attendance (See Veterans Benefits.)

### Grading System

Graduate students may receive grades of A, B, C, F, W, WP, WF, AF, NG, I, and Audit. A mark of "A" represents work outstanding in quality; it indicates that the student has shown initiative, skill, and thoroughness and has displayed originality in thinking. A grade of "B" grade is awarded for work of high quality, well above average. The grade of "C" indicates below average work yet completion of course requirements. An "F" grade indicates one's coursework has been unsatisfactory and no credit is given. Note that there is no grade of D awarded at the graduate level.

Lindenwood University operates under the 4.0 grading system. An "A" carries 4 quality points; a "B," carries 3 quality points; and a "C," carries 2 quality points. A grade of "F" carries no quality points and no credit. Thus, a course worth 3 semester hours in which a student earned an "A" would merit 12 quality points. The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted. Only grades earned at Lindenwood are used



in computing the GPA unless the student is seeking teacher certification.

### **Adding a Course**

Students may not add course (except for tutorials or independent studies) after 5:00 p.m. on Friday of the first week of the semester. Students may add a class during the second week of class only under extenuating circumstances and only with the signatures of both the course professor and the dean of the appropriate academic school.

### **Retaking a Course**

Note that if a student fails and retakes a course, the second grade does not replace the first grade; the two grades are averaged. For instance, if a student earns an “F” for a class and retakes the class, earning an “A,” the two grades would be the equivalent of two “Cs” and would affect the overall grade-point average as two “Cs.”

### **Withdraw (W), Withdraw Pass (WP), Withdraw Fail (WF)**

A grade of “W” indicates that the student withdrew from a class with no affect to the student’s GPA. A student wishing to withdraw from a class for a grade of “W” may do so by completing an Add/Drop form and securing the signature of his or her advisor and course instructor before the appropriate deadline. If the student misses the first Withdrawal deadline, a second date, set at the 60% mark of the semester, term, or quarter, marks the deadline to apply for a “WP” or “WF.” A grade of “WP” indicates that a student wishing to withdraw from a class was passing the course at the time of the request to withdraw; a grade of “WF” indicates that the student was failing the course at the time of the request to withdraw. Neither “WP” nor “WF” will affect the student’s GPA.

### **Administrative Withdrawal**

When it is in the best interest of a student or of Lindenwood University, a student may be given a WP/WF and put on administrative hold. This action of administrative withdrawal results in removal of all credits associated with the affected classes and places the student on administrative suspension. Before re-enrolling at the university, the student on administrative suspension must write a letter of appeal to the provost. An Administrative Withdrawal does not affect one’s grade point average.

### **Attendance Failure (AF)**

This grade is for use when students stop attending a particular class prior to the published deadline to receive a grade of “WP” or “WF” but do not withdraw from the course. The grade of “AF” is treated as a grade of “F” in the calculation of the student’s grade point average.

### **No Grade**

An administrative grade of “NG” is assigned by the registrar when final course grades have not been submitted prior to making grades accessible to students. Under normal circumstances, the “NG” grade will be cleared within two weeks from the end of the term. Faculty members are not authorized to submit a grade of “NG.”

### **Incomplete (I)**

A grade of “I” (incomplete) is given at the end of a term only for failure to complete course work due to exceptional circumstances beyond the student’s control. An “I” grade must be resolved prior to the end of the next semester, quarter, or 5-term program; otherwise, it automatically becomes an “F.”

Any request to extend the time needed to complete an “I” must be submitted to the registrar no later than two weeks before the date the grade is due. Requests will then be sent to the appropriate school dean to be considered for approval.

### **Pass/Fail (P/F)**

Some academic activities such as practicum placements, internships, residencies, and thesis projects are graded on the basis of Pass/Fail. In these cases, the grade of “P” denotes successful completion of the assigned requirements for the aforementioned academic activity courses.

### **Audit**

A student may register to audit lecture courses, not to include studio or photography courses or LCIE clusters. Auditors will be expected to attend all classes. No credit may be earned or later claimed by a student who audits a course. A student has one week into a semester and two class meetings into a 5-term program, quarter, or summer session to make a change in registration either to audit a class or take it for credit. The audit fee is 50 percent of the regular tuition for a course.

### **Online Course**

An online course is a method of instruction in which 100% of the course is taught using a learning management system platform. There is no time spent in the on-ground classroom. In some cases, students may meet for an introductory meeting or a summative meeting; however, these meetings are not required. A 10% surcharge is added for each course.

### **Hybrid Course**

A hybrid course is a method of instruction in which 75% or more of the course is taught using a learning management system platform. Time in the classroom is reduced, but not eliminated. Students are required to attend scheduled on-ground classes.

### **Independent Study**

An independent study is an innovative, nonstandard class involving independent research/study on the part of the student under the guidance of an instructor. The time requirement for an independent study is one documented contact hour every two weeks. It is strongly recommended that students who are granted independent studies have at least a 3.0 cumulative GPA.

The independent study form must be filled out, signed, and returned to the Registrar’s office no later than the third week of the term in which the work is to be done. An add/drop/enrollment form and a 1-2 page course outline prepared by the student after consultation with the instructor must be attached.

### **Tutorial**

A tutorial is a class listed in the catalog taught to a student on an individual basis. The content of the course is the same as the material taught in the regular class. The time requirement for a tutorial is one documented contact hour per week during which the subject matter will be discussed and the student progress evaluated. Only instructors who have previously taught the class in the regular session will be allowed to teach a tutorial unless permission is granted by the dean. Only students with the true need will be considered for a tutorial, and it is up to the academic school and instructor to grant a tutorial. It is strongly recommended that students who are granted tutorials have at least a 3.0 cumulative GPA.

A tutorial form must be filled out, signed, and returned to the Registrar’s Office no later than the third week of the term in which the work is to be done. An add/drop/enrollment form and a syllabus must be attached.

## Grade reports

Grades are made available to all students at the end of each term and may be accessed through the student portal. Cumulative records are maintained for each student on individual transcripts.

## Final Exams

All semester, quarter, and 5-term program courses are required to meet until the end of the scheduled academic periods as stated in the university calendar. Professors are required to hold a final exam or other significant evaluative activity at the scheduled final exam time as outlined in the final exam schedule. There are to be no exceptions to these requirements.

Faculty members are not to change the time of the final exam, either by changing the date of the exam or by changing the time of the exam. Students should plan to attend their final exams on the scheduled dates.

In the event that classes are officially cancelled during final exams, the students' final course grades will be calculated based on the work in the course completed to that point, if 75% of the graded work in the class has already been assigned. If 75% of the graded work in the class has not been assigned by the final exam, a makeup exam will be scheduled.

## Thesis/Capstone Experience/Culminating Project Extensions

Registrations for extensions on graduate thesis, capstone experience or culminating projects must be completed by the student each succeeding term after the initial enrollment for his/her thesis, Capstone III, or culminating project. The fee charged for extension is listed on the fee page of this catalog. If the student fails to register for a term during which he/she plans to complete the thesis, capstone experience or culminating project, he/she will no longer be considered a degree candidate. Should the student wish to resume the thesis, capstone experience, or culminating project, he/she must pay the full tuition rate for the thesis, capstone experience, or culminating project at the time of re-enrollment. In order to appeal that charge, the student must submit a written request to the Business Office controller including any evidence that would substantiate the appeal.

## Academic Procedures

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### Appealing Grades

Students who wish to appeal a final grade will first contact the course instructor. If the matter cannot be resolved through the instructor, the student may appeal in writing to the appropriate school dean or the provost. An Academic Grievance Committee may be convened to hear academic grievances concerning grades and other academic matters before a recommendation is made to the president for review by the president or his designee.

Information concerning these procedures is available through the provost. Notice of intent to file a grievance must be made in writing to the appropriate school dean or provost within six weeks of receipt of the grade. Changes under this procedure will only be made during the term immediately following the term in which the disputed grade was given.

Lindenwood University has a number of appeals and grievance processes in place (see, e.g., the process for "Appeal of Financial Aid Suspension") in various university publications. Once the normal appeals and grievance procedures (for appeals of any kind) have been exhausted, students may make formal written complaints concerning academic matters to the provost and those complaints concerning student services to the vice president for student development. All other formal written student complaints should be directed to the president's office.

Note that Lindenwood University shares information from

students' formal written complaints with the North Central Association of Colleges and Schools as part of its normal accrediting process. This information is shared in such a manner as to shield all individual identities of complainants. No letters or documents revealing the identities of individual complaints will be shared without the express written permission of the complainants.

## Transferring Credits from Another University

A student wishing to transfer graduate credit to Lindenwood from an accredited college or university should request official transcripts be sent directly to Lindenwood University's Office of Graduate Admissions by the school(s) previously attended. An evaluation of transfer credit will be made by the appropriate school dean. Credit may be transferred from regionally accredited institutions only.

A maximum of 9 semester hours of transfer credit is allowed for graduate students. If transfer credit is requested from an overseas school, students must submit their transcripts and their English translations to World Evaluation Services (WES) for evaluation. For more information regarding obtaining a WES transcript evaluation, please refer to the *International Application Procedures* section of this catalog or contact the Office of International Students and Scholars.

For policies regarding transfer credit into a specific graduate program or school, please refer to the section of this catalog that describes that program.

Appeals of transfer credit evaluations should be submitted in writing to the provost. A student at Lindenwood who wishes to take courses at another college or university while pursuing a degree at Lindenwood must first obtain permission for the transfer of these courses from the academic advisor and the registrar. A Prior Approval form may be obtained for this purpose from the Registrar's Office. Students may be allowed to take courses from other schools during terms in which the requested course is not offered at Lindenwood. Credits accepted in transfer do not affect the student's grade point average at Lindenwood University.

## Withdrawing from Classes

To withdraw from a course with a "W," students must complete and sign a withdrawal form before the last day to withdraw with a "W," secure the signature of their academic advisor, and, if they have attended the course at least once, the signature of the instructor of the course. Students wishing to withdraw from a course after the deadline to withdraw with a "W" will receive either a grade of "WP" (withdraw passing) or "WF" (withdraw failing.)

The deadline for WP/WF grades shall be a date for each term as set annually on the Academic Calendar at the 60% mark of the term, semester, quarter or five-term program. Neither grade will affect the student's grade point average. (Students should also refer to the Withdrawal and Refund section of this catalog.) Late withdrawals will be approved only under extreme circumstances. Only extraordinary, documented reasons for withdrawing after the stated deadline will be honored. Requesting a late drop due to a low grade in the class, lack of interest in the subject matter, a different learning style from that of the classroom professor, or a change of major/requirements are not reasons that will be honored. If a student believes that extraordinary circumstances require withdrawing from a class after the deadline, the student must complete the following steps:

1. Write a letter fully specifying the reasons for the withdrawal.
2. Gather supporting documentation (physical report, court

- documents, hospital documents, etc.)
3. Meet with the academic advisor for a signature on a policy exemption form.
  4. Meet with the dean of the school for a signature on the exemption form.
  5. Submit the signed form to the Vice President for Academic Affairs.

If approved, the student will receive either a Withdraw Pass (WP) or a Withdraw Fail (WF), depending upon the grade at the time the student withdrew. If a student determines, after the term has ended, that a withdrawal from a class would have been the best option, he/she may request that the grade assigned be changed to a WP/WF by using the procedure described above.

### Academic Standards

To be in good academic standing, all graduate students must maintain a 3.0 grade point average and adhere to the requirements set by their academic program. The academic standing of any graduate student whose cumulative grade point average falls below 3.0 will be reviewed by the provost and the appropriate school dean. Following that review, the student will be notified as to whether he or she has been placed on academic probation or suspended from the graduate program. If the student is placed on academic probation and permitted to continue, the conditions under which he or she will be allowed to continue will be provided to the student in writing. Such conditions may include requiring the student to repeat the course or courses in which a deficient grade was earned. When a course is repeated, both grades will be averaged to determine the cumulative grade point average. In all cases, if after the next term of work the student has not improved his or her cumulative grade point average to the 3.0 level, the student may be suspended for unsatisfactory academic progress.

### Academic Suspension

The following are general guidelines used in reviewing academic performance deficiencies at the graduate level. A student will be suspended if his or her cumulative grade point average drops below the levels stated below:

- Any student who has attempted 18 or fewer hours must maintain at least a 2.66 GPA.
- Any student who has attempted 19-27 hours must maintain at least a 2.75 GPA.
- Any student who has attempted 28-32 hours must maintain at least a 2.8 GPA.
- Any student who has attempted 33 or more hours must maintain at least a 3.0 GPA.

If individual programs have more stringent definitions of probationary or suspension status than does the university as a whole, that program's definitions will prevail over the University's definition.

Graduate students must maintain a 3.00 GPA. The name of any student who does not maintain a 3.00 GPA will be sent to the provost and the dean of the appropriate school for review.

Students who are suspended for unsatisfactory academic progress are ordinarily not again admitted to the graduate programs of Lindenwood University. Appeals of academic suspension and petitions for readmission should be directed to the provost for review.

*Note: Students who are suspended for financial aid reasons will be suspended for academic cause as well even if they do not meet the usual term-based criteria for academic suspension.*

### Notification of Academic Suspension

In addition to regular mail notification, the suspension letter

for all students will be emailed to the student's Lindenwood University email account by the Registrar. It is the responsibility of the student to check his or her portal and Lionmail regularly.

### Appealing Academic Suspension

Suspended students will be provided in writing with a date by which academic and financial appeals must be received. If appeals are not received by that date, the student will be dropped from all classes, and if the student is a resident, on-campus housing will be cancelled.

### Appealing Academic Suspension: Quarter and Five-Term Students

Students enrolled in the quarter and five-term systems will be given seven calendar days from the date of their suspension letters to appeal. If the appeal is not received and approved within that time limit, the student will be dropped from all current and future classes; this student will not be charged for that quarter or term. Faxed, emailed, mailed, or delivered appeal letters will be accepted. Appeals should be sent to the Office of the Provost.

### Graduate Re-admission

Students who leave Lindenwood University for two years or more will need to meet with an admissions counselor to complete the re-admission process. A review of major requirements will be conducted by the Academic Advisor. Students who leave Lindenwood University for more than two years will be subject to all degree requirements of the catalog at the time of reenrollment. Students who were suspended at the time they left the university will need to submit a letter of appeal to the Vice-President for Academic Affairs.

### Dismissal

The university reserves the right at any time to request the withdrawal of a student who is unable to meet academic standards or whose continuance in the university is felt to endanger the student's own health or well-being or that of others or who does not observe the social regulations and standards of conduct of the university.

### Preparing for Graduation

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, each student must track his or her own progress through a degree program by maintaining a checklist of all degree requirements and his or her completion of each requirement. The academic advisor will confirm that all degree requirements have been met; however, the student is ultimately responsible for tracking his/ her own progress through his/her program and meeting all requirements for graduation. The advisor has the authority to approve academic work within the major; however, only the chief academic officer (Provost) of the university and the registrar have the authority to certify that all requirements for graduation have been fulfilled and post a notification of degree completion on a student's transcript.

In addition to tracking their own progress through academic programs, students must each submit an application to graduate. The application must be signed by the student and the student's academic advisor and be submitted to the Office of Academic Services. Failure to submit an application by the appropriate deadline may postpone the posting of the student's degree. The application deadlines are as follows:

<b>Students graduating in</b>	<b>must apply by</b>
March . . . . .	Dec 30 of the previous year
May . . . . .	Dec 30 of the previous year

June . . . . .	Dec 30 of the previous year
August . . . . .	February 28 of the same year
September . . . . .	March 30 of the same year
October . . . . .	May 30 of the same year
December . . . . .	May 30 of the same year

**Requesting Grade Reports**

Lindenwood University employs an integrated database system called CAMS. Grade cards are available through the student portals, as are unofficial transcripts, class schedules, and information about the business office statements and financial aid. Because grade reports are available online to all students, Lindenwood University will no longer mail reports to students. If a student needs a copy of his/her grades for work reimbursement, a copy of his/her grades can be printed by the student from his/ her portal and submitted for reimbursement. If the student’s workplace will not accept the printed copy, the student should submit a written request to the Dean of Academic Services ([academicservices@lindenwood.edu](mailto:academicservices@lindenwood.edu)) and a copy will be sent to the employer. The request must include the mailing address to which the report should be sent, student ID, term for which grades are requested, signature of the student making the request, and a call back number. The request can be faxed to (636) 949-4776. If students have any questions about their Lionmail accounts or their student portals, they can contact [CAMSSupport@lindenwood.edu](mailto:CAMSSupport@lindenwood.edu).

**Requesting Transcripts**

A request for a transcript should be made either on a Transcript Request Form or by letter to the Office of Academic Services, including name, last four digits of Social Security Number, date of attendance, and current address. Normal processing time for transcripts is three days. Students may also request a transcript online by accessing the Lindenwood University website and completing the transcript request form located in the “Academics” area. A fee of \$5 is charged for each transcript requested.

Requests for official transcripts of the academic record will not be filled until authorization has been received in writing from the individual student. A transcript will not be issued when the student is delinquent in payment of tuition or fees, has not returned library books, or when there are other unfulfilled obligations to the university.

Students will be given 30 days after a transcript request has been made to clear any outstanding balance with the Business Office. After 30 days, it will be the student’s responsibility to submit a new request for transcript.

*Note: All information in each student’s university record folder is considered confidential and is issued only to authorized individuals.*

**Directory Information Notice**

Pursuant to the Family Education Rights and Privacy Act (FERPA), Lindenwood University may disclose, without consent, “directory” information. This notice will advise you of the types of information considered as directory information. You must notify the Office of Academic Services, in writing, to request that certain directory information not be disclosed. Directory information includes name, address, telephone listing, e-mail information, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, most recent school attended, and other like information.

**Fees and Financial Assistance**

**Full-time Tuition Rates**

Full-time residential semester rate	
(9-15 credit hours) . . . . .	\$6,825/semester
Full-time commuter semester rate . . . . .	\$395/credit hour
Full-time residential 5-term rate (9 hours) . . . . .	\$3,600/term
Full-time MBA online	
5-term rate . . . . .	10% surcharge per credit hour
Full-time commuter 5-term rate . . . . .	\$400/credit hour
Full-time LCIE rate Grad. . . . .	\$3,555/9 hour cluster
Quarter Overload Fee	
(over 9 hours) Grad . . . . .	\$395/credit hour
5-term M.B.A. Overload Fee . . . . .	\$400/credit hour
Semester Overload Fee . . . . .	\$395/credit hour

**Part-time Tuition Rates**

Part-time semester rate . . . . .	\$395/credit hour
Part-time 5-term rate . . . . .	\$400/credit hour
Part-time MBA online	
5-term rate . . . . .	10% surcharge per credit hour
Part time Specialist rate . . . . .	\$450/hour
Part time Doctor of Education rate . . . . .	\$650/credit hour
Specialist rate . . . . .	\$450/hour

**Housing & Meals**

Semester . . . . .	\$3,500/term
Quarter . . . . .	\$2,905/quarter
5-term M.B.A. . . . .	\$2324/term
Room Fee during breaks . . . . .	\$226/week

**Other Fees**

Online Surcharge . . . . .	10%/course
Housing/Enrollment Deposit (non-refundable) . . . . .	\$300
Resident Student Activity/Health Fee . . . . .	\$175/term
Resident 5-term M.B.A. Activity/Health Fee . . . . .	\$70/term
Communications Fee - Residence Halls (sem) . . . . .	\$150/term
5-term M.B.A. Communications/Residence . . . . .	\$60/term
Resident Student Email Fee (sem) . . . . .	\$30/term
Resident 5-term M.B.A. Student Email Fee . . . . .	\$12/term
Resident Quarter Activity and Health Fee . . . . .	\$88 term
Resident Quarter Communications Fee . . . . .	\$75 term
Resident Quarter Email Fee . . . . .	\$15 term
Lab Fee (in specified courses) . . . . .	\$30-\$75/course
Studio Fee (general) . . . . .	\$30-\$75/course
Studio Fee (ceramics, color theory, photography and drawing) . . . . .	\$85/course
Student Teaching Fee . . . . .	\$250
Counseling Internship Fee . . . . .	\$65/term
Applied Music Fee . . . . .	\$150/credit hour
For individual lessons in piano, voice, orchestral instruments and organ; per semester hour credit	
Experiential Learning Fee (one-time only charge) . . . . .	\$300
Experiential Learning Credit . . . . .	\$90/credit hour
Overload Fee for residents (except students in LCIE)--a charge to full-time students who take more than 15 credit hours in a semester program or 9 credit hours in 5-term program.) . . . . .	\$400/credit hour
Late Registration Fee . . . . .	\$25
Promissory Note Origination Fee . . . . .	\$25
Late Payment Fee (per month) . . . . .	\$50
Culminating Project Extension Fee . . . . .	\$150

Graduation/diploma Fee Graduate . . . . .	\$125
Specialist . . . . .	\$125
Ed.D. . . . .	\$200

**Ed.S. Fees**

EDA 68000 Specialist Experience . . . . .	\$500
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**Ed.D. Fees**

EDA 78000 Capstone Experience . . . . .	\$500
Dissertation Publication . . . . .	\$500

*Note: The graduate contract degree rate will be determined at the time of admission into the program. Provisions for extended stay housing and meals, degree programs, tutoring, and additional services are available upon request.*

Students are expected to pay tuition charges prior to the beginning of each term. Students may use financial aid (grants and loans) as payment. Student Aid Reports and loan applications should be submitted to the Financial Aid Office prior to the beginning of each term. Students are not eligible for any refund until their account realizes a credit balance. Students receiving financial aid must attend class before they are eligible for a refund. The communications fee covers telephone service, voicemail, email, and cable TV services. The university provides complimentary Internet service to resident students living in the dormitories and some campus housing.

**Housing Deposit**

Resident students are expected to pay a \$300 non-refundable fee to reserve their rooms. The room reservation fee becomes a refundable room damage deposit after the student has attended classes and the semester charges have been paid. This deposit remains on account at the university as long as the student resides in campus housing. Any damage to the assigned housing during the time of residence will be deducted from the deposit.

Students are entitled to a deposit refund upon completion of the Residential Check-Out form once all outstanding debts to the university have been satisfied. If a new student withdraws prior to the beginning of a term, the housing application fee is not refunded. Continuing students must notify the Resident Life Office of plans not to return as a resident student the following term and complete the Residential Check-Out form. Failure to complete this process by the date of the last class or exam preceding the departure will result in forfeiture of the deposit. No refund for room and board charges will be made for an academic year after the student signs either a New Student Housing Application or a Returning Student Housing Application.

Students must meet all financial obligations to the university in order to qualify for a room damage deposit refund. Application materials for the refund are available in the Business Office. When students have been accepted for admission, students, and their parents and/or guardians accept all the conditions of payment as well as all the regulations of the university. In making the initial payment of \$300, the student and the parent or guardian acknowledge these terms and signify acceptance of these obligations. No promise or contract that differs from these terms shall bind the university unless it has been signed by the chief operating officer of Lindenwood University. The university reserves the right to increase or reduce fees each year according to changes in fiscal conditions. An additional charge may be added for all single rooms in the dormitories and/or apartment/house living quarters (on a space availability basis.)

**Payment Options**

All tuition charges and fees are payable prior to the beginning

of the term. Students should consult their student account representative in the Business Office regarding due dates or to make other payment arrangements prior to the beginning of the term. Payment options include:

**Corporate Promissory Note:**

The Corporate Promissory Note is available to students who work for companies that have tuition reimbursement plans. Proof of employment and a copy of the company’s reimbursement policy must be on file in the Business Office. The amount of the promissory note cannot exceed the amount the employer pays for tuition for each term. The due date for all promissory notes is 30 days following the conclusion of the term for which the note applies. A monthly late charge will be assessed after this date. By signing a promissory note, students give Lindenwood University permission to contact their employers if the note is not paid by the date due.

**Direct Debit Payment Note (DDP):**

Lindenwood University offers a Direct Debit Payment Plan for the convenience of students. Their payments can be made directly (electronically) from their checking account. There are no fees associated with this method of payment. Any payment or financial aid received prior to the promissory note due date will be applied to the balance appearing on the student’s accounts.

**Delinquent Accounts**

Students must meet all financial obligations to the university in order to qualify for continued enrollment or graduation. This means that, each semester or term, each student must pay all money due to the university, including tuition, fees, traffic fines, library fines, and any other financial obligation. Students with delinquent accounts can expect:

1. Enrollment for a succeeding term will not be allowed.
2. Grades for the current term will be held.
3. A transcript will not be issued.
4. The student will not be permitted to graduate.

**Withdrawal & Refund**

Students wishing to withdraw from Lindenwood University should contact both the Registrar’s Office and the Office of Financial Aid. In order to receive the proper refund, any notification of withdrawal or cancellation and requests for refund should be made in writing. To begin the withdrawal process, students should submit a completed withdrawal form to the Registrar’s Office located in the lower level of Roemer Hall. The office hours are Monday-Thursday, 8 a.m. until 6 p.m., Friday 8 a.m. until 5 p.m. and Saturday, 8 a.m. until 4 p.m. Calculations of the return of Title IV aid or tuition adjustments shall be based on the date the student begins the withdrawal process, provides official notification of the intent to withdraw, or the midpoint of the payment period for which Title IV aid was disbursed.

Students who receive Title IV aid while attending Lindenwood University and withdraw during the first 60 percent of the term will be disbursed Title IV aid in direct proportion to the length of time he/she remains enrolled. A student who remains enrolled beyond the 60 percent point of the term will not be entitled to a return of Title IV aid.

Students wishing to withdraw from a graduate program are subject to the Lindenwood University refund calculation as described below. If any student withdraws from a graduate program prior to the beginning of a semester or term, all payments for that term except the initial \$300 non-refundable room reservation deposit will be refunded. The refund policy for tuition, fees, including overload charges for semester programs is

as follows:

Withdrawal during 1st two weeks . . . . .	75%
Withdrawal during 3rd week of term . . . . .	50%
Withdrawal during 4th week of term . . . . .	25%
Withdrawal after 4th week of term . . . . .	No Refund

The quarter program and 5-term program tuition refund schedule is as follows:

Withdrawal before 1st class meets . . . . .	100%
Withdrawal before 2nd class meets . . . . .	75%
Withdrawal before 3rd class meets . . . . .	50%
After 4th class meets . . . . .	No Refund

*Note that these refund schedules apply only to students withdrawing from the University altogether and not to students withdrawing from a single class but remaining enrolled in the University. No refunds are granted to students withdrawing from a class.*

No refund for room charges will be made for a term after the student signs either a New Student Housing Application or a Returning Student Housing Application. Application, activity, lab, and miscellaneous fees and room reservation deposits are non-refundable, except as indicated under “Enrollment Deposit” and above.

### Refund Calculation Appeals

Appeals of withdrawal and refund calculations, or other institutional charges, from students and parents who feel that individual circumstances warrant exceptions from published policy should be addressed to the Chief Business Officer. In order to appeal a decision, the student must submit a written request to the Chief Business Officer including any evidence that would substantiate the appeal.

### Refund Distribution of Financial Aid

After the amount of the refund has been calculated, the Financial Aid Office will determine the Title IV refund amounts according to the calculation schedule approved by the Secretary of Education. Refunds to specific Title IV programs will be made to the following programs in the order outlined:

- (1) Outstanding balances on Unsubsidized Stafford and Subsidized Stafford loans;
- (2) Federal Perkins Loans;
- (3) PLUS;
- (4) Federal Pell Grant awards;
- (5) Federal SEOG awards;
- (6) other Title IV student assistance;
- (7) other federal, state, private or institutional aid; and
- (8) the student.

No Title IV program may receive a portion of the federal refund amount if that program was not part of the student’s original package.

### Cash Disbursements

When a student officially or unofficially withdraws from school and has received a cash disbursement for educational expenses that exceeds non-institutional costs of education up to that time, the student owes the excess amount to the Title IV program(s) which helped meet the student’s educational costs. Lindenwood University will follow the same procedures used in the refund policy to determine which Title IV program(s) will receive the student-owed repayment. The university will notify, bill, and collect the amount owed the Title IV program(s) from the student.

### Financial Assistance

Financial aid is available to all qualified students. Financial need may be met through a combination of state, federal, and institutional aid. Federal grants are outlined below. Institutional awards and grants are offered in the areas of academics, leadership, athletics, and the fine arts.

The Lindenwood University financial aid program provides assistance to students with financial need who would otherwise be unable to receive an undergraduate education. The primary responsibility for paying the student’s education expenses rests with the student and his/her family, and the university expects both the student and his/her parent(s) to make a realistic contribution to meet these costs. Financial aid is a supplement for those students and families who cannot afford the entire cost of university education.

What the student is expected to pay is determined by a standard analysis of the financial statement the student and his/her family must file. Lindenwood University uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for all Title IV and institutional assistance. Lindenwood does not require students to fill out supplementary fee-based forms to determine eligibility for institutional financial aid. All students wishing to receive Title IV aid must submit a valid set of Student Aid Reports or a valid ISIR (Institutional Student Information Record) that results from the processing of the FAFSA and must complete any required verification. Financial need is calculated as the difference between the cost of attendance and the expected family contribution from the student and his/her parent(s). Financial aid is an award from grant, loan, and/or work funds that will help meet this need. Upon completion of all documentation necessary to establish eligibility, financial assistance will be posted to the student accounts at least once each term. To be considered for financial assistance, a student applying for need-based aid must complete a FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). The LU school code is 002480. Students are reminded to press “print” because that is what submits the application. Students should then FAX submission results to the attention of the admissions counselors at 636-949-4989. If students have any questions about their SAR (Student Aid Report), they are encouraged to call 1-800-433-3243.

### Scholarships

Although Lindenwood University scholarships and grants are credited in total at the beginning of each term, they are actually earned as tuition, room, and board charges are incurred. Therefore, tuition, room, and board charges that are reduced as a result of being unearned will automatically result in an immediate proportional reduction of the Lindenwood University scholarship or grant as also being unearned. All institutional aid will be reduced, in accordance with the student’s reduced charge, for campus-housed students who move off campus.

### Graduate Assistant Positions

Graduate assistant positions are available on an as-needed basis within various departments of the university. Candidates must interview with the person in charge of the department where they wish to work. No position will be awarded until the Vice President for Human Resources gives final approval and confirms the terms of the arrangement. Graduate assistant positions are renewable each term, subject to the candidate maintaining a 3.0 cumulative GPA and the approval of the immediate supervisor.

No candidates will be considered until they have been officially admitted to the university. Once admitted, interested students should complete an application and submit it to the Vice President for Human Resources, whose office is located in the

Executive Suite in Roemer Hall. All graduate assistants must provide evidence of an undergraduate cumulative GPA of 3.0 or greater.

### Older Student & Institutional Grants

Lindenwood University offers a 50 percent scholarship to all persons age 55 and over. The university also offers partial institutional grants for employees of selected companies, municipalities, and school systems. These grants apply to the tuition for credit classes and do not apply to courses that are audited. This grant is not available to students in the doctoral program. Any other funding may first replace the Lindenwood University grant. Online classes and classes at the doctoral level are exempt from this grant.

## Federal Financial Aid

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### Federal Work-Study Program (FWS)

The program provides work opportunity for needy students. Eligibility is dependent upon the extent of financial need, as determined by an analysis of the FAFSA. If a student is awarded work-study funds as part of the financial aid package, that student may seek employment on campus. Ordinarily a student will work 10 hours per week while attending school. Wages are \$8 per hour.

### Federal Perkins Loans

This is a federal loan to students at an interest rate of five percent repayable nine months after graduation, after termination of an academic program, or after enrolling for fewer than 6 credit hours during a semester. Students may borrow up to \$5,500 per year to an aggregate maximum of \$11,000 for freshman and sophomores and \$27,500 for juniors and seniors, and \$8,000 per year to an aggregate maximum of \$60,000 as a graduate student. Repayment extends over a maximum of 10 years at a minimum monthly payment of \$40. This loan is administered by Lindenwood University and does not require a separate application other than the FAFSA. Availability of this loan is at the discretion of the Dean of Admissions and financial aid.

### William D. Ford Direct Loan Program

The federal government guarantees loans up to \$8,500 for eligible graduate students per academic year. These loans are made by the Department of Education, and interest is subsidized by the federal government

### Eligible Stafford Borrower Limits:

Graduate Study: \$8,500/academic year.

Cumulative Limit (including undergraduate study): \$65,500

For borrowers who have loans that originated July 1, 2011, through June 30, 2012, the interest rate on a Stafford Loan is fixed at 6.8 percent. Students must file the FAFSA to determine eligibility for a Stafford Loan and must submit Student Aid Reports in order to receive loan funds. A student can complete a Master Promissory Note online at [studentloans.gov](http://studentloans.gov). Lindenwood will receive electronic notification once the application is complete.

### Unsubsidized Federal Stafford Loan

This loan provides for a maximum \$12,000 a year for graduate students. Students who meet the eligibility requirements under Section 484 of the Higher Education Amendments and who do not qualify for interest subsidies under the Stafford Loan program may borrow under the Unsubsidized Stafford Loan program. Similar to the Federal Subsidized Stafford Loan program, the Unsubsidized Stafford Loan is available to all eligible students,

and students must complete a valid need analysis. Unsubsidized Stafford Loans are not need based, however, and interest accruing on the loan is not subsidized (or paid) by the federal government while the student is in school. Students must therefore pay the interest payments while in school. A student can complete a Master Promissory Note online at [studentloans.gov](http://studentloans.gov). Lindenwood will receive electronic notification once the application is complete.

### Unsubsidized Loan (Formerly SLS)

Unsubsidized loans to students provide for a maximum \$12,000 a year for graduate students. Loans made under the unsubsidized loan program are not eligible for interest subsidy. Students must therefore pay the interest payments while in school or allow the interest to capitalize. The interest rate for a loan originated July 1, 2011 – June 30, 2012, is fixed at 6.8 percent.

### Loan Limits

Pursuant to P.L.101-508, Lindenwood University reserves the right to refuse to certify a loan application, or to reduce the amount of the loan, in individual cases where the institution determines that the portion of the student's costs covered by the loan could more appropriately be met directly by the student. In addition, requested loan amounts will be reviewed to ensure compliance with educational purpose regulations.

### Marguerite Ross Barnett Memorial Scholarship Program

This program is available to eligible students who are enrolled part-time and who are employed for at least twenty (20) hours a week. Contact the Missouri Coordinating Board or the Financial Aid Office for details on eligibility criteria.

### Vocational Rehabilitation

Assistance may be available for students with disabilities. Students should contact their regional office of Vocational Rehabilitation in regard to benefits.

### Satisfactory Progress

Students wishing to apply for and receive Title IV assistance must meet specific academic progress requirements in order to maintain Title IV financial aid eligibility. Satisfactory academic progress requires that a student accumulate a minimum number of credit hours over a maximum number of enrollment periods and a minimum cumulative grade point average for each period of attendance.

The minimum cumulative Grade Point Average (GPA) is outlined in detail in the Academic Standards section of this catalog.

Satisfactory progress is defined as satisfactory based on the following maximum academic years and earned credit hours per year of enrollment:

### Full-time Students

Graduate College				
Academic Years Completed	1	2	3	4
Earned Credit Hours	12	27	39	48

Satisfactory academic progress determination is made for all students at the end of each enrollment period.

For a student to be eligible for Title IV aid at Lindenwood University, the student must have academic standing at the point in the program that is consistent with Lindenwood University's requirements for graduation as listed under "Academic

Standards” previously. Before each payment period, the student’s academic record will be checked for satisfactory academic progress based on the most recent determination.

Failure to maintain academic progress will result in a student being ineligible to receive Title IV financial assistance, following a financial aid warning period.

### **Financial Aid Warning/Suspension Reinstatement**

If a student fails to meet the minimum requirements as stated, the student will be placed on financial aid warning for the next succeeding term (semester or quarter) of enrollment. If at the end of the financial aid warning term the student does not meet the minimum requirements, the student will be placed on financial aid suspension and not be eligible for financial aid reinstatement until the minimum cumulative requirements of the policy are attained. Students placed on warning or suspension will have their Lindenwood University Institutional Grant reevaluated.

Withdrawal from the university has no effect on the student’s satisfactory progress upon re-entering.

### **Appeal of Satisfactory Progress Determination**

A student has the right to appeal if he/she feels that he/she has complied with the requirements of the satisfactory academic progress policy or believes that there are factors such as undue hardship because of the death of a relative, an injury or illness, or similar special circumstances that could affect the decision, or that said decision was not correctly made. To appeal a financial aid suspension, the student must submit an appeal letter with supporting documentation to the Director of Financial Aid. If the student’s appeal is granted, the student will be placed on Financial Aid probation and will have the next succeeding term of enrollment (semester or quarter) to meet the minimum requirement stated above. If the appeal is denied, the student will be ineligible to receive Title IV aid until the academic requirements are met.

### **Veterans’ Benefits**

Veterans who believe they may be eligible for benefits can receive information and applications through the V.A. School Certifying Official at the university, located in the office of Academic Services. Educational assistance is also provided to widows or children of veterans who died in service or as a result of service-related injuries. Spouses and children of disabled veterans are also eligible for assistance. It is the responsibility for the student to notify the V.A. School Certifying Official of any changes in his/her class schedule.

The Registrar’s Office promptly reports to the Veterans Administration when notified that a veteran is no longer attending class, is making unsatisfactory progress, or has withdrawn from a class or from studies. Due to requirements imposed by the Veterans Administration, and as a condition of being certified to receive benefits from the V.A., the student receiving such benefits acknowledges the following policies that may differ from those required of other students at Lindenwood.

1. The university will notify the V.A. of all terminations, interruptions, or any change in semester-hour load within 30 days. This may change the benefits available to the student.
2. The student accepts the responsibility of notifying the registrar, the V.A. School Certifying Official at the university, and his/her advisor immediately in case of withdrawal from any course.
3. The student accepts the responsibility of notifying his/her instructors of any expected absence from class. A student

may be dismissed by the university as a result of excessive absences.

4. The Veterans Administration will be informed that progress is no longer satisfactory with the accumulation of 12 or more hours of ‘F’ grades.
5. LCIE students receiving benefits through the Veterans Administration must comply with the university’s general policies regarding withdrawal, attendance, and satisfactory progress.

## **Out of Classroom Life**

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The fabric of a learning community weaves itself whole. To bridge formal and out-of-classroom learning, the Student Development Office—in collaboration with the LSGA—promotes programs, services, and diverse opportunities for personal growth and development.

Lindenwood University currently serves nearly 17,000 students in more than 100 undergraduate and graduate degree programs. Resident students live on the attractive 500-acre, wooded campus within a large metro area that offers almost unlimited cultural, recreational, entertainment and service opportunities.

### **Butler Library**

Built in 1929, Margaret Leggat Butler Library is a beautiful building full of character and tradition meant to provide an environment for scholarly pursuit. The library contains a balanced collection of books, periodicals, online resources, and other instructional and media resources. The materials in the library exist to support the curricular offerings of the university as well as the idea of reading and research as essential skills for the lifelong learner. In addition to the traditional offerings at Butler Library, students are encouraged to stop in for a cup of coffee and a snack at the library’s recently added coffee shop, Java 201. Butler Library is fully automated with wireless capabilities, allowing students to access its resources both on campus and off campus. Faculty and students have access to over 50 subscription databases providing them with the ability to retrieve full-text documents at no cost. In addition, the library houses the Mary E. Ambler Archives, which includes primary source material documenting the history of Lindenwood and the surrounding area.

The Library is a member of the MOBIUS consortium. MOBIUS provides students access to over 14 million book titles throughout the state of Missouri. If an item is not available through MOBIUS, patrons may use Butler Library’s Inter-Library Loan service. Butler Library’s dedicated staff is available to help patrons navigate the wealth of traditional print and electronic resources that it offers. The library staff has developed a series of workshops, class presentations, and study guides to assist users.

In addition, Lindenwood’s librarians are available during all library hours to assist patrons with whatever their research needs might be. Reference librarians may be contacted in person, by phone or email.

### **Lindenwood Student Government Association**

All students at Lindenwood, full-time and part-time, undergraduate or graduate are encouraged to participate in the Lindenwood Student Government Association (LSGA). The LSGA works to promote structure for student expression and self-government. Members of the LSGA play a strong role in the academic and administration decision-making process of the university through representation in various planning governance committees. For more information about LSGA, please contact the Student Development offices.



## **Residence Halls**

Each Lindenwood residence hall has a distinct atmosphere meant to extend and enhance the university's classroom experience. The sense of local identity in each hall is built by residents who, through the elected officers and members of the university staff, recommend and evaluate residence policy. Resident directors and advisors provide support for students on a day-to-day basis.

## **Athletics**

Intercollegiate, intramurals and recreational sports are an important part of the Lindenwood out-of-classroom life. Intramural sports and recreational sports offer exercise and healthy competition to all students in the community while intercollegiate sports provide competitive opportunity within national organizations.

Lindenwood was accepted by the National Collegiate Athletic Association (NCAA) into candidacy membership in July 2010. Provisional membership is anticipated July 2012 followed by full membership tentatively projected in July 2013. Lindenwood receives full membership in the Mid-America Intercollegiate Athletics Association (MIAA) conference effective July 2012. The university plans to sponsor baseball, basketball, cross country, field hockey, football, golf, women's gymnastics, women's ice hockey, indoor and outdoor track and field, lacrosse, soccer, softball, swimming and diving, tennis, volleyball, and men's wrestling as NCAA sports.

Intercollegiate programs not associated with the NCAA will compete under the Student Life Sports umbrella, created by Lindenwood to offer all non-NCAA sports programs a central institutional oversight and offer every sport a potential postseason championship opportunity in the national governing body for each of the sports programs. These programs include bowling, cheerleading, cycling, dance line, men's ice hockey, roller hockey, rugby, shotgun (clay, skeet, trap), synchronized skating, synchronized swimming, table tennis, water polo, weight lifting (Olympic), and women's wrestling.

## **Religious Life**

Lindenwood University enjoys a historical relationship with the Presbyterian Church (USA). The university fosters an ecumenical spirit that celebrates the wide range of religious traditions represented on campus. Students wishing to worship can find religious services of most major faiths within driving distance of the campus.

## **Campus Tobacco Use**

The use of both smoking and smokeless tobacco is prohibited in all buildings on campus. This includes classrooms, laboratories, hallways, offices, restrooms, residence halls and lounges. Smoking areas outside of buildings are marked. No smoking is allowed in front of entry doors to buildings unless otherwise indicated by signage.

## **KCLC – FM 89.1 (HD-1 and HD-2)**

Students may participate in the operation of the Lindenwood all-digital radio station, KCLC-FM (HD-1), through the School of Communications. A 50,000-watt stereo facility, KCLC is the principal local radio station in St. Charles County and performs a major role in community affairs, entertainment programming, local news gathering, and sports broadcasting. KCLC-FM (HD-2) is the secondary digital signal, and provides another format for the community and additional student opportunities. Both stations are available on the Internet.

## **Lindenwood University LUTV, All-Digital Television Channel**

Students have the opportunity to conduct practica and internships in the context of the Lindenwood Higher Education Television Channel. St. Charles County's only higher education TV venue offers original programming designed to provide education experiences and cultural enrichment for persons of all ages in Charter Communications' St. Charles County broadcast area.

## **Firearms Policy**

No person is permitted to carry firearms or other weapons — either concealed or visible — on Lindenwood property or to any Lindenwood class (offered anywhere), except duly sworn law enforcement officers who are on duty. Off-duty police officers may carry completely concealed weapons to their Lindenwood classes only if authorized to do so by their employer and the state of Missouri or Illinois.

## **Campus Accessibility**

It is the guiding philosophy of Lindenwood University to make programs and facilities as accessible to students with disabilities as is practical. The coordinator for campus accessibility services acts to ensure the accessibility of programs and assists and supports students with disabilities.

Each student is encouraged to serve as her or his own advocate and to be responsible for obtaining special services offered by the university. If the coordinator is unable to satisfy a reasonable request, that request may then be directed to the Dean of Academic Services.

## **Conferences**

The university offers a variety of services and accommodations to community groups, religious organizations, businesses, and trade and professional organizations on campus and at our off-campus sites. Many conferences, workshops, meetings and community events are held each year at the various Lindenwood facilities.

## **Lionmail**

It is every student's responsibility to check his/her Lindenwood Lionmail email account. Important messages including academic standing and financial aid reminders are sent via Lionmail. Students will be held accountable for any information or due dates sent via the campus email system. Lionmail accounts are available for all students and may be accessed by contacting the Computer Services department.

## **Abuse of Student Portals**

Any student who gains unauthorized entrance to another student's portal, makes changes to another student's schedule via the student portal, or otherwise tampers with or compromises private or privileged communications will be expelled from Lindenwood University. Additionally, such actions will be brought to the attention of law enforcement officials and may be prosecuted through the legal system.

# 2011-2012 Academic Calendar

## Semester Schedule Fall Semester 2011

International Student Orientation and Check-in	August 15
Faculty Workshops	August 15-19
Freshman Orientation Check-in	August 17
Freshman Orientation	August 17-21
Fall Residential Check-in	August 20-21
Classes Begin	August 22
Freshman Convocation 4:00 pm	August 24
Last day to register for or add class, or choose audit	August 26
Labor Day Holiday	September 5
Last day to withdraw with "W"	September 30
Late Start classes begin	October 3
Last Day to Register for a Late Start Class	Before the third day of class
Midterm Grades due, noon	October 10
Last date to withdraw with "WP"/"WF"	October 28
Spring semester and J-Term Registration for Seniors	November 7
Spring semester and J-Term Registration for Juniors	November 10
Spring semester and J-Term Registration for Sophomores	November 15
Spring semester and J-Term Registration for Freshmen	November 17
Faculty In-service Day- no classes held except for MBA and LCIE evening classes	November 23
Thanksgiving Holiday	November 24-25
Last Day of Classes	December 2
Final Exams	December 5-9
Deadline for making up "INC" grades from Spring	December 9
Lindenwood residential semester student housing closes at 4:30 PM	December 9
Final Grades due 5:00 p.m.	December 13
Deadline to apply for March/May/June Graduation	December 30

## January Term 2012

Last Day to register for J-Term class	December 27
J-Term Residential Check-in	January 2
Classes Begin	January 3
Days on which J-Term classes will meet	January 3-6, 9-12, 16-19
Last day to withdraw with a "W"	January 12
Last day of class	January 19
Final Grades due 5:00 p.m.	January 23

## Spring Semester 2012

International Student Orientation and Check-in	January 16
New Student Registration/Orientation- Residential Housing Opens	January 21
Spring Residential Check-in	January 22
Classes Begin	January 23
Last day to register, add a class, or choose an audit	January 27
Sibley Day	February 22
Deadline to apply for August Graduation	February 28
Last day to withdraw with a "W"	March 2
Late Start classes begin	March 5
Last day to Register for a Late Start Class	Before the third day of class
Midterm Grades due, noon	March 12
Fall Semester Registration and Housing Sign-up – Seniors	March 12
Fall Semester Registration and Housing Sign-up- Juniors	March 15
Fall Semester Registration and Housing Sign-up – Sophomores	March 20
Fall Semester Registration and Housing Sign-up- Freshmen	March 22
Spring Break	March 24- April 1
Last day to withdraw with a "WP"/"WF"	April 5
Good Friday – no classes will meet	April 6
Honors Convocation	April 22
Last Day of Classes	May 4
Final Exams	May 7-11
Deadline for making up "INC" grades from Fall	May 11
Lindenwood Residential Housing closes at 4:30 p.m.	May 11
Baccalaureate Ceremony and Graduate Students' Commencement 7:00 p.m.	May 11
Undergraduate Commencement 10:00 a.m.	May 12
Final Grades due 5:00 p.m.	May 15
Deadline to apply for October/December Graduation	May 30

# 2011-2012 Academic Calendar *continued*

## Summer 2012

\*\* Schedules may vary by course

Session 1 .....	May 14-June 8
Session 2 .....	June 11-July 6
Session 3 .....	July 9-August 3

## (Quarter Schedule)

### Summer Quarter 2011

LCIE Continuing Undergraduate Student Opening Session 6:00 p.m. ....	July 5-9
LCIE New Undergraduate and Graduate Student Opening Session 8:00 a.m. ....	July 9
Traditional quarter undergraduate classes begin .....	July 11
Last day to drop with a "W" .....	July 22
Last Day to Choose an Audit .....	August 5
Midterm grades due 5:00 p.m. ....	August 19
Last day to withdraw from a class with a "WP/WF" .....	August 26
Labor Day Holiday .....	September 5
Quarter ends .....	September 24
Deadline for making up "INC" from previous term .....	September 24
Final grades due 5:00 p.m. ....	September 26

### Fall Quarter 2011

LCIE Continuing Undergraduate Student Opening Session 6:00 p.m. ....	September 26-October 1
LCIE New Undergraduate and Graduate Student Opening Session 8:00 a.m. ....	October 1
Traditional quarter undergraduate classes begin .....	October 3
Last day to drop with a "W" .....	October 14
Last Day to Choose an Audit .....	October 28
Midterm grades due 5:00 p.m. ....	November 11
Last day to withdraw from a class with a "WP/WF" .....	November 18
Faculty In-service Day-LCIE classes meet as scheduled .....	November 23
Thanksgiving holiday .....	November 24-25
Lindenwood residential quarter/graduate housing closes at 6:00 p.m. ....	December 17
Quarter ends .....	December 17
Deadline for making up "INC" from previous term .....	December 17
Final grades due 5:00 p.m. ....	December 19
Deadline to apply for March / May / June graduation .....	December 30

### Winter Quarter 2012

LCIE Continuing Undergraduate Student Opening Session 6:00 p.m. ....	January 2-7
LCIE New Undergraduate and Graduate Student Opening Session 8:00 a.m. ....	January 7
Traditional quarter undergraduate classes begin .....	January 9
Last day to drop with a "W" .....	January 20
Last Day to Choose an Audit .....	February 3
Midterm grades due 5:00 p.m. ....	February 17
Last day to withdraw from a class with a "WP/WF" .....	February 24
Deadline for making up "INC" from previous term .....	March 24
Quarter ends .....	March 24
Final grades due 5:00 p.m. ....	March 26
Deadline to apply for September graduation .....	March 30

### Spring Quarter 2012

LCIE Continuing Undergraduate Student Opening Session 6:00 p.m. ....	April 2-7
LCIE New Undergraduate and Graduate Student Opening Session 8:00 a.m. ....	April 7
Traditional quarter undergraduate classes begin .....	April 9
Last day to drop with a "W" .....	April 20
Last Day to Choose an Audit .....	May 4
Baccalaureate Ceremony and Graduate Students' Commencement 7:00 p.m. ....	May 11
Undergraduate Commencement 10:00 a.m. ....	May 12
Midterm grades due 5:00 p.m. ....	May 18
Last day to withdraw from a class with a "WP/WF" .....	May 25
Memorial Day-no classes .....	May 28
Deadline to apply for December graduation .....	May 30
Deadline for making up "INC" from previous term .....	June 23
Quarter ends .....	June 23
Final grades due 5:00 p.m. ....	June 25

# 2011-2012 Academic Calendar

## 5-Term MBA Program Fall 1, 2011

International Student move-in dates	August 5 & 8
International Student Orientation	August 9-12
Classes Begin	August 15
Last Day to Withdraw with a "W"	August 26
Labor Day Holiday	September 5
Last Day to Choose an Audit	September 6
Last Day to withdraw with a "WP/WF"	October 23
Final Exams	October 10-15
Deadline for making up "INC" grades from Summer	October 15
Fall 1 Term Ends	October 15
Final Grades Due 3:00 p.m.	October 17

## Fall 2, 2011

International Student move-in dates	October 7 & 10
International Student Orientation	October 11-14
Classes Begin	October 17
Last Day to Withdraw with a "W"	October 28
Last Day to Choose an Audit	November 7
Last Day to withdraw with a "WP/WF"	November 22
Thanksgiving Break	November 24-25
Final Exams	December 12-17
Deadline for making up "INC" grades from Fall 1	December 17
Fall 2 Term Ends	December 17
Final Grades Due 3:00 p.m.	December 19
Deadline to apply for March/May/June graduation	December 30

## Spring 1, 2012

International Student move-in dates	Dec 30 & Jan 3
International Student Orientation	January 4-6
New Year's Day observed	January 2
Classes Begin	January 9
Last Day to Withdraw with a "W"	January 20
Last Day to Choose an Audit	January 30
Last Day to withdraw with a "WP/WF"	February 17
Deadline to apply for August graduation	February 28
Final Exams	March 5-10
Deadline for making up "INC" grades from Fall 2	March 10
Spring 1 Term Ends	March 10
Final Grades Due 3:00 p.m.	March 12

## Spring 2, 2012

International Student move-in dates	March 2 & 5
International Student Orientation	March 6-9
Classes Begin	March 12
Spring Break	March 25- April 1
Last Day to Withdraw with a "W"	March 23
Last Day to Choose an Audit	April 9
Easter Break	April 6-8
Last Day to withdraw with a "WP/WF"	April 27
Baccalaureate Ceremony and Graduate Student Commencement 7:00 p.m.	May 11
Final Exams	May 14-19
Deadline for making up "INC" grades from Spring 1	May 19
Spring 2 Term Ends	May 19
Final Grades Due 3:00 p.m.	May 21
Deadline to apply for October/December graduation	May 30

# 2011-2012 Academic Calendar *continued*

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## **5-Term MBA Program Summer, 2012**

International Student move-in dates .....	May 18 & 21
International Student Orientation.....	May 22-25
Memorial Day Holiday .....	May 28
Classes Begin.....	May 29
Last Day to Withdraw with a “W”.....	June 8
Last Day to Choose an Audit.....	June 18
Independence Day Holiday .....	July 4
Last Day to withdraw with a “WP/WF” .....	July 6
Final Exams .....	July 24-28
Deadline for making up “INC” grades from Spring 2.....	July 28
Summer Term Ends .....	July 28
Final Grades Due 3:00 p.m.....	July 30

## **ACADEMIC PROGRAM DESCRIPTIONS**

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### **American Studies: M.A.**

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#### **PROGRAM DESCRIPTION**

The Master's of Arts Degree in American Studies provides a foundation for advanced interdisciplinary study of American culture and current approaches to American cultural studies.

The American Studies Program is professionally affiliated with the American Studies Association, the Mid-America American Studies Association, and the National Association for Interpretation. Because of the program's flexibility, students may pursue their intellectual interests in diverse areas such as literature, history, art and culture, political science, and interpretation, among others.

Students will have the opportunity to work with cultural institutions, libraries, museums, agencies, historical documents, or original sources at the Daniel Boone Home and Historic site, also known as the Boone Campus, and resources on the main campus. The program combines solid academic theory with actual applications through courses taught at the Boone Campus. This is one of the most unique features of the program. Students are encouraged to combine disciplines in nontraditional ways by drawing upon the resources of the entire university.

Lindenwood faculty is committed to offering courses in a wide variety of disciplines and interdisciplinary themes that probe the cultural and social dynamics of American civilization. The emphasis on writing, oral delivery, and teamwork skills make American Studies graduates attractive to the Armed Services, business, law, education, (schools, colleges, and teaching English as a foreign language), libraries, museums, government, journalism, media, publishing, community activism, social services, and local, state and federal park systems and museums.

Criteria for Admission to the American Studies Program: There are no course work prerequisites for admission to the master's program; however, a student must have received a baccalaureate degree from an accredited institution.

#### **The Curriculum**

The student is required to successfully complete 36 graduate semester hours; twelve of these hours are prescribed as follows: AST 50100, AST 50300, AST 56000, and AST 60000.

The remaining 24 course hours are selected by the student and advisor with the final plan of study reviewed and approved by the Dean of American Studies. The American Studies program by design is interdisciplinary and students are encouraged to draw on the resources of other schools and departments.

#### **M.A. EDUCATION with INTERPRETATION EMPHASIS**

The Master's of Arts Degree in Education with an emphasis in Interpretation provides students with advanced study in the field of Interpretation. This highly specialized communication process is used in museums, historic sites, nature centers, art galleries, zoos, aquaria, tourism, and eco-tourism. The Education foundation of this degree prepares graduates for positions in program development, management, planning, and curriculum design for interpretive sites. This is a highly competitive field and this program is designed to prepare qualified candidates with a foundation in theory and hands-on application.

#### **The Curriculum**

Students in the Master's of Arts in Education in Interpretation program are required to take a minimum of 36 credits. AST 50300, AST 56000, EDU 50500 or EDU 50200, EDU 51000,

EDU 57000, EDU 52000, and AST 60000 are required. Recommended courses include but are not limited to NPA 50300, NPA 55000, and NPA 57100.

Students are required to produce a viable research paper or project approved by Dean of American Studies, (3-6 hrs.) Electives are selected from a variety of disciplines to support the student's focus.

Students will have the option to apply for professional certification through the National Association for Interpreters, (NAI), as a Certified Interpretive Planner, (CIP), Certified Heritage Interpreter, (CHI), Certified Interpretive Manager, (CIM), or Certified Interpretive Trainer, (CIT.) Students who have received certification from NAI through previous training may apply for up to 9 transfer credit hours upon completion of a proficiency evaluation and submission of documentation.

#### **International Students**

All applicants whose first language is not English or who have not received a baccalaureate degree from an institution in which the language of instruction is English must take the TOEFL, which must be passed with a score of 550.

#### **Language Requirement**

There is no language requirement for the M.A. degree.

#### **GRE**

GRE scores are not required.

### **Fine and Performing Arts: M.A., M.F.A.**

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#### **PROGRAM DESCRIPTION**

The School of Fine and Performing Arts offers the Master of Arts and Master of Fine Arts degrees in Studio Art. The graduate degrees in Studio Art provide concentrations in various areas including ceramics, drawing, painting, graphic design, and fashion design. Students may also elect to develop an area of emphasis which combines several media with permission of the Art Department chairperson.

The Master of Fine Arts degree combines studio work with art history and criticism. The College Art Association, as well as other professional art organizations, universities, and colleges, acknowledge the M.F.A. degree as the terminal degree for artists. This degree has become a prerequisite for those who intend to teach at the college level. It is also directed at those individuals who want to further develop their professional careers. Full-time or part-time students may apply to the M.F.A. program. Graduate offerings in Studio Art and Art History also fulfill program requirements for graduate degrees in Education and Theatre.

#### **MASTER OF ARTS**

##### **Admission Requirements to the Program**

1. Fulfillment of requirements for general admission to the University.
2. Successful completion of an undergraduate degree in Studio Art, with a minimum of 3.0 in all art courses. Exceptions may be granted by the school dean.
3. Submission of a portfolio of the applicant's creative work for review by the art faculty. The portfolio should include representative examples of works in varied media as well as a fuller selection of works in the studio area proposed for concentration. The portfolio should consist of a minimum of 20 works presented in high resolution slide or digital format. A 2-page essay indicating goals and expectations for graduate school must accompany the portfolio and will be reviewed by the art faculty.

4. In addition to the portfolio and the 2-page essay, the candidate must also submit three letters of recommendation from professionals who can speak to the candidate's academic prowess and serious intent.
  5. Conditional admission to the graduate program in Studio Art, based on the evaluation of undergraduate preparation or determined at the time of the portfolio review, requires the successful completion of specified coursework prior to full admittance to the graduate program. Undergraduate credit will be awarded for courses completed during the conditional status and is not applicable toward the graduate degree.
  6. Full admission to the graduate program in Studio Art requires the endorsement of the studio art faculty involved in the candidate's portfolio review.
3. Submission of a portfolio of the applicant's creative work for review by the art faculty. The portfolio should include representative examples of works in varied media as well as a fuller selection of works in the studio area proposed for concentration. The portfolio should consist of a minimum of 20 works presented in high resolution slide or digital format.
  4. A 2-page essay indicating goals and expectations for graduate school must accompany the portfolio and will be reviewed by the art faculty.
  5. In addition to the portfolio and the 2-page essay, the candidate must also submit to the art faculty one letter of recommendation from a professional who can speak to the candidate's academic prowess and serious intent.
  6. Conditional admission to the graduate program in Studio Art, based on the evaluation of undergraduate preparation or determined at the time of the portfolio review, requires the successful completion of specified coursework prior to full admittance to the graduate program. Undergraduate credit will be awarded for courses completed during the conditional status and is not applicable toward the graduate degree.
  7. Full admission to the graduate program in Studio Art requires the endorsement of the studio art faculty involved in the candidate's portfolio review.
  8. Candidacy is conditional until full candidacy is recommended by the Art faculty mid-program review (24-36 hours).
  9. Students with an M.A. in Studio Art from Lindenwood University are automatically admitted to full candidacy in the M.F.A. program in Studio Art provided they are admissible to the University.

### **Admission Deadline**

All application materials for Fall admission must be received by the previous April 1. All application materials for spring admission must be received by the previous November 1.

### **Degree Requirements**

1. Completion of 36 hours of graduate courses in art, distributed as follows:  
21 hours Studio Art in area (or areas) of concentration;  
6 hours Studio Art courses outside of the area of concentration;  
3 hours in art history or art criticism;  
3 hours ART 50000 Research Methods in Art;  
3 hours ART 59900 Directed thesis (which includes the exhibition.)  
Presentation of recent work at two scheduled graduate critiques each semester the student is enrolled.
2. Satisfactory completion of an oral review and defense of the graduate exhibit and thesis conducted by the student's thesis committee consisting of three Art faculty members. Each graduate student is responsible for inviting faculty to serve on his or her committee and for inviting one of the committee members to serve as the chair.
3. Completion of graduate studies with a minimum grade point average of 3.0.
4. Thirty (30) hours of credit must be earned in regularly scheduled classes unless special arrangements are approved by the Department Chair in Art.
5. No more than nine (9) hours of approved transfer credit at the graduate level may be included in meeting the degree requirement of 36 hours. The school dean may approve substitutions in the core curriculum if the student has a significant and demonstrable proficiency in a specific area. The school dean may also waive credits under special circumstances.
6. All graduate students in Studio Art must surrender one work approved by the faculty in their final semester.

## **MASTER OF FINE ARTS**

### **Admission Requirements to the Program**

1. Fulfillment of requirements for general admission to the University.
2. Successful completion of a B.F.A. in Studio Art. Students of exceptional merit who have earned a B.A. or a B.S. in Studio Art or Design, or the equivalent, will also be considered contingent upon faculty approval. Students without either a B.F.A. or B.A. in Studio Art who have significant studio art experience will submit 20 slides, plus additional portfolio material for faculty review.

### **Admission Deadline**

All application materials for Fall admission must be received by the previous April 1. All application materials for spring admission must be received by the previous November 1.

### **Degree Requirements**

Admission to M.F.A. candidacy after the completion of 24-36 hours and the mid-program review.

### **Degree Requirements**

1. Completion of 60 hours of graduate coursework in art, distributed as follows:  
36 hours Studio Art in area (or areas) of concentration;  
6 hours Studio Art courses outside of the area of  
12 hours in art history or art criticism;  
3 hours ART 50000 Research Methods in Art;  
3 hours ART 59900 Directed thesis (which includes the exhibition.)
2. Satisfactory completion of an oral review and defense of the graduate exhibit and thesis conducted by the student's thesis committee of three Art faculty members. Each graduate student is responsible for inviting faculty to serve on his or her committee and for inviting one of the committee members to serve and the chair.
3. Completion of graduate studies with a minimum grade point average of 3.0.
4. Presentation of recent work at two scheduled graduate critique each semester the student is enrolled.
5. Forty-eight (48) hours of credit must be earned in regularly scheduled classes unless special arrangements are approved by the Department Chair in Art.
6. No more than nine (9) hours of approved transfer credit at

the graduate level may be included in meeting the degree requirement of 60 hours unless the student holds the M.A. in Studio Art from Lindenwood University in which case, up to 36 hours earned in the M.A. will apply to the 60 hour requirement for the M.F.A. in Studio Art. The school dean may approve substitutions in the core curriculum if the student has a significant and demonstrable proficiency in a specific area. The school dean may also waive credits under special circumstances.

7. All graduate students in Studio Art must surrender one work approved by the faculty in their final semester.

## **THEATRE: M.A. AND M.F.A. PROGRAM DESCRIPTION**

The School of Fine and Performing Arts at Lindenwood offers the Master of Arts and the Master of Fine Arts degrees in Theatre. The Master of Arts degree (30 hours) is a general theory-based program, particularly applicable to public school and junior college teachers. The Master of Fine Arts is a terminal performance-oriented degree with specific emphasis in acting, directing, or design/technical theatre.

The M.F.A. requires a minimum of nine (9) semester hours of enrollment per semester. Students who matriculate into the program with a significant amount of professional experience may be allowed, at the discretion of the department, to pursue the M.F.A. degree part-time.

Admission to any of the degree programs requires an undergraduate degree from an accredited college or university. An undergraduate major in a theatre-related area is not required but is definitely recommended. Students applying to either the Master of Arts or the Master of Fine Arts programs are required to submit a writing sample to demonstrate their general writing proficiency. Those students applying for the Master of Fine Arts program are required to audition, submit a resume or portfolio, and/or participate in an interview. An on-site audition may be required; the process will depend upon the student's career emphasis. Those students who have completed 30 hours of graduate work will be assessed by the Dean of Fine and Performing Arts and the Director of Theatre to determine their ability to successfully continue in the program. At the discretion of the Dean of Fine and Performing Arts and the Director of Theatre and based on the results of the assessment, the student may be required to graduate with a Master of Arts degree.

The theatre faculty will evaluate the transcripts of those students who have received a Master of Arts degree in Theatre from an accredited institution to determine how many credits, if any, will be applied toward the M.F.A. degree. In most cases, no more than 9 hours will be accepted in transfer. However, if a student has earned a Master of Arts in Theatre from Lindenwood University, he or she may be approved to transfer up to 30 hours toward the M.F.A. in Theatre. Determination of the number of transfer credits allowed will be at the discretion of the Dean of Fine and Performing Arts in consultation with the Director of Theatre.

Each semester, students will participate in an evaluation with faculty members of the department. The dean, based upon the recommendation of the faculty, may place students on probation or suspension from the program if the quality of their curricular and/or extracurricular work has been deficient. It is expected that all graduate students will maintain a "B" average. No more than three (3) semester hours of "C" will be accepted toward the M.A. degree and no more than six (6) hours of "C" toward the M.F.A. A program in Arts Management (30 hours) is individualized and requires a minimum of 12 hours of coursework in Business Administration.

## **Master of Arts Program Description**

This program consists of the successful completion of 30 graduate semester hours. The course of study cannot be extended beyond five years. Students are required to take 18 hours of prescribed study which include the following:

1. TA 50100 Graduate Acting Studio (3)
2. TA 51000 Graduate Script Analysis (3)
3. TA 51100 Graduate Directing Studio (3)
4. TA 52500 Research Methods in Theatre (3)
5. 3 hours in Theatre History
6. 3 hours in Dramatic Literature

The three (3) hour requirement in Theatre History and the three (3) hours in Dramatic Literature may be waived and replaced with six (6) hours from the graduate theatre curriculum at the discretion of the Director of Theatre. The remaining 12 hours should be developed in consultation with a graduate advisor and constitute a specialization in a Theatre or Performing Arts related discipline. A thesis is not required.

## **Master of Fine Arts Program Description**

This program consists of the successful completion of 60 hours of graduate work. The student is required to have a specialization in acting, directing, or design/technical theatre. Students are expected to complete at least 18 hours of curricular work in their specialization which culminates in a creative thesis. The student is also expected to fulfill a 3-to-9 hour internship in professional theatre. The core requirements for all Master of Fine Arts candidates are as follows:

- TA 51000 Graduate Script Analysis (3)
- TA 52500 Research Methods in Theatre (3)
- TA 56500 Professional Internship (3-9)
- 3 hours in Theatre History
- 3 hours in Dramatic Literature
- 18 hours in the specialty
- TA 60000 Master's Project and Thesis (6)
- 15-21 hours of electives

The three (3) hour requirement in Theatre History and the three (3) hour requirement in Dramatic Literature may be waived and replaced with six (6) hours from the graduate theatre curriculum at the discretion of the Director of Theatre.

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## **Business: M.B.A., M.A.**

### **Mission Statement**

Set forth below, the mission of the School of Business & Entrepreneurship complements and expands upon the Lindenwood University mission statement. In furtherance of the university's mission, the School of Business & Entrepreneurship is committed to

1. Providing a comprehensive core curriculum of business subjects.
2. Instilling a strong and enduring sense of ethical business practices.
3. Providing theoretical tools and analytical skills for lifelong use.
4. Developing the student's communication and presentation skills.
5. Offering major fields of study to equip students for specialized careers.
6. Providing opportunities to supplement classroom education with real world experience.
7. Expanding the student's geographical and cultural horizons



- for success in an increasingly global economy.
8. Instilling the entrepreneurial model as an essential component of American free enterprise.
  9. Fostering the scholarship of teaching, application, integration, and discovery among its students and faculty, as appropriate.

### Graduate Outcomes

The School of Business & Entrepreneurship provides instruction, knowledge, and experience in an environment that encourages students to develop self motivation and the ethical standards essential to become citizens in the global business community. The Lindenwood University School of Business & Entrepreneurship expects that its graduates should

- Have the contemporary business competencies of their chosen discipline and the aptitude required for life-long learning and personal development.
- Have the technical, human, and conceptual skills that would contribute to critical analysis, problem solving, operational recommendations, and continuous improvement of dynamic and changing organizations and the ability to professionally communicate those recommendations and improvements.
- Demonstrate the entrepreneurial spirit of being enterprising, resourceful, and productive in their professional lives.
- Be able to act and build upon the foundation of their course work for the furtherance of their professional careers.

### Description of Graduate Programs

Lindenwood University is accredited by the Higher Learning Commission, and the School of Business & Entrepreneurship has received specialized accreditation by the Association of Collegiate Business Schools and Programs (ACBSP). The SB&E's graduate degree programs prepare students to pursue careers in the management of business firms or other formally organized enterprises. The programs emphasize knowledge, skills, and techniques useful in designing and maintaining effective organizations. The case method of instruction is used extensively throughout the student's coursework to enhance decision making skills. For information on all SB&E programs, students and applicants may visit the school of business website.

All SB&E graduate programs operate on a 5-term/year calendar, meeting in Fall I, Fall II, Spring I, Spring II, and Summer; each term runs for nine weeks. Students may begin their degree programs during any of the five terms. Graduate courses are conducted in the evenings from 6:00 to 10:00 p.m. and are worth three credit hours each. All courses meet once weekly for four hour sessions, for nine consecutive weeks on weekday evenings or Saturday mornings.

### Degrees Offered

The SB&E offers the following graduate degrees:

Master of Business Administration\* (MBA)

MBA with an Emphasis in the following areas:

Accounting

Entrepreneurial Studies

Finance

Human Resource Management

International Business

Management

Marketing

Supply Chain Management

Master of Arts (MA) in Sport Management

Master of Arts (MA) in Management\*\*

\*The Master of Business Administration degree may be earned at the School of Business & Entrepreneurship or online.

\*\*The Master of Arts in Management is offered in Marshall, Missouri only.

### Prerequisite Courses

MGMT 56025 Business and Marketing Concepts (3)

ACCT 51010 Financial Accounting Concepts (3)

ECON 53081 Economic Concepts (3)

EPB 50100 Academic Writing (6)

The Business and Marketing Concepts, Accounting Concepts, and Economics Concepts prerequisite courses are required for MBA, MA, and MS students who have not completed sufficient academic course work in business and marketing, accounting, or economics or for students who have not earned a grade of B or better in courses previously taken (from regionally accredited institutions) in those areas. These prerequisite courses must be completed during the student's first 18 credit hours of an SB&E graduate program. A student wishing to waive one or more of these business prerequisite courses may be able to do so by achieving a score of 70% or better on a business diagnostic exam prior to the start of the business program.

The Academic Writing prerequisite course may be required for any international student whose first language is not English, based on the results of the student's academic writing placement exam, taken prior to the start of the business program. The writing prerequisite course must be taken during the student's first term of the program.

### Degree Requirements

#### Master of Business Administration (39-54 credit hours)

To earn a Master of Business Administration, the student must complete the following degree requirements:

- Prerequisite Courses (0-15 credit hours)
- Nine core business courses (27 credit hours)
  - ACCT 51011 Managerial Accounting
  - FIN 52010 Financial Policies
  - INTL 58001 International Business Operations
  - MGMT 56030 Management Policies and Practices
  - MGMT 56060 Business Law and Ethics
  - MGMT 56070 Statistics and Quantitative Analysis
  - MIS 54001 Management Information Systems
  - MRKT 55010 Marketing Principles and Issues
  - MGMT 66080 Business Policies and Strategies\*
- Four elective courses (12 credit hours)

Students pursuing general MBA degrees may select any four elective courses from among all graduate SB&E elective courses offered.

\*MGMT 66080 is the capstone course, to be taken in the last term of the student's program.

Students with an undergraduate degree in business may be advised to select a higher level course in place of a business core course or courses. In the event that taking a core course would require a student to repeat coursework equivalent to that which the student has already taken, the school dean or the student's academic advisor may advise the student to select an alternative, higher level elective course (from within the same discipline) to fulfill the core requirement. Note that no such core-alternative may simultaneously serve to fulfill the core requirement and the student's emphasis coursework. In the event that a core-alternative course is chosen, the student must still complete four courses within a single business discipline in order to earn an emphasis in that area.

### **Master of Business Administration with Emphasis (39-54 credit hours)**

In addition to earning an MBA, students may choose to customize their degree with an emphasis in a particular area of study. An area of emphasis is intended for students who wish to add an area of in-depth study to the business administration degree.

To earn a Master of Business Administration with an emphasis, the student must complete the following degree requirements:

- Prerequisite Courses (0-15 credit hours)
- Nine core business courses (27 credit hours)  
ACCT 51011 Managerial Accounting  
FIN 52010 Financial Policies  
INTL 58001 International Business Operations  
MGMT 56030 Management Policies and Practices  
MGMT 56060 Business Law and Ethics  
MGMT 56070 Statistics and Quantitative Analysis  
MIS 54001 Management Information Systems  
MRKT 55010 Marketing Principles and Issues  
MGMT 66080 Business Policies and Strategies\*
- Four elective courses (12 credit hours)

Students pursuing an MBA with an emphasis must select four elective courses from within a single business discipline. In order to receive the emphasis, students must achieve a grade of B or better in each emphasis area elective course. A student receiving a C in one emphasis area elective course may select an additional elective in order to maintain eligibility to earn the emphasis.

\*MGMT 66080 is the capstone course, to be taken in the last term of the student's program.

### **Master of Arts in Sport Management (39-54 credit hours)**

The MA in Sport Management is designed to prepare students for a career within the sport industry. Sport management includes any combination of skills related to planning, budgeting, organizing, directing, staffing, marketing and controlling in a sports organization. The MA curriculum is a unique blend of formal coursework and opportunities designed for practical experience. The close collaboration of several sports venues in the St. Charles/St. Louis area enhances the program and enables students to gain first-hand knowledge and work experience in sport management. To earn an MA in Sport Management, students must complete the following degree requirements:

- Prerequisite Courses (0-15 credit hours)  
Ten core courses (30 credit hours)  
ACCT 51011 Managerial Accounting  
FIN 52010 Financial Policy  
MGMT 56020 Communication in the Corporate Environment  
MGMT 56030 Management Policies and Practices  
MGMT 56056 Leadership in Structured Situations  
MGMT 56060 Business Law and Ethics  
HRM 56570 Employee Health & Wellness  
SPMGT 57020 Principles of Management in Sport Administration  
SPMGT 57040 Sport Marketing and Promotion  
SPMGT 57060 Sport Law  
Sport practicum placement (3 credit hours),
- SPMGT 57095 Practicum in Sport Administration\*

Students will be required to complete a three credit-hour consisting of 150 working hours in an assigned facility under the supervision of the faculty of the Sport Management program.

Two business elective courses (6 credit hours)

Students shall select any two SB&E elective courses.

\*Students with extensive experience may have part of the practicum waived at the discretion of the dean.

### **Master of Arts in Management**

This degree is offered only at the Marshall, Missouri location only. To earn a Master of Arts in Management, the following courses are required:

MGMT 56020 Communications in the Corporate Environment  
MRKT 55010 Marketing Principles and Issues  
HRM 56501 Organizational Behavior  
MGMT 56056 Leadership in Structured Situations  
ACCT 51010 Financial Accounting Concepts  
MGMT 50400 Business & Management Ethical Issues  
FIN 52010 Financial Policy  
MGMT 56050 Managerial Problem Solving  
HRM 56520 Labor Relations  
MGMT 56052 Negotiations  
ENTR 57515 Small Business Management  
ENTR 57535 Entrepreneurship & Growth  
MGMT 56090 Special Topics in Management

### **Emphasis Area Elective Courses Accounting**

The graduate curriculum in accounting offers advanced training in the nature, theory, and central problems of business accounting. Based upon a strong foundation of accounting prerequisites, the program is designed to develop the expanded knowledge that is the basis for the specialist in an accounting management career in business or government, in public accounting, or in further advanced study. Completion of an emphasis in an MBA program, when added to the Bachelor of Arts program with a major in accounting may satisfy the 150 credit hour requirement for the Uniform CPA Exam. Please consult an advisor in the School of Business & Entrepreneurship for further information on this option. (Students who aspire to become CPAs will be required to complete a total of 150 credit hours before sitting for the Uniform CPA exam; any student who has not completed a B.A. in accounting may be required to complete additional coursework at the graduate level in order to accrue sufficient credit hours before taking the Uniform CPA Exam.)

For an emphasis in accounting, select four courses from among the following options:

ACCT 51020 Financial Accounting Theory I  
ACCT 51021 Financial Accounting Theory II  
ACCT 51030 Advanced Cost Management  
ACCT 51050 Individual Tax Planning  
ACCT 51055 Business Tax Planning  
ACCT 51060 Govt. and Non-Profit Accounting  
ACCT 51065 International Accounting  
ACCT 51070 Financial Statement Analysis  
ACCT 51080 Seminar in Auditing

*Note: It is recommended that students avoid taking accounting elective courses that may be equivalent to accounting courses taken at the undergraduate level.*

### **Entrepreneurial Studies**

An emphasis in entrepreneurial studies is designed to prepare individuals interested in developing and managing their own business or new enterprises within a larger business. Required elective courses for an emphasis in entrepreneurial studies are

ENTR 57525 Entrepreneurial Finance  
ENTR 57515 Small Business Management  
ENTR 57535 Entrepreneurship & Growth

In addition to the three courses listed above, students must choose one course from the following options:

MRKT 55080 Marketing Strategy and Management  
MRKT 55020 Marketing Information and Research  
MRKT 55040 Advertising and Promotional Strategy  
MRKT 55050 Personal Selling & Sales Management  
HRM 56510 Human Resource Management  
INTL 58010 International Marketing  
SPMGT 57040 Sport Marketing and Promotion

### **Finance**

An emphasis in finance is designed to prepare individuals for staff or line positions in business or with financial advisory firms. For an emphasis in finance, select four courses from among the following options:

FIN 52020 Managerial Finance  
FIN 52030 Investments  
FIN 52060 Money and Banking  
ENTR 57525 Entrepreneurial Finance  
ACCT 51021 Financial Accounting Theory II  
ACCT 51070 Financial Statement Analysis  
INTL 58020 International Finance

### **Human Resource Management**

An emphasis in human resource management is designed to prepare individuals for professional, management, consultant, leadership, and executive human resource positions in business, government, and other organizations. The emphasis has a strong practical base, along with leading edge HR techniques and skills, so that the students will be able to apply their learning to the workplace. For an emphasis in human resource management, select four courses from among the following options:

HRM 56501 Organizational Behavior  
HRM 56510 Human Resource Management  
HRM 56520 Labor Relations  
HRM 56530 Employees Training & Development  
HRM 56570 Employee Health & Wellness  
MGMT 56056 Leadership in Structured Situations

### **International Business**

An emphasis in international business offers advanced training in the nature, theory, and issues central to U.S. businesses dealing in international trade. For an emphasis in international business, select four courses from among the following options:

INTL 58060 International Risk & Politics  
INTL 58032 International Management  
INTL 58010 International Marketing  
INTL 58020 International Finance  
INTL 58070 International Business and Cross Cultural Communication  
ACCT 51065 International Accounting

### **Management**

The prime mission of the management emphasis is to provide students with an in-depth graduate education in management to prepare them to competently fill administrative positions in business enterprises and non-business organizations, such as government and not-for-profit institutions. For an emphasis in management, select four courses from among the following options:

MGMT 56020 Communications in the Corporate Environment  
MGMT 56040 Supply Chain Management  
MGMT 56045 Logistics Management  
MGMT 56056 Leadership in Structures Situations  
MGMT 56085 Operations Management

ENTR 57515 Small Business Management  
ENTR 57535 Entrepreneurship and Growth  
HRM 56501 Organizational Behavior  
HRM 56510 Human Resource Management

### **Marketing**

An emphasis in marketing is intended to prepare individuals for the responsibility of management in marketing. The program is flexible, offering a balance between theoretical analysis and examination of established practices. Areas of marketing offered include advertising, sales management, personal selling, business-to-business marketing, international marketing, public relations, and marketing research. For an emphasis in marketing, select four courses from among the following options:

SPMGT 57040 Sport Marketing and Promotion  
MRKT 55080 Marketing Strategy and Management  
MRKT 55020 Marketing Information and Research  
MRKT 55040 Advertising and Promotions  
MRKT 55035 Product Management  
MRKT 55050 Personal Selling & Sales Management  
MRKT 55060 Public Relations  
INTL 58010 International Marketing  
MGMT 56045 Logistics Management

### **Supply Chain Management**

An emphasis in Supply Chain Management (SCM) enables MBA students to gain principles and application knowledge in supply chain management. SCM includes procurement, operations, and logistics functions and integrates them within the firm, as well as between the firm and its supplier and distribution channel partners. This discipline is recognized and practiced by many businesses within manufacturing and service industries, worldwide. To complete an emphasis in SCM, the following four courses are required:

MGMT 56040 Supply Chain Management  
MGMT 56085 Operations Management  
MGMT 56045 Logistics Management  
MGMT 56048 Procurement Management

### **SB&E Admission Standards**

Admission to the School of Business & Entrepreneurship graduate programs is granted to students who demonstrate academic preparedness and the potential for academic excellence. Once accepted, students must maintain a minimum cumulative grade point average of 3.0. Students whose GPA falls below the 3.0 minimum will be subject to academic probation or suspension, as outlined in the Academic Standards section of this catalog. For more information about academic standards, please refer to that section of the catalog.

Applicants to the School of Business & Entrepreneurship's graduate programs who do not meet the required 3.0 grade point average for admission may be granted conditional acceptance. In this case, the submission of a GRE or GMAT score may be considered in support of an application for admission.

Conditionally admitted students may remain in conditional status for no more than 18 credit hours. Before advancing to degree candidacy, conditionally accepted candidates' academic performances will be reviewed twice by the school dean—once upon completion of the first nine credit hours, and again upon completion of 18 credit hours. Failure to meet the required 3.0 G.P.A. upon the completion of 18 credit hours will result in dismissal from the degree program. In addition, any conditionally accepted student receiving one course grade of "F" or two course grades of "C" during the first nine credit hours will be dismissed from the program without the option to complete 18 credit hours.

## Application

### U.S. Citizen/Permanent Resident Application

To be considered for admission to the School of Business & Entrepreneurship, applicants should complete the online Evening & Graduate Admissions Application and submit the following items:

1. A completed and signed application form with a non-refundable \$30 application fee. Checks or money orders should be made payable to Lindenwood University.
2. An official undergraduate transcript showing that a degree has been conferred, as well as any official transcript(s) from any graduate school(s) attended if transfer credit is desired. (For further information on transferring credit, refer to the Academic Policies section, below.)
3. A resume.
4. A personal statement.
5. Three letters of recommendation.

In addition to the requirements listed above, applicants residing within the United States must schedule an admission interview with the dean of the School of Business & Entrepreneurship or his or her designee. Once all application materials have been submitted, applicants will be contacted to schedule an admission interview.

The following additional admission requirement applies to those students seeking an MBA online:

Applicants to the online MBA program who do not already possess a Lindenwood transcript must submit an official GMAT or GRE score. For score reporting, the Lindenwood University code is 6367.

### Citizen/Permanent Resident Application Deadlines

Fall I deadline: . . . . . July 29  
Fall II deadline: . . . . . September 30  
Spring I deadline: . . . . . December 19  
Spring II deadline: . . . . . February 24  
Summer deadline: . . . . . May 11

Citizens and U.S. residents should mail applications to

The Office of Evening & Graduate Admissions, Lindenwood University, 209 South Kingshighway, Saint Charles, MO 63301.

Please email [eveningadmissions@lindenwood.edu](mailto:eveningadmissions@lindenwood.edu) or call (636) 949-4933 with any questions.

### International Citizen Application

To be considered for admission to the School of Business & Entrepreneurship, international applicants should complete the online International Application and submit the following items:

1. International Student Application– A completed and signed copy of the application form must be submitted, along with a non-refundable \$100 application fee.
2. A current resume.
3. An Affidavit of Support–Students should provide an official document or statement from a bank verifying the amount (in U.S. dollars) of personal or family funds available for tuition (personal cost) and educational expenses (books, insurance). All documents must be in English.
4. Official Transcripts–Graduate candidates must submit certified copies of university transcripts showing that a baccalaureate degree has been conferred. Transcripts must be in their original language and accompanied by a certified English translation. These documents will not

be returned to the student. They will become part of the student's official file at Lindenwood University. The cost for the evaluation of the transcript will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood University, the cost of the evaluation will be refunded, provided that the applicant brings the receipt for the evaluation service.

5. If transfer credit is requested from an international school, students should submit all transcripts and translations to World Evaluation Services (WES) for evaluation. Refer to [wes.org](http://wes.org) for more information about transcript evaluation. Lindenwood University must be listed as the recipient of the evaluation. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy for his/her records. (For further information regarding the transfer of international credit to a business program, please refer to the Academic Policies section of this catalog, below.)
6. Housing Application–All resident students must submit a housing application and a \$300 housing deposit made payable to Lindenwood University. Campus housing will be assigned upon receipt of the housing application and deposit. Students should include an e-mail address on their housing form.
7. Personal Statement (Essay)–Students should write an essay concerning their education plans. A personal statement may explain why the student wishes to pursue a business degree, long term goals, or a meaningful life experience.
8. Passport–Students must provide a clear, readable copy of the identification page of their passports.
9. Insurance–All students are required to be insured while studying in the United States. Lindenwood University does not provide insurance for students. Students may carry any health insurance policy they choose.
10. If an international student applicant is transferring from another university within the United States, the student should forward the Lindenwood University transfer paperwork (found in the application) to their schools' officials for processing.
11. An official TOEFL or IELTS score. Required minimum TOEFL scores: 550 (paper-based exam), 213 (computer-based exam), 80 (Internet-based exam). Required minimum IELTS score: 6.0. For score reporting, the Lindenwood University code is 6367.

The following additional admission requirement applies to those students seeking an MBA online:

12. International citizens applying to the online MBA program who do not already possess a Lindenwood transcript must submit an official GMAT or GRE score. For score reporting, the Lindenwood University code is 6367.

### International Citizen Application Deadlines

Fall I deadline: . . . . . July 15  
Fall II deadline: . . . . . September 16  
Spring I deadline: . . . . . December 12  
Spring II deadline: . . . . . February 10  
Summer deadline: . . . . . April 30

International residents should mail applications to The Office of International Students and Scholars, Lindenwood University, 209 South Kingshighway, Saint Charles, MO 63301 USA.

Please email [international@lindenwood.edu](mailto:international@lindenwood.edu) or call (636) 949-4982 with any questions.

## Academic Policies

### MBA with Advanced Standing Program

The MBA with Advanced Standing Program is designed to further educate individuals in business management who already have a graduate degree from a regionally accredited college or university in a field related to business or management. A person who meets this criterion is eligible to receive an MBA upon completion of the 27 credit hour core course requirements. Students who have a graduate degree that includes courses equivalent to Lindenwood University's core courses may substitute elective courses for the required core courses. However, under no circumstances can a student complete the program without having taken at least 27 credit hours in the Lindenwood University MBA program. Required program prerequisite courses are not included in the 27 credit hour minimum, and, to the extent such courses are required, they will add to the minimum credit hour requirement for the MBA with Advanced Standing.

### Transferring U.S. Graduate Credit into a Business Program

A student wishing to transfer up to nine semester hours of graduate level coursework from a regionally accredited (U.S.) institution may do so by requesting that an official transcript be sent directly to Lindenwood University's Office of Graduate Admissions by the school or schools that the candidate previously attended. Students should bring copies of these official transcripts when meeting with their academic advisors. An evaluation of transfer credit will be made by the student's advisor and the dean of the School of Business and Entrepreneurship.

### Transferring International Graduate Credit into a Business Program

A student wishing to transfer up to 9 semester hours of graduate level coursework from an international institution must bring to Lindenwood the following items and present them to his or her academic advisor to review:

1. An official WES\* course-by-course evaluation of the international graduate level transcript showing the courses that the student wishes to transfer.
2. A translated copy of the course description and syllabus for each course that the student wishes to apply to transfer.
3. An official WES document evaluation of the international undergraduate transcript, confirming that a baccalaureate degree has been conferred.

Upon arrival to Lindenwood, the student should bring these items to his or her academic advisor. These items will be reviewed by the advisor and will be forwarded to the dean of the School of Business and Entrepreneurship for approval.

\*For further information on WES, visit [www.wes.org](http://www.wes.org) or the International Applications Procedures section of this catalog.

### Attendance

Graduate evening programs are designed for motivated learners who take responsibility for their education. In a nine week program, it is assumed that a student will not miss any classes. However, recognizing that graduate students may be working adults, one absence may be compensated for (at the instructor's discretion) through additional assigned work. Two unexcused absences will result in a grade drop. Three unexcused absences are unacceptable, as three missed classes is equivalent to missing one third of a nine-week term. A student with three or more unexcused absences may, at the discretion of the professor, fail the course and be required to re-take it. (Note that excessive

absences will also jeopardize international students' F-1 visa compliance.)

### Requirements for Degree:

Completion of School of Business & Entrepreneurship requirements for degree, completion of all course work, and a minimum 3.0 GPA in all work completed as a graduate student at this university are required in order to receive a graduate degree.

### International Student Programming

To best serve the needs of the international graduate student community, an international student program exists within the business school, working in conjunction with the university Office of International Students and Scholars to support graduate business students. Among the support services coordinated from within the business program are (1) international advising (2) new student orientation, and (3) academic writing instruction.

### Orientation to Business Programs

Graduate programs for all international students begin on the first day of international student orientation. During orientation, students will complete an English language assessment, receive information regarding business program requirements, meet with an academic advisor, and enroll in classes. Any international student who is not able to arrive to the university in time to participate in the orientation program may be required to wait to begin his or her business program until the start of the subsequent term.

## Communications: M.A.

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### PROGRAM DESCRIPTION

The Master's Program in Communications offers a great deal of flexibility in planning and design. Students, with the help of an advisor, plan a 36-hour Master's program that best suits their individual needs. Options include COM 50000, COM 50400, COM 50500, COM 50700, COM 51100, COM 52400, COM 53700, COM 54000, COM 54200, COM 54300, COM 54400, COM 54600, COM 55100, COM 55400, COM 55700, COM 56500, COM 56600, COM 56900, COM 57000, COM 57100, COM 57400, COM 57900, COM 586XX, COM 59000, COM 59200, COM 59300 and COM 59500. Either COM 60101, COM 60100 or ICM 60100 is required of all majors. Some classes will be dual-enrollment.

## Education: M.A. and M.A.T.

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### PROGRAM DESCRIPTION

The Lindenwood University Teacher Education Programs are accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools and the Missouri Department of Elementary and Secondary Education (DESE). The School of Education is also a member, in good standing, of the Teacher Education Accreditation Council (TEAC). The Lindenwood University graduate degrees in Education are designed to meet the needs of practicing educators. Building upon existing skills, these degree programs offer new approaches for analyzing contemporary problems and acquiring new perspectives, techniques, and knowledge. These approaches include developing a one-to-one relationship with an experienced and highly trained educator; participating in courses which provide strong foundations for professional growth such as in continuous problem-solving opportunities with peers and colleagues; and the opportunity to prescribe an individualized program of studies.

The goal of the program is to produce skilled and motivated educators who will (1) be more effective in their educational setting; (2) show enriched lifetime commitment to the profession; and (3) view learning as a continuing process of self-assessment, planned improvement, and subsequent evaluation.

Lindenwood University is committed to offering excellent programs in teacher education both at the pre-service and graduate levels of instruction. In response to the need of beginning and veteran educators, Lindenwood has developed several alternatives by which the practicing educator may complete a Master of Arts degree. Program options are designed to meet the needs of first and second year teachers as well as satisfy the advanced certification requirements of veteran educators. Courses labeled as EDH and EDE are offered through collaboration with the School of Education and other Schools. These courses provide teachers the opportunity to enroll in graduate studies in their subject area teaching field.

### **Advanced Program Certification Areas**

Library Media

School Psychological Examiner\*

Special Reading

Special Education Administrator

Special Education

Gifted Education

The transcript of the completed advanced program degree acknowledges program completion in the "area of emphasis" of the respective program. Application of the specific area of certification must be made to the Department of Elementary and Secondary Education.

*\*Note: For more information about the graduate program in school counseling, consult the Professional and School Counseling section of this catalog.*

### **Criteria for Admission to the Graduate Education Program**

1. A baccalaureate degree from an accredited college or university with a minimum grade point average of a 3.0 on a 4.0 scale.
2. Recommendation by an immediate education supervisor. This may be the letter of recommendation required for admission to the graduate program.
3. Approval of the dean of education.

### **Application Procedures**

1. Complete the application procedures required for admission to the university.
2. Complete a program overview with the assistance of an education school advisor.
3. Obtain approval of the dean of the school.

### **Requirements for the Program**

1. Four options exist for graduate students in education. The Master of Arts degree in Education requires students to complete at least 33 semester hours of graduate courses. Students may choose either the Master of Arts project (EDU 60000) or curriculum design coursework (EDU 52000) to fulfill degree requirements. All graduate students must maintain a GPA of 3.0 or higher. The Master of Arts in School Administration is a 36 credit hour program. The Master of Arts in Education with Library Media Certification is a 40 credit hour program. The Master of Arts in Teaching with elementary school certification preparation is a 71 credit hour program. Middle school certification preparation is a 57 credit hour program, and secondary school certification preparation is a 45 credit

hour program. All include certification requirements.

Content area coursework required by the Department of Elementary and Secondary Education must also be met for middle and secondary education.

2. Graduate degrees are to be completed within five calendar years from the date of matriculation in the program. (Matriculation is the date of the first day of the first term in which the student begins the graduate program.) Students requiring longer than five years must file a petition for policy exemption. Students will be expected to meet the degree requirements in effect at the time of the petition.
3. Graduate students who have not had a course in Education of the Exceptional Child will be required to take the course.
4. Graduate students in Master of Arts degree programs who register for the Master of Arts Project in one term must continue to register each subsequent term until the project is completed and accepted. The fee for the Master of Arts project extension is \$50.00 per semester. (Students in the Doctor of Education degree program are also required to continually register for EDA 78000 each fall and spring semester until the dissertation is completed and accepted. The fee for the Doctor of Education dissertation extension is \$500.00 per semester.) Summer semester sessions are excluded. Failure to register for continuous registration will result in termination from candidacy for the degree.
5. Graduate students must complete an application for graduation in the Registrar's Office and pay any required fees in order to be accepted for graduation. The application should be submitted according to the academic calendar.

### **Transfer & Workshop Credit**

Graduate students may transfer no more than nine (9) graduate semester hours of credit to Lindenwood from other accredited institutions.

1. All transfer graduate credit must be from an accredited graduate institution and must meet the approval of the dean of the School of Education and the registrar.
2. All transfer credits must carry a letter grade of "B" or higher. An official transcript must be provided for verification.
3. "Pass-Fail" or "Credit" courses will be accepted in transfer.
4. All transfer and workshop graduate credit must be relevant to the student's proposed program and should have been completed within the last 7 years.
5. Once admitted, the student must obtain prior permission from the education dean and the registrar in order to apply credit from any other college or university toward the degree. Prior Approval forms are available in the Academic Services Office for this purpose.
6. Students may elect to take a maximum of six (6) credit hours of approved workshops to be accepted as part of the credit for the degree. These hours would be included as part of approved transfer credit if taken at other accredited institutions.

### **Core Courses**

All students seeking a Master of Arts degree in education are required to complete four core courses, plus EDU 60000.

### **Core Courses**

EDU 50500 Analysis of Teaching and Learning Behavior  
EDU 51000 Conceptualization of Education  
EDU 57000 Educational Research

### **Graduate Teacher Education Goals**

The graduate student in education at Lindenwood University will have experiences that will enable him/her to

1. Read critically in the areas of contemporary education problems, curriculum, and educational research.
2. Analyze and discuss educational issues and write about them in accepted academic formats.
3. Analyze one's own teaching behavior and plan strategies for improvement using a variety of instructional models.
4. Demonstrate knowledge of human growth and development as it relates to the teaching-learning-leading process.
5. Study curriculum theory and to design curricula pertinent to the needs of selected student populations.
6. Understand, analyze, interpret, design, and apply research relevant to the setting of the elementary or secondary educational professional.
7. Demonstrate the ability to do effective library research.
8. Effectively prescribe educational experiences for learners with special needs.
9. Gain increased understanding of the knowledge, attitudes and skills needed to teach about global issues and cultural pluralism.
10. Design research projects in education or specific areas, that will enable the practicing educator to meet his/her professional goals.
11. Explore one or more areas of professional concern in some depth.
12. Become an informed decision maker, capable of self and educational program evaluation, who, recognizing the value of continuing education has succeeded in developing within him/herself the art and the science of teaching and leading.

### **MASTER OF ARTS IN EDUCATION: MODEL I**

Model I is an advanced degree program for educators who have had experience in either elementary or secondary schools. A student may complete coursework required to apply for Missouri certification in Reading, an area of Special Education, Early Childhood Education, Early Childhood Special Education, or Gifted Education. In Model I, elective courses are selected from courses required for specialized certification. The program is designed to enable the educator to extend his/her knowledge, skills, and understanding of the process of teaching and learning. Model I allows the graduate student, in accord with a faculty advisor, to design a portion of the program according to individual needs and career goals. Students admitted to Model I must hold a valid teaching certificate and be presently involved in an educational setting or have worked within one in the last three years. The program includes the four core courses required of all graduate students in Education. The remaining credit hours will be selected by the student in consultation with the advisor from existing graduate courses to meet state certification standards for application.

### **MASTER OF ARTS IN EDUCATION: MODEL II (SPECIALTY AREA)**

Model II is an advanced program that allows the student to develop extensive expertise in a specific content area. The student and the faculty advisor will design a comprehensive program in a content area. The program includes the four core courses required of all graduate students in Education. The remaining credit hours will be selected by the student in consultation with the advisor

from existing graduate courses to meet individual needs.

### **MASTER OF ARTS IN EDUCATION WITH AN EMPHASIS IN CHARACTER EDUCATION**

Lindenwood University recognizes that area teachers are seeking an academic and hands-on exploration of the topic of character development of students. Lindenwood offers a unique Master of Arts in Education degree with an emphasis in Character Education. This program builds on the existing skills of practicing educators to assist them in integrating character education into their curriculum. Several major perspectives in the field of character education will be explored so teachers may find a match with their grade and subject areas and infuse character education into the teaching and management of the classroom.

Program emphasis is placed upon a practical approach to the study of character education and the completion of academic assignments that are tailored to the individual needs of the graduate student. Graduate students will complete 33 credit hours of graduate courses. Students may choose between a character education project and a character curriculum design course as the required culminating master's assignment.

#### **Core Courses**

EDU 50500 Analysis of Teaching/Learning Behavior (3)  
EDU 51000 Conceptualization of Education (3)  
EDU 52000 Curriculum Design  
EDU 57000 Educational Research (3) or EDU 60000 Master's Project (3)

#### **Character Education Emphasis Courses:**

EDU 53800 Character Education (3)  
EDU 58300 Character Education Instructional Techniques (3)  
EDU 58400 Character Education Curriculum Design (3) (May replace above Curriculum Design requirement, however, 33 credit hours are still needed)  
EDU 59300 Topics in Character Education (3)  
Character Education Electives (9)

### **MASTER OF ARTS IN EDUCATION WITH AN EMPHASIS IN EARLY INTERVENTIONS IN AUTISM AND SENSORY IMPAIRMENTS**

The Master of Arts degree with an emphasis in Early Interventions Program provides early childhood professionals with training to partner with parents of young children who have learning needs in the area of autism and/or sensory impairments. The need for specialized teacher training in early interventions is evidenced through the increasing prevalence of children born prematurely with low birth weights with co-occurrence of one or more developmental disabilities. Teachers of young children who are on the autism spectrum and/or evidence sensory impairments face challenges that are outside the scope of pre-service training. Additionally, the Centers for Disease Control and Prevention (2004) reported that about one half of children surveyed in the Metropolitan Developmental Disabilities Surveillance Program who have vision impairment also have one or more other developmental disabilities. All candidates will complete a study of family centered practices and characteristics of autism and sensory impairments before selecting a strand of specialization in autism, visual impairment, or deaf/hearing impairment. Potential candidates for this program include teachers, parents, speech and language therapists and related services professionals, certified pre-K-12 teachers, certified VI teachers who want to learn more about autism and sensory impairments, sign language professionals with a BA degree, early childhood professionals who may not be DESE teacher certified but hold a BA degree in early childhood or childhood development, and those who have

a BA/BS degree and interest and work experience in the field of early childhood or special education. The program does not offer teacher certification from MO DESE. Prerequisite courses that must be taken prior to taking courses below are (these courses can be taken as electives):

- a. EDU 34100/54100 Education of the Child with Exceptionalities
- b. EDS 33700/53700 Special Education Counseling

#### **Core Courses**

EDU 50500 Analysis of Teaching/Learning Behavior (3)  
EDU 51000 Conceptualization of Education (3)  
EDU 57000 Educational Research (3)  
EDU 52000 Curriculum Design or EDS 52000 Master's Project (3)

#### **Early Interventions Courses:**

EDS 56000 Introduction to Family Centered Practices for Early Interventions in Autism, Visual Impairment, Deaf/Hard of Hearing(3)  
\*EDS 50200 Behavior Management (3)  
EDS 56100 Characteristics of Young Children with Autism Spectrum Disorders (3)  
\*EDU 55100 Early Childhood Screening, Diagnosing and Prescribing Instruction (3)  
EDS 56200 Characteristics of Infants and Young Children with Visual Impairments (3)  
EDS 56300 Characteristics of Infants and Young Children with Deaf/Hard of Hearing Impairments (3)

#### **Autism Strand Emphasis Courses:**

EDS 57000 Methodologies for Teaching Young Children with Autism Spectrum Disorders (3)  
EDS 57100 Parents and Teachers as Partners: Social, Language Development and Emergen Literacy (3)  
EDS 57200 Designing Effective Classrooms for Young Children with Autism Spectrum Disorders (3)  
\*May be taken as an undergraduate course.

*NOTE: Courses for specialization for Vision Impairment Strand and Deaf/Hearing Impairment Strand will be offered beginning fall 2012.*

### **MASTER OF ARTS IN EDUCATION WITH AN EMPHASIS IN EDUCATIONAL TECHNOLOGY**

The Master of Arts in Education degree with an emphasis in Educational Technology prepares graduate students to assume roles of leadership in instructional technology settings in school, business and industry. Graduates will apply acquired technical skills, research and knowledge about equipment, software, current issues, trends, theories, and principles of instructional design to the successful development, implementation, and integration of hypermedia, hypertext, and multimedia in instructional settings. The culminating student project will provide evidence of the student's expertise in the design and utilization of educational technology. The M.A. in Education with Emphasis in Educational Technology is a 33 hour program.

#### **Core Courses**

EDU 50500 Analysis of Teaching/Learning Behavior (3)  
EDU 51000 Conceptualization of Education (3)  
EDU 57000 Educational Research (3)  
EDU 52000 Curriculum Design (3) or EDU 60000 Master of Arts Project (3)

#### **Core Specialty Courses**

EDT 50010 Educational Technology Theory and Practice (3)  
EDT 50020 Transforming Learning with Technology (3)  
EDT 50030 Multimedia Applications (3)  
EDT 50040 Digital Communication (3)  
EDT 50050 Andragogy (Adult Learning) and Distance Education (3)  
EDT 50060 Ethics and Issues in Educational Technology (3)  
EDT 50070 Educational Technology Seminar and Internship (3)

### **MASTER OF ARTS IN EDUCATION WITH EMPHASIS IN INTERPRETATION**

The Master of Arts degree in Education with an emphasis in Interpretation provides students with advanced study in the field of Interpretation in cooperation with the School of American Studies. This highly specialized communication process is used in museums, historic sites, nature centers, art galleries, zoos, aquaria, tourism, and eco-tourism. The Education foundation of this degree prepares graduates for positions in program development, management, planning, and curriculum design for interpretive sites. This is a highly competitive field and this program is designed to prepare qualified candidates with a foundation in theory and hands-on application.

#### **The Curriculum**

Students in the Master's of Arts in Education with an emphasis in Interpretation program are required to take a minimum of 36 credits. AST 50300, AST 56000, AST 60000, EDU 50500 or EDU 50200, EDU 51000, EDU 57000, and EDU 52000 are required.

Recommended courses include but are not limited to NPA 50300, NPA 55000, and NPA 57100.

Students are required to produce a viable research paper or project approved by the Dean of American Studies, 3-6 hrs. Electives are selected from a variety of disciplines to support the student's focus.

Students will have the option to apply for professional certification through the National Association for Interpreters (NAI), as a Certified Interpretive Planner (CIP), Certified Heritage Interpreter (CHI), Certified Interpretive Manager (CIM), or Certified Interpretive Trainer (CIT). Students who have received certification from NAI through previous training may apply for up to nine (9) transfer credit hours upon completion of a proficiency evaluation and submission of documentation.

#### **International Students**

All applicants whose first language is not English or who have not received a baccalaureate degree from an institution in which the language of instruction is English must take the TOEFL, which must be passed with a score of 550.

#### **Language Requirement**

There is no language requirement for the M.A. degree.

#### **GRE**

GRE scores are not required.

### **MASTER OF ARTS IN EDUCATION WITH AN EMPHASIS IN MATHEMATICS EDUCATION SPECIALIST- ELEMENTARY K-5 (non-certification)**

The Master of Arts in Education with an emphasis in K - 5 Mathematics Education Specialist is designed to train teacher leaders to provide support for elementary classroom teachers. Students will study mathematics concepts, teaching pedagogy, and leadership strategies in a program focused on four major



content strands: Numbers and Operations; Geometry and Measurement; Algebraic Reasoning; and Data, Statistics, and Probability. The program will also provide valuable leadership training for the emphasis in K - 5 Mathematics Education.

The program is open to educators certified in secondary (6-12) and/or elementary (K-5). Coursework includes 25 hours in the core specialty area.

**Prerequisites:** Teacher certification with a minimum of 10 hours of mathematics from the following: MTH 13400, MTH 13500, MTH 14100, MTH 15100, MTH 15200, MTH 17000, CSC 10000. (Substitution may be made with advanced mathematics coursework in the same subject area.)

#### **Prerequisite Core Courses**

EDU 50500 Analysis of Teaching/Learning Behavior (3)  
EDU 51000 Conceptualization of Education (3)  
EDU 57000 Educational Research (3)  
EDU 52000 Curriculum Design (3) or EDU 60000 Master's Project (3)

#### **Core Specialty Courses**

EDM 53800 Numbers and Operations (3)  
EDM 54000 Geometry and Measurement (3)  
EDM 55000 Algebraic Reasoning (3)  
EDM 56000 Data Analysis, Statistics, and Probability (3)  
EDM 53900 Seminar with Internship I – Numbers and Operations (1)  
EDM 54500 Seminar with Internship II – Geometry and Measurement (1)  
EDM 55500 Seminar with Internship III – Algebraic Reasoning (1)  
EDM 56500 Seminar with Internship IV – Data Analysis, Statistics, and Probability (1)  
EDM 58000 Foundations of Mathematics Education Leadership (3)  
EDM 59000 Mathematics Leadership: Influencing and Facilitating Improvement (3)  
EDM 59500 Elementary Mathematics Specialists: Influencing and Facilitating Improvement (3)

#### **MASTER OF ARTS IN TEACHING (M.A.T.) PROGRAM DESCRIPTION**

The Master of Arts in Teaching degree is offered as a parallel to the Master of Arts in Education. The M.A. in Teaching is designed to serve students who have earned a Bachelor of Arts degree in a subject/content area of certification but have not completed the required course work that leads to a teaching certificate.

The Master of Arts in Teaching with elementary school certification preparation is a 71 credit hour program. Middle school certification preparation is a 57 credit hour program, and secondary school certification preparation is a 45 credit hour program. All include certification requirements. Content area coursework required by the Department of Elementary and Secondary Education must also be met for middle and secondary education.

The education courses required (not including specific content area coursework that may be required by the Department of Elementary and Secondary Education for a subject certification) are as follows:

The Master of Arts in Teaching program for secondary preparation includes 45 hours of graduate course work:  
EDU 50000 Foundations of K-12 Education (3)  
EDU 50200 Psychology of Teaching and Learning (3)

EDU 50500 Analysis of Teaching Behavior (3)  
EDU 50700 Reading in the Content Area (3)  
EDU 51000 Conceptualization of Education (3)  
EDU 51500 PRAXIS-Foliotek Seminar (0-3)  
EDU 51800 Meas. & Evaluation to Enhance Learning (3)  
EDU 52000 Curriculum Analysis & Design (3)  
EDU 52100 Classroom Teaching/Management (3)  
EDU 53500 Subject Area Teaching Methods (3)  
EDU 54100 Education of the Exceptional Child (3)  
EDU 57000 Education Research (3)  
EDU 59900 Field Experience (Student Teaching) (12)

The Master of Arts in Teaching program for middle school preparation includes the 45 hours of graduate course work listed above, possible content area course work, plus:

EDU 58500 Middle School Philosophy/ Organization (3)  
EDU 58600 Middle School Curriculum/ Instruction (3)  
EDU 58700 Reading/Writing Across Curriculum (3)  
EDU 58800 Middle School Psychology (3)

The Master of Arts in Teaching program for elementary school preparation includes:

EDU 50000 Foundations of K-12 Education (3)  
EDU 50200 Psychology of Teaching and Learning (3)  
EDU 50500 Analysis of Teaching Behavior (3)  
EDU 51000 Conceptualization of Education (3)  
EDU 51500 PRAXIS-Foliotek Seminar (0-3)  
EDU 51800 Meas. & Evaluation to Enhance Learning (3)  
EDU 52000 Curriculum Analysis & Design (3)  
EDU 52100 Classroom Teaching/Management (3)  
EDU 54100 Education of the Exceptional Child (3)  
EDU 50300 Elementary Reading Methods (3)  
EDU 50600 Elementary/Middle School Language Arts Methods (3)  
EDU 50900 Analysis and Correction of Reading Disabilities (3)  
EDU 52200 Reading Practicum (2)  
EDU 51200 Elementary/Middle School Mathematics Methods (3)  
EDU 51900 Elementary/Middle School Science Methods (3)  
EDU 53100 Elementary Music Methods (2)  
EDU 53300 Elementary Art Methods (2)  
EDU 54500 Health, Safety, and Nutrition (3)  
EDU 55300 Elementary/Middle School Social Studies Methods (3)  
EDU 58200 Integrated Literature (3)  
EDU 57400 P.E. in the Elementary School (2)  
EDU 57000 Education Research (3)  
EDU 59900 Field Experience (Student Teaching) (12)

#### **MASTER OF ARTS IN EDUCATION WITH AN EMPHASIS IN ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) CERTIFICATION**

##### **PROGRAM DESCRIPTION**

Lindenwood University's School of Education offers a Master of Arts in Education with an emphasis in English for Speakers of Other Languages (ESOL). Students develop an understanding of the basic principles of learning and teaching a second language, as well as the pedagogical implications of those principles for English language teaching. Graduates are prepared to meet the current demand for highly trained, competent teachers of ESOL in the K-12 teaching context. This Missouri Department of Elementary and Secondary Education approved certification program requires a valid Missouri teaching certificate. Native

speakers of English are required to successfully complete two semesters of college level foreign language instruction OR successfully complete a foreign language proficiency exam. Non-native speakers of English are required to obtain a minimum TOEFL score of 570 and successfully complete the University-administered English placement exam.

The Master of Arts in Education with an Emphasis in English for Speakers of Other Languages (ESOL) is a 33 credit hour program based on theory, research, and practice.

### **Prerequisite Education Courses**

\*EDU 54100 Education of the Exceptional Child (3)  
\*EDU 50700 Reading in the Content Field (3)  
\*Undergraduate level courses are accepted, but graduate replacement courses are required to meet the 33 credit hour M.A. requirement.

### **Education Course Requirements**

#### **Core Courses**

EDU 50500 Analysis of Teaching and Learning (3)  
EDU 51000 Conceptualization of Education (3)  
EDU 52000 Curriculum Analysis and Design (3)  
EDU 57000 Educational Research (3)

#### **Core Curriculum**

TESOL 50400 History of the English Language (3) OR  
TESOL 57200 Modern Grammar (3)  
TESOL 51000 Linguistics and English Language Teaching (3)  
TESOL 52000 Sociolinguistics (3)  
TESOL 53000 Second Language Acquisition (3)  
TESOL 54000 TESOL Methods (3)  
TESOL 55000 Assessment in TESOL (3)  
TESOL 56000 TESOL Practicum (3)

### **MASTER OF ARTS IN EDUCATION WITH LIBRARY MEDIA CERTIFICATION**

Offered at the graduate level, the program to certify school library media specialists will include all of the courses required by the Missouri Department of Elementary and Secondary Education for certification, and at the same time, incorporate those skills and competencies considered essential by the American Association of School Librarians (AASL) as set forth in the 1998 Standards. Courses in the Lindenwood University Master of Arts in Education program (which will include all courses required for certification) will define more clearly the librarian's instructional role by moving the focus from library instruction to whole school curriculum. The program emphasizes collaboration involving teachers and the role of the librarian as instructional consultant, working with teachers and administrators to integrate the information curriculum throughout the instructional program of the school.

For those possessing a teaching certificate, the completion of 40 credits is required.

#### **Core Courses**

EDU 50500 Analysis of Teaching and Learning (3)  
EDU 51000 Conceptualization of Education (3)  
EDU 52000 Curriculum Analysis and Design (3)

#### **Library Media Courses**

EDL 50000 Libraries and Librarianship (2)  
EDL 50500 Administration of the Media Center (3)  
EDL 51000 Cataloging and Classification (3)  
EDL 51500 Information Technologies for the Media Center (3)  
EDL 52000 Selection and Acquisition of Materials (3)

EDL 52500 Introduction to Reference Sources (3)  
EDL 53000 Integration and Utilization (3)  
EDL 53500 Library Materials for Children and Youth (3)  
EDL 54000 Material Production (3)  
EDL 54500 Seminar and Media Center Practicum (2)  
EDU 57000 Educational Research (3)\*  
\*Action Research focus in Library Media required for Library Media Certification.

Additional DESE Requirement for those who currently only hold elementary certification: EDU 50700 Reading in the Content Areas (3)

### **EDUCATIONAL LEADERSHIP**

The graduate program in Educational Leadership offers Masters, Educational Specialist, and Educational Doctorate Degrees. With those degrees, the following educational leadership programs and certifications are offered:

#### **Master of Arts Degree (M.A.)**

School Administration (initial certification – school principal)

#### **Educational Specialist Degree (Ed.S.)**

School Administration (initial certification – school principal)  
Educational Administration (advanced certification – superintendent)  
Instructional Leadership (non-certification) with three emphasis areas: P-12 Instructional Leadership; Literacy Education K-12; Mathematics Education K-5

#### **Educational Doctorate Degree (Ed.D.)**

Educational Administration (advanced certification –superintendent)  
Instructional Leadership (non-certification) with three emphasis areas: P-12 Instructional Leadership; Andragogy (adult education); Higher Education Administration

### **Graduate Educational Leadership Goals**

The graduate student in Educational Leadership at Lindenwood University will have experiences that will enable him/her to

1. Exhibit decisive and confident leadership while accepting responsibility, maintaining focus, and preserving integrity.
2. Institute just policies and implement procedures fairly and consistently.
3. Unify the organization through collaborative efforts toward common goals.
4. Conceptualize a broad spectrum of educational principles, generalizations, practices, dispositions, perspectives, and resources.
5. Demonstrate competent stewardship of resources.
6. Implement effective change processes when needed.
7. Articulate vision clearly and effectively.
8. Respect, recognize, and value individual needs and abilities.
9. Empower colleagues.
10. Demonstrate proficiency in critical thinking, problem solving, decision-making, and interpersonal skills.

### **MASTER OF ARTS IN SCHOOL ADMINISTRATION**

The Master of Arts degree in School Administration program meets the needs of those students seeking initial certification as a school principal. The program stresses reflective leadership to foster effective schools. Skills taught prepare students to assume leadership roles in instruction, management, supervision, and problem solving in a creative and effective manner. To

be admitted into the Master of Arts in School Administration program all students must:

1. Possess a baccalaureate degree from an accredited college or university with a minimum GPA of 3.0 on a 4.0 scale.
2. Hold a valid teaching certificate.
3. Complete 36 hours of the required graduate administrative coursework.
4. Maintain a GPA of 3.0 or higher.
5. Have passing credit for Education of the Exceptional Child.
6. Complete the degree within five years from the first day of which the program commenced.

#### **Core Courses:**

EDU 50500 Analysis of Teaching/Learning Behavior (3)  
EDU 51000 Conceptualization of Education (3)  
EDU 57000 Educational Research (3)  
EDU 52000 Curriculum Design (3)

In addition to the four core courses required of all graduate students in Education, the following courses are required:

EDA 50500 Foundations of Educational Administration (3)  
EDA 51000 Elementary School Administration and Organization or EDA 51200 Secondary School Administration and Organization (3)  
EDA 51500 School Supervision (3)  
EDA 52000 School Business Management (3)  
EDA 52500 School Law (3)  
EDA 53000 Public and Community Relations (3)  
EDA 53500 School Facilities (3)  
EDA 59900 Field Experience (3)

Those seeking middle school administration certification must hold a current elementary or secondary teaching certificate. Those seeking an elementary certificate must hold a current elementary teaching certification and those seeking secondary certification must hold a current secondary certificate.

#### **Special Education Administration Certification**

Lindenwood University also offers the necessary coursework for those pursuing the initial special education administrator's certificate. This coursework is embodied in the Master of Arts degree in School Administration. In addition to this degree, the candidate must meet the following criteria: A valid special education teaching certificate and two years of teaching experience in an approved program and the following courses: EDA 51400 Foundations and Administration of Special Education (3), EDA 54500 Special Education Law (3) and EDA 59800 Special Education Field Experience (3).

#### **EDUCATIONAL SPECIALIST DEGREE (ED.S.) IN EDUCATIONAL ADMINISTRATION, INSTRUCTIONAL LEADERSHIP, OR SCHOOL ADMINISTRATION**

The Educational Specialist (Ed.S.) degree represents a program of organized and approved graduate work, consisting of a minimum of 28-30 credit hours beyond the requirements for the Master of Arts in School Administration or Master of Arts in Education Degree. Evidence of proficiency in educational statistics and research methodology must be provided before the candidate's enrollment in the research project. This evidence will normally be the satisfactory completion of Statistics in Educational Administration (EDA 64500). If not completed as a part of the Master of Arts degree, the program must include a graduate course in the behavioral, social, philosophical, or historical foundations of education. The program may consist

entirely of courses in education or, in part, of courses selected from other disciplines. However, a minimum of 24 credit hours of coursework is required at the 60000 level for the Educational Specialist in Educational Administration degree. Twenty-one credit hours of course work at the 60000 level is required for the Educational Specialist in Instructional Leadership degree and 22 credit hours at the 60000 level for the Educational Specialist in School Administration degree. Six credit hours of coursework taken at Lindenwood University while in the M.A. program may be used in the Educational Administration program. Nine credit hours may be used for the Instructional Leadership and School Administration programs. A Specialist Project of at least 50 pages with 40 scholarly references is required.

#### **Program Requirements**

1. A minimum of 28-30 graduate education credit hours earned after completion of the Master of Arts degree
2. Satisfactory completion of an Educational research course.
3. A minimum of 24 credit hours of coursework taken at Lindenwood University
4. A minimum residency requirement of two consecutive terms approved by the student's advisor
5. Successful completion of a Specialist project of 50 pages and 40 scholarly references that researches a significant problem related to the field of education
6. Prerequisites of EDU 57000 Educational Research and EDU 52000 Curriculum Design.

#### **Course requirements**

**Educational Administration** (Superintendent or Advanced Certification): 24 credit hours at the 60000 level\*

EDA 60000 Instructional Program Leadership & Assessment (3)  
EDA 60500 Advanced School Law (3)  
EDA 61000 Human Resource Administration (3)  
EDA 61500 Advanced School Finance (3)  
EDA 62000 School District Administration (3)  
\*EDA 53000 Public and Community Relations (3)  
\*EDA 53500 School Facilities (3)

EDA/MBA Electives from EDA or M.B.A. coursework (6 hours)

\*Up to 6 credit hours of selected coursework completed in Lindenwood University M.A. School Administration program may be applied toward the Specialist Program

Internship 3 credit hours:

EDA 64100 Educational Administration Internship (3)

Research Project 6 credit hours:

EDA 64500 Statistics in Educational Administration (3)

EDA 65000 Specialist Project (3)

EDA 68000 Specialist Experience (0) Required if the Specialist Project is not completed during the semester enrolled in EDA 65000\*

\* Students who have not completed their Educational

Specialist Project during the semester enrolled must enroll in EDA 68000 each fall and spring semester until the project is completed. The Educational Specialist Project Experience EDA 68000 has a fee listed on page 13.

**Instructional Leadership** (Non-certification): 21 hours at the 60000 level

\*EDA 52500 School Law (3)

\*EDA 53000 Public and Community Relations (3)

\*EDA 52000 School Business Management (3)

EDA/MBA Elective from EDA or MBA coursework (9 credit hours)

\*Up to 9 credit hours of selected coursework completed in Lindenwood University M.A. in Education Administration program may be applied toward the Specialist Program  
 EDA 60000 Instructional Program Leadership & Assessment (3)  
 EDA 61000 Human Resource Administration (3)  
 EDA 62500 Student Achievement Enhancement Techniques (3)  
 EDA 63000 Instructional Program Improvement Strategies (3)  
 Internship 3 hours:  
 EDA 64200 Instructional Leadership Internship (3)  
 Research Project 6 hours:  
 EDA 64500 Statistics in Education (3)  
 EDA 65000 Specialist Project (3)  
 EDA 68000 Specialist Experience (0) Required if the Specialist Project is not completed during the semester enrolled in EDA 65000\*

**INSTRUCTIONAL LEADERSHIP  
 WITH AN EMPHASIS IN LITERACY EDUCATION K-12**

The Educational Specialist in Instructional Leadership with an emphasis in Literacy is designed to train teacher leaders to provide support for elementary, middle, and high school reading specialists/literacy coaches, department chairs and classroom teachers. The Ed.S. Literacy Education Specialist degree is designed as an option for in-service teachers experienced in the teaching of literacy who want to pursue post-graduate studies to further the knowledge base in the field of literacy studies. Candidates will prepare for the roles and responsibilities of effective faculty and staff development leader, supervisor of reading specialists/literacy coaches, curriculum coordinator, and administrative team member. Although a Master of Arts degree + 30 hours is required prior to application, certification in K-12 Special Reading is not required. Potential candidates for this program are expected to have extensive experience in teaching literacy. It is also important to note that courses required by MO DESE for the K-12 Special Reading certificate would not be accepted in lieu of the Ed.S. Literacy Education Specialist Program.

Ed.S. in Instructional Leadership in Literacy Education (30 hours of 60000 level coursework)  
 EDA 60000 Instructional Program Leadership & Assessment (3)  
 EDARL 67000 Foundations of K-12 Literacy Administration/Organization (3)  
 EDARL 67100 Pedagogy for Effective Literacy Practices (3)  
 EDARL 67200 Student Achievement Enhancement Techniques for Elementary Literacy (3)  
 EDARL 67300 Student Achievement Enhancement Techniques for Secondary Literacy (3)  
 EDARL 67400 Literacy leadership: Influencing and Facilitating Program Improvement (3)  
 EDARL 67500 Cognitive Coaching for Teaching Diverse Populations and Adult Learners (3)  
 EDA 64500 Statistics in Educational Administration (3)  
 EDA 64200 Instructional Leadership Internship (3)  
 EDA 65000 Specialist Project (3)  
 EDA 68000 (0) Required if the Specialist Project is not completed during the semester enrolled in EDA 65000\*

**INSTRUCTIONAL LEADERSHIP  
 WITH AN EMPHASIS IN  
 MATHEMATICS SPECIALIST- ELEMENTARY K-5**

(Non-certification): 21 hours at the 60000 level  
 The Education Specialist in Instructional Leadership with an emphasis in K-5 Mathematics Education Specialist is designed to train teacher leaders to provide support for elementary classroom teachers. Students will study mathematics concepts, teaching

pedagogy, and leadership strategies in a program focused on four major content strands: Numbers and Operations; Geometry and Measurement; Algebraic Reasoning; and Data, Statistics, and Probability. The program will also provide valuable leadership training for the emphasis in K - 5 Mathematics Education.

**The program is open to educators certified in secondary (6-12) and/or elementary (K-5). Coursework includes 25 hours in the core specialty area.**

**Prerequisites:** Teacher certification with a minimum of 10 hours of mathematics from the following: MTH 13400, MTH 13500, MTH 14100, MTH 15100, MTH 15200, MTH 17000, CSC 10000. (Substitution may be made with advanced mathematics coursework in the same subject area.)

**Master – Prerequisite Core Courses**

EDU57000 Educational Research (3)  
 EDU52000 Curriculum Design (3)

**Specialist Level Courses**

EDA 60000 Instructional Program Leadership & Assessment (3)  
 EDA 65000 Specialist Project (3)  
 EDA 68000 (0) Required of the Specialist Project is not completed during the semester enrolled in EDA 65000\*

**Core Specialty Courses**

EDAM 63800 Numbers and Operations (3)  
 EDAM 64000 Geometry and Measurement (3)  
 EDAM 65000 Algebraic Reasoning (3)  
 EDAM 66000 Data Analysis, Statistics, and Probability (3)  
 EDAM 63900 Seminar with Internship I – Numbers and Operations (1)  
 EDAM 64500 Seminar with Internship II – Geometry and Measurement (1)  
 EDAM 65500 Seminar with Internship III – Algebraic Reasoning (1)  
 EDAM 66500 Seminar with Internship IV – Data Analysis, Statistics, and Probability (1)  
 EDAM 68000 Foundations of Mathematics Education Leadership (3)  
 EDAM 69000 Mathematics Leadership: Influencing and Facilitating Improvement (3)  
 EDAM 69500 Elementary Mathematics Specialists: Influencing and Facilitating Improvement (3)

**School Administration (Initial Principal Certification):** 22 credit hours at the 60000 level

EDA 60800 Foundation of Elem School Administration (4)  
 or  
 EDA 60900 Foundation Secondary School Administration (4)  
 EDA 61600 School Supervision (3)  
 EDA 61800 School Business Management (3)  
 EDA 62600 School Law (3)  
 \*EDA 53000 Public and Community Relations (3)  
 \*EDA 53500 School Facilities (3)  
 EDA/MBA Electives from EDA or M.B.A. coursework (6 hours)

\*Up to 6 credit hours of selected coursework completed in Lindenwood University M.A. Education Administration program may be applied toward the Specialist Program  
 Internship 3 hours:

EDA 65300 Field Experience (3)  
 Research Project 6 hours:  
 EDA 64500 Statistics in Educational Administration (3)  
 EDA 65000 Specialist Project (3)  
 EDA 68000 Specialist Experience (0) Required if the Specialist Project is not completed during the semester enrolled in 65000\*

\* Students who have not completed their Educational Specialist Project during the semester enrolled must enroll in EDA 68000 each fall and spring semester until the project is completed. The Educational Specialist Project Experience EDA 68000 has a fee listed on the fee page.

The Educational Specialist in Educational Administration coursework is intended to lead to certification at the Superintendent levels. The proposed coursework will be designed to meet the competencies and specific course requirements established by the Department of Elementary and Secondary Education for certification for those positions.

The major focus of the Educational Specialist in Instructional Leadership coursework is intended for those seeking to fill curriculum and instruction leadership roles in school districts or for individuals who wish to advance beyond the Master of Arts level in an organized and structured degree program. This is not a certificate program.

The School of Education also offers the Educational Specialist in School Administration. The Ed.S. degree in school administration is designed for those with a M.A. in some field other than School Administration. This Ed.S. is a licensure program leading to the initial principal's certificate.

#### **Transfer of Credit from Ed.S. Programs to Ed.D Programs**

Upon completion of Ed.S. in Educational Administration (Advanced Certification) no more than 24 hours may be transferred to the Ed.D. program. Upon completion of the Ed. S. in Instructional Leadership, no more than 24 hours may be transferred to the Ed.D. program. Upon completion of the Ed.S. in School Administration, no more than 6 hours, (EDA 53000, EDA 53500) are eligible for transfer into the Ed.D. program.

#### **DOCTOR OF EDUCATION DEGREE (Ed.D.)**

The purpose of the Doctor of Education (Ed.D.) degree program is to improve professional practice. This program is designed to develop applied research competencies in obtaining and synthesizing information for the solution of educational problems.

Entering doctoral students who already possess a Master of Arts in School Administration or a related field complete a minimum of 48 semester hours of graduate credit beyond the Masters level degree. The nature of doctoral studies implies a high degree of individualized program development to reflect the personal, professional, and academic goals of each student. Consequently, each doctoral student admitted to the program works with a committee chair and a committee to develop and carry out a research study. There are two distinct paths toward an Ed.D. at Lindenwood University: Educational Administration and Instructional Leadership.

The Doctor of Education in Educational Administration coursework is intended to lead to certification at the Superintendent levels. The proposed coursework will be designed to meet the competencies and specific course requirements established by the Department of Elementary and Secondary Education for certification for those positions. Students in this program should hold an Initial Certificate in administration. The major focus of the Instructional Leadership program is intended for those seeking to fill curriculum and instruction leadership roles in school districts, those intending to teach or hold an administrative role in higher education, or those in a corporate or government training setting.

The Doctorate in Instructional Leadership is intended for anyone who wishes to advance beyond the Masters level in an

organized and structured degree program. The Instructional Leadership degree is not a certificate program.

The Andragogy emphasis of the Instructional Leadership program is for those in positions educating adults rather than P-12 students. This can include instructors in higher education settings, human resource personnel, private business, healthcare, etc. Andragogy focuses on the unique characteristics of adult learners.

The Higher Education emphasis of the Instructional Leadership program is for those intending to be instructional administrators in a higher education setting.

The Doctor of Education degree is designed to deepen the content competencies and applied leadership skills of candidates following the completion of a Master of Arts, Science or equivalent level degree.

During this program students will typically be engaged in 6 hours of course work per semester and identified as a part time graduate student. Students will strengthen their understanding and practice of educational administration and develop skills in leadership and policy development. The Doctorate in Education is designed to apply theory and coursework to current issues arising from practice; research will reflect application skills in the candidate's chosen field of study.

In addition to passing doctorate level coursework and a comprehensive exam, the final requirement is completion and approval of the doctoral dissertation. For specific deadlines and guidelines, please see the Lindenwood University Ed.D. Handbook.

Students must maintain a 3.5 GPA throughout the course of the Ed.D. Program with a 3.66 GPA in the first nine credit hours taken. No more than two "C's" are allowed in the entire course of doctoral study. If a student receives an F, he or she must retake the course in the appropriate sequence. The F is not replaced on the transcript, but the two grades are averaged. Please see the Lindenwood University Catalog, for more information on retaking a course. Ed.D. students are expected to complete the degree within five years. Students who do not meet the requirements of the Ed.D. program will be able to apply earned credit toward the Educational Specialist (Ed.S.) program. Students must complete and submit a Change of Major form to change the degree from Ed.D. to Ed.S.

#### **Criteria for Admission to Doctoral Program**

1. Applicants must already possess a Masters level degree
2. Application to Graduate School Admissions
3. Application to Ed.D. Program
4. Resume
5. GPA of 3.40 in previous graduate studies
6. Interview and on-site writing sample
7. Four letters of recommendation
8. Graduate Record Examination

#### **DOCTOR OF EDUCATION COURSE OF STUDY IN EDUCATIONAL ADMINISTRATION (48 HOURS) (SUPERINTENDENT OR ADVANCED CERTIFICATION)**

EDA 70000 Instructional Program Leadership & Assessment (3)  
EDA 70500 Advanced School Law (3)  
(Prerequisite-Masters Level School Law Course)  
EDA 71000 Human Resource Administration (3)  
EDA 71500 Advanced School Finance (3)  
EDA 72000 School District Administration (3)  
EDA 74500 Statistics in Educational Administration (3)  
(Pre-requisite – Educational Research EDU 57000)  
EDA 75500 Seminar in 21st Century Issues in Education:  
Perspectives on Policy and Practice (3)

EDA 76500 Administrative Decision Making (3)  
 EDA 76700 Quantitative Method Design in Educational Research  
 (prerequisite EDA 74500)  
 or EDA 76800 Qualitative Methods in Educational Research  
 (prerequisite EDA 74500)  
 \*EDA 53000 Public and Community Relations  
 \*EDA 53500 School Facilities  
 EDA/MBA Elective from EDA or M.B.A. coursework (6 hours)  
 \*Up to 6 hours of selected coursework completed in Lindenwood  
 University M.A. in Education Administration program may be  
 applied toward the Doctorate Program  
 Internship hours (3)  
 EDA 74100 Superintendent Internship (3)  
 Research Project 12 hours:  
 EDA 75000 Capstone I (3)  
 EDA 77000 Capstone II (3)  
 EDA 77500 Capstone III and Leadership Seminar (6) Dissertation  
 Publication Fee Required  
 EDA 78000 Capstone Experience (0)  
 Students who have not completed their dissertation by the  
 end of Capstone III must enroll in EDA 78000 each fall and  
 spring semester beyond the EDA 77500 course. The fee for  
 the Doctor of Education Capstone Experience is \$500.00 per  
 semester and is required each fall and spring.

**DOCTOR OF EDUCATION COURSE OF STUDY (48 HOURS)  
 P-12 INSTRUCTIONAL LEADERSHIP CORE (NON-CERTIFICATION):**

EDA 70000 Instructional Program Leadership & Assessment (3)  
 EDA 71000 Human Resource Administration (3)  
 EDA 72500 Student Achievement Enhancement Tech (3)  
 EDA 73000 Instructional Program Improvement Strategies (3)  
 EDA 74500 Statistics in Educational Administration (3)  
 (Pre-requisite EDU 57000)  
 EDA 75500 Seminar in 21st Century Issues in Education:  
 Perspectives on Policy and Practice (3)  
 EDA 76700 Quantitative Method Design in Ed Research  
 (prerequisite EDA 74500)  
 or EDA 76800 Qualitative Methods in Ed Research  
 (prerequisite EDA 74500)  
 EDA 76500 Administrative Decision Making (3)  
 (Prerequisite-Masters level Law or Ethics course)

The following Masters level courses or equivalent are  
 required:

\*EDA 52500 School Law  
 \*EDA 53000 Public and Community Relations (3)  
 \*EDA 52000 School Business Management (3)  
 EDA/MBA Elective from EDA or M.B.A. coursework (9 hours)  
 \*Up to 9 hours of selected coursework completed in Lindenwood  
 University M.A. in Education Administration program may be  
 applied toward the Doctorate Program  
 Internship 3 hours:  
 EDA 74800 Instructional Leadership Internship (3)  
 Research Project 12 hours:  
 EDA 75000 Capstone I (3)  
 EDA 77000 Capstone II (3)  
 EDA 77500 Capstone III and Leadership Seminar (6) Publication  
 Fee Required  
 \*EDA 78000 Capstone Experience (0)  
 \*Students who have not completed their dissertation during the  
 Capstone III course must enroll in EDA 78000 each fall and  
 spring semester until the dissertation is completed. The Doctor  
 of Education Capstone Experience has a fee listed in the fee  
 schedule. This course is required each fall and spring.

**ANDRAGOGY EMPHASIS**

EDAA 70100 Building Blocks/Adult Learning Foundations (3)  
 EDAA 70105 Foundational Development and Implementation of  
 Learning Contracts with Adult Learners (3)  
 EDAA 70110 Improvement of Instruction in Adult Education (3)  
 EDAA 70115 Assessment in the Adult Classroom (3)  
 Andragogy Electives: (Student can select one 3 hour elective  
 below to substitute for one of the core andragogy courses  
 required above.)  
 EDAA 70120 Applying Andragogical Principles to Internet  
 Learning (3)  
 EDAA 70125 Changing Functions of Corporate Education  
 Divisions toward Performance Support (3)  
**Required Instructional Leadership Core:**  
 EDA 70000 Instructional Program Leadership & Assessment (3)  
 EDA 71000 Human Resource Administration (3)  
 EDA 74500 Statistics in Educational Administration (3)  
 (Pre-requisite – Educational Research, EDU 57000)  
 EDA 76700 Quantitative Method Design in Ed Research  
 (prerequisite EDA 74500)  
 or EDA 76800 Qualitative Methods in Ed Research  
 (prerequisite EDA 74500)  
 EDA 76500 Administrative Decision Making (3)  
 (Prerequisite-Masters level Law or Ethics course)

The following Masters level courses or equivalent are required:

\*EDA 53000 Public and Community Relations (3)  
 \*EDA 52000 School Business Management (3)  
 EDA/MBA Elective from EDA or M.B.A. coursework (9 hours)  
 \*Up to 9 hours of selected coursework completed in Lindenwood  
 University M.A. in Education Administration program may be  
 applied toward the Doctorate Program Internship 3 hours:  
 EDA 74800 Instructional Leadership Internship (3)  
 Research Project 12 hours:  
 EDA 75000 Capstone I (3)  
 EDA 77000 Capstone II (3)  
 EDA 77500 Capstone III and Leadership Seminar (6)  
 \*EDA 78000 Capstone Experience (0)

\*Students who have not completed their dissertation during the  
 Capstone III course must enroll in EDA 78000 each fall and  
 spring semester until the dissertation is completed. The fee for  
 the Doctor of Education Capstone Experience is \$500.00 per  
 semester and is required each fall and spring.

**HIGHER EDUCATION EMPHASIS**

EDAH 70500 Legal Aspects of Higher Education (3)  
 EDAH 71500 Business Management in Higher Education  
 Administration (3)  
 EDAH 72500 Student Affairs in Higher Education Administration  
 (3)  
 EDAH 75500 Seminar in 21<sup>st</sup> Century Issues in Higher Education  
 (3)

**Required Instructional Leadership Core:**

EDA 70000 Instructional Program Leadership & Assessment (3)  
 EDA 71000 Human Resource Administration (3)  
 EDA 74500 Statistics in Educational Administration (3)  
 (Pre-requisite – Educational Research, EDU 57000)  
 EDA 76700 Quantitative Method Design in Ed Research  
 (prerequisite EDA 74500)  
 or EDA 76800 Qualitative Methods in Ed Research  
 (prerequisite EDA 74500)  
 EDA 76500 Administrative Decision Making (3)  
 (Prerequisite-Masters level Law or Ethics course)  
 The following Masters level courses or equivalent are

required:

- \*EDA 53000 Public and Community Relations (3)
- \*EDA 52000 School Business Management (3)
- EDA/MBA Elective from EDA or M.B.A. coursework (9 hours)
- \*Up to 9 hours of selected coursework completed in Lindenwood University M.A. in Education Administration program may be applied toward the Doctorate Program
- Internship 3 hours:
  - EDA 74800 Instructional Leadership Internship (3)
- Research Project 12 hours:
  - EDA 75000 Capstone I (3)
  - EDA 77000 Capstone II (3)
  - EDA 77500 Capstone III and Leadership Seminar (6)
- \*EDA 78000 Capstone Experience (0)
- \*Students who have not completed their dissertation during the Capstone III course must enroll in EDA 78000 each fall and spring semester until the dissertation is completed. The fee for the Doctor of Education Capstone Experience is \$500.00 per semester and required each fall and spring.

### **MASTER OF ARTS IN COUNSELING**

The programs leading to a Master of Arts in Counseling are designed to prepare master's level counseling practitioners. The Professional Counseling and School Counseling tracks provide students with a broad base of psychological knowledge and theory integrated with extensive training and practice in the use of counseling skills. Graduates of Professional and School Counseling Programs are qualified to work in a variety of school and/or mental health settings with individuals, groups, and families.

The Professional Counseling and School Counseling tracks are intensive and comprehensive, requiring a minimum of 48 semester hours of coursework and applied experience. Admission to the Counseling Program is selective, yet flexible. All students are periodically reviewed to assess their academic progress. Only those students who meet program standards will be allowed to continue. Students completing the Professional Counseling track must obtain a minimum of 600 hours of supervised internship experience. Internship placements may be arranged with a variety of mental health agencies that provide counseling services to clients. Internship students receive individual supervision from qualified professionals at their field sites and will also participate in a group supervision course conducted by a faculty member of the Counseling Program. The Professional Counseling Handbook specifies the details for the Internship experience.

Students completing the School Counseling track must obtain a minimum of 450 hours of Field Placement experience in a school setting (additional hours are required for Illinois certification). Students completing their Field Placement experiences receive individual supervision from a certified school counselor at their site and will also participate in a group supervision course conducted by a faculty member of the Counseling Program. The School Counseling Handbook specifies the details for both Field Placement experiences. Exit requirements vary by program. Brief descriptions of the exit requirements are provided below. Further information regarding exit requirements is provided in the Professional Counseling Handbook and the School Counseling Handbook.

### **PROFESSIONAL COUNSELING TRACK MISSOURI PRACTITIONERS**

The 48 hour program listed below is designed to meet the academic requirements toward licensure as a Professional Counselor set forth by the State of Missouri. Additional requirements for licensure can be found at <http://pr.mo.gov>.

### **Core Curriculum**

- IPC 51100 Foundations of Professional Counseling
- IPC 51200 Ethics and Professional Issues
- IPC 52100 Human Growth and Development
- IPC 52200 Personality Theories and Psychopathology
- IPC 52400 Adult Diagnosis and Treatment Planning
- IPC 54100 Research Methods and Program Evaluation
- IPC 55100 Counseling Theory and Practice
- IPC 55200 Counseling Skills Lab
- IPC 56100 Group Dynamics, Process and Counseling
- IPC 56200 Social and Cultural Foundations of Counseling
- IPC 58100 Appraisal of the Individual fee required
- IPC 58200 Lifestyle and Career Development fee required
- IPC 59000 Counseling Internship (two semesters) fee required

### **Electives**

Students are to choose two of the following course offerings to fulfill degree requirements:

- IPC 53100 Family Counseling
- IPC 53200 Marital Counseling
- IPC 55300 Theories of Counseling Children and Adolescents
- IPC 56400 Crisis Intervention
- IPC 56500 Introduction to Substance Abuse Counseling
- IPC 58300 Analysis of the Individual
- IPC 59800 Special Topics in Counseling
  - IPC 59801 College Admission Counseling
  - IPC 59802 Peer Helping Programs
  - IPC 59803 Spirituality and Counseling
  - IPC 59804 Adult Survivors of Trauma
  - IPC 59805 Clinical Hypnotherapy
- IPC 59001 Counseling Internship Extension (fee required)

### **Internship Requirement**

Students in the Professional Counseling track are required to complete a minimum of 600 hours of supervised internship experience over two semesters. Prior to internship, students must have a GPA of 3.0 or higher. Students are expected to earn a grade of "A" or "B" in their Counseling Internship (IPC 59000) in order to graduate. Students will be required to repeat the course if they earn less than a "B". If students take an Incomplete during their first semester of Internship and have less than half the required internship hours, they must enroll in IPC 59001 for 0 credit hours to allow them to attend internship classes while completing the required hours. If students take an incomplete during their second internship, regardless of how many hours are needed, they must enroll in IPC 59001 for 0 credit hours to allow them to complete all internship hours. For each extension a charge of \$50 will be incurred.

### **Exit Requirements**

In order to fulfill degree requirements, each student completes one of the following:

- IPC 60600 Scholarly Paper (0)
- or
- IPC 60500 Comprehensive Examination. (0)

The student must obtain a passing score on the Counselor Preparation Comprehensive Examination (CPCE). Further information regarding exit requirements is provided in the Professional Counseling Handbook.

## **PROFESSIONAL COUNSELING TRACK**

### **ILLINOIS PRACTITIONERS**

#### **PROGRAM DESCRIPTION**

The 48 hour program listed below is designed to meet the academic requirements toward licensure as a Professional Counselor set forth by the State of Illinois. Additional requirements for licensure can be found at [www.idfpr.com](http://www.idfpr.com).

#### **Core Curriculum**

IPC 51100 Foundations of Professional Counseling  
IPC 51200 Ethics and Professional Issues  
IPC 52100 Human Growth and Development  
IPC 52200 Personality Theories and Psychopathology  
IPC 52400 Adult Diagnosis and Treatment Planning  
IPC 53100 Family Counseling  
IPC 54100 Research Methods and Program Evaluation  
IPC 55100 Counseling Theory and Practice  
IPC 55200 Counseling Skills Lab  
IPC 56100 Group Dynamics, Process and Counseling  
IPC 56200 Social and Cultural Foundations of Counseling  
IPC 56500 Introduction to Substance Abuse Counseling  
IPC 58100 Appraisal of the Individual fee required  
IPC 58200 Lifestyle and Career Development fee required  
IPC 59000 Counseling Internship (two semesters) fee required

#### **Internship Requirements**

Students in the Professional Counseling track are required to complete a minimum of 600 hours of supervised Internship experience over two semesters. Prior to internship, students must have a GPA of 3.0 or higher. Students are expected to earn a grade of "A" or "B" in their Counseling Internship (IPC 59000) in order to graduate. Students will be required to repeat the course if they earn less than a "B". If students take an Incomplete during their first semester of Internship and have less than half the required internship hours, they must enroll in IPC 59001 for 0 credit hours to allow them to attend internship classes while completing the required hours. If students take an incomplete during their second internship, regardless of how many hours are needed, they must enroll in IPC 59001 for 0 credit hours to allow them to complete all internship hours. For each extension a charge of \$50 will be incurred.

#### **Exit Requirements**

In order to fulfill degree requirements, each student completes one of the following: IPC 60600 Scholarly Paper or IPC 60500 Comprehensive Examination. The student must obtain a passing score on the Counselor Preparation Comprehensive Examination (CPCE). Further information regarding exit requirements is provided in the Professional Counseling Handbook.

## **SCHOOL COUNSELING TRACK MISSOURI PRACTITIONERS**

### **PROGRAM DESCRIPTION**

The program of study at Lindenwood University required for recommendation for certification as a School Counselor in Missouri is as follows:

#### **Core Curriculum**

IPC 51000 Foundations of School Counseling  
IPC 51200 Ethics and Professional Issues  
IPC 51300 Principles of School Counseling  
IPC 52100 Human Growth and Development  
IPC 52300 Adjustment and Learning Issues in Children and Adolescents  
IPC 54100 Research Methods and Program Evaluation  
IPC 55300 Theories of Counseling Children and Adolescents

IPC 56100 Group Dynamics, Process and Counseling  
IPC 56200 Social and Cultural Foundations of Counseling  
IPC 57500 Family and School Consulting  
IPC 58100 Appraisal of the Individual (fee required)  
IPC 58200 Lifestyle and Career Development (fee required)  
IPC 58300 Analysis of the Individual (fee required)  
IPC 59100 Field Placement 1 (fee required)  
IPC 59200 Field Placement 2 K-8 (fee required)  
or  
IPC 59300 Field Placement 2 7-12 (fee required)  
or  
IPC 59400 Field Placement 2 K-12 (fee required)

#### **Electives**

Students are to choose one of the following course offerings to fulfill degree requirements:

IPC 53100 Family Counseling  
IPC 53200 Marital Counseling  
IPC 54200 Statistical Analysis  
IPC 56400 Crisis Intervention  
IPC 56500 Introduction to Substance Abuse Counseling  
IPC 58400 Individual Intelligence Testing  
IPC 58500 Individual Diagnostic Assessment  
IPC 59800 Special Topics in Counseling  
IPC 59801 College Admission Counseling  
IPC 59802 Peer Helping Programs  
IPC 59803 Spirituality and Counseling  
IPC 59804 Adult Survivors of Trauma  
IPC 59805 Clinical Hypnotherapy  
IPC 59101 Field Placement Extension (fee required)  
IPC 59201 Field Placement Extension (fee required)  
IPC 59301 Field Placement Extension (fee required)  
IPC 59401 Field Placement Extension (fee required)

#### **Education Courses**

Students seeking certification under this degree program must hold a valid Missouri teaching certificate as required to teach in public schools in Missouri or complete the following education classes to be eligible for certification: EDC 52100 Classroom Teaching/Management for Counselors  
EDC 53500 Methods of Teaching for Counselors  
EDC 54100 Education of the Exceptional Child for Counselors

The Counseling Department offers a cluster of these three education courses, to be taken concurrently, which requires access to and familiarity with the internet and Blackboard. If students elect to take these education courses separately, or have taken one or two equivalent education classes previously, they may take the education classes as tutorials through the Department of Counseling, or through another program. Undergraduate equivalent courses are accepted.

#### **Field Placement Requirement**

Students in the School Counseling track are required to complete a minimum 450 hours of supervised Field Placement. Field Placement I requires a minimum of 150 clock hours (350 in Illinois). Field Placement 2 requires a minimum of 300 clock hours (350 in Illinois). All Field Placements must be in K-12 settings under the supervision of a certified School Counselor. Students must have at least a 3.0 GPA in order to begin Field Placement 1 or 2. Students are expected to earn a grade of "A" or "B" in their Field Placements (IPC 59100 and 59200/59300/59400) in order to graduate. Students will be required to repeat the course if they earn less than a "B". If students take an Incomplete and are unable to complete at least half the required field placement hours, they must enroll in IPC



59101 (for Field Placement I), or IPC 59201, 59301, or 59401 for the various levels of Field Placement II) for 0 credit hours to allow them to attend field placement classes while completing the required hours. For each extension a charge of \$50 will be incurred.

### Exit Requirements

In order to fulfill degree requirements, each student completes IPC 60500 Comprehensive Examination by passing the Praxis II for School Counselors (test 0420). In addition, each student will purchase at the beginning of the program an electronic portfolio demonstrating competencies as delineated by the MoSTEP standards, to be completed by end of Field Placement II. Further information regarding exit requirements is provided in the School Counseling Handbook.

### Illinois Practitioners

Students who wish to practice as school counselors in Illinois may obtain Illinois Certification under certain conditions. Illinois candidates must fulfill all Missouri requirements and obtain Missouri certification. In addition, the Illinois State Board of Education requires students who complete an out of state program to obtain additional Field Placement hours (as indicated above) and pass the Illinois Content Area Test. Students seeking certification in other states will need to check requirements with their state.

### SCHOOL PSYCHOLOGICAL EXAMINER CERTIFICATION MISSOURI PRACTITIONERS PROGRAM DESCRIPTION

Students seeking certification as a School Psychological Examiner must hold a master's degree from a college or university meeting approval of the Missouri Department of Elementary and Secondary Education in one of the following areas: Psychology, Educational Psychology, Counseling, or Education.

The 27-hour program of study at Lindenwood University required for recommendation for certification as a School Psychological Examiner is as follows:

#### Core Curriculum

EDC 54100 Education of the Exceptional Child  
EDU 50200 Psychology of Teaching and Learning  
IPC 52100 Human Growth and Development  
IPC 52300 Adjustment and Learning Issues in Children and Adolescents  
IPC 54200 Statistical Analysis  
IPC 58100 Appraisal of the Individual  
IPC 58400 Individual Intelligence Testing  
IPC 58500 Individual Diagnostic Assessment  
IPC 58600 Internship in Diagnostic Assessment  
Optional:  
IPC 58601 Internship in Diagnostic Assessment Extension fee required

#### Internship Requirements

The Internship in Diagnostic Assessment consists of 150 hours of supervised field experience. All Internships must be in K-12 settings under the supervision of a certified School Psychological Examiner. Students must have at least a 3.0 GPA in order to begin Internship. Students are expected to earn a grade of "A" or "B" in their Internship course (IPC 58600). Students will be required to repeat the course if they earn less than a "B". If students take an Incomplete and are unable to complete at least half the required internship hours, they must enroll in IPC 58601 for 0 credit

hours to allow them to attend internship classes while completing the required hours. For each extension a charge of \$50 will be incurred.

### Residency Requirements

Students who earned their Master of Arts degree in Psychology, Educational Psychology, Counseling, or Education at an approved college or university other than Lindenwood University and who desire the Lindenwood Certification Officer to recommend them for certification as a School Psychological Examiner must complete a minimum of 15 semester hours of graduate coursework at Lindenwood University. This coursework must include the following:  
IPC 58400 Individual Intelligence Testing  
IPC 58500 Individual Diagnostic Assessment  
IPC 58600 Internship in Diagnostic Assessment

### MASTER OF SCIENCE IN HUMAN PERFORMANCE, M.S.

The graduate curriculum for the Human Performance program provides a strong scientific basis for students seeking advanced degrees in the health and allied health professions as well as those seeking practical skills for employment in the health and fitness industry. The coursework gives individuals strong working knowledge in cardiac rehabilitation and corporate fitness. The program is designed for four consecutive semesters of nine credits each, and an additional lab credit, totaling 37 credits.

Students will have the unique opportunity to use state-of-the-art equipment and protocols from the High Intensity Training (HIT) Center of Lindenwood University which gives our students a great advantage in the health and fitness industry. The HIT Center is our exercise physiology laboratory inside of a 12,000 sq./ft. conditioning facility used for Lindenwood University athletic teams. This facility is the only one on any university campus in the United States.

The M.S. in Human Performance program is consistent with the American College of Sports Medicine (ACSM) professional standards. This program prepares students for certifications in personal training, as well as strength and conditioning, and it gives students the optimal experience in human performance. Certifications can include: Certified Personal Trainer (CPT), Health Fitness Specialist (HFS), or Clinical Exercise Specialist (CES) exams through ACSM, and Certified Personal Trainer (NSCA-CPT), Certified Strength and Conditioning Specialist (CSCS) through the National Strength and Conditioning Association (NSCA), and certifications through Aerobic Fitness Association of American (AFAA).

#### Program Admission

Prerequisites: Current CPR card, Strength Training, Nutrition, Health and Wellness, Psychology, Basic Statistics, Anatomy and Physiology I and II with labs\*, Exercise Physiology and Lab\*, and Exercise Testing and Prescription\*.

\*Taken within 5 years.

An interview and a written exam will be given to assess writing skills may be required.

#### Core Curriculum

HP 51000 Advanced Strength Training (3)  
HP 52000 Nutrition for Performance (3)  
HP 52500 Performance Psychology (3)  
HP 53000 Orthopedic Injuries Pathology and Exercise (3)  
HP 53500 Advanced Exercise Testing and Prescription (4)  
HP 57000 Neuromuscular Pathology and Prescription (3)  
HP 57500 Cardiovascular and Pulmonary Pathology and Prescription (3)  
HP 58000 Chronic Disease Pathology and Prescription (3)

HP 54000 Research Methods (3)  
HP 54200 Statistical Analysis (3)  
HP 65000 Thesis (6) or 2 electives from below for the non-thesis route (6)

### Electives

HP 53600 Psychology and Sociology of Physical Education (3)  
HP 53700 Community Health (3)  
HP 53800 Program Implementation (3)  
HP 54100 Internship (3)  
HP 54300 Biomechanics (3)  
HP 54400 Foundations of Therapeutic Recreation (3)  
HP 54500 Recreation Administration and Risk Management (3)  
HP 54600 Program Planning, Marketing and Leadership (3)

### Early Access

Students maintaining an undergraduate GPA of 3.0 or higher may take up to nine semester hours at the graduate level during their senior year. These hours will count toward the Master of Science in Human Performance, but not toward the bachelors degree. The Early Access option requires that students be enrolled in at least 12 semester hours of undergraduate classes each semester that graduate-level courses are taken. Students in the Early Access program must maintain a 3.0 in all masters credits.

## International Studies: M.A.

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### PROGRAM DESCRIPTION

Lindenwood University's School of Humanities offers a Master of Arts in International Studies. The Masters of Arts is a 39 credit program based on theory, research, and practice. It requires the completion of eight core courses, three electives, and a six-credit thesis. For an emphasis, it requires eight core courses, four electives within the emphasis track and a six credit thesis, which equals 42 credits. Students also need to demonstrate basic proficiency in a foreign language.

### Program Goals

The purpose of this degree program is to provide a variety of internationally and globally oriented courses that will lead to an overall knowledge within the field and the development of a content or regional specialty. This program is designed to prepare students for careers in the international arena: government work, work in public and private international organizations, consulting, business, teaching, and international journalism. The multidisciplinary curriculum embraces material from political science, history, geography, economics, anthropology, sociology, communications, law, and management. Students will draw from multiple fields in order to address many of the historical and pressing issues of our global world.

### Core Courses

MAIS 50000 Research Methods in International Studies (3)  
MAIS 51000 Politics of Religion, Ethnicity, and Nationalism (3)  
MAIS 52000 Approaches to International Political Theory (3)  
MAIS 53000 Governance Beyond the State (3)  
INTL 58060 International Risk and Politics (3)  
MAIS 55000 Security Studies (3)  
MAIS 56000 Peace and Conflict Resolution (3)  
INTL 58001 International Business Operations (3)  
MAIS 57000 Thesis Course I (3)  
MAIS 57100 Thesis Course II (3)

### Emphasis Tracks

#### Track 1 International Business

ECON 53081 Economics Concepts (3)  
INTL 58032 International Management (3)  
INTL 58040 International Economics (3)  
INTL 58070 International Business and Cross Cultural Communication (3)  
MAIS 58600 Special Topics in International Business (3)

#### Track 2 Religion & Culture

MAIS 58100 Contemporary Politics and Culture of the Middle East (3)  
MAIS 58200 Contemporary Politics and Culture of Asia (3)  
MAIS 58300 Contemporary Politics and Culture of Europe (3)  
MAIS 58400 Contemporary Politics and Culture of Latin America (3)  
MAIS 58500 World Religion and Global Politics (3)

#### Track 3 Non-Profit Administration

NPA 50300 Human Resource Management (3)  
NPA 55000 Management of Nonprofit Organizations (3)  
NPA 58000 Nonprofit Budgeting and Financial Management (3)  
MPA 59900 Special Topics in Non-Profit Administration (3)

#### Track 4 Public Administration

MPA 59300 Governmental Budgeting (3)  
MPA 59400 Public Administration (3)  
MPA 59600 Program Implementation and Evaluation (3)  
MPA 59800 Business-Government Environment (3)  
MBA 59900 Special Topics in Public Administration (3)

There are several ways in which students may meet the foreign language requirement for the MAIS program.

- International students show proficiency both in a home language and in English. Students' English skills are assessed upon arrival to campus.
- Students have already completed six hours of foreign language credit in one language.
- Students enroll in and pass six hours of foreign language study in one language.
- Students may take a proficiency test administered by the chairperson of the foreign language department.

## Teaching English to Speakers of Other Languages (TESOL): M.A.

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### PROGRAM DESCRIPTION

Lindenwood University's School of Humanities offers a Master of Arts in Teaching English to Speakers of Other Languages (TESOL). The TESOL program develops students' understanding of the basic principles of learning and teaching a second language, as well as the pedagogical implications of those principles for English language teaching. The program prepares graduates to meet the current demand for highly trained, competent teachers of ESOL in a variety of national and global contexts, including K-12, higher education, and adult/refugee education.

The Masters of Arts is a 33 credit hour program based on theory, research, and practice. It requires eleven core courses:

### Core Curriculum

TESOL 50400 History of the English Language  
TESOL 57200 Modern Grammar  
TESOL 51000 Linguistics and English Language Teaching  
TESOL 52000 Sociolinguistics

TESOL 53000 Second Language Acquisition  
TESOL 54000 TESOL Methods  
TESOL 55000 Assessment in TESOL  
TESOL 56000 TESOL Practicum  
TESOL 57000 Special Topics in TESOL  
TESOL 58000 Research Methods in TESOL  
TESOL 59000 TESOL Capstone

## **Nonprofit Administration: M.A.**

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### **PROGRAM DESCRIPTION**

The graduate degree in Nonprofit Administration is designed to prepare students for leadership positions in youth and community service and nonprofit management fields. In recent years the demands on nonprofit organizations have created a need for managers and leaders with very specialized training and education. Nonprofit agencies, whether in the public, tax supported domain or in the private volunteer sector, require skilled and knowledgeable managers at all levels. The graduate program in Nonprofit Administration provides education in those areas of competency deemed necessary for effective agency leadership and fosters the career advancement of those already in the field. In addition to the core curriculum requirements, students will have the opportunity to develop an area of concentration by supervised selection of elective course work, a directed internship, and capstone project. The program requires 37 credit hours offered in a semester calendars.

### **ONLINE EXECUTIVE MASTER'S IN NONPROFIT ADMINISTRATION**

The Online Executive Masters in Nonprofit Administration is an online program that offers two courses per semester needed to complete this master's program within two years.. The courses are offered in each of the two summer semesters, two fall semesters, and two spring semesters There is also a one-credit online capstone course in your last semester of study. This program has the same core curriculum (listed below) plus selected electives of strategic and program planning; problem solving; volunteer management; and program and organizational evaluation. Students may enter the program in any of the three semesters each year.

#### **Core Curriculum**

The following courses are required for all students completing the Nonprofit Administration degree:

NPA 50000 Fundraising and Planning (3)  
NPA 50300 Human Resource Management for Nonprofit Organizations (3)  
NPA 55000 Management of Nonprofit Organizations (3)  
NPA 56000 Leadership (3)  
NPA 57000 Organizational Behavior for Nonprofit Organizations (3)  
NPA 57100 Grantwriting (3)  
NPA 58000 Nonprofit Budgeting and Financial Management (3)  
NPA 59000 Marketing for Nonprofit Organizations (3)  
NPA 59900 Capstone Project (1) \*\*must be taken in last semester of program

#### **Elective Courses:**

NPA 50100 American Humanics Student Association (1)  
NPA 50200 Individual Giving and Special Events (3)  
NPA 52000 Program and Organizational Evaluation (3)  
NPA 53000 Volunteer Management (3)  
NPA 54000 Problem Solving Case Analysis (3)  
NPA 58100 Strategic and Program Planning for Nonprofit Organizations (3)

NPA 59300 Special Topics in Nonprofit Administration (1-3)  
NPA 59500 (1-3) Research Project  
NPA 59800 Nonprofit Administration Internship (3)  
With department chair approval, students may transfer in up to nine semester hours.

All students must select twelve credits of elective coursework to complete the degree. This coursework will be selected with the direction of an NPA program advisor and may come from any of the other degree programs available at Lindenwood University.

#### **Internship**

Students who do not have a portfolio of experience with nonprofit organizations -should do an internship in an assigned agency under the supervision of the faculty of the NPA program. This elective requires an agreed upon number of hours (not less than 100 field hours) at a nonprofit agency and a written research paper analyzing the experience in the context of offered course work.

#### **Capstone Project**

The capstone to the degree program will be the successful completion of an individualized graduate project. This may be an analytical or demonstration or case study project. Topics will be selected and explored in collaboration with the advisor. In some cases the project will be directly related to the activities of the internship. Students should obtain a copy of the capstone project syllabus from the department chair.

## **Public Administration: M.P.A.**

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### **PROGRAM DESCRIPTION**

The Master of Public Administration (MPA) degree is a professional graduate program that prepares individuals to serve as managers in the executive arm of local, state, and federal/national government. The MPA is designed to educate students in the applications of inter-disciplinary skills needed in government operations. Public Administration is a blending of business administration, human services, and core topics covered in the required Public Administration courses. Working in the public sector often requires skills that cannot be confined to a single discipline: the public sector and the private sector cross paths, and public officials need the skills of both to function effectively.

#### **Core Curriculum**

The following courses are required for all students completing the Public Administration degree (21 hours):  
ACCT 51010 Financial Accounting Concepts (3)  
FIN 52010 Financial Policy (3)  
MPA 59300 Governmental Budgeting (3)  
MPA 59400 Public Admin: Principles, Applications & Ethics (3)  
MPA 59600 Program Implementation and Evaluation (3)  
MPA 59800 The Business-Government Environment (3)  
NPA 50300 Human Resource Management/Nonprofit Organizations (3)

#### **Elective Courses:**

Students are to choose 15 credit hours from the following courses:

ACCT 51060 Governmental & Nonprofit Accounting  
ECON 53090 Special Topics in Economics  
MIS 54001 Management Information Systems  
MIS 54020 Information Systems Analysis and Design  
MIS 54030 Java Programming  
MIS 54040 Database Management Systems

MRKT 55060 Public Relations  
MGMT 56052 Negotiations  
MGMT 56056 Leadership in Structured Situations  
MGMT 56070 Statistics and Quantitative Analysis  
HRM 56501 Organizational Behavior  
HRM 56510 Human Resource Management  
HRM 56520 Labor Relations  
HRM 56530 Employee Training and Development  
HRM 56540 Personnel Law  
HRM 56550 Compensation and Benefits  
SPMGT 57020 Principles of Management in Sport  
Administration  
SPMGT 57040 Sport Marketing and Promotion  
INTL 58020 International Finance  
INTL 58040 International Economics  
INTL 58060 International Risk and Politics  
INTL 58070 International Business & Cross-cultural Com  
INTL 58001 International Business Operations  
INTL 58032 International Management  
MPA 59900 Special Topics in Public Administration  
NPA 56000 Leadership  
NPA 57000 Organizational Behavior/ Nonprofit Organizations  
NPA 57100 Grantwriting  
NPA 58000 Nonprofit Budgeting and Financial Management  
NPA 58100 Strategic & Program Planning/Nonprofit  
Organizations  
NPA 59300 Special Topics in Nonprofit Administration

## COURSE DESCRIPTIONS

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(NOTE: Courses are listed alphabetically by course ID)

### American Studies, M.A.

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**AST 50100 Introduction to American Studies (3)** This course introduces the interdisciplinary study of the American Experience. It will incorporate American beliefs, history, literature, art, architecture, character, values, diversity, self-reliance, responsibility, self-determination, assimilation, nationalism, and patriotism as they apply to the American national character and belief system. Students will learn the history and the mode of study of the American Studies degree.

**AST 50101 American Nature Writing (3)** Students will study the strategies of nature writing. Students will cull a descriptive style and vocabulary from seasoned nature writers and visit sites to provoke or stimulate subject matter. We will discuss the importance of the genre and hone our own skills as we delve into the natural mysteries of the pristine areas such as the Boone Campus, Creve Coeur Lake, the Katy Trail, and other possible local areas. This course is especially attractive to those who wish to elevate their perceptions and become one with nature, away from the noise, hubbub, and restrictions of a traditional classroom. This course offered intermittently.

**AST 50102 Cowboy Poetry (1)** Students will study the culture and voice of the most prevalent of American myths: the cowboy. Films, recordings, and handouts will serve as springboards for discussing, writing, and performing cowboy poetry. This course offered intermittently.

**AST 50103 Writing Local History (1)** This course will explore the growing, popular genre of writing local history. Aside from the draw of popular culture, writing local history helps students develop a sense of personal reaction to and influence of larger national or regional historical events. Through exploration of oral history, archival artifacts, government records, landscapes, buildings, letter, and other unpublished documents, students will be able to create their own local history pamphlets, essays, or books. This course offered intermittently.

**AST 50104 Tall Tales of the American West (1)** Students will study the tradition of tall tales of the American West. Films, recordings, handouts, and readings from the text will serve as springboards for discussing, writing, and performing storytelling. This course offered intermittently.

**AST 50200 Public History Theory and Methods (3)** This course is designed to provide an intensive introduction to the theory underlying public history and to some basics of its practice. Based on readings, lectures, and class discussion, students will begin this course by investigating some of the ethical issues in the field. Students will proceed to study the nature of history, the practice of the historical profession, the definition of public history, and the relationship between the public and the past as well as the power of individual and collective memory. They will examine the importance of local history and historic preservation. Finally, students will study some of the various ways in which historians work outside the classroom in arenas that allow their work to be read, seen, heard, and interpreted by popular audiences. This course offered intermittently.

**AST 50300 Foundations of Interpretation (3)** This course will introduce the effective technique for interpretation of natural

and cultural resources. Also discussed is the use of these interpretation methods and techniques in planning and managing an interpretive program. Students will be given the option to become a certified interpretive guide. This course offered every semester.

**AST 51000 Topics in Interpretation (1-6)** This course is designed to meet the individual needs of interpretation students who desire or are required to explore advanced areas of study or investigate a specific issue, problem, current topic or topic offered as a limited opportunity and/or a unique educational experience appropriate to the field. Permission to register and approval for the topic of this course must be obtained for the student's advisor and Dean. This course offered intermittently.

**AST 55000 Interpretation Practicum (1-6)** Students are placed in approved interpretive settings to serve in management and administrative functions. Under the supervision of the host organization, students observe and practice skills necessary for successful interpretation and/or interpretive site management. The work to be done will be based on the number of credit hours selected. Permission to register and approval for the topic of this course must be obtained by the student's advisor and Dean. This course offered intermittently.

**AST 56000 Interpretation Research (3)** This course is designed to demonstrate the student's scholarly research abilities and techniques. Topics may require substantial reading with appropriate inference, assessment, and conclusions. Permission to register and approval for the topic of this course must be obtained for the student's advisor and Dean. This course offered intermittently.

**AST 58300 Interpretive Planning (CIP) (3)** This course provides the professional training needed for those who will be preparing master plans, exhibit plans, or other comprehensive planning efforts. Covers key components of interpretive planning model in lecture/discussion

**AST 58400 Heritage Interpretation (CHI) (3)** This course is designed to prepare one to take a position on the "front line" and be prepared to professionally equipped to give programs and develop non-personal media. Covers overview of interpretation; personal interpretation; non-personal media (publications, interpretive writing, exhibits, signs, and self-guided trails).

**AST 58501 Interpretive Management (CIM) (3)** This course is designed to prepare one to manage an interpretive facility, supervise staff, prepare budgets, or be otherwise responsible for the daily operations of an interpretive site. Covers overview of interpretation; planning strategies with heavy emphasis on business planning, marketing, and budgeting; personnel and time management; and contract management.

**AST 58601 Interpretive Trainer (CIT) (3)** This course provides the student with the professional training needed to train others interpretation related activities. Designed for those who want to teach the CIG curriculum; includes entire CIG curriculum (see below); evaluation of CIG students; setting up and teaching the CIG course. This course is required for those wanting to teach the CIG course and certify Interpretive Guides.

**AST 58602 Advanced Interpretive Methodology (3)** This course is designed to acquaint students with the various approaches and methods used in the presentation of interpretive programs and materials. Special attention will be given to first person

methodology. Areas that are covered in this course include: definitions and applications, determining appropriate methods, preparing your audience, and creating the perfect picture. This course offered intermittently.

**AST 58700 Interpretive Internship (3-6)** Students participate in a recognized interpretive site serving in functions to enhance their hands on experience with in Interpretation. Under the supervision of faculty and professional site managers, students will observe and practice skills necessary for success in the field. The Daniel Boone Home and Boonesfield Village serves as the primary field lab for such experiences. Should the student elect to participate elsewhere, the selection of the site and internship duties will be approved by the faculty advisor and the student.

**AST 59600 Special Topics (1-3)** (May be repeated with different topics) This course consists of directed studies related to Interpretation with approval of advisor. Special topics courses may include such topics as Architectural Forensics, First Person Interpretation Techniques and Methodology, Historic Sites Visits and Operations Analysis and so on.

**AST 60000 Masters Project (3)** The topic of the Master's Project may focus on a particular issue related to interpretative activities, techniques, facilities, and other related resource applications. The student is responsible for the preparation of the project under the direction of the student's advisor. The proposal must be submitted to the Dean of the School of American Studies for approval. A committee of graduate faculty with the option to include working interpretive professionals will supervise and assist the student with the project. This course offered intermittently.

## **Art: M.A., M.F.A.**

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**ART 50000 Research Methods in Art (3)** This course is an introduction to the research methods employed in art which include procedures for research/field work. The course will also address portfolios, resumes, job opportunities, networking, exhibitions, legal issues and other resources available to the artist and art historian.

**ART 50100 Gallery Management and Promotional Techniques (3)** This course examines the techniques of art gallery management, curation, exhibits, and preparation of promotional materials for the artist and portfolio and photographs of art works. The course will stress hands-on experience with the securing, transportation, insurance, installation, announcement, publicizing and the minutia of exhibiting works of art. It will further emphasize needs of the artist-student in the preparation of vitae, presentation of work, and recording of works of art by color photography.

**ART 50300 Beginning Costume and Fashion (3)** This course focuses on the basic components of clothing and costume construction techniques. The studio feature of the class will provide students in theatre and fashion design opportunities to work together within their specific areas of study on various projects. Studio fee may apply. Co-requisite ART 50700.

**ART 50500 Painting (3)** This course is an advanced painting class in acrylic, oil, watercolor, or mixed media plus assigned problems in composition and color. Research problems are directed to the needs and interests of the students. Repeatable for credit.

**ART 50700 Patternmaking I (3)** This course examines the development of the basic sloper for patternmaking and its manipulation to create original designs by the flat pattern method. Co-requisite: ART 50300. Studio fee may apply.

**ART 50800 Patternmaking II (3)** This course is a continuation of sloper manipulation for flat pattern design. Prerequisite: ART 50700. Studio fee may apply.

**ART 50900 Intermediate Costume and Fashion Design Studio (3)** This studio course introduces the student to the process of creating original designs. Prerequisites: ART 50300 and 50700.

**ART 51000 Printmaking (3)** This course offers advanced work in intaglio and relief processes. Designing for the graphic media and the technology of printmaking are emphasized. Research problems directed to the needs and interests of students. Repeatable for credit. Studio fee.

**ART 51200 Computer-Aided Design–Patternmaking (3)** This course examines patternmaking, grading, and maker-marking in CAD. This course will also focus on pattern designing, grading, detailing, and on-pattern layouts. Students will use the operative tools actually employed by professionals in the fashion industry. Prerequisites: ART 50700 and 50800. Studio fee may apply.

**ART 51300 Computer-Aided Design–Flats, Illustrations (3)** This course examines the use of the computer to produce fashion related materials, designs, etc. Prerequisite: ART 51500. Studio fee may apply.

**ART 51500 Studies in Graphic Design (3)** This course familiarizes students with the fundamentals of graphic design. It emphasizes the design process; developing an idea from thumbnail sketch, through tight roughs, to a comprehensive design. Focuses on the importance of presentation, industry standards and professional tools and techniques. Students will be introduced to software applications that are used in the visual communications industry. Lab fee required. Offered every semester.

**ART 51600 Computer-Aided Design—Textile Design (3)** This course focuses on textile design to create prints, patterns, and woven textile fabric, and other fashion-related design materials using U4ia software. Students will be required to build a mini-portfolio. Prerequisite: ART 51300. Studio fee may apply.

**ART 52000 Sculpture (3)** This advanced sculpture course examines various media with instruction and criticism appropriate to the need and level of the individual student. Sketch book required. Studio fee. Repeatable for credit.

**ART 52200 Motion Graphics (3)** This course introduces time as a design element and surveys the potential applications for motion in visual communication. Students will be exposed to the basic principles of animation and motion graphics. Students will develop the technical skills to apply these principles using industry standard software. Projects will integrate graphic form, typography, and message with movement, time, sequence, and sound. Offered intermittently. Studio fee may apply.

**ART 53000 Drawing (3)** This advanced drawing course examines a variety of media. Problems with figurative imagery are emphasized. Research problems directed to the needs and interests of students. Repeatable for credit.

**ART 53100 Figure Drawing (3)** This course is an advanced study of drawing techniques and their application to the human form. Varied media and concepts will be explored while studying the human figure. Sketchbook required. Repeatable for credit. Studio fee.

**ART 53200 Fashion Drawing (3)** This course will introduce students to basic steps of drawing fashion figures. Other facets of this course include rendering fabrics, flat sketches, and fashion accessories. Students will be required to build a mini-portfolio. Prerequisite: ART 53000 (or equivalent undergraduate or graduate coursework), ART 53100, and permission of the instructor.

**ART 53400 Fibers (3)** In this course, form, color and surface design will be explored by means of basic fiber techniques as well as new innovative approaches to fiber. Graduate students will be expected to complete research projects in conjunction with studio work. This course is repeatable for credit. Studio fee.

**ART 53900 Fashion Draping (3)** This course focuses on different methods and principles involved in draping fabric on the dress form to create original designs. Projects begin with a draping plan and fashion sketches to identify the creative elements and determine the draping techniques required. Prerequisites: ART 50700 and 50800. Studio fee may apply.

**ART 54000 Ceramics (3)** This course covers the advanced study of ceramics. Problems in clay design using varied methods of forming. The study of different clays and their properties, glaze calculations, and varying firing procedures are included. This course results in the production of sculptural as well as functional works. Research problems are directed to the needs and interests of students. Repeatable for credit. Studio fee.

**ART 54600 Digital Imaging (3)** This course covers the creation and manipulation of digital imagery. Projects will address visual problem solving for commercial or fine art purposes. Topics such as scanning, masking, compositing, color correction, resolution requirements, and production practices will be covered. File formats, techniques, and tools used in the graphic design field are emphasized. Imagery will be created for printed and screen use. This class will utilize lecture, demonstration, discussion, and hands-on experiences. Lab fee required. Offered every semester. Prerequisites: ART 51500 or permission.

**ART 54800 Digital Illustration (3)** This computer-based course addresses the concepts and techniques necessary to create illustrations for print, web, and multimedia applications. Students learn a graphic and conceptual approach to illustration through demonstrations and projects, which builds on the existing knowledge of design and drawing. Projects range from business and information graphics to editorial, advertising, and technical illustration. Creativity, content, communication, and technical proficiency are emphasized. Offered every semester. Prerequisite: ART 51500 or permission. Studio fee will apply.

**ART 54900 Print Design and Production (3)** This course focuses on the design and production of printed material. Professional graphic design and pre-press production practices are emphasized. This computer studio will be discussed. Aspects of working with long documents will be covered including: grid design, master pages, and character/paragraph styles. At the conclusion of this class, the student will be able to conceptualize, design, and produce projects of a wide variety of pre-press demands. Additional topics may include preparing projects of screen-based and paper-based distribution; building self contained high and low resolution files. Offered every semester. Prerequisite: ART 51500 or permission. Studio fee will apply.

**ART 55100 Typography (3)** Typography is the visualization of the spoken language. Through lectures, demonstrations, and studio

projects, students are introduced to all aspects of typography. Student exercises include type as image and the relationship between visual and verbal language, the expressive characteristics of letterforms, and type design classifications. Course covers type terminology, typographic grids, hierarchy, typographic design, and history. Prerequisite: ART 51500 or permission of instructor. Offered every semester. Studio fee may apply.

**ART 55200 Advanced Costume and Fashion Design (3)** This course focuses on designing and merchandising a coordinated line. Prerequisites: ART 50700, 50800, and 50900. Studio fee may apply.

**ART 55400 Nineteenth Century Art (3)** This course is the study of Neoclassicism, Romanticism, Realism, Impressionism, and Post-Impressionism in Europe during the 19th century.

**ART 55600 Baroque Art (3)** This course is a survey of the development of painting, sculpture and architecture in 17th and 18th century Europe. Emphasis will be on the work of Bernini, Caravaggio, Rubens, Rembrandt, and Velazquez.

**ART 55700 Ancient Art (3)** This course is the study of the art and architecture of the ancient Near East, Egypt, the Aegean, Greece, and Rome.

**ART 55900 American Art (3)** This course is the study of American painting, sculpture and architecture from the Colonial period to 1900.

**ART 56100 Twentieth Century Art/Modern (3)** This course examines the development of European and American Art from prior to the start of the twentieth century through the second world war. Stylistic movements such as Fauvism, Symbolism, Expressionism, Realism, Dada, and Surrealism through Abstract Expressionism are examined.

**ART 56200 Twentieth Century Art/Contemporary (3)** This course is the study of modern European and American Art from the second world war through the Post-Modern era. The development of contemporary art and the contributions made since Abstract Expressionism in the visual arts and architecture are examined.

**ART 56300 Women Artists (3)** This course is a survey of women artists and images of women in art from the prehistoric era to the present.

**ART 56400 Non-Western Art (3)** This course is the survey of the major artistic developments in world cultures other than the Greco-Roman-European tradition. Course material may focus on a specific culture, i.e. China, Japan, when identified as a subtitle. Repeatable for credit as focus changes.

**ART 56500 Internship (3-6)** This course requires graduate-level supervised work experience which requires the application of principles, skills and strategies within the discipline. A project and/or written work are generally required. Prerequisite: permission of the instructor. May be repeated with permission.

**ART 56600 Fashion Internship (3-6)** This course requires supervised work experience for the graduate student. Individuals will be required to complete 200 hours of supervised work for every 3 hours of credit earned. A detailed evaluation of the student's performance in the work place is required and will be provided by the on-site supervisor. Prerequisite: permission of the instructor. May be repeated with departmental permission.

**ART 56700 Fashion Show Production (3)** In this course, graduate students will work closely with the course instructor to provide leadership, guidance, and supervision for all the component parts of planning and implementing the professional and high school fashion shows in the Spring. Prerequisite: permission of the instructor. Repeatable for credit.

**ART 56900 History of Graphic Design (3)** This course is a study of the history of graphic design from its appearance in prehistory to the present with an emphasis on the influence of technology, culture, major artistic movements, and socio-political factors on the evolution of graphic design. The work and philosophies of historically significant design movements, designers, and design firms will be studied in depth through readings, lectures, as well as technical application. Offered intermittently.

**ART 57000 Graduate Projects in Art (3)** This course is designed for rigorous analyses of the student's art work accomplished in weekly individual and group critique sessions. Topics for discussion are both aesthetic and technical and relate the student's personal direction to historical and contemporary trends. Repeatable for credit.

**ART 57100 History of Costume and Fashion Design (3)** This course is structured as an overview of the history of Western dress.

**ART 57600 Fashion Accessories (3)** This course is designed to introduce students to the study of fashion accessories. It will include an overview of the historic and contemporary components of accessories to enable students to better predict fashion trends. The specific accessories selected for study in this class may vary from semester to semester. Prerequisite: ART 50300. Studio fee may apply.

**ART 57700 Graphic Design Portfolio (3)** This portfolio development course prepares graphic design majors for entering the workforce. Coursework covers the advanced use of design applications to create professional, portfolio-worthy artwork. Student portfolios will showcase a unique style and demonstrate overall conceptual abilities and technical competencies. Professional design practices will be stressed. Studio fee will apply. Offered fall semester.

**ART 57800 Graphic Design Studio (3)** This course is a continuation of ART 57700. In addition to preparing the traditional and digital portfolios, students will be exposed to the legal and business issues affecting graphic designers today. Design topics such as freelancing, pricing, estimating, invoicing and copyright will be examined. Case studies and role-playing will be used to strengthen professional conduct and introduce best practices. An emphasis will be placed on the designer-client relationship. Offered spring semester. Prerequisite: ART 57700 or permission of instructor. Lab fee required

**ART 58100 Photography (3)** This course is the study of photography or photographically derived imagery. The methodology, the creative direction, and the criteria for evaluation are determined in conjunction with the instructor. Research study directed to meet the needs and interests of the students. Repeatable for credit. Studio fee.

**ART 58300 Renaissance Art (3)** This course is the study of painting, sculpture and architecture of the Renaissance in Italy and Northern Europe from 1300 to 1600.

**ART 58400 Graduate Production Design Practicum (3)** This course

involves practical experience designing for an existing company. The company's past sales history and current fashion trends will be researched in depth and a sample line for the upcoming season will be designed and constructed. Students will merchandise the line, and the finished product line will be critiqued. Prerequisites: ART 50800 and 50900.

**ART 58600 Special Topics (3)** This course consists of a focused examination of a specific subject in the field of art. May be repeated as topics vary. Lab fees may apply to some topics.

**ART 58800 Fashion Portfolio Design (3)** This course is designed to help the student to create a professional portfolio. The emphasis of this course will be on further development of illustration skills as well as the use of various media and presentation techniques employed to present the portfolio. Prerequisites: ART 53200 and permission of the instructor.

**ART 59100, 59200, 59300 Independent Study (1-6)** This course offers an independent study in Studio Art and Art History. A program of study is formulated with an advisor outlining the research tools and procedures to be followed and stipulating the methods of evaluation. Presentation of the final project in terms of a research paper and/or preparation of works for exhibition are required.

**ART 59900 Directed Thesis (3)** The directed thesis consists of an exhibit of selected works completed during graduate studies and a supporting thesis. The exhibit process includes the selection of works, the mounting and framing of works in keeping with professional standards, the design of exhibition space, and the preparation of publicity related to the exhibit. The supporting thesis should include aesthetic considerations related to the body of works and a critical evaluation of the works. The exhibit and thesis must be approved by a committee of three, of whom two are members of the Art Faculty.

## Communications

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**COM 50000 Writing for Converged Media (3)** Reporting, writing and editing for the Internet will be practiced in this course including instruction in the latest formats for converged media, with practical application through the production of electronic publication of the student newspaper. Special focus on blogs, podcasts, reader forums and content management.

**COM 50400 Broadcast Newswriting (3)** This lab course examines the preparation and presentation of newscasts and special news programs. Consideration of reporting, interviewing, documentaries, and special events. Lab fee.

**COM 50500 Desktop Publishing (3)** Using desktop publishing tools, students design projects that meet personal and professional goals. Page maker and page layout program are explored.

**COM 50700 Writing for the Electronic Media (3)** This course is a laboratory experience in techniques and forms of script writing for all types of electronic media. (Experience in audio or video production will be beneficial).

**COM 51100 Creative Writing (3)** This course examines the development of creative writing techniques through writing exercises and projects. Students select an emphasis in poetry, fiction, or feature writing. A workshop format with a process approach will be used.



**COM 52400 Applications for Mobile Devices (3)** This is an introductory hands-on course focused on the creation of web applications for deployment on multiple platforms such as personal computers, tablets, and smartphones. Topics will include connectivity, interface design, application architectures, and programming. Students will gain skills necessary to develop applications that utilize the unique hardware and communication capabilities of a variety of devices. This course is project based and will likely require extensive time commitment outside of class time. Lab fee.

**COM 53700 Design with Illustrator (3)** Students will receive specialized hands-on training in the creation of computer-generated vector graphics through the use of Adobe's Illustrator. Attention will be placed on fundamental techniques, corporate branding, logo design, interactive illustrations and illustration for use in both print and screen. Additional focus will be given to the integration of both raster and vector graphics across multiple applications. This class will culminate with the rendering of a professional portfolio component. Lab fee.

**COM 54000 Television Sports Production (3)** An experiential study in the basic skills of sports television production and broadcasting from planning to post-production this course is offered in conjunction with LUTV-26's coverage of Lindenwood Athletics, and the scheduled assigned work will be determined by the Lindenwood Athletic calendar.

**COM 54200 Interactive Web Development (3)** This course is lab based and focuses on the development of web environments and components that provide enhanced methods of interaction to the user. Emphasis on animation, programming, and manipulation of both vector and bitmap images should be expected. Lab Fee.

**COM 54300 Television News Production (3)** An experiential study in the basic skills of television news production, this course combines theory and practice as students learn the essentials in writing, producing, directing, and performing. Course work includes both in-studio and field production.

**COM 54400 Advanced Interactive Scripting (3)** Advanced Interactive Scripting provides students with a continuation of Interactive Web Development, allowing focus on the use of scripting to facilitate interaction in a variety of venues. Through a hands-on approach, students will gain exposure and experience in the creation of games for entertainment, education, and advertising; as well as Computer Based Training methodologies used in a variety of industries. Lab Fee.

**COM 54600 Television Fine Arts Production (3)** This course is an experiential study in the basic skills of television fine arts production. Students are introduced to the unique issues involved in recording and televising artistic presentations from varied venues. Course work will include producing television broadcasts of Lindenwood theatre and musical presentations.

**COM 55100 Radio Production (3)** This course discusses radio station operations, including an analysis of programs and audiences in American broadcasting. Students will have directed experiences in organization, writing, production, direction, and performance of basic radio programs. Lab fee.

**COM 55400 Video Production (3)** This course offers hands-on television experience in directing, writing, camera work and various studio and production techniques. The student develops one or more projects from brainstorming through the writing and production stages. Lab fee.

**COM 55500 3-D Graphics (3)** This hands-on course provides students with the skills needed to design 3D models, materials, lighting, and animation using a popular 3D software application. Rendering techniques, camera usage, and surface-mapping will be covered in an effort to have students capable of producing photo-realistic images.

**COM 55700 Non-linear Video Editing (3)** This hands-on computer course is designed to advance the student's editing skills using non-linear editing systems. Instruction will also include the integration of video, graphics, and audio imported from other multimedia production programs. Students will be instructed in the use of editing software and will be given class assignments that require practical application of theories and software. Lab fee.

**COM 56500 Electronic Resources (3)** This lab-based course is designed to familiarize communications students with advanced methods of information retrieval via the Internet or corporate intranets. Special attention will be given to net-based methods of reaching a mass media audience, as well as the design of World Wide Web-based resources for both individual and corporate entities are included.

**COM 56600 Advanced Web Page Design (3)** This lab-based course is designed to familiarize students with advanced forms of web page design and implementation, with a focus on developing skills useful in the contemporary, internet-capable work environment. Prerequisite: COM 56500 or web page design experience.

**COM 56900 Broadcast Operations (3)** This course consists of an examination of the structural organization of radio and television stations in the United States. Various divisions and departments of broadcast operations will be studied. Special attention will be paid to programming, promotions, audience research and broadcast management techniques.

**COM 57000 History of Film (3)** This course is a study of the historical perspective of film from the efforts of early American and European filmmakers through the works of contemporary artists around the world. Emphasis will be placed on the art of film making, and its reflection of culture. Films would include works from Griffith, Eisenstein, Truffaut, Bergman, Kurosawa, and others.

**COM 57100 Advanced Audio Production (3)** Students carry out advanced assignments in audio production in this course. Preparation, production and evaluation of various audio projects will require students to refine skills in analog and digital video production. Lab fee.

**COM 57400 Advanced Video (3)** This course trains students as producers and directors of visual media. Students will learn the maximize production value when shooting on location. Planning, scripting, budgeting, shooting, and editing skills will be developed and applied to the production of a professional-quality video project. Lab fee.

**COM 57900 Production for Television (3)** A laboratory environment will be used to develop planning, scripting, shooting, directing, editing, budgeting and studio skills needed to produce a program for television or cable broadcast. Lab fee.

**COM 58600 Special Topics (3)** A range of topics will be available through this course which is repeatable for credit, as subjects vary.

**COM 59000 TV News Reporting (3)** Students will develop mastery of the television news package as the preeminent format of broadcast journalism. Students learn to plan, shoot, report and edit news stories as reporter packages for use in traditional television newscasts.

**COM 59200 Communications Workshop (3)** This class focuses on an examination of the specialized skills required in a communication field. Lab fees will vary. The course is repeatable as topics vary.

**COM 59300 Media/Communication Internship (3)** This course consists of supervised work experience which requires the application of communication principles, skills and strategies in business or professional communications organizations.

**COM 59500 Special Projects (3)** This course consists of individually designed studies in communication.

**COM 60100 Communications Policies and Strategies (3)** This course explores communication theories and current techniques, trends, and issues. (Available in evenings only—on quarter schedule).

**COM 60101 Communications Project (3)** This course is an examination of the relationship between communication theory and the evolution of the communication industry. Students will develop a written project and presentation in their area of concentration.

## **Educational Administration**

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**EDA 50500 Foundations of Education Administration (3)** This course will enable the student to develop an understanding for the role of the administrator in education. Topics include federal, state, and local governance in education, models of administrative practices, planning and problem solving techniques and communication skills.

**EDA 51000 Elementary School Administration and Organization (3)** This course provides the student with understanding, knowledge and skills related to the function and role of the effective elementary school principal. Topics include policy development, organizational structure, faculty and staff development, communications, instructional leadership, planning strategies and school climate.

**EDA 51200 Secondary School Administration and Organization (3)** This course provides the student with the understanding, knowledge and skills related to the function and role of the effective secondary school principal. Topics include policy development, organizational structure, faculty and staff development, communications, instructional leadership, scheduling, vocational education planning strategies, school climate, and administration of school activities.

**EDA 51400 Foundations and Administration of Special Education (3)** This course provides practicing special educators, special education administrators, and regular school administrators with experience in dealing with common problems that arise in public school special education programs. Major topics to be covered include supervision of special education programs, IDEA, policy development, reporting procedures and staff deployment.

**EDA 51500 School Supervision (3)** This course introduces the student to the conceptual tools, theoretical formulations and

research findings concerning supervision in the school. Topics include the nature of supervision, an historical perspective of supervision, selection of personnel, evaluation of personnel, and organizational theory.

**EDA 52000 School Business Management (3)** The student will be acquainted with aspects of business management within the context of education. Topics include the role of business management in education, the role of the principal as a business manager, governmental regulations and procedures, budget practices, scheduling and reporting techniques, negotiation techniques, the role of auxiliary services and the current state formula for funding the LEA.

**EDA 52500 School Law (3)** This course provides the student with knowledge and understanding of the effects of the legal system on education. Areas include the constitutional framework of public education and individual rights, a survey of federal and state laws and regulations, case law, as well as tort, contract and district liability.

**EDA 53000 Public and Community Relations (3)** This course equips the student with knowledge and techniques necessary to maintain an effective public relations program for a school. Topics include public relations policy, recognition of community structure and communications channels, a survey of internal and external public, the use of various forms of presentations and maintenance of a positive relationship with the press and media.

**EDA 53500 School Facilities (3)** This course will equip the student with the strategies and skills necessary to plan and maintain educational facilities effectively and economically. Topics include space evaluation, effective use of space for the instructional program, modernization of facilities, planning strategies to meet the educational and community needs and supervision of building personnel.

**EDA 54500 Special Education Law (3)** This course begins with an introduction to the statutory framework and major decisions affecting special education. It then turns to the topic of individual education plans and placement issues. The second half of the class focuses on dispute resolution in special education cases, including due process hearings and mediation. Emphasis is placed on procedural and substantive rights of children with disabling conditions.

**EDA 59800 Special Education Field Experience for Administrators (3)** Through participation, observation, and reflective practice, students will develop the fundamental skills needed to become competent, conscientious, and compassionate special education administrators. Students will continue to build skills in the areas of observation, data collection, and assessment; adaptation of curriculum and materials; instructional planning and delivery; classroom management and supervision; and collaboration, consultation, and communication with parents, teachers, and other professionals. While delivering services in the role of a special educator administrator, students respond to the various ethical, legal, cultural, and interpersonal concerns presented and adhere to the CEC Code of Ethics and Standards for Professional Practice.

**EDA 59900 Field Experience (3)** This course will provide an opportunity for the student to closely study the area of administration through participation with a school administrator. Each student will spend at least 3 hours each week participating in the activities of a building administrator, under the guidance of

the professor and an active principal. The student will also survey research in educational administration. This is the culminating course for the program.

## **Educational Specialist**

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### **EDA 60000 Instructional Program Leadership & Assessment**

**(3)** This course is designed as an advanced level course for the study of educational program development, administration and supervision in accordance with the goals and outcomes of the Educational Administration Program. The course provides a broad overview of the essential elements of education programs including curriculum, instruction, materials and program evaluation recommended by the various learned societies for education administration. The major focus of this course is the enhancement of the student's understanding of the leadership roles and responsibilities of the school administrator in these critical areas.

**EDA 60500 Advanced School Law (3)** Constitutional, statutory, and case law that relates to all staff personnel, students, school district and other allied governmental units is investigated, analyzed and discussed. Special emphasis is given to the study of contracts, dismissals, tenure, retirement, pupil injuries, liability of school personnel, school district and board members' legal rights and responsibilities.

### **EDA 60800 Foundations of Elementary School Administration and Organization (4)**

This course will enable the student to develop an understanding of the role of the administrator in education. Topics include federal, state, and local governance in education, models of administrative practices, planning and problem solving techniques and communication skills. The student will apply the learned understanding, knowledge and skills to the function and role of the effective elementary school principal. This application will include policy development, organizational structure, faculty and staff development, communications, instructional leadership, planning strategies and school climate.

### **EDA 60900 Foundations of Secondary School Administration and Organization (4)**

This course will enable the student to develop an understanding of the role of the administrator in education. Topics include federal, state, and local governance in education, models of administrative practices, planning and problem solving techniques and communication skills. The student will apply the learned understanding, knowledge and skills to the function and role of the effective secondary school principal. This application will include policy development, organizational structure, faculty and staff development, communications, instructional leadership, planning strategies and school climate.

**EDA 61000 Human Resource Administration (3)** This course studies the planning processes and procedures required in implementing policies and practices of school human resource administration. This include both instructional, administrative and support personnel.

**EDA 61500 Advanced School Business Management (3)** This course is the study of school budgeting procedures, expenditure and revenue accounting, and problems related to local, state, and federal financing of public school operations. The Missouri Uniform Accounting System for Public Schools is utilized in the development of a school finance project.

**EDA 61600 School Supervision (3)** This course introduces the student to the conceptual tools, theoretical formulations and

research findings concerning supervision in the school. Topics include the nature of supervision, an historical perspective of supervision, selection of personnel, evaluation of personnel, and organizational theory.

**EDA 61800 School Business Management (3)** The student will become acquainted with aspects of business management within the context of education. Topics include the role of business management in education, the role of the principal as a business manager, governmental regulations and procedures, budget practices, scheduling and reporting techniques, negotiation techniques, the role of auxiliary services and the current state formula for funding the Local Education Agent.

**EDA 62000 School District Administration (3)** This course includes an analysis and discussion relating to current problems of school management involving decision making, data collection and operations. Special attention will be given to administrator board relationships, management team development, and public/community relations.

### **EDA 62500 Student Achievement Enhancement Techniques (3)**

This course assists the instructional leader in understanding how students learn. Attention is given to learning styles, assessment techniques, student motivation, and remediation strategies.

**EDA 62600 School Law (3)** This course provides the student with knowledge and understanding of the effect of the legal system on education. Areas included are the constitutional framework of public education and individual rights, a survey of federal and state laws and regulations, case law, as well as tort, contract and district liability.

### **EDA 63000 Instructional Program Improvement Strategies (3)**

This course focuses on school improvement efforts underway throughout the nation. Students will study successful models of district and building efforts to enhance academic performance.

**EDA 64000 Educational Administration Internship (3)** (Advanced Principal) This course provides an opportunity for the student to closely study the area of Principalship through participation with veteran building principals. Each student will spend at least 120 hours participating in the activities of at least two building principals, under the guidance of a professor. This is the culminating course for the program.

### **EDA 64100 Educational Administration Internship (3)**

(Superintendency) This course provides an opportunity for the student to closely study the area of Superintendency through participation with veteran district superintendents. Each student will spend at least 120 hours participating in the activities of at least two district superintendents, under the guidance of a professor. This is the culminating course for the program.

**EDA 64200 Instructional Leadership Internship (3)** This course provides an opportunity for the student to closely study the area of instructional leadership through participation with recognized instructional leaders. Each student will spend at least 120 hours participating in the activities of at least two district leaders, under the guidance of a professor. This is the culminating course in the program.

**EDA 64500 Statistics in Educational Administration (3)** This course examines statistical techniques used in the analysis of data and helps students in the development of a Specialist Project proposal. Class sessions will help students develop research ideas and move from ideas to written drafts of a proposal

**EDA 65000 Specialist Project (3)** This course requires the student to identify, analyze, and report on an issue of significant concern to practitioners of educational administration.

**EDA 65300 Field Experience (3)** This course provides an opportunity for the student to closely study the area of administration through participation with a school administrator. Each student will spend at least 3 hours each week participating in the activities of a building administrator, under the guidance of the professor and an active principal. The student will also survey research in educational administration.

**EDA 68000 Specialist Experience (0)** This is a non-credit course designed to keep enrollment open in the Ed.S. program while students complete the Ed.S. requirements. Students in the Educational Specialist degree program are required to continually register for EDA 68000 each semester until the project is completed and accepted. Please see fee schedule located in this catalog.

**EDAM 63800 Numbers and Operations (3)** This course will focus on the content and complexities of teaching and assessing numbers and operations in a K – 5 setting. Candidates will develop an expertise related to numbers and operations that will support teachers and enhance student learning. Candidates will also examine the learning trajectories as children develop number concepts and skills. Course content will include multiple representations, computational strategies, relationships, and meanings related to numbers and operations. To be taken concurrently with EDAM 63900 Seminar with Internship I – Numbers and Operations (1)

**EDAM 63900 Seminar with Internship I – Numbers and Operations (1)** To develop depth of understanding, candidates will analyze teaching and learning of numbers and operations across the K – 5 grade levels through a variety of clinical experience [e.g. examine curriculum implementation, diagnose students, synthesize assessments, determine interventions, and develop instructional plans]. Other course activities will include seminar discussions, reflective papers, and field journals. To be taken concurrently with EDAM 63800 Numbers and Operations (3).

**EDAM 64000 Geometry and Measurement (3)** This course will focus on the content and complexities of teaching and assessing geometry and measurement in a K – 5 setting. Candidates will develop an expertise related to geometry and measurement that will support teachers and enhance student learning. Candidates will also examine the learning trajectories as children develop geometry and measurement concepts and skills. Course content will include geometric properties and relationships, visualization and spatial reasoning, adaptive reasoning, and measurement in multiple dimensions. To be taken concurrently with EDAM 64500 Seminar with Internship II – Geometry and Measurement (1).

**EDAM 65000 Algebraic Reasoning (3)** This course will focus on the content and complexities of teaching and assessing algebraic reasoning in a K – 5 setting. Candidates will develop an expertise related to algebraic reasoning that will support teachers and enhance learning. Candidates will also examine the learning trajectories as children develop algebraic reasoning concepts and skills. Course content will include examination of representation and analysis of mathematic situations and structures. Attention will be given to patterns, functions, and the transition from arithmetic to algebra. To be taken concurrently with EDAM 65500 Seminar with Internship III – Algebraic Reasoning (1).

**EDAM 66000 Data Analysis, Statistics, and Probability (3)** This course will focus on the content and complexities of teaching and assessing data analysis, statistics, and probability in a K – 5 setting. Candidates will develop an expertise related to data analysis, statistics and probability that will support teachers and enhance student learning. Candidates will also examine the learning trajectories as children develop data analysis, statistics, and probability concepts and skills. Course content will include the essentials of probability and statistics including designing data investigations, describing data, drawing conclusions and making inferences. To be taken concurrently with EDAM 66500 Seminar with Internship IV – Data Analysis, Statistics, and Probability (1).

**EDAM 64500 Seminar with Internship II – Geometry and Measurement (1)** To develop depth of understanding, candidates will analyze teaching and learning of geometry and measurement across the K – 5 grade levels through a variety of clinical experience [e.g. examine curriculum implementation, diagnose students, synthesize assessments, determine interventions, develop instructional plans]. Other course activities will include seminar discussions, reflective papers, and field journals. To be taken concurrently with EDAM 64000 Geometry and Measurement (3).

**EDAM 65500 Seminar with Internship III – Algebraic Reasoning (1)** To develop depth of understanding, candidates will analyze teaching and learning of algebraic reasoning across the K – 5 grade levels through a variety of clinical experience [e.g. examine curriculum implementation, diagnose students, synthesize assessments, determine interventions, develop instructional plans]. Other course activities will include seminar discussions, reflective papers, and field journals. To be taken concurrently with EDAM 65000 Algebraic Reasoning (3).

**EDAM 66500 Seminar with Internship IV – Data Analysis, Statistics, and Probability (1)** To develop depth of understanding, candidates will analyze teaching and learning of data analysis, statistics, and probability across the K – 5 grade levels through a variety of clinical experience [e.g. examine curriculum implementation, diagnose students, synthesize assessments, determine interventions, and develop instructional plans]. Other course activities will include seminar discussions, reflective papers, and field journals. To be taken concurrently with EDAM 66000 Data Analysis, Statistics, and Probability (3).

**EDAM 68000 Foundations of Mathematics Education Leadership (3)** In this introductory course, candidates will develop an understanding of the role of mathematics education leaders and the challenges leaders face including implementing national and state standards, increasing mathematics content knowledge of teachers, enhancing the pedagogical skills of teachers, and utilizing and interpreting assessments of student understanding. Course content focuses on students as mathematics learners, teachers as learners, and the design, teaching, and evaluation of inquiry-based lessons.

**EDAM 69000 Mathematics Leadership: Influencing and Facilitating Improvement (3)** In this course, candidates will explore research and practice related to teamwork, interaction, communication, conflict resolutions, and leadership in K-12 schools. Candidates will also examine effective strategies for influencing and facilitating school / district improvement.

**EDAM 69500 Elementary Mathematics Specialists: Influencing and Facilitating Improvement (3)** In this course, candidates will

examine the complexities and challenges related to the roles of elementary mathematics specialists including mathematics coaching, mentoring novice teachers, and facilitating professional development. Candidates will explore effective models and strategies related to professional development and working with adult learners.

#### **EDARL 67000 Foundations of K-12 Literacy Administration**

**Organization (3)** This course will enable the student to develop an understanding of the role of the literacy specialist in the development and support of a district's literacy program. Topics include theories, research, legal and ethical issues that drive the development of a district's literacy program, and communication skills required for the articulation of the program to stakeholders. This course will explore the connection of reading/writing across ages, abilities, and curriculum. The students will apply the learned skills to the function and role of the effective faculty and staff development leader, supervisor of reading specialist/literacy coaches, curriculum coordinator, and administrative team member. To be taken concurrently with EDA 60000 Instructional Program Leadership and Assessment

**EDARL 67100 Pedagogy for Effective Literacy Practices (3)** This course will enable the Instructional Specialist K-12 Literacy candidate to research in-depth the historical and current research philosophy and definition of literacy. This course will lead the candidate to evaluate the connection of language acquisition and reading/writing (print and nonprint). Topics will include, but not limited to, brain research and literacy, multi-model literacy, multilevel interventions, synaesthetics, media consumption, culture and gender issues in literacy. The students will apply the learned skills to the in-depth knowledge of the area of literacy that will support the district's literacy program. To be taken after EDA 60000 and Foundations of K-12 Literacy Administration Organization.

**EDARL 67200 Student Achievement Enhancement Techniques for Elementary Literacy (3)** This course will enable the candidate to acquire global understanding and background to guide interventionists, literacy coach, reading specialist and literacy personnel in the elementary setting. This course will explore the connection of reading/writing across ages, abilities, and elementary curricula. The course will explore appropriate selection and use of curriculum assessment. Topics will include analyzing current trends in elementary literacy programs, national, state, district and building initiatives for school improvement planning. The candidates will explore the best practices in professional development in professional learning communities for the elementary teaching staff. To be taken after EDA 60000, Foundations of K-12 Literacy Administration Organization and Pedagogy for Effective Literacy Practices.

**EDARL 67300 Student Achievement Enhancement Techniques for Middle School/High School Literacy (3)** This course will enable the candidate to examine the specific demands of middle school and high school literacy. This course will explore the connection of reading/writing across ages, abilities, and curricula. This course will also examine the demands of secondary curricula and the literacy program design for success at the secondary level. Topics will include, but not limited to, instruments used for reading level assessment, effective intervention practices, and the demands of the diverse secondary population. The candidates will evaluate programs and materials that are used in the secondary content classroom. Emphasis will be placed on the district literacy specialist's role in professional development of the middle school/high school content teaching staff. To be taken

after EDA 60000, Foundations of K-12 Literacy Administration Organization and Pedagogy for Effective Literacy Practices.

**EDARL 67400 Literacy Leadership: Influencing and Facilitating Program Improvement (3)** This course will enable the Instructional Specialist K-12 Literacy candidate to conduct needs assessment and program evaluation necessary for leading school improvement efforts. Topics include analyzing K-12 student performance on district, state, and national assessment reports, surveying professional development needs as they relate to the improvement of K-12 student achievement, developing data collection systems to evaluate literacy program effectiveness, and grant writing skills. The candidate will apply principles of inquiry and research to develop, present, and review grant proposals which link to objectives from district school improvement goals. To be taken after EDA 60000, Foundations of K-12 Literacy Administration Organization and Pedagogy for Effective Literacy Practices.

**EDARL 67500 Cognitive Coaching for Teaching Diverse Populations and Adult Learners (3)** This course will enable the Instructional Specialist K-12 Literacy candidate to discuss how to assist literacy specialists, parents and general education classroom teachers problem solve difficulties that arise in the teaching of literacy. Topics will include, but not be limited to, establishing collaborative models, defining of roles, and integrating the cognitive coaching model into professional development programs. The candidate will apply principals of cognitive coaching in guiding faculty to become reflective teachers of literacy, supporting collaborative ways for literacy teachers to examine their current practices against latest best practices in literacy, and encouraging staff to be more risk taking in integrating new evidenced-based strategies in teaching literacy. To be taken after EDA 60000, EDARL 67000, and EDARL 67100.

## **Doctor of Education**

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**EDA 70000 Instructional Program Leadership and Assessment (3)** This course is designed as an advanced level course for the study of educational program development, administration and supervision in accordance with the goals and outcomes of the Educational Administration Program. The course provides a broad overview of the essential elements of educational programs, including curriculum, instruction, materials and program evaluation recommended by the various learned societies for educational administration. The major focus of this course is the enhancement of the students' understanding of the leadership roles and responsibilities of the school administrator in these critical areas.

**EDA 70500 Advanced School Law (3)** Constitutional, statutory, and case law that relates to all staff personnel, students, school districts and other allied governmental units is investigated, analyzed and discussed. Special emphasis is given to the study of contracts, dismissals, tenure, retirement, pupil injuries, liability of school personnel, and school district and board members' legal rights and responsibilities.

**EDA 71000 Human Resource Administration (3)** This course studies the planning processes and procedures required in implementing policies and practices of school human resource administration. This includes both instructional, administrative and support personnel.

**EDA 71500 Advanced School Business Management (3)** This

course is a study of school budgeting procedures, expenditure and revenue accounting, and problems related to local, state, and federal financing of public school operations. The Missouri Uniform Accounting System for Public Schools is utilized in the development of a school system project.

**EDA 72000 School District Administration (3)** Analysis and discussion relating to current problems of school management involving decision making, data collection and operations are all a part of this course. Special attention will be given to administrator-board relationships, management team development, and public/community relations.

**EDA 72500 Student Achievement Enhancement Techniques (3)** This course assists the instructional leader in understanding how students learn. Attention is given to learning styles, assessment techniques, student motivation, and remediation strategies.

**EDA 73000 Instructional Program Improvement Strategies (3)** This course focuses on school improvement efforts underway throughout the nation. Students will study successful models of district and building efforts to enhance academic performance.

**EDA 74100 Educational Administration Internship (3)** Field experiences encompassing the superintendency and other specialized administrative or supervisory positions are explored. Students spend specified periods of time working with experienced administrative or supervisory personnel

**EDA 74500 Statistics in Educational Administration (3)** This course examines statistical techniques used in the analysis of data and helps students in the development of a Specialist Project proposal. Class sessions will help students develop research ideas and move from ideas to written drafts of a proposal.

**EDA 74800 Instructional Leadership Internship (3)** Students will have meaningful and practical experiences in an actual relevant setting during the course. The internship is designed to place candidates in the cooperating setting during critical times of instructional planning. Students will demonstrate their ability to apply knowledge and skills learned in core courses under the collaborative partnership of the University and the assigned placement leadership. Experiences will include studying key concepts and skills used by effective leaders, observing good models, and by experiencing decision making in an institutional setting.

**EDA 75000 Capstone I (3)** This course is the first in a series of three Capstone courses. Students will be required to identify, analyze, and report on a variety of topics related to educational leadership. Students will also be required to begin Literature Reviews in areas related to their proposed studies. General procedures regarding dissertation writing and conducting research are offered throughout the course. A significant amount of class time is devoted to writing as students develop skills in designing and evaluating research in education.

**EDA 75500 Seminar in 21st Century Issues in Education: Perspectives on Policy and Practice (3)** The purpose of this course is to introduce students to foundational approaches to contemporary issues in local, state, national, and international education contexts. The course introduces approaches associated with the history, sociology, and philosophy of education to help students understand and critically assess policy and practice. This course is designed to evaluate contemporary issues in administration at both the elementary and secondary levels. This

course provides an opportunity for students to reevaluate their conceptualizations and beliefs regarding those contemporary issues identified for discussion.

**EDA 76000 Seminar in Educational Leadership (3)** This course introduces students to concepts and skills related to leadership. Theory-related content, combined with experiential teaching methods, provides students with an opportunity to increase their understanding of leadership theory, examine how attitudes about themselves and others influence leadership behavior, and stimulate the development of new skills through demonstration and practice.

**EDA 76500 Administrative Decision-Making in Schools (3)** This course is designed to improve the quality of educators' decisions by presenting a practical framework used to make better decisions. The course begins with a discussion of diversity, ethics, and personal and professional beliefs and their impact on decision making. The discussion then turns to administrator decision making in six areas, each of which contributes to improving student achievement. Next, the discussion focuses on categories of principal behavior that positively affect students and teachers. The last topic for the course looks at leadership responsibilities, the decisions necessary to fulfill those responsibilities, and their correlation with student academic achievement.

**EDA 76700 Quantitative Methods Design in Educational Research (3)** This course is appropriate for students considering a quantitative methodology for the dissertation. The course continues a more in-depth examination of statistical techniques employed in educational research including correlation and regression, Chi Square analysis, Analysis of Variance (ANOVA), nonparametric inference, sampling, and simulation. Hypothesis testing and discussion of communication of inferential results is included. Prerequisite: EDA74500.

**EDA 76800 Qualitative Methods in Educational Research (3)** This course focuses on learning about and practicing qualitative research methods used in educational research. This includes considerations of research question, project design, approaches to data collection, forms of analysis, representing participants in the write-up, and issues of trustworthiness and transferability. Qualitative methods for data collection include (a) interviewing, (b) observation, (c) focus groups, (d) surveys, and (e) forms of analysis of texts and historical documents. Qualitative approaches, which frequently incorporate 2 or more of these methods, include (i) case studies, (ii) program evaluation, (iii) micro-ethnographies, and (iv) forms of action research. Note: Students planning to use qualitative methods in their doctoral research are encouraged to take this course to learn the necessary techniques for conducting and analyzing these kinds of research

**EDA 77000 Capstone II (3)** This course helps prospective administrators understand administrative problems, propose feasible solutions, and evaluate courses of action and develop skills in decision making. This course involves reading and analyzing case studies in educational administration and writing one professionally meaningful case using a developmental research process. A classroom community will be created as the primary resource for supporting each student's interests in school administration and development as an educational leader, researcher, and team player. Technology will be used to connect students electronically and to facilitate Internet literature searches and the display of information.

**EDA 77500 Capstone III (6)** The Doctor of Education program requires completion of a dissertation. This culminating assignment is an independent research and analytic activity designed to integrate theories and tools learned throughout the program and should demonstrate mastery of concepts and methods. The focus of this program is the refinement of students' understandings of leadership and policy development and analysis, ultimately culminating in the capstone experience. The capstone experience is meant to contribute knowledge of a critical issue in educational leadership.

**EDA 78000 Capstone Experience (0)** This is a required non-credit course for students who have completed all coursework, but have not yet completed the dissertation. This course is designed to keep enrollment open in the Ed.D. program while students complete the Ed.D. requirements. Students in the Doctor of Education degree program are required to continually register for EDA 78000 each semester until the dissertation is completed and accepted. Please see fee schedule on page 13.

**EDA 79001 Writing Techniques for Scholarly Publication (1)** is a writing intensive course focused on revising and polishing student work to meet the expectations of scholarly publications, including the dissertation. This course is designed to meet the goals and needs of the individual students enrolled, so individual meetings with the instructor will be required in addition to online coursework. Professional writing style and logical organization will be emphasized. While this individualized course is designed for students working toward completion of a dissertation, it would be helpful for anyone writing a scholarly article for publication.

**EDA 79100 - 79106 Self-Prescribed Course (1-6)** This course allows the educator the opportunity to devise individualized learning experiences. The design can allow the educator the choice of selecting from courses already offered or proposing experiences to meet individual needs as a practicing educator. These learning experiences can become a Self-Prescribed Course whenever the student and the faculty advisor have identified personal goals and objectives and have agreed upon the direction for meeting these objectives. Courses are subject to Dean approval.

**EDAA 70100 Building Blocks in Adult Learning Foundations (3)** The purpose of this course is to help participants acquire and internalize the foundational building blocks for understanding and facilitating adult learning in a variety of contexts. Attention will be focused on the research, theory and practice of adult learning.

**EDAA 70110 Improvement of Instruction in Adult Education (3)** This course is designed for any student who is or will be helping adults learn in either an occupational or educational setting. A study and experimental use will be made of selected methods, instructional techniques, and devices appropriate for the teaching of adults such as presentation, audience participation, discussions, skill practice, verbal and non-verbal as well as coaching and drill. Current research will be examined and applied to the problems, issues and concerns of instructing adults.

**EDAA 70115 Assessment in the Adult Classroom (3)** This course is designed to address the issue of assessing how effectively teachers of adults are teaching (or facilitating adult learning), and to help those teachers assist their students/participants in knowing how effectively they are learning what is being taught. Emphasis in this process will be placed on three major categories

of techniques for assessing: (a) course-related knowledge and skills; (b) learner attitudes, values, and self-awareness; and (c) learner reactions to instruction. Special attention will focus this assessment in the adult classroom within educational (community college, college, university), corporate, governmental, community and/or non-formal settings.

**EDAA 70120 Applying Andragogical Principles to Internet Learning (3)** This online course will model applying andragogical learning principles to Internet learning. The purpose of the course is to prepare students to facilitate online/Internet learning experiences that attend to the physical and psychological needs of the adult learner by engaging them in scholarly study and the practical application of newly acquired skills in the subject matter of applying andragogical principles to Internet learning.

**EDAA 70125 Changing Functions of Corporate Education Divisions Toward Performance Support (3).** An in depth study of current research on various topics in the field of adult education which include, but are not limited to, the following will be conducted: staying ahead of the "curve of change," coming together as a learning community, shifting from training to performance support, an organization or system managing, implementing and applying the whole system of its own adult educational resources to transform for growth and benefit, and applying what we know to what we do with the various constituencies we serve. Application to the field of adult education and human resource development will be considered. Special focus will be placed on assessing and improving competency in changing educational, corporate, and community settings.

**EDAA 70500 Foundational Development and Implementation of Learning Contracts with Adult Learners (3)** The purpose of this course is to help participants acquire and internalize the essential components of learning contracts, as follows: Learning Objectives or 'What are you going to learn?'; Learning Resources and Strategies, or 'How are you going to learn it – what methods and techniques will you use?'; Target Date for Completion or Amount of Time Spent?; Evidence of Accomplishment of Objectives, or 'How are you going to know you learned it?'; Criteria and Means for Evaluating Evidence, or "How are you going to prove that you learned it and who will judge it?". Attention will be focused on the research, theory and practice of developing and implementing learning contracts.

**EDAH 70500 Legal Aspects of Higher Education (3)** Constitutional, statutory, and case law that relates to all staff personnel, students, colleges, universities, and other allied governmental units is investigated, analyzed, and discussed. Special emphasis is given to the study of contracts, dismissals, tenure, retirement, student injuries, liability of college/university personnel, and college/university and board members' legal rights and responsibilities.

**EDAH 71500 Business Management in Higher Education Administration (3)** This course is a study of college/university budget procedures, expenditure and revenue accounting, and problems related to local, state, and federal financing of higher education operations. Both private and public institution budgeting and finance will be studied.

**EDAH 72500 Student Affairs in Higher Education Administration (3)** This course will focus on all aspects of student affairs related to higher education administration. Topics include academics, program planning, assessment, activities and professional organizations, career development, and others.

### **EDAH 75500 Seminar: 21st Century Issues in Higher Education**

**(3)** The purpose of this course is to introduce students to foundational approaches to contemporary issues in local, state, national, and international education contexts. The course introduces approaches associated with the history, sociology, and philosophy of higher education to help students understand and critically assess policy and practice. This course is designed to evaluate contemporary issues in higher education. This course also provides an opportunity for students to reevaluate their conceptualizations and beliefs regarding those contemporary issues identified for discussion.

## **Education-Boone Campus**

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**EDB 51000 Topics in Interpretation (1-6)** This course is designed to meet the individual needs of interpretation students who desire or are required to explore advanced areas of study or investigate a specific issue, problem, current topic or topic offered as a limited opportunity and/or a unique educational experience appropriate to the field. Permission to register and approval for the topic of this course must be obtained from the student's advisor and Dean.

**EDB 55000 Interpretation Practicum (1-6)** Students are placed in approved interpretive settings to serve in management and administrative functions. Under the supervision of the host organization, students observe and practice skills necessary for successful interpretation and/or interpretive site management. The work to be done will be based on the number of credit hours selected. Permission to register and approval for the topic of this course must be obtained from the student's advisor and Dean.

**EDB 56000 Interpretation Research (3)** This course is designed to demonstrate the student's scholarly research abilities and techniques. Topics may require substantial reading with appropriate inference, assessment, and conclusions. Permission to register and approval for the topic of this course must be obtained from the student's advisor and Dean.

**EDB 58200 Certified Interpretive Guide (CIG) (3)** Upon successful completion of the course, students will understand the history, definition, and principals of interpretation. Making programs purposeful, enjoyable, relevant, organized and thematic. Incorporating tangible things and intangible ideas into your programs. Presentation and communication skills. This course is offered intermittently.

**EDB 58300 Interpretive Planning (CIP) (3)** This course provides the professional training needed for those who will be preparing master plans, exhibit plans, or other comprehensive planning efforts. Covers key components of interpretive planning model in lecture/discussion. This course is offered intermittently.

**EDB 58400 Heritage Interpretation (CHI) (3)** This course is designed to prepare one to take a position on the "front line" and be professionally equipped to give programs and develop non-personal media. Covers overview of interpretation; personal interpretation; non-personal media (publications, interpretive writing, exhibits, signs, and self-guided trails). This course is offered intermittently.

**EDB 58501 Interpretive Management (CIM) (3)** This course is designed to prepare one to manage an interpretive facility, supervise staff, prepare budgets, or be otherwise responsible for the daily operations of an interpretive site. Covers overview of interpretation; planning strategies with heavy emphasis on business planning, marketing, and budgeting; personnel and time

management; and contract management. This course is offered intermittently.

**EDB 58601 Interpretive Trainer (CIT) (3)** This course provides the student with the professional training needed to train others in interpretation related activities. Designed for those who want to teach the CIG curriculum; includes entire CIG curriculum (see below); evaluation of CIG students; setting up and teaching the CIG course. This course is required for those wanting to teach the CIG course and certify Interpretive Guides. This course is offered intermittently.

**EDB 60000 Masters Project (3)** The topic of the Master's Project may focus on a particular issue related to interpretive activities, techniques, facilities and other related resources applications. The student is responsible for the preparation of the project under the direction of the student's advisor. The proposal must be submitted to the Dean of School of American Studies for approval. A committee of graduate faculty with the option to include working interpretive professionals will supervise and assist the student with the project.

## **Education-Counseling**

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### **EDC 52100 Classroom Teaching/Management for Counselors**

**(3)** This course covers techniques and procedures applicable to effective teaching, planning for instruction, practicing specific microteaching skills, techniques of classroom management and discipline.

**EDC 53500 Teaching Methods for Counselors (3)** This course addresses issues of teaching the guidance curriculum K-12. New materials and methods are examined, implemented and evaluated.

### **EDC 54100 Education of the Exceptional Child for Counselors (3)**

This course allows the student to develop an understanding of the unique characteristics, strengths and challenges of children classified as exceptional. An historical and legal overview of the field of special education will be presented as well as current trends, issues and best practices for educating children with exceptionalities in the 1990's. Students will understand the competencies necessary to effectively teach, communicate and live with individuals with exceptionalities in educational and natural environments. The course focuses on the social and emotional implications of the "exceptional" label to individuals, their families, and society as a whole.

## **Library Media Specialist Certificate**

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**EDL 50000 Libraries and Librarianship (2)** This course introduces the student to the development of the library as an institution and to the role of the library and the librarian in today's society.

**EDL 50500 Administration of the Media Center (3)** This course investigates principles of organization and administration of the library and media center and its relationship to its many publics.

**EDL 51000 Cataloging and Classification (3)** This course examines principles and practices of organizing information and creating bibliographic records.

**EDL 51500 Information Technologies for the Media Center (3)** This course consists of investigation, manipulation and evaluation of current technologies that affect the production, storage dissemination, revival and use of information.



**EDL 52000 Selection and Acquisition of Materials (3)** This course consists of an analysis of selection tools in developing a comprehensive media collection with emphasis on small to medium-sized libraries and media centers.

**EDL 52500 Introduction to Reference Sources (3)** This course examines the selection, evaluation, and use of traditional and electronic reference sources for school library media centers.

**EDL 53000 Integration and Utilization (3)** This course examines the integration of information literacy skills and current technologies into PK-12 instructional strategies.

**EDL 53500 Library Materials for Children and Youth (3)** This course is an examination and evaluation of books and non-book materials with an emphasis on informational materials.

**EDL 54000 Material Production (3)** This course is an overview of processes involved in the development, evaluation and use of general information and subject discipline area resources.

**EDL 54500 Seminar & Media Center Practicum (2)** This course involves practical experience in processes of library media centers.

**EDL 55500 Directed Studies in Library Science (1-3)** This course is independently designed to meet specific learning goals of library/media specialists. A media center based project is required.

## **Mathematics Education**

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**EDM 53800 Numbers and Operations (3)** This course will focus on the content and complexities of teaching and assessing numbers and operations in a K – 5 setting. Candidates will develop an expertise related to numbers and operations that will support teachers and enhance student learning. Candidates will also examine the learning trajectories as children develop number concepts and skills. Course content will include multiple representations, computational strategies, relationships, and meanings related to numbers and operations. To be taken concurrently with EDM 53900 Seminar with Internship I – Numbers and Operations (1).

**EDM 53900 Seminar with Internship I – Numbers and Operations (1)** To develop depth of understanding, candidates will analyze teaching and learning of numbers and operations across the K – 5 grade levels through a variety of clinical experience [e.g. examine curriculum implementation, diagnose students, synthesize assessments, determine interventions, and develop instructional plans]. Other course activities will include seminar discussions, reflective papers, and field journals. To be taken concurrently with EDM 53800 Numbers and Operations (3).

**EDM 54000 Geometry and Measurement (3)** This course will focus on the content and complexities of teaching and assessing geometry and measurement in a K – 5 setting. Candidates will develop an expertise related to geometry and measurement that will support teachers and enhance student learning. Candidates will also examine the learning trajectories as children develop geometry and measurement concepts and skills. Course content will include geometric properties and relationships, visualization and spatial reasoning, adaptive reasoning, and measurement in multiple dimensions. To be taken concurrently with EDM 54500 Seminar with Internship II – Geometry and Measurement (1).

**EDM 54500 Seminar with Internship II – Geometry and Measurement (1)** To develop depth of understanding, candidates

will analyze teaching and learning of geometry and measurement across the K – 5 grade levels through a variety of clinical experience [e.g. examine curriculum implementation, diagnose students, synthesize assessments, determine interventions, develop instructional plans]. Other course activities will include seminar discussions, reflective papers, and field journals. To be taken concurrently with EDM 54000 Geometry and Measurement (3).

**EDM 55000 Algebraic Reasoning (3)** This course will focus on the content and complexities of teaching and assessing algebraic reasoning in a K – 5 setting. Candidates will develop an expertise related to algebraic reasoning that will support teachers and enhance learning. Candidates will also examine the learning trajectories as children develop algebraic reasoning concepts and skills. Course content will include examination of representation and analysis of mathematic situations and structures. Attention will be given to patterns, functions, and the transition from arithmetic to algebra. To be taken concurrently with EDM 55500 Seminar with Internship III – Algebraic Reasoning (1).

**EDM 55500 Seminar with Internship III – Algebraic Reasoning (1)** To develop depth of understanding, candidates will analyze teaching and learning of algebraic reasoning across the K – 5 grade levels through a variety of clinical experience [e.g. examine curriculum implementation, diagnose students, synthesize assessments, determine interventions, develop instructional plans]. Other course activities will include seminar discussions, reflective papers, and field journals. To be taken concurrently with EDM 55000 Algebraic Reasoning (3).

**EDM 56000 Data Analysis, Statistics, and Probability (3)** This course will focus on the content and complexities of teaching and assessing data analysis, statistics, and probability in a K – 5 setting. Candidates will develop an expertise related to data analysis, statistics and probability that will support teachers and enhance student learning. Candidates will also examine the learning trajectories as children develop data analysis, statistics, and probability concepts and skills. Course content will include the essentials of probability and statistics including designing data investigations, describing data, drawing conclusions and making inferences. To be taken concurrently with EDM 56500 Seminar with Internship IV – Data Analysis, Statistics, and Probability (1).

**EDM 56500 Seminar with Internship IV – Data Analysis, Statistics, and Probability (1)** To develop depth of understanding, candidates will analyze teaching and learning of data analysis, statistics, and probability across the K – 5 grade levels through a variety of clinical experience [e.g. examine curriculum implementation, diagnose students, synthesize assessments, determine interventions, and develop instructional plans]. Other course activities will include seminar discussions, reflective papers, and field journals. To be taken concurrently with EDM 56000 Data Analysis, Statistics, and Probability (3).

**EDM 58000 Foundations of Mathematics Education Leadership (3)** In this introductory course, candidates will develop an understanding of the role of mathematics education leaders and the challenges leaders face including implementing national and state standards, increasing mathematics content knowledge of teachers, enhancing the pedagogical skills of teachers, and utilizing and interpreting assessments of student understanding. Course content focuses on students as mathematics learners, teachers as learners, and the design, teaching, and evaluation of inquiry-based lessons.

**EDM 59000 Mathematics Leadership: Influencing and Facilitating Improvement (3)** In this course, candidates will explore research and practice related to teamwork, interaction, communication, conflict resolutions, and leadership in K-12 schools. Candidates will also examine effective strategies for influencing and facilitating school / district improvement.

**EDM 59500 Elementary Mathematics Specialists: Influencing and Facilitating Improvement (3)** In this course, candidates will examine the complexities and challenges related to the roles of elementary mathematics specialists including mathematics coaching, mentoring novice teachers, and facilitating professional development. Candidates will explore effective models and strategies related to professional development and working with adult learners.

## **Special Education**

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**EDS 50200 Behavior Management (3)** This course is designed to increase the student's knowledge and repertoire of ethical effective and efficient behavioral management techniques and programs that can be used with children and youth in general and special education, home and community settings. Conceptual models have made and continue to make significant contributions to our knowledge of learning and behavior are reviewed and analyzed through an integrative framework. Observation and application of behavior management strategies are part of this course. Prerequisite: EDU 34100/54100.

**EDS 51800 Introduction to Teaching Children with Disabilities in Cross-Categorical Settings (3)** This course allows the student to examine theories, classification systems, characteristics, historical data, and related resources affecting students from the elementary through the secondary levels with learning disabilities, behavior disorders, mental retardation, and physical impairments who are placed in cross-categorical settings. Leading to teaching certification for mild and moderate disabilities K-12, service delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. This course is required for certification and is designed for pre-service MAT students who have limited classroom experience. Prerequisite: EDU 34100/54100

**EDS 52600 Methods of Teaching Children with Disabilities in Cross-Categorical Settings (3)** This course includes a 30-hour practicum experience. Methods and materials needed in teaching students from the elementary through secondary levels in cross-categorical settings will be studied. Both commercial and teacher-developed materials are examined. Introduction to basic research in the field of mild and moderate disabilities, as well as methodology of the development of academic related areas, perceptual, cognitive, prevocational and social skills are emphasized. This class will lead to delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. This course is required for certification.

**EDS 53000 Introduction and Methods of Teaching Children with Disabilities in Cross-Categorical Settings (4)** This course is designed for special education teachers who already have certification in either behavior disorders, mental retardation, or learning disabilities and want to add on cross-categorical certification or regular education teachers who are considering adding special education certification. This course allows the student to examine the theories, classification system, characteristics, historical data, and related resources affecting

students placed in cross-categorical settings. Methods and materials needed in teaching learners with special needs in general and special education programs are studied. Both commercial and teacher developed materials are examined. Prerequisites: Certification in behavior disorders, or mental retardation, or learning disabilities.

**EDS 53300 Speech and Language Development for the Exceptional Learner (3)** This course is designed to increase the student's knowledge of the characteristics of human language and how such knowledge facilitates a clearer understanding of the young special education learner. Theoretical schemes of language acquisition, the child's stages in acquisition of morphology and syntax, sound, and semantics are an integral part of the course.

**EDS 53700 Special Education Counseling (3)** This course combines the traditional psychology of counseling in all its variety with special consideration of the problems experienced by exceptional children, their families, and their teachers.

**EDS 54000 Career Development (3)** This course emphasizes current theories and vocational development. Interest testing and aptitude testing significantly related to vocational development and their application to occupational training are included. Graduate students are required to do in depth research and/or project development in vocational training.

**EDS 55000 Practicum for Teaching Children with Disabilities in Cross-Categorical Settings (3)** This course is the first of two three hour practicum courses required by Missouri Department of Elementary and Secondary Education. As per requirements from MO DESE, practicum hours are to be completed outside of teaching contract hours. Working with a special education teacher in a cross categorical setting, students will apply the principles, techniques, strategies and methods taught in EDS 52600. Practicum students will be responsible for observing and working with special education students throughout the semester throughout the semester under the supervision of a certificated special education teacher. Development of an Individual Education Program (IEP), lesson plans, and progress reports will be required. This class will lead to teaching certification for mild and moderate disabilities K-12. Service delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. The practicum courses should be taken after other coursework. Practicum courses are offered during Fall and Spring semesters to allow for supervision in school by certified special education teacher in the candidate's school. For those who teach in charter, private or parochial schools where there is not a special education certified teacher to supervise on site, special arrangements can be made to complete the practicum during the summer. Only one three hour practicum course may be taken in a semester.

**EDS 55400 Practicum for Teaching Children with Disabilities in Cross-Categorical Settings (3)** This course is the second of two three hour practicum courses required by Missouri Department of Elementary and Secondary Education. As per requirements from MO DESE, practicum hours are to be completed outside of teaching contract hours. Working with a special education teacher in a cross categorical setting, students will apply the principles, techniques, strategies and methods taught in EDS 52600. Practicum students will be responsible for observing and working with special education students throughout the semester under the supervision of a certified special education teacher. Development of an Individual Education Program (IEP), lesson plans, and progress reports will be required. This class will lead

to teaching certification for mild and moderate disabilities K-12. Service delivery models of collaborative teaching, consultative services, itinerant teaching and resource support services will be emphasized. The practicum courses should be taken after other coursework. Practicum courses are offered during Fall and Spring semesters to allow for supervision in school by certified special education teacher in the candidate's school. For those who teach in charter, private or parochial schools where there is not a special education certified teacher to supervise on site, special arrangements can be made to complete the practicum during the summer. Only one three hour practicum course may be taken in a semester.

**EDS 55700 Remediation in Elementary Math (3)** This course focuses on 1) the teacher's knowledge of mathematical principles and remedial techniques fundamental to arithmetic and the psychological aspects of arithmetic learning; 2) the teacher's competency in the use of concrete materials embodying mathematical principles and structure; and 3) the teacher's sensitivity and willingness to adapt instruction to experiential needs of students. Graduate students are expected to examine research literature. Prerequisites: Two college level mathematics courses.

### **EARLY INTERVENTIONS IN AUTISM AND SENSORY IMPAIRMENTS**

**EDS 56000 Introduction to Family Centered Practices for Early Interventions in Autism, Visual Impairment, Deaf/Hard of Hearing (3)** This course will enable Early Intervention Specialist candidates to gain skills and knowledge to become a valued team member on interdisciplinary early intervention teams and partner with parents as teachers of infants and young children with autism spectrum disorder, visual impairments, and deaf/hard of hearing impairments. Topics addressed include roles of infant and toddler health care professionals, family centered practices and family systems, interdisciplinary collaboration, including physician and well chat, support and resources for families and health care professionals, and developing Individual Family Service Plans (IFSPs). This course will be taught fall semesters. Pre-requisite courses that must be taken prior to taking courses below are (these courses may be taken as electives): Education of the Child with Exceptionalities EDU 34100/54100 and Special Education Counseling EDS 33700/53700.

**EDS 56100 Characteristics of Young Children with Autism Spectrum Disorders (3)** In this course, Early Intervention Specialist candidates will learn the characteristics and diagnostic features of young children on the autism spectrum. Candidates will review the historical evolution of autism as a diagnostic entity. An emphasis will be placed on the significance of interdisciplinary teamwork, clinical observation, and in the establishment of meaningful and collaborative parent-teacher and inter-agency partnerships. Differential diagnostic tools will be provided. Finally, candidates will receive valuable information concerning federal and state regulatory procedures and best practices that guide the instruction of children with special needs. This course will be taught fall semesters. Should be taken concurrently with EDS 56000 Introduction to Family Centered Practices for Early interventions in Autism, Visual Impairment, Deaf/Hard of Hearing. Pre-requisite courses that must be taken prior to taking courses below are (these courses may be taken as electives): Education of the Child with Exceptionalities EDU 34100/54100 and Special Education Counseling EDS 33700/53700 Behavior Management EDS 50200.

**EDS 56200 Characteristics of Young Children with Vision Impairments (3)** In this course, Early Intervention Specialist candidates will learn the characteristics and diagnostic features of infants and young children who have vision impairments. Candidates will review the etiology and visual conditions and capacity, as well as the eligibility criteria, including atypical development and developmental delay. An emphasis will be placed on the significance of interdisciplinary teamwork, clinical observation, working with eye care professionals, and in the establishment of meaningful and collaborative parent-teacher and inter-agency partnerships. Candidates will receive valuable information concerning part C federal and state regulatory, conducting a routines-based assessment, writing IFSPs and the difference in writing intervention plans, and meeting the needs of the children and their families. This course will be taught spring semesters. Pre-requisite courses that must be taken prior to taking courses below are (these courses may be taken as electives): Education of the Child with Exceptionalities EDU 34100/54100, Special Education Counseling EDS 33700/53700, and Behavior Management EDS 50200.

**EDS 56300 Characteristics of Young Children with Deaf/Hard of Hearing Impairments (3)** In this course, Early Intervention Specialist candidates will learn the characteristics and diagnostic features of infants and young children with deaf/hard of hearing impairments. Candidates will review the implications of hearing loss on perceptual development, developmental milestones, physiological and psychological development. Family centered assessment and resources emphasize careful consideration of the parents' priorities in making decisions for their child regarding assistive hearing devices, medical interventions, and oral and total means of communication. American Sign Language and the Deaf Culture will be introduced. An emphasis will be placed on the significance of interdisciplinary teamwork, clinical observation, working with medical and auditory health care professionals, and in the establishment of meaningful and collaborative parent-teacher and inter-agency partnerships. This course will be taught spring semesters. Pre-requisite courses that must be taken prior to taking courses below are (these courses can be taken as electives): Education of the Child with Exceptionalities EDU 34100/54100, Special Education Counseling EDS 33700/53700, and Behavior Management EDS 50200.

**EDS 57000 Methodologies for Teaching Young Children with Autism Spectrum Disorders (3)** In this course, Early Intervention Specialist candidates will learn a variety of methodologies that successfully support young children with autism in educational settings. Special topics include applied behavior analysis and positive behavioral supports, sensory integration strategies, pragmatic language acquisition techniques, picture exchange communication methods. An emphasis will be placed on the significance of establishing meaningful and collaborative parent-teacher partnerships. Finally, candidates will receive valuable information concerning federal and state regulatory procedures and best practices that guide the instruction of children with special needs. This course will be taught fall semesters beginning fall 2012. Pre-requisite courses that must be taken prior to taking courses below are (these courses can be taken as electives): Education of the Child with Exceptionalities EDU 34100/54100, Special Education Counseling EDS 33700/53700, Behavior Management EDS 50200, EDS 56000 Introduction to Family Centered Practices for Early interventions in Autism, Visual Impairment, Deaf/Hard of Hearing and EDS 56200. Characteristics of Young Children with Autism Spectrum Disorders.

### **EDS 57100 Parents and Teachers as Partners: First Steps to Third Grade with children with Autism Spectrum Disorders (3)**

This course will provide Early Intervention Specialist candidates to gain the skills and knowledge to work in collaboration and partnership of parents of young children who are on the autism spectrum. Evidence-based practices will be explored to enable candidates to enhance their skills in authentic communication, team-building, mediation and conflict-resolution in order to facilitate constructive relationships with parents. Participants will also gain knowledge in the prevailing legal tenets and regulatory standards that affect the education of young children with disabilities. Case study summaries and first-hand parent testimonials will be included in this course as a part of this learning experience. Five (5) hours of field experience in the form of interviews and classroom-based observations will be required as a part of this course.

**EDS 57200 Designing Effective Classrooms for Young Children with Autism Spectrum (3)** In this course, candidates will learn a framework for developing a functional, appropriate educational environment for young children with autism, including those who are identified with Asperger's Syndrome. Candidates will explore current research-based program designs for children who are on the autism spectrum, and will learn to evaluate and match evidence-based practices and methodologies with specific profiles of children with autism. This course will expound on contemporary and proven learning theories in education. Field experiences for observing children in a variety of educational environments will be expected.

## **Educational Technology**

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**EDT 50010 Educational Technology Theory and Practice (3)** This course will enable participants to develop an understanding of educational technology and how it can be used to create authentic learning, engage learners and increase rigor in their curriculum. Participants will review and discuss literature and research conclusions about educational technology theory and develop a repertoire of effective techniques and strategies that have reliable evidence of substantial success in instructional settings. Topics such as technology standards, pedagogy, learning strategies, creating a community of learners, assessment of technology products, questioning techniques, and classroom management strategies will be examined.

**EDT 50020 Transforming Learning with Technology (3)** This course is designed to enhance and extend the technology skills of practicing individuals, apply those skills in innovative ways, and create an environment that supports collaborative, project-based learning. Participants will study basic and advanced features of software (operating system, word processing, spreadsheets, presentation software, Internet, concept mapping) and hardware (interactive white boards, projectors, wireless technology, projectors, cameras) and integrating technology.

**EDT 50030 Multimedia Applications (3)** This course will enable participants to develop advanced computer skills and apply them in the classroom. Participants will use digital tools to create and manipulate video, audio, the web, text, or animated multimedia.

**EDT 50040 Digital Communication (3)** This course will enable participants to use digital communication tools to effectively communicate in different media, be it websites, video, audio, text, or animated multimedia. Participants will select the right medium for the message and create different forms of communication for students, parents and peers. Course participants will be able

to describe digital literacy, what it is, and its importance as a skill for this generation of learners. Topics and software such as podcast, discussion boards, websites, video, information literacy, acceptable use, privacy and security policies, digital etiquette and responsible social interactions will be covered.

**EDT 50050 Andragogy and Distance Education (3)** This course will provide a foundation in major theories of adult learning (andragogy), digital etiquette, responsible social interaction, and online education. Participants will focus on developing an online course for adult learners by designing and developing an instructional product in digital format.

**EDT 50060 Ethics and Issues in Educational Technology (3)** This course will introduce students to contemporary educational technology issues in local, state, national, and international education contexts. The course is designed to evaluate contemporary issues in educational technology at the elementary, secondary, administrative and business levels. This course provides an opportunity for students to reevaluate their conceptualizations and beliefs regarding those contemporary issues identified for discussion. Students will review and discuss literature related to topics such as information literacy, ethics, learn/work skills-set, gaming, interactive web applications, leadership, teacher leadership, past and current legislation, professional development, standards-based education, decision-making, copyright.

**EDT 50070 Educational Technology Seminar and Internship (3)** This project is designed for field practitioners. The project will be conceptualized at the beginning of the student's program, approved by their advisor, updated, and refined as the student completes class work during their course of study. The final project will form a coherent package integrating the students' Educational Technology educational experiences and their anticipated or ongoing professional responsibilities.

## **Education: M.A., M.A.T.**

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**EDU 50000 Foundations of K-12 Education (3)** This course consists of a general introduction to the area of elementary and secondary education for the graduate student without teacher certification. All students planning to teach are required to take this course before or in conjunction with their first education course(s). A practicum is required.

**EDU 50200 Psychology of Teaching and Learning (3)** This course encourages students to examine current areas of interest in the study of learning theories and application of those theories to education. Concepts, methods, and issues of research in developmental and educational psychology are also investigated.

**EDU 50300 Elementary Reading Methods (3)** In this course, the student will participate in a comprehensive study of the skills required for reading development, such as word attack, perception, vocabulary, and comprehension. A variety of reading methodologies, materials, and evaluation items are presented and used with readers in the school system. This course includes a ten-hour practicum. Prerequisites: EDU 50200 and EDU 52100.

**EDU 50500 Analysis of Teaching and Learning Behavior (3)** This course is designed to enable the educator to analyze/diagnose, prescribe, and evaluate ways to improve teacher and learner behavior. Various methods of analyzing teacher behavior are studied and applied. Emphasis is also given to developing the ability to analyze and prescribe programs for individual learners.

**EDU 50600 Elementary/Middle School Language Arts Methods**

**(3)** This course involves a comprehensive study of listening, speaking, reading, writing, thinking, viewing and visually representing communication arts skills as these skills are integrated into the contemporary language and reading program. Various methods and materials are explored. Prerequisites: EDU 50200 and EDU 52100.

**EDU 50700 Teaching Reading in the Content Areas (3)**

This course is designed to provide teachers of grades 8-12 with techniques for assessing and improving reading/study skills in content areas (e.g. English, Math). Students learn to apply reading concepts, theories, and techniques to content area material by developing model lessons and materials. This course satisfies state requirements for a basic reading course for middle school and secondary certification.

**EDU 50800 Organization and Administration of the Preschool**

**(3)** This course is designed to provide students with various organizational patterns for establishing educational programs for young children. Issues and concerns of administering these programs are emphasized. Observations are required in several local area programs.

**EDU 50900 Analysis and Correction of Reading Disabilities (3)**

This course is designed to teach the diagnostic/prescriptive process necessary to deal with readers at various levels in the classroom. Students learn to use and analyze a variety of informal and standardized diagnostic reading tests appropriate for individual and group diagnosis. Students also learn to use commercial and teacher-made materials in conjunction with basal readers to provide appropriate instruction. Students are expected to work with a problem reader during the course. This course is to be taken concurrently with EDU 52200 for students working towards early childhood, early childhood special education, and elementary education certification.

**EDU 51000 Conceptualization of Education (3)**

This course allows the student to learn how to examine contemporary educational problems by studying them from the perspectives of history, philosophy, sociology, and psychology.

**EDU 51200 Elementary/Middle School Mathematics Methods**

**(3)** This course provides a survey of approaches in the teaching of mathematics for the student preparing to teach in elementary schools. Prerequisites: EDU 52100 and two university level mathematics courses.

**EDU 51300 Survey of Gifted and Talented Education (3)**

This course includes entry-level concepts and is a prerequisite for future study in the field. The course introduces students to basic terminology, theories, and general approaches and encompasses the following broad aspects of the field: history; major research; philosophy; definitions; cognitive, social and emotional characteristics and needs of the gifted; types and levels of giftedness; broad-based identification procedures; general program issues, approaches; special populations; teacher characteristics and competencies.

**EDU 51400 Utilizing Family and Community Resources (3)**

This course is an exploration of the resources of the community and methods of incorporating them into the early childhood program. Family resources and family-school relationships are studied, and materials and methods for developing such relationships contribute a focus of efforts. Practicum experience is a part of course.

**EDU 51500 PRAXIS – Foliotek Seminar for Teacher Education (0-**

**3)** Provides the student an opportunity to review and synthesize the skills and content knowledge of selected subject areas of teacher certification. This course will assist in developing test taking techniques in preparation for the PRAXIS. Students are also oriented to the requirements of the culminating assessment portfolio. Prerequisite: Admitted to the teacher certification program. Scheduled each semester and summer session. P/F grading.

**EDU 51501, EDU 51502, EDU 51503 PRAXIS – Foliotek Seminar for Teacher Education** can be taken for credit.

**EDU 51600 Language Acquisition and Development for Young Children (3)**

This course involves a study of the nature of language, the normal sequence of language development, and an introduction to the theories of language acquisition. The course includes a concern for understanding the influence of the environment and culture in language development, development of techniques and materials for stimulating language growth, identification of speech and articulation problems and appropriate referral methods, familiarity with instruments and techniques for assessing language development.

**EDU 51700 Introduction to Early Childhood/ Special Education (3)**

This course includes a study of principles basic to the early childhood environment designed to meet the needs of the developing child. Cognitive, physical, social, emotional, and creative development are investigated and observed in the early childhood setting. Curriculum and materials appropriate for early education will be emphasized, as will the planning and executing activities for the young child. The growth, development and special needs of preschool children with disabilities are discussed. Students will discuss developmentally appropriate practices, assessment, and material and curriculum adaptation that may be necessary when working with this population. Course includes a 30-hour practicum.

**EDU 51800 Measurement and Evaluation to Enhance Learning (3)**

This course is designed so that students experience practical approaches to ensure that classroom assessment is fair and effective. Students will explore curriculum mapping and alignment to standards as well as assumptions about educational assessment. More specifically, students will learn about the basic mathematics of measurement, the meaning of test scores, item analysis, steps in developing appropriate classroom tests and assessments, performance assessments, portfolios, assigning grades on the basis of classroom assessments, standardized testing, assessing to meet the diverse populations of students in classrooms, biases in educational assessment, and students in self assessment. Students will gain an appreciation for personal assessment and reflection to improve classroom practices.

**EDU 51900 Elementary/Middle School Science Methods (3)**

This course is designed to explore various methods, materials, strategies, and processes used in early childhood, elementary, and middle school science programs. Students are expected to plan, develop, and teach several science lessons using a variety of science instruction formats. Prerequisite: EDU 52100.

**EDU 52000 Curriculum Analysis and Design (3)**

This course has a dual emphasis. First, it includes substantive study of past and current curricula with attention to their bases in research and theory. Second, this knowledge is utilized by participants in preparing curricular programs which will enable them to function more effectively in their particular educational settings.

**EDU 52100 Classroom Teaching/Management (3)** This course covers techniques and procedures applicable to effective teaching, planning for instruction, practicing specific microteaching skills, techniques of classroom management and discipline. A 30-hour practicum is required.

**EDU 52200 Practicum: Diagnosis of Reading Difficulties (2)**

This practicum course was designed for MAT students who are working on their initial teaching certificate; This course provides the student with clinical experiences in the use of various diagnostic instruments and procedure for identifying types of reading difficulties. The student will complete his/her practicum in an after school tutoring or summer reading camp programs taught and supervised by a Lindenwood professor and will be required to either have previously taken or be enrolled in the same semester with EDU 50900 (3) Analysis and Correction of Reading Difficulties. The student will be expected to administer, score, and interpret basic tests and to write case study reports. Note: Only one practicum course may be taken in a semester.

**EDU 52300 Practicum: Diagnosis of Reading Difficulties (3)**

This practicum course was designed to be completed in the candidate's home school under the supervision of a reading certified teacher. As per requirements from MO DESE, practicum hours are to be completed outside of teaching contract hours. This course provides the graduate student who is seeking certification in K-12 Special Reading with clinical experiences in the use of various diagnostic instruments and procedures of identifying types of reading difficulties. The student will be expected to administer, score and interpret basic tests and to write a diagnostic summary with recommendations for developing early literacy skills for young children. A diagnostic summary utilizing a case study approach of pre- and post-assessment information should be included, along with lesson plans and recommendations for parents, classroom teachers, and the school reading specialist. Offered during Fall and Spring semesters to allow for supervision in the candidate's home school by a certified reading teacher in the candidate's school, special arrangements may be made to complete this practicum during the Lindenwood Summer Reading Camp, e.g., those who teach in charter, private or parochial schools where there is not a certified special reading teacher to supervise on site. Only one three hour practicum course may be taken in a semester. Pre-requisite course: EDU 50900 Analysis and Correction of Reading Disabilities.

**EDU 52400 Assessment of Intellectual Skills (3)** This course teaches students about the use of non-projective, educationally relevant tests, including theories of measurement, test construction, test administration, and ethical use. Students will attain competence in administration of one of the more commonly used methods of assessment, either Binet or Wechsler.

**EDU 52500 Perceptual Motor Development (2)** This course examines the complex relationship between sensory perception and the development of gross and fine motor skills. The student will analyze and evaluate research in this field, the methods and tools of assessment, materials and activities used to enhance and/or remediate the development of perceptual motor skills.

**EDU 52600 Practicum: Remediation of Reading Difficulties (3)**

This practicum course was designed to be completed in the candidate's home school under the supervision of a reading certified teacher. As per requirements from MO DESE, practicum hours are to be completed outside of teaching contract hours. This course allows students to apply appropriate remedial

techniques through clinical experiences using commercial and teacher-made materials in teaching students previously diagnosed with reading disabilities. Lesson plans, preliminary remediation reports, progress reports, and a final evaluation of the remediation program are required, with recommendations for correcting literacy skills for secondary students. Offered during Fall and Spring semesters to allow for supervision in the candidate's home school by a certified reading teacher in the candidate's school, special arrangements may be made to complete this practicum during the Lindenwood Summer Reading Camp, e.g., those who teach in charter, private or parochial schools where there is not a certified special reading teacher to supervise on site. Only one three hour practicum course may be taken in a semester.

**EDU 52700 Early Childhood Cognitive Curriculum Concepts (3)**

This course will provide the student with techniques, methods and materials used in the curriculum areas of science and social studies for the young child (ages 3-8). Students will review relevant child development issues, learn the rationale for teaching these curriculum areas, and the importance of integrating them into the entire curriculum. Development and implementation of lesson plans are a part of this course.

**EDU 52800 Integrating Thinking Skills in Instruction (3)** This course teaches approaches to integrating deliberate thinking—critical, creative, whole-brained thinking and problem solving—through the disciplines K-12. An in-depth examination of major thinking models will be undertaken.

**EDU 52900 Creative Curriculum Materials for Early Childhood/ Early Childhood Special Education Programs (4)**

This course is designed to familiarize students with innovative curricula and materials which support art, music and movement in developmentally appropriate early childhood and early childhood special education programs. Students will construct and evaluate their own curriculum and materials. Techniques for integrating best practices throughout the curriculum and implementing adaptations for children with special needs will be emphasized.

**EDU 53000 A Survey of Learning Styles (3)** This course includes an in-depth examination of theories of learning styles with emphasis on Brain Dominance, Learning Styles, and Multiple Intelligences. Applications of the models as they can be adapted to basic teaching styles will be stressed.

**EDU 53100 Elementary Music Methods (2)** This course provides a general preparation for the teacher in the elementary classroom. A study of the principles, procedures, and objectives of school music is included. Prerequisite: EDU 52100.

**EDU 53200 Practicum: Advanced Reading Instruction (1-3)** This course is approved for one of four required Methods courses for the Special Reading Certificate. Personal goals and objectives for a reading inquiry will be determined by the student and professor. Prerequisite: EDU 50300 and EDU 50900.

**EDU 53300 Elementary Art Methods (2)** This course is designed for either the elementary classroom teacher or for the art teacher in the elementary school. Studio work and lecture on creative expression and techniques is included. Prerequisite: EDU 52100.

**EDU 53500 Subject Area Teaching Methods (3)** This course addresses issues of teaching the specialty subject in middle and high schools. New materials and methods are examined, implemented and evaluated.

**EDU 53800 Character Education (3)** This course will provide

educators with a theoretical and knowledge base regarding character education in educational settings. Specific attention will be given to methods and procedure for educators to use in the implementation and expansion of character education programs at the building level.

**EDU 53900 Classroom Use of Computers (3)** This course provides students involved in teaching with an introduction to the effective use of computers within the classroom.

**EDU 54000 Integration of Technology in Instruction (3)** This course provides elementary and secondary teachers with an overview of the fundamentals of teaching with audio-visual technology and computers.

**EDU 54100 Education of the Exceptional Child (3)** This course allows the student to develop an understanding of the unique characteristics, strengths and challenges of children classified as exceptional. An historical and legal overview of the field of special education will be presented as well as current trends, issues and best practices for educating children with exceptionalities in the 1990's. Students will understand the competencies necessary to effectively teach, communicate and live with individuals with exceptionalities in educational and natural environments. The course focuses on the social and emotional implications of the "exceptional" label to individuals, their families, and society as a whole.

**EDU 54200 Administration and Supervision of Gifted Programs (3)** This course provides the fundamental principles of program development for the gifted. Topics addressed include student identification procedures with particular focus on special populations of the gifted; needs assessment; philosophy of curriculum development; staff selection and development; budgeting; resource identification and utilization; strategies for communicating the rationale for gifted education to the education community and the community at large; parent and community role clarification; program monitoring and evaluation, and strategies for producing change. Role functions and referent groups are studied as well as general educational procedures; steps in basic program development, including a manual of guidelines and procedures; provision for appropriate resources; and refinement of effective parent and community involvement.

**EDU 54300 Teaching the Child with Special Needs in the Regular Class (3)** This course reviews the special education system including specific disabilities and their criteria for eligibility as well as the procedures for placing children in special education. Additional topics that will be presented are Alternative Intervention Strategies, assessment procedures, and teacher role in the IEP process. Specific techniques and materials that regular education teachers may use in their classes will be discussed and developed. Record keeping suggestions and ideas for working with families will also be discussed.

**EDU 54400 Meeting the Affective Needs of Gifted Children (3)** This course focuses on the differential affective characteristics and needs of students who are gifted. General counseling techniques will be studied as they apply to working with the gifted. This area includes such topics as communicating with the gifted, their teachers and parents; assessing special interests, needs and expectations (e.g., underachievement, perfectionism, self-esteem, leadership peer pressure, depression/ suicide, motivation, personal and social dynamics, and parenting skills); the role of the school in psycho-social development; and the potential of the gifted to achieve.

**EDU 54500 Pre K-8 Health, Nutrition & Safety (3)** This course

focuses upon health, nutritional requirements, safety precautions, and first aid techniques and emergency procedures of the young child.

**EDU 54700 Adolescent Literature (3)** This course discusses the history and development of literature suitable for the secondary school (junior and senior high). Evaluation of current materials is included.

**EDU 54900 Practicum: Gifted Education (3)** This course involves the application of knowledge, skills, and competencies delineated in the five basic areas of study: survey; program planning and development; screening, assessing, and evaluating; instruction; meeting the affective needs of the gifted and talented. A practicum will be individualized to address the needs, abilities; and prior educational and professional experiences of the students and focus on designing and evaluating curriculum and instruction methods that enhance the specific learning styles of students who are gifted. Individual conferences and group meetings will provide opportunities to share and discuss problems and solutions encountered during the practicum.

**EDU 55000 Graduate Practicum (2-6)** This course is an elective graduate course with credit from two to six hours. The work to be done will be based on the number of credit hours selected. In all cases, the study will involve work in an educational setting, generally a school system where the student is employed or where full cooperation will be extended to the student.

**EDU 55100 Early Childhood Screening, Diagnosing and Prescribing Instruction (3)** This course focuses on methods and materials utilized in screening and diagnosing learning problems in early childhood education. Methods and materials for prescribing instruction are utilized. Field experiences are part of the course.

**EDU 55300 Elementary/Middle School Social Studies Methods (3)** This course includes the theoretical and practical aspects of the early childhood, elementary, and middle school social studies curriculum. Methodology, techniques, strategies, and materials appropriate to the area are investigated. Students are expected to plan and develop a variety of social studies instruction formats. Prerequisite: EDU 52100.

**EDU 55900 Multicultural Education (3)** This course is designed to promote an understanding of the importance of multicultural education in a pluralistic society. Students develop awareness of their own cultural heritage and attitudes, obtain information about various parallel cultures, and analyze the school as a product of the cultural community and as an instrument for promoting cultural understanding.

**EDU 56100-56300 Graduate Seminar on Teaching Strategies (1-3)** This course is designed to update practicing teachers in educational research, theory, strategies and techniques that will provide added expertise to the schools. This course may be taken more than once for credit.

**EDU 56500 Coordination of Marketing (3)** This course is designed to prepare the student to plan, organize, deliver, supervise, and evaluate a variety of community-based experiences.

**EDU 56600 Methods of Teaching Marketing Education (3)** This course investigates the teaching of marketing education in high school. New materials and methods are examined, implemented and evaluated.

**EDU 56700 Curriculum for Marketing Education (3)** This course develops an understanding within the student of the methods of teaching and assessing student learning in a cooperative education setting.

**EDU 57000 Educational Research (3)** This course is designed in such a way that practitioners will be able to evaluate the results of educational research for use in a variety of educational practices. The student will investigate the basic nature of educational research, along with pertinent methods of data collection and analysis. Emphasis will be placed on research problems, designs, and findings in the student's selected area of concentration. Prerequisite: EDU 50500 and 51000.

**EDU 57300 Implementing Vocational Business Education Programs (3)** This course fulfills the necessary requirements for DESE to become vocationally certified for Business High School teachers. After successful completion of this class, the student will be qualified for Business Vocational Education Certification. This class covers the procedure to begin, expand, and continue Vocational Business classes within the school. The process of conducting a Vocational Business Education Class within the high school setting will be addressed.

**EDU 58200 The Integrated Literature Curriculum (3)** This course will examine the research on the effectiveness of the literature based integrated curriculum and the materials and methods used in developing and implementing such a curriculum. A variety of literature elements and genres will be explored as well as a variety of approaches to a literature-based program including program components, creating literature-based lessons, literature and the basal reading program, organizing materials and instruction, thematic approaches and assessment.

**EDU 58300 Character Education Instructional Techniques** This course is designed to provide educators with opportunities to learn about and share instructional techniques regarding character education in educational settings. Students will develop, implement, and participate in a variety of K-12 learning activities that can be used in schools and classrooms to promote and enhance student character education. Activities and teaching strategies in this course could be used in the implementation and expansion of character education programs at the building level.

**EDU 58400 Character Education Curriculum Design** This course focuses on the writing and development of character education curriculum. Students will research the field of character education and develop a unique curriculum with a character education emphasis for their particular educational setting. Students who have successfully completed EDU 57000 may take this course in place of EDU 52000: Curriculum Analysis and Design. This course may be taken in addition to EDU 52000 for students wishing to take an additional elective curriculum course. This course is not recommended for Educational Administration students.

**EDU 58500 Middle School Philosophy/ Organization (3)** This course examines the unique philosophy and structure associated with the middle school organization. Special characteristics of program content and design are included.

**EDU 58600 Middle School Curriculum/ Instruction (3)** This course investigates current trends in instructional programs found in typical middle schools. Attention is given to the unique learning needs of adolescents, and how schools can address those needs.

**EDU 58700 Reading/Writing Across Curriculum (3)** This course addresses the process of making grades 4-8 reading and writing educational activities relevant to adolescents by crossing subject matter lines. Emphasis is placed on integrating basic skills in all subject area instruction.

**EDU 58800 Middle School Psychology (3)** This course will provide an understanding and appreciation for the characteristics of the middle school adolescent. The growth of adolescents; physically, emotional, social, and intellectual will be studied as they relate to the middle school child's education.

**EDU 59000 Adolescent Psychology (3)** This on-line course investigates principles of human learning that specifically address adolescents and reading development. This course is required for those seeking K-12 certification who have previously taken child psychology and is designed for those who already have been teaching and are seeking remedial reading certification. This course does not satisfy DESE requirements for an initial teaching certificate. Participation requires the technological tools and expertise to conduct, analyze, and synthesize on-line research, problem solve case studies and cooperative learning activities in a chat room format, and contribute critical analysis of findings through a threaded discussion format. Course readings are from current on-line journal publications.

**EDU 59100-59300 Self-Prescribed Course (1-3)** This course is designed to allow the educator to have the opportunity to devise learning experiences for oneself. The design of such experiences should not be entirely limited to a choice between already formalized learning experiences but should allow the educator the choice of either selecting courses already offered or proposing experiences to meet individual needs as a practicing educator. These learning experiences can become a Self-Prescribed Course whenever the student and the faculty advisor have identified personal goals and objectives and have determined the direction for meeting these objectives.

**EDU 59400 Marketing Field Experience I (3)** This will provide an opportunity for the student to closely study the area of marketing through participation with a coordinator in the world of work. Each student will spend 50000 hours under the supervision of an instructor. The student will also survey research in marketing and related fields. This will be one of four courses to fulfill the required occupational work experience for vocational certification.

**EDU 59500 Marketing Field Experience II (3)** This course is a continuation of EDU 59400. The student will continue to accumulate hours toward fulfilling the state requirements for certification. Requirements for this course include a 500-hour internship.

**EDU 59600 Marketing Field Experience III (3)** This course is a continuation of EDU 59500. The student will continue to accumulate hours toward the state requirement for certification. Internships at various locations will be a part of the course requirement. Requirements for this course include a 500-hour internship.

**EDU 59700 Marketing Field Experience IV (3)** This course is a continuation of EDU 59600. The student will continue to accumulate hours toward the state requirement for certification. Requirements for this course include a 500-hour internship.



**EDU 59900 Field Experience (Student Teaching) (12)** This course consists of observation, individual conferences, supervised teaching in an appropriate school setting and a weekly student teaching seminar and is designed to be the culminating experience in one's teacher preparation program. Students should have completed all courses necessary for the degree and certification prior to this course.

**EDU 60000 Master's Project (3)** This course requires the student to be responsible for the preparation of a final project as required for the course and graduation. The project must be a specific application of gathering, analysis, evaluation, and reconceptualization of ideas which have been stressed throughout the program. The topic of the project may focus on a particular problem which the participant faces in his/her individual situation as an educator. The Master's Project may take the form of curriculum development, whereby the candidate will design, test, and evaluate a curriculum plan within an educational environment. Other paths include analysis of a teaching project for the candidate to observe, record, and analyze various patterns of teaching behavior, or a research project in which a particular research technique is applied to an educational problem. Prerequisite: EDU 57000.

**EDU 79100 - 79106 Self-Prescribed Course (1-6)** This course allows the educator the opportunity to devise individualized learning experiences. The design can allow the educator the choice of selecting from courses already offered or proposing experiences to meet individual needs as a practicing educator. These learning experiences can become a Self-Prescribed Course whenever the student and the faculty advisor have identified personal goals and objectives and have agreed upon the direction for meeting these objectives. Courses are subject to Dean approval.

## **Master of Science in Human Performance**

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**HP 51000 Advanced Strength Training (3)** This course is a study of techniques in various strength training exercises. Theory, principle and application of advanced exercise used in rehabilitation and sport specific training are discussed. The students will have a keen understanding of the responses and adaptations of the muscles, nerves and metabolism during strength training. A portion of this class will be in the weight room for practical application.

**HP 52000 Nutrition for Performance (3)** This course includes dietary considerations for weight loss, weight gain, and maintenance for human performance and sport enhancement. Current research of supplements, holistic herbs, ergogenic aids, and diet myths will be examined. Diseases controlled through diet, and exercise and medication used in special populations will also be covered.

**HP 52500 Performance Psychology (3)** This course includes aspects of psychology for understanding and explaining behavior in the context of exercise and sport. Discussions of identifying high-risk individuals, counseling and referring individuals for help are emphasized. This will also examine the relationships between psychological factors and human physical activity while obtaining peak performance. Evaluating published research, particularly theory and research methodology practices will be required. Prerequisite: Admissions into graduate school.

**HP 53000 Orthopedic Injury Pathology and Exercise (3)** This course will provide information on etiology, surgical treatment or rehabilitation of orthopedic injuries and pathology in the joint relating to restrictions used during workouts. The injury process, pathological injury evaluation, and how physical activity can prevent, strengthen, and heal injuries will be discussed. Examination of musculoskeletal injury etiology, tissue biomechanics, and neuromuscular rehabilitation is included as well as the injury process. \$75.00 lab fee will be assessed for taping supplies and kinesiotaping workshop. Prerequisite: Admissions into graduate school.

**HP 53500 Advanced Exercise Testing and Prescription (4)** This course will provide the knowledge and skills to properly test and prescribe an appropriate exercise prescription. A variety of fitness tests will be performed including musculoskeletal fitness, aerobic capacity, and flexibility, various techniques for assessing body composition, energy expenditure, and target heart rate zones. The student will apply the obtained information to an exercise prescription for healthy, at risk, chronically ill, and overweight populations. Prerequisite: Admission into graduate school. Lab fee required.

**HP 53600 Psychological and Sociological Aspects of Physical Education (4)** This course includes the theoretical foundations, methodological foundations, experimental foundations, and applied foundations of sport sociology, as well as the historical perspectives of psychology, altered states of consciousness, the sport personality, motivation, arousal, anxiety, attention, aggression, self-regulation of psychological processes, sport leadership, humanism in sports, cohesiveness, sex roles, racism, the historical aspects of play theory, social psychological aspects of play, bio-behavioral aspects of play, research methodology, and the environmental aspects of play. This course is offered every semester.

**HP 53700 Community Health (3)** This on-line course is designed to give a broad overview of the many dimensions of health promotion, care, and legislation. Topics covered include health organizations, communicable and chronic diseases, socioeconomic issues, environmental issues, and other topics related to Epidemiology. This course is offered every semester.

**HP 53800 Program Implementation (3)** This course is designed to show mastery of all the concepts of exercise components by assessing, developing, and implementing programs and setting goals in different areas and age groups. Aerobic capacity, skill level, sport participation, strength techniques, and individual needs are areas to be covered. This course is offered in the fall/spring.

**HP 54000 Research Methods (3)** This course provides instruction on the methods and techniques used in the design and interpretation of research involving physical activity. The emphasis will be on styles of writing, library use, and computer applications. Research paper and presentation is required. Co-requisite: IPC 54200 Statistical Analysis. Prerequisite: Acceptance to graduate school.

**HP 54100 Internships (3-6)** These internships will be completed in the area of interest of the student. 50 hours per credit. There is a minimum of 150 hours, maximum of 300. This course is offered in the fall/spring.

**HP 54300 Biomechanics (3)** This course provides extensive information and application of physiological laws and human

movement analysis. Topics discussed will include Newton's Law, ground and fluid forces, power, energy, torque, levers and gravity. Projects of analyzing sport skills will be performed. This course is offered in the spring.

**HP 54400 Foundations of Therapeutic Recreation (3)** This course will introduce students to the inclusive recreation professions person-first philosophy and will outline the therapeutic recreation process as well as its model and modalities of practice. Students will examine trends and issues, looking at demographics, economics, politics, and legislation as they affect the profession. Students will also be exposed to intervention techniques from a number of perspectives including orthopedic and neurological impairment, developmental disabilities, mental health, youth development, aging and wellness. Students will be required to attend field trips to local recreation sites for hands on learning of the need for more inclusive sites in the local communities. This course offered Spring semester only.

**HP 54500 Recreation Administration and Risk Management (3)** This course will provide a comprehensive overview of administrative aspects of recreation including risk management procedures. Leadership styles, employee development, volunteer management, evaluations, and safety issues; including lighting, heat illness, aquatics, playground equipment, drug abuse, and medical emergency plans will be discussed. This course offered Fall semester only.

**HP 54600 Program Planning, Marketing and Leadership (3)** This course is designed for development of leadership programming skills for recreation programs in a variety of settings including: public, nonprofit and for profit sectors. Emphasis will be on activity selection, scheduling, marketing, staffing and evaluations. Students will also learn leadership skills through new and cooperative, competitive, and cooperative-competitive games and activities. This course offered Spring semester only.

**HP 57000 Neuromuscular Pathology and Prescription (3)** This course provides instruction on health appraisal, fitness and clinical exercise testing and prescription for neuromuscular and orthopedic clients. Areas studied are pathophysiology, risk factors and medications related to neuromuscular function in performance of all levels on individuals. Prerequisite: Exercise Testing and Prescription, Orthopedic Injury Pathology and Exercise, Advanced Weight Training.

**HP 57500 Cardiovascular and Pulmonary Pathology and Prescription (3)** This course provides instruction in the underlying mechanisms behind the acute physiological and biochemical responses to exercise as it relates to the cardiovascular system, respiration, and environmental physiology for the trained, detrained, and master athlete. The course will provide instruction on how to accurately read and interpret ECGs. Prerequisite: Exercise Testing and Prescription, Advanced Weight Training, Neuromuscular Pathology and Prescription, and Chronic Disease Pathology and Prescription.

**HP 58000 Chronic Disease Pathology and Prescription (3)** This course provides instruction on health appraisal, fitness and clinical exercise testing and prescription for individuals with chronic illness, metabolic disorders and disease. Areas studied are pathophysiology, risk factors and medications related to these individuals during exercise. Prerequisite is Exercise Testing and Prescription, and Advanced Weight Training.

**HP 58500 Special Topics (3)** This course is designed to allow the

educator to create experiences appropriate to meet the needs of the students. Goals and objectives are determined by the topic of each course.

**HP 54200 Statistical Analysis (3)** This course is the introduction to statistics with emphasis on various statistical concepts and data analytic tools, including normal distributions, sampling distributions, hypothesis testing, t-tests, analysis of variance, correlation and regression and chi-square. Students will receive hands-on experience with data management using computer software.

**HP 64000 Special Topics (3)** This course is designed to allow the educator to create experiences appropriate to meet the needs of the students. Goals and objectives are determined by the topic of each course.

**HP 65000 Thesis (6)** A research project developed, written, and presented under the supervision and guidance of a faculty committee member and a minimum of 2 other experts in their field of study. This course is repeatable and six credit hours are required for the thesis option. Prerequisite: Research methods, Statistical Analysis, last semester of masters program.

## **Master of Arts in Counseling**

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**IPC 51000 Foundations of School Counseling (3)** This course is an introduction to the field of school counseling, services, tools and challenges of the professional school counselor. Another focus is the theoretical and applied study of the helping relationship, the facilitative conditions, techniques of interviewing, counselor self awareness and use of self and client self-awareness.

**IPC 51100 Foundations of Professional Counseling (3)** This course is an introduction to the field of counseling, services, tools and challenges of the professional counselor. Another focus is the theoretical and applied study of the helping relationship, the facilitative conditions, techniques of interviewing, and counselor self-awareness and use of self and client self-awareness.

**IPC 51200 Ethics and Professional Issues (3)** This course is the study of professional programs/organizations and codes of ethics. Students examine professional identity issues in the mental health field and current political, legal, and ethical issues affecting the practice of counseling and review the current status of professional training standards and licensing. Prerequisite: IPC 51000 or IPC 51100; may take concurrently.

**IPC 51300 Principles of School Counseling (3)** This course is an introduction to functions and components of a comprehensive school guidance program, with practical strategies for planning, organization and implementation of such programs. The course includes program evaluation, collaboration with school personnel and legal and ethical issues related to school counseling. Prerequisite: IPC 51000 or IPC 51100; may take concurrently.

**IPC 52100 Human Growth and Development (3)** This course is a study of human growth and development from infancy through old age and covers psychological, sociological, and physiological aspects of development as students examine development theories and research and their implications for counseling interventions. Prerequisite: IPC 51000 or IPC 51100; may take concurrently.

**IPC 52200 Personality Theories and Psychopathology (3)** This course is a review of current personality theories and the use of

these theories in the practice of counseling. Psychopathology and maladaptive behaviors will be included. Prerequisite: IPC 51000 or IPC 51100; may take concurrently.

**IPC 52300 Adjustment and Learning Issues in Children and Adolescents (3)** Students will develop an understanding of the factors that affect developmental crisis, disability, psychopathology and learning difficulties in children and adolescents. The course also focuses on counseling strategies in working with students who display such adjustment problems and learning difficulties. Prerequisite: IPC 51000 or IPC 51100; may take concurrently.

**IPC 52400 Adult Diagnosis and Treatment Planning (3)** Diagnostic methods will be explored with emphasis on the Diagnostic and Statistical Manual of Mental Disorders. A select overview of psychopathology, assessment, and interventions appropriate to the study of mental disorders will be included. Prerequisites: IPC 52100 and 52200; may take concurrently.

**IPC 53100 Family Counseling (3)** This course is an intensive study of theories of family counseling. The applied focus emphasizes counseling skills with parents with whole families in a variety of family forms, i.e., traditional, single-parent, and re-marriage families. Communication, systemic and strategic therapies are a focus. Prerequisites: IPC 55100 or IPC 55300 and 18 hours of counseling credits.

**IPC 53200 Marital Counseling (3)** This course is a study of theories, research, and skill development in premarital, marital, divorce, and remarriage counseling. Prerequisite: IPC 55100 or IPC 55300 and 18 hrs. of counseling credits.

**IPC 54100 Research Methods and Program Evaluation (3)** This course prepares students to understand, interpret and critically analyze research based counseling literature and focuses on principles and methods of designing counseling outcomes research and evaluation studies as well as methods of data collection and data analysis. Students will be provided with a basic understanding of statistical analysis and interpretation in research literature. Prerequisite: IPC 58100; may be taken concurrently.

**IPC 54200 Statistical Analysis (3)** This course is the introduction to statistics with emphasis on various statistical concepts and data analytic tools, including normal distributions, sampling distributions, hypothesis testing, t-tests, analysis of variance, correlation and regression and chi-square. Students will receive hands-on experience with data management using computer software. This course is required for students opting to do a scholarly paper. Prerequisites: IPC 54100 and 18 hours of counseling credits.

**IPC 55100 Counseling Theory and Practice (3)** This course is an intensive study of the basic theories, principles, and methods of counseling. Prerequisites: IPC 52100 and 52200; must be taken concurrently with IPC 55200.

**IPC 55200 Counseling Skills Lab (3)** This course consists of experiential integration of theoretical material and counseling skills to enable the counselor to understand the client's problems more fully and accurately and to intervene effectively. Prerequisites: IPC 52100 and 52200; must be taken concurrently with IPC 55100.

**IPC 55300 Theories of Counseling Children and Adolescents (3)** This course focuses on theories of counseling as they apply to children and adolescents and examines effective counseling strategies for working with the population. Prerequisites: IPC 52100 and 52300; may take concurrently.

**IPC 56100 Group Dynamics, Process and Counseling (3)** This course is the study of the principles of group dynamics with an exploration of the processes of group interactions. Students will examine types of groups and theories and techniques of group counseling. Outside group participation will be required. Prerequisite: IPC 55100 or IPC 55300.

**IPC 56200 Social and Cultural Foundations of Counseling (3)** This course is the study of the social bases of behavior with an emphasis on the influence of culture and cultural differences on the counseling process. Students will examine the impact of prejudice and discrimination on specific populations and the adoption of culturally sensitive strategies in working with these populations. Prerequisite: IPC 52100.

**IPC 56300 Consultation and Outreach (3)** This course is the study of social organizations and the impact of these organizations on individuals and vice versa. The applied focus involves organization evaluation and consultation skills as a complement to working with clients. Social organizations studied include educational, medical, religious, business, and mental health service agencies. Prerequisite: IPC 55100 or IPC 55300 and 18 hours of counseling credits.

**IPC 56400 Crisis Intervention (3)** This course covers the fundamental concepts, theories, strategies and skills needed to implement effective counseling intervention related to crisis situations. Prerequisites: IPC 55100 or IPC 55300 and 18 hours of counseling credits.

**IPC 56500 Introduction to Substance Abuse Counseling (3)** This course is designed to provide an overview of the major theories of etiology, dynamics, assessment, treatment and research issues of substance abuse. Consideration for how these aspects are applied to diverse populations is addressed. Prerequisites: IPC 55100 or IPC 55300 and 18 hours of counseling credits

**IPC 57500 Family and School Consulting (3)** This course examines the development and implementation of solution focused strategies and skills when working with students, school personnel, and families in a school setting. The course requires intensive case studies. Prerequisite: IPC 55100 or IPC 55300

**IPC 58100 Appraisal of the Individual (3)** This course is an introduction to psychometrics and methods of appraisal. Students will examine several data collection approaches including interviewing and testing and consider factors affecting data interpretation such as age, sex, and ethnic and cultural background. Students will learn how to use and interpret a variety of tests including personality, vocational interest, achievement, group intelligence, and aptitude tests. Lab fee. Prerequisite: IPC 52100.

**IPC 58200 Lifestyle and Career Development (3)** This course is the study of major theories of career development including career choice theories and models of career decision making. Students will examine the relationship between career choice and lifestyle. The course serves as an introduction to career counseling techniques and sources of occupational and educational information. Lab fee. Prerequisite: IPC 52100.

**IPC 58300 Analysis of the Individual (3)** This course offers intensive study and practice in the administration, scoring and interpretation of several psychological tests used with children and adolescents and the preparation of comprehensive case reports. Lab fee. Prerequisite: IPC 58100.

**IPC 58400 Individual Intelligence Testing (3)** This course is a review of the historical and theoretical bases of intelligence testing in addition to instruction and supervised practice in scoring, interpreting, and reporting results for Wechsler and Binet intelligence tests. Lab fee. Prerequisites: IPC 58100 and 18 hours of counseling credits.

**IPC 58500 Individual Diagnostic Assessment (3)** This course is the study of assessment instruments other than measures of intelligence used in diagnosing children and adolescents. Lab fee. Prerequisites: IPC 58100 and 18 hours of counseling credits.

**IPC 58600 Internship in Diagnostic Assessment (3)** Students work in a school or clinical setting assessing children and adolescents, participating in diagnostic teams, and determining educational needs. They are supervised by a certified School Psychological Examiner as well as a faculty member. Prerequisites: IPC 58400 and 58500 and permission.

**IPC 58601 Internship In Diagnostic Assessment Extension (0)** Students who take an Incomplete in Internship in Diagnostic Assessment must enroll in this extension and continue to sit in their internship class. \$50 fee required.

**IPC 59000 Counseling Internship (3-6)** Students complete 600 hours of clinical practice in agency settings. Internship students receive one-to-one supervision from qualified professionals at their field sites and they also participate in a group supervision seminar conducted by a faculty member. Advance approval from a Faculty Advisor is required for registration. Prerequisites: IPC 52400 and 56100 and 56200 and 3.0 GPA and permission; is repeatable. Lab fee.

**IPC 59001 Internship Extension (0)** Students who take an Incomplete in first term Internship and have less than half the required hours, and all students who taken an Incomplete in second Internship, must enroll in this extension and continue to sit in their Internship class. \$50 fee required.

**IPC 59100 Field Placement 1 (3)** Students complete 150 hours of clinical practice in a mental health or school setting under the supervision of a certified school counselor as well as a faculty member. Advance approval from a Faculty Advisor is required for registration. Lab fee. Prerequisites: IPC 55300, 56100, 56200, 57500, 58200, and 3.0 GPA. Lab fee.

**IPC 59101 Field Placement 1 Extension (0)** Students who take an Incomplete in Field Placement 1 and have less than half the required hours must enroll in this extension and continue to sit in their Field Placement 1 class. \$50 fee required.

**IPC 59200 Field Placement 2 K-8 (3)** Students complete 300 clock hours in an elementary school setting under the supervision of a certified school counselor as well as a faculty member. Advance approval from a Faculty Advisor is required for registration. Lab fee. Prerequisites: IPC 59000 or IPC 59100, and 3.0 GPA and permission. Lab fee.

**IPC 59201 Field Placement 2 K-8 Extension (0)** Students who take an Incomplete in Field Placement 2 must enroll in this extension

and continue to sit in their Field Placement 2 class until all required hours are completed. \$50 fee required.

**IPC 59300 Field Placement 2 7-12 (3)** Students complete 300 clock hours in a secondary school setting under the supervision of a certified school counselor as well as a faculty member. Advance approval from a Faculty Advisor is required for registration. Lab fee. Prerequisites: IPC 59000 or IPC 59100, and 3.0 GPA and permission. Lab fee.

**IPC 59301 Field Placement 2 7-12 Extension (0)** Students who take an Incomplete in Field Placement 2 must enroll in this extension and continue to sit in their Field Placement 2 class until all required hours are completed. \$50 fee required.

**IPC 59400 Field Placement 2 K-12 (3)** Students complete 150 clock hours in an elementary setting and 150 hours in a secondary setting under the supervision of a certified school counselor as well as a faculty member. Advance approval from a Faculty Advisor is required for registration. Lab fee. Prerequisites: IPC 59000 or IPC 59100 and 3.0 GPA and permission. Lab fee.

**IPC 59401 Field Placement 2 K-12 Extension (0)** Students who take an Incomplete in Field Placement 2 must enroll in this extension and continue to sit in their Field Placement 2 class until all required hours are completed. \$50 fee required.

**IPC 59800 Special Topics in Counseling (1-6)** This course examines topical issues in counseling theory, research, and practice. Prerequisites: IPC 55100 or IPC 55300 and 18 hours of counseling credits.

**IPC 59801 College Admission Counseling (3)** This course offers a comprehensive introduction to the college counseling role of the high school counselor. Students explore the college admission process, with emphasis on current issues confronting school counselors. Topics will include organizing a college counseling office, application and admissions criteria for various types of colleges, an outline of financial aid and scholarship programs and college counseling for special student populations. Through a series of guest speakers, in class discussion, and hands on projects, students gain an understanding of the resources available to counselors in the college admission process including print material, software, web sites and professional organizations. Prerequisite: 18 hours of counseling coursework.

**IPC 59802 Peer Helping Programs (3)** This interactive class is for anyone who is interested in learning more about peer helping programs. Peer helping programs, found primarily but not only in school settings, train non-professionals (typically students) to provide a variety of supportive services to other peers. These services can include (but are not limited to) one-on-one support, tutoring, character education lessons, health education, leading small group discussions, working with classroom groups, conflict resolution and peer mediation, drug and alcohol prevention, assisting new students, mentoring disabled and non-English speaking students, service learning, community outreach and leadership training. This class will cover the historical perspective of the peer helping movement worldwide, research regarding the effectiveness of peer helping programs, program start-up, implementation and maintenance. Students will also experience modules for training peer helpers. Upon successful completion of this class, students will have met the training requirement component toward CPPE (certified peer program educator) certification through the National Peer Program Association. Prerequisite: 18 hours of counseling coursework.

**IPC 59803 Spirituality and Counseling (3)** The integration of specific reading assignments along with practice exercises and class discussions will form the basis for this course. Students will acquire current knowledge about counseling and spirituality including theories of spiritual development, assessment of spirituality and best practice interventions. How to assist clients in the development of spiritual skills will be discussed. Students will be introduced to several perspectives of spiritual practice that can serve to support and augment the counseling process. Prerequisites: IPC 55100 or IPC 55300 and 18 hours of counseling coursework.

**IPC 59804 Adult Survivors of Trauma (3)** This course builds on the students' counseling skills and teaches direct therapy work with individuals at an advanced level, with primary emphasis on assessment, diagnosis, treatment, and evaluation of adults who have survived childhood trauma. The theories used in this course provide different models for understanding human behavior, as well as how to create and evaluate planned change. The theoretical models include psychodynamic/developmental, humanistic and cognitive-behavioral approaches. Each model offers knowledge and skills in assessment, diagnosis, and treatment of the individual. All areas of knowledge and skills are taught with attention to issues of cultural diversity and the legal-ethical issues encountered in clinical counseling practice. Particular focus is placed on applying principles of evidence-based practice in selecting interventions that have been shown in prior research to be efficacious and effective, and evaluating the effectiveness of these interventions in achieving planned treatment goals and objectives for individual clients. Prerequisites: IPC 55100 or IPC 55300 and 18 hours of counseling coursework.

**IPC 59805 Clinical Hypnotherapy (6)** This course will provide an introduction to the practice of hypnotherapy and other deep relaxation techniques. It will concentrate on the contributions and techniques of Milton Erickson and explore therapeutic disciplines that have developed around his theories and practices. Students will gain skills in practicing Ericksonian techniques through demonstration and role-playing. This 6-hour course qualifies as sufficient training for certification in the practice of clinical hypnotherapy only when the student has completed the master's degree in professional counseling and completes other requirements set out by the National Board for Certified Clinical Hypnotherapists. Prerequisites: IPC 55100 and 18 hours of counseling coursework.

**IPC 60500 Comprehensive Examination (0)** This includes the standardized Counselor Preparation Comprehensive Examination (CPCE) (professional) or the Praxis II (school) examination. There will be a fee for the examination. Prerequisite: IPC 59000 or IPC 59100.

**IPC 60600 Scholarly Paper (0)** Students complete a scholarly paper. Students register for the culminating project after completion of IPC 54100 Research Methods and Program Evaluation. Students will receive an incomplete grade for this project until the scholarly paper is finished and approved by a review committee. Prerequisite: IPC 59000.

## **Business: M.B.A. and M.S.**

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**ACCT 51010 Financial Accounting Concepts (3)** This course is the examination of generally accepted accounting concepts and their influences upon the preparation, analysis, and use of financial statements and reports. It is designed for individuals entering the

program without any academic background in accounting.

**ACCT 51011 Managerial Accounting (3)** Concepts and techniques for producing and using accounting information for management decisions will be examined in this course. Topics include cost behavior, break-even analysis, cost management systems, marketing/production decision models, capital, and operational budgeting.

**ACCT 51020 Financial Accounting Theory I (3)** This course examines financial accounting concepts and theory with emphasis on development and usage of Generally Accepted Accounting Principles. Variances between the Financial Accounting Standards Board regulations and the International Financial Reporting Standards will be addressed. Prerequisite: ACCT 51011.

**ACCT 51021 Financial Accounting Theory II (3)** This course examines the development, application, and importance of accounting standards, principles, and conventions, including current FASB opinions and IFRS standards. Issues covered relate to debt classification, contributed capital, retained earnings, statement of cash flows, leases, and pensions. Prerequisite: ACCT 51020

**ACCT 51022 Advanced Accounting (3)** This course examines specialized topics in advanced financial accounting; partnership accounting; and corporate consolidations and mergers, estates and trusts. Prerequisite: ACCT 51020.

**ACCT 51030 Advanced Cost Management (3)** Concepts of cost determination, reporting, and control, with emphasis on manufacturing operations, will be examined in this course. Job order systems, process cost systems, and standard cost systems are discussed in context with just-in-time and flexible manufacturing systems. Prerequisite: ACCT 51011.

**ACCT 51050 Individual Tax Planning (3)** This course examines the concepts of federal and state income taxes as applicable to the individual. Particular emphasis will be given to planning and compliance reporting. Prerequisite: ACCT 51011 or FIN 52010.

**ACCT 51055 Business Tax Planning (3)** This course examines concepts of federal and state income taxes as applicable to businesses, including regular corporations, S-corporations, partnerships, limited liability companies, and sole proprietors. Topics also include trusts and estates. Prerequisite: ACCT 51011 or FIN 52010.

**ACCT 51060 Governmental & Nonprofit Accounting (3)** This course examines concepts of accounting and financial reporting for federal, state, and local government and nonprofit organizations. Prerequisite: ACCT 51011.

**ACCT 51065 International Accounting (3)** This course examines aspects of accounting operations within a multinational corporate environment. Key topics of analysis include foreign exchange exposure; translation of foreign-denominated financial statements; consolidated financial statements; transfer pricing; Foreign Corrupt Practices Act; and related tax and regulatory issues. Comparison of U.S. and foreign practices in areas such as financial standards and reporting, auditing, and performance measurements is examined. Prerequisite: ACCT 51011

**ACCT 51070 Financial Statement Analysis (3)** This course examines profitability and risk analysis based on economic characteristics of a firm's business, the strategy a firm uses

to compete in its industry, and an understanding of financial statements. Case studies are included. Prerequisite: ACCT 51011 or FIN 52010.

**ACCT 51080 Seminar in Auditing (3)** This course investigates concepts of auditing with emphasis on techniques and issues as applied by Certified Public Accountants. Professional standards, Generally Accepted Auditing Standards, legal liabilities of auditors, and specific auditing techniques are emphasized. Prerequisite: ACCT 51021.

**ACCT 51090 Special Topics in Accounting (3-6)** This course is designed to meet the individual needs of the MBA student who desires, or is required to explore, advanced areas of study or undertake special problem analysis within an emphasis. Subject areas examined will normally cover a specific issue, problem, or current topic and will demonstrate the student's scholarly research abilities and techniques. Topic may require substantial reading with appropriate inference, assessment and conclusions. Prerequisite: varies according to the content of the special topics course.

**ACCT 61095 Accounting Thesis I (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially.

**ACCT 61096 Accounting Thesis II (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially. Prerequisite: ACCT 61095.

**ACCT 61097 Accounting Thesis Extension (0)** This is a non-credit bearing course required for any student who has completed all required MS coursework (as well as master's thesis course sections I and II) but has not yet completed the master's thesis. The student must remain continuously enrolled in this course until the master's thesis is completed and accepted. This course is designed to keep the student's enrollment in the MS program current while he or she completes the master's thesis. The fee for this course is \$500.00 per term. The student must complete the master's thesis within five years of beginning the MS program.

**ECON 53081 Economics Concepts (3)** This course examines a number of economic concepts and theories, with a focus on the microeconomic concepts used in business and other microeconomic factors, although various macroeconomic factors are also addressed. Emphasis is placed on practical application of course material. Topics to be covered include supply and demand applications, elasticity, consumer choice theory, firm production and costs (short-run and long-run), profit maximization, market structures, basic oligopoly models, pricing strategies, market failures, government's role in the economy, and macroeconomic factors affecting business managers. Through readings, lectures and course assignments, students will learn to use various economics tools and concepts to inform and improve business decision-making.

**ECON 53090 Special Topics in Economics (3-6)** This course is designed to meet the individual needs of the MBA student who desires or is required to explore advanced areas of study or undertake special problem analysis within an emphasis. The subject area will normally cover a specific issue, problem, or current topic, and will demonstrate the student's scholarly

research abilities and techniques. Topic may require primarily substantial reading with appropriate inference, assessment and conclusions. Prerequisite: varies according to the content of the special topics course.

**ENTR 57515 Small Business Management (3)** This course is an examination of principles and methods in the operation of a small business. Particular emphasis will be on the small business in planning, controlling, financing, and managing operations. The problem of starting up a new enterprise is considered as well as preparing the management for multiple responsibilities in operating the business. Prerequisite: FIN 52010 and MRKT 55010.

**ENTR 57525 Entrepreneurial Finance (3)** This course consists of an in-depth examination of issues and techniques in the financial management of a new or emerging business. Topics include capital raising, cash flow management, business planning, and value realization. Prerequisite: FIN 52010.

**ENTR 57535 Entrepreneurship & Growth (3)** This course covers the steps involved in selecting, launching, financing, and managing a new business. Preparation of a business plan is a central focus. Prerequisite: MGMT 56030, ACCT 51011, and 55010. Recommended: FIN 52010.

**ENTR 57590 Special Topics in Entrepreneurial Studies (3-6)** This course is designed to meet the individual needs of the MBA student who desires or is required to explore advanced areas of study or undertake special problem analysis within an emphasis. The subject area will normally cover a specific issue, problem, or current topic, and will demonstrate the student's scholarly research abilities and techniques. Topic may require primarily substantial reading with appropriate inference, assessment and conclusions. Prerequisite: varies according to the content of the special topics course.

**EPB 50100 Academic Writing for Graduate Students (6)** This course is designed to introduce non-native English speakers to the conventions and expectations of U.S. graduate academic writing and develop their abilities to follow those conventions. Particular emphasis will be given to the organization of student writing. Topics will include: academic formatting, academic integrity, paraphrasing, citation, and referencing; thesis writing; presentation, support, and development of ideas; coherence, language formality, language accuracy, and punctuation. Work will be conducted primarily small groups to allow for the optimum student participation and production. This course aims to prepare students to submit academically appropriate written work and to meet the expectations of the U.S. graduate classroom.

**FIN 52010 Financial Policy (3)** This course introduces the student to the major techniques of financial management. Topics will include financial markets and sources of financing, financial analysis, forecasting and planning, security valuation, financial options, cost of capital, capital budgeting, and capital structure. Prerequisite: ACCT 51010.

**FIN 52020 Managerial Finance (3)** The focus of this class is on studies in finance. Particular emphasis will be given to decision problems in short-term financing; managing short-term assets and liabilities; long-term financing and cost of capital; investments; and mergers and acquisitions. Prerequisite: FIN 52010.

**FIN 52030 Investments (3)** This course examines basic concepts

of investing, from the fundamentals of securities valuation to the theories of portfolio construction and efficient markets. The course covers financial assets including stock, fixed income securities, and derivatives. The approach to these topics includes case studies. Prerequisite: FIN 52010.

**FIN 52040 Real Estate Finance (3)** This course consists of the study of techniques and conventions of real estate finance and examines the financing of land purchase, new construction, and real estate from the viewpoint of management, real estate investors, and financial institutions. The course will address market analysis and legal issues that impact real estate finance decisions. Prerequisite: FIN 52010.

**FIN 52050 Mergers & Acquisitions (3)** This course examines corporate mergers, acquisitions, and divestitures from a strategic and financial perspective as well as theoretical and institutional aspects of corporate transactions. Particular emphasis will be given to corporate evaluation and the roles of company management, investment bankers, and merger and acquisition professionals. Prerequisite: FIN 52010.

**FIN 52060 Money and Banking (3)** This course is the study of macroeconomic policy analysis as it is related to financial markets, institutions, and monetary authority. Money, interest rates, monetary policy, and financial market structure will be examined. Prerequisite: FIN 52010.

**FIN 52070 Consumer Finance (3)** This course examines decisional problems in personal finance, including credit, major expenditures, family financial management, employment, insurance, taxes, investments, retirement, and estate planning. Particular emphasis will be given to practical knowledge for personal financial management and for serving customers of the banking brokerage, insurance, and other consumer finance industries.

**FIN 52090 Special Topics in Finance (3-6)** This course is designed to meet the individual needs of the MBA student who desires or is required to explore advanced areas of study or undertake special problem analysis within a major. The subject area will cover a specific issue, problem, or current topic, and will demonstrate the student's scholarly research abilities and techniques. Topics may require substantial reading with appropriate inference, assessment and conclusions. Prerequisite: varies according to the content of the special topics course.

**FIN 62095 Finance Thesis I (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially.

**FIN 62096 Finance Thesis II (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially. Prerequisite: FIN 62095.

**FIN 62097 Finance Thesis Extension (0)** This is a non-credit bearing course required for any student who has completed all required MS coursework (as well as master's thesis course sections I and II) but has not yet completed the master's thesis. The student must remain continuously enrolled in this course until the master's thesis is completed and accepted. This course is designed to keep the student's enrollment in the MS program

current while he or she completes the master's thesis. The fee for this course is \$500.00 per term. The student must complete the master's thesis within five years of beginning the MS program.

**HRM 56501 Organizational Behavior (3)** This course is an analysis of primary factors affecting individual and group behavior in organizations and examines the structure and behavior within organizations that impact performance, morale, and profitability. The strategic role of HR in the global environment will be examined in great detail.

**HRM 56510 Human Resource Management (3)** This course is an overview of human resources, covering the basic principles of Human Resource planning, organizational integration, recruiting, selection, legal issues, labor relations, compensation and benefits, training and development, safety, workplace diversity, and current trends and issues facing the HR profession.

**HRM 56520 Labor Relations (3)** This is an introductory course in labor relations, covering labor history, legal foundations, growth of unions, certification, governmental roles, legal issues, collective bargaining, contracts, work stoppages, desertification, protected activity, worker-employer rights, grievance administration, arbitration, NLRB role, and major labor acts. Prerequisite: HRM 56510.

**HRM 56530 Employee Training and Development (3)** This course introduces students to methods of employee training and to the role that employee training plays in organizational planning. Particular emphasis will be given to needs analysis, program design and delivery, training methods, learning theory, learning styles, and evaluation and testing.

**HRM 56540 Personnel Law (3)** This course examines basic law as applied to personnel issues. Topics include equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage and hours issues, mandatory benefits, workers compensation, protected classes, disability issues, workplace accommodation and record keeping requirements. Prerequisite: HRM 56510 or MGMT 56060.

**HRM 56550 Compensation and Benefits (3)** This course is an overview of compensation and benefits covering pay structures, pay systems, comparable worth, relationship between pay and performance, performance evaluation, internal and external equity, and legal issues. Prerequisite: HRM 56510.

**HRM 56560 / NPA 50300 Human Resource Management for Nonprofit Organizations (3)** This course is an exploration of human resource management in non-profit organizations from the beginning of job analysis and design, recruitment, and selection of personnel to performance evaluation, compensation and benefit issues, and training and development for both staff and volunteers. Particular emphasis will be given to the handling of grievances, diversity, discrimination, harassment, board of directors, and paid staff.

**HRM 56570 Employee Health & Wellness (3)** This course is the examination of the design, implementation and evaluation of health promotion programs. Interfacing of the major current health issues and health promotions/wellness programs will be examined.

**HRM 56590 Special Topics in Human Resource Management (3-6)** This course is designed to meet the individual needs of the MBA student who desires or is required to explore advanced areas of

study or undertake special problem analysis within a major. The subject area will cover a specific issue, problem, or current topic, and will demonstrate the student's scholarly research abilities and techniques. Topics may require substantial reading with appropriate inference, assessment and conclusions. Prerequisite: varies according to the content of the special topics course.

**HRM 56599 Human Resource Issues (3)** This class is the culminating Human Resource course, covering current trends and issues of strategic importance to the human resource profession. Students will conduct guided research in a chosen area of specialty and present oral and written research summaries. Prerequisites: a grade of C or better in two previously taken graduate level Human Resource Management courses.

**HRM 66595 Human Resource Management Thesis I (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially.

**HRM 66596 Human Resource Management Thesis II (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially. Prerequisite: HRM 66595.

**HRM 66597 Human Resource Management Thesis Extension (0)** This is a non-credit bearing course required for any student who has completed all required MS coursework (as well as master's thesis course sections I and II) but has not yet completed the master's thesis. The student must remain continuously enrolled in this course until the master's thesis is completed and accepted. This course is designed to keep the student's enrollment in the MS program current while he or she completes the master's thesis. The fee for this course is \$500.00 per term. The student must complete the master's thesis within five years of beginning the MS program.

**INTL 58001 International Business Operations (3)** This course provides students with an overview of global business and trade within the framework of today's dynamic business environment. The course also looks at how historical perspectives influence and shape current events. Topics to be covered include globalization, trade theories, governmental influence on trade, cross national trade agreements, and an introduction to capital markets and foreign exchange. The course also examines how businesses interact with the cultural, political, ethical, legal, and economic environments of multiple nations. An overview of international business strategies is also provided. Students will be expected to demonstrate understanding of these concepts and issues through various applications.

**INTL 58010 International Marketing (3)** This course examines the marketing mix and how it may or may not be standardized for international markets. Techniques for identifying potential markets for broad categories of products or services and implementation of marketing policies within the international arena are discussed. Prerequisite: MRKT 55010.

**INTL 58020 International Finance (3)** This course investigates the international financial environment, including the study of exchange rates and international capital markets. Students will examine the unique problems of the financial manager operating internationally, including foreign taxation, working capital management, sources of funds, international and regional

financial institutions, commercial documents, and international trade organizations. Prerequisite: FIN 52010.

**INTL 58032 International Management (3)** This course focuses on management issues on an international scale. These issues include: strategy formulation and implementation; organizational structure; managerial decision-making and control; and human resource related topics such as leadership, motivation, employee selection and development. Students will be expected to demonstrate understanding of these concepts and issues through various applications. Prerequisite: MGMT 56030.

**INTL 58040 International Economics (3)** In this course, the basic principles of economics are used to analyze and interpret exchanges between nations. Categories include trade in goods and services, movements of labor and capital, and a variety of financial transactions in bonds, stocks, notes, deposits and other financial assets. Mechanics of international payments, the balance of payments accounting systems, foreign exchange rates, including arbitrage, flexible rate exchange, and elasticity of supply and demand are examined. International Monetary Systems is covered including a history of the Gold Standard, Bretton Woods System, I.M.F., Euro-dollars and the Import-Export bank. Special attention will be devoted to tariff analysis, the economies of lesser developed countries, and multinational companies. Prerequisite: ECON 53081.

**INTL 58050 International Entrepreneurship (3)** This course will provide an overview of the unique circumstances face by small, often young, businesses that decide to "go global" or are "born global." The objective of this course is to provide students with an understanding of the theory and application of global entrepreneurship, with particular emphasis on overcoming what the literature identifies as three major barriers to the internationalization of entrepreneurial firms: lack of foreign market knowledge, limited human and financial resources, and inherent weaknesses in strategic decision making. Topics covered include an overview of the international business environment, market/production location selection, financing the global entrepreneurial venture, creating a business proposal, market entry strategies, and international corporate entrepreneurship. Students will be expected to demonstrate understanding of these concepts and issues through various applications. Recommended: INTL 58001.

**INTL 58060 International Risk and Politics (3)** This course consists of an assessment of factors of risk in international business ventures, including analysis of domestic and foreign constraints imposed by the political and economic environment of multinational business operations. Special emphasis will be on identifying, evaluating, and neutralizing risks related to international laws, hyper-inflationary economies, nationalization of assets, revolution, war and inconvertibility of currency. The roles of governments in heightening and reducing risks are examined.

**INTL 58070 International Business and Cross-Cultural Communications (3)** This course focuses on factors which can influence communication between individuals from different cultures. Emphasis will be placed on the theories which help to explain how various cultures think, communicate, and behave. The goal of the course is for students to develop an appreciation for the complexity of cross-cultural communication, to become more aware of their own culturally-based perceptions and patterns of thinking and behaving, and to develop skills for communicating in intercultural business situations.



**INTL 58090 Special Topics in International Business (3-6)** This course is designed to meet the individual needs of the MBA student who desires or is required to explore advanced areas of study or undertake special problem analysis within an emphasis. The subject area will normally cover a specific issue, problem, or current topic, and will demonstrate the student's scholarly research abilities and techniques. Topic may require primarily substantial reading with appropriate inference, assessment and conclusions. Prerequisite: varies according to the content of the special topics course.

**INTL 68095 International Business Thesis II (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially.

**INTL 68096 International Business Thesis II (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially. Prerequisite: INTL 68095.

**INTL 68097 International Business Thesis Extension (0)** This is a non-credit bearing course required for any student who has completed all required MS coursework (as well as master's thesis course sections I and II) but has not yet completed the master's thesis. The student must remain continuously enrolled in this course until the master's thesis is completed and accepted. This course is designed to keep the student's enrollment in the MS program current while he or she completes the master's thesis. The fee for this course is \$500.00 per term. The student must complete the master's thesis within five years of beginning the MS program.

**MIS 54001 Management Information Systems (3)** This course examines concepts of computer and communications technology for user-managers. The focus is on IT resources (computers, networks, software, data, and people) and alternative approaches to managing them; the opportunities and pitfalls associated with these technologies; and what user-managers need to know. This course will include the examination of these topics through case studies.

**MIS 54010 Visual Basic.NET Programming (3)** This course examines the development of business applications using Visual Basic. Essentials of the Visual Basic environment are presented, including objects, properties, methods, and code structures. Prerequisite: MIS 54001 or equivalent.

**MIS 54011 Advanced Visual Basic.NET Programming (3)** This course is a continuation of program development using the latest version of Visual Basic. Particular emphasis will be given to writing database programs using ActiveX data objects (ADO) and creation of class modules. Prerequisite: MIS 54010.

**MIS 54020 Information Systems Analysis and Design (3)** Tools and methods of systems analysis and design as well as issues relating to systems implementation are presented. Topics to be covered include a review of the traditional life cycle methodology-along with an introduction to newer methods used in the field. This course will expose students to computer aided system development tools. Prerequisite: MIS 54001.

**MIS 54030 Java Programming (3)** This course is designed to give the student a working knowledge of the Java programming

language. Emphasis will be on the fundamental syntax and semantics of Java for applications and Web applets. Topics covered will include variables, data types and expressions, control structures, programmer-defined classes, arrays, Graphical User Interfaces, and databases access. Prerequisite: MIS 54010.

**MIS 54040 Database Management Systems (3)** This course provides a management-oriented introduction to database systems. Various approaches to database design are presented, with emphasis on normalization and data modeling. Course concepts are reinforced by the use of cases and projects. The basics of SQL are covered, and technical aspects of database administration are examined. Prerequisite: MIS 54001.

**MIS 54090 Special Topics in MIS (3-6)** Various subject areas of current interest to information systems professionals are explored and may include coverage of open source software, such as Linux, Web-based development, and new emerging technologies. Prerequisite: varies according to the content of the special topics course.

**MIS 64095 MIS Thesis I (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially.

**MIS 64096 MIS Thesis II (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially. Prerequisite: MIS 64095.

**MIS 64097 MIS Thesis Extension (0)** This is a non-credit bearing course required for any student who has completed all required MS coursework (as well as master's thesis course sections I and II) but has not yet completed the master's thesis. The student must remain continuously enrolled in this course until the master's thesis is completed and accepted. This course is designed to keep the student's enrollment in the MS program current while he or she completes the master's thesis. The fee for this course is \$500.00 per term. The student must complete the master's thesis within five years of beginning the MS program.

**MGMT 56020 Communications in the Corporate Environment (3)** This course consists of the study and practice of effective business communication, with emphasis on writing, speaking, and group communication. Topics include principles of verbal and nonverbal communication in the work place; writing memoranda, letters, reports and proposals; interviewing; and giving oral presentations. Focus will be on persuasive communication for both internal and external business audiences.

**MGMT 56025 Business and Marketing Concepts (3)** This course includes basic studies of business and marketing environments and trends along with their and business implications. Emphasis is given to managing, marketing, finance, business strategies, decision-making, and business terms and concepts. This course includes the use of case studies to apply theory through practice.

**MGMT 56030 Management Policies and Practices (3)** In this course, students will study classical and modern management theories of organization; the functions of management; external and/or environmental aspects bearing on managerial responsibility; development of practical management policy as guides to managerial decision-making; and human aspects of management including motivation, workplace equity and

demographic diversity. This course includes the use of case studies to apply theory through practice. Prerequisite: MGMT 56025 or equivalent; may be taken concurrently.

**MGMT 56040 Supply Chain Management (3)** This course analyzes the interactions and the relationships within supply chain management (SCM). SCM is an advanced course designed to examine the theoretical principles of the integration of key business processes from product or service inception to user. Particular emphasis will be given to use of case studies and analysis. Lectures and case studies focus on procurement, logistics, risk management, information technology, and order fulfillment. Additional topics to be covered include SCM performance metrics, supply chain integration, distribution strategies, and network design. A course project will enable students to apply the concepts discussed in the course to solve a complex supply chain problem. Prerequisites: MGMT 56085 or MGMT 56045 or MGMT 56048, or instructor approval.

**MGMT 56045 Logistics Management (3)** Logistics Management examines the strategic issues and opportunities in the logistics/distribution/transportation function and provides the student with an understanding of why and how this discipline is integral to supply chain management. Logistics processes, including domestic and international transportation management, transportation modes, risk pooling, warehouse management, enabling technologies, third and fourth party logistics, distribution resource planning, as well as environmental responsibilities will be covered. There will be an emphasis on case study. Prerequisite: MGMT 56040 or MGMT 56085 or instructor approval.

**MGMT 56048 Procurement Management (3)** Procurement Management examines the strategic issues and opportunities in purchasing/supply chain management function and provides the student with an understanding of why and how this discipline is integral to SCM. Purchasing process, procurement cycle, e-procurement, supplier integration, negotiation, contract management, and strategic sourcing are among the topics to be covered. There will be an emphasis on case study.

**MGMT 56050 Managerial Problem Solving (3)** This course is the exploration of problem solving by focusing on problem descriptions, sorting out casual factors, developing and evaluating alternatives, assessing associated risks, and determining viable choices. Students will examine a spectrum of problem solving strategies and techniques. Students will use basic statistical tools, cause and effect diagramming, creative problem solving through synectics, and formal process skills of contemporary approaches. The practicum nature of the course results in skills which are immediately transferable to the workplace. Prerequisite: MGMT 56030.

**MGMT 56052 Negotiations (3)** This course is designed to teach the art and technique of negotiation. Topics covered include the nature of negotiation, strategizing, framing, planning, communications, social context, and ethics. This course includes the use of role plays to apply theory through practice and concludes with a multi-party final negotiation exercise. This is not a labor/management course.

**MGMT 56054 Business Management and Ethical Issues (3)** This course deals with ethical issues confronting managers in business decision making through the use and analysis of case studies. Offered once a year. *This course is offered only in Marshall, Missouri.*

**MGMT 56056 Leadership in Structured Situations (3)** This course is designed to develop an understanding of the function and context of the leadership role in formal organizations through the examination of leadership research and theories of leadership effectiveness. The basis for exercising influence and the situational factors affecting leadership are examined. Emphasis will be on understanding the leadership function as well as developing thinking and action capabilities for improving individual leadership effectiveness. The culminating project will require students to document their own leadership style.

**MGMT 56060 Business Law and Ethics (3)** This course is the study of terminology, principles of contract law, and ethical issues applicable to the contractive problems in the operations of a business, including relevant provisions of the uniform commercial code. Particular emphasis will be given to application of the principles of law by the entrepreneur/manager in operating the business, legal liability, and the legal aspects of a business in difficulty. Prerequisite: MGMT 56025.

**MGMT 56070 Statistics and Quantitative Analysis (3)** This course consists of an examination of the application of statistical analysis in business and the use of quantitative techniques in managerial decision making. Topics include measures of central tendency, probability and distribution, sampling and statistical inference, techniques of statistical analysis, and modeling techniques.

**MGMT 56085 Operations Management (3)** This course examines a blend of concepts relating to operations management, in both the manufacturing and service sectors. Operations management topics include production planning, inventory management, statistical process control, project management, product design, six sigma, lean manufacturing, and computer integrated manufacturing.

**MGMT 56090 Special Topics in Management (3-6)** This course is designed to meet the individual needs of the MBA student who desires or is required to explore advanced areas of study or undertake special problem analysis, within a concentration. Subject area will normally cover a specific issue, problem, or current topic and will demonstrate the student's scholarly research abilities and techniques. Topic may require substantial reading with appropriate inference, assessment and conclusions. Permission to register and approval of topic must be obtained from appropriate faculty advisor and the dean prior to registration. Prerequisite: varies according to the content of the special topics course.

**MGMT 66080 Business Policies and Strategies (3)** This course is the capstone MBA offering, utilizing a top management perspective. Students explore the practices and problems that confront the modern business organization through business simulation studies or case study analysis. Prerequisite: This course is to be taken during the student's last term of the MBA program.

**MRKT 55010 Marketing Principles and Issues (3)** This course introduces students to the principles of marketing, the role of marketing in society and in organizations (for-profit and nonprofit), and the factors that influence marketing decision-making. Activities include the study of planning, pricing, promotion, and distribution of products and services to consumer and business markets. The course will increase students' overall understanding of marketing as a business discipline; utilize systematic approaches to diagnosing and solving marketing

problems and issues; and analyze and develop organization-wide marketing strategies as well as strategies for individual programs, services, or products.

**MRKT 55020 Marketing Information and Research (3)** This course examines issues in conducting marketing research and the variety of research techniques available to the researcher. Students will also analyze the sources of information that guide decision making in business settings. Although some topics will be explored through lecture, particular emphasis will be given to case analyses, situational vignettes, and discussion of current events. A team project at the end of the course will tie together course concepts and allow students to present a comprehensive marketing research plan. Prerequisite: MRKT 55010.

**MRKT 55035 Product Management (3)** This course consists of the review and study of the product management system, the role of the product manager in the firm, and the processes required to interact successfully with the other functional business areas when applying strategy models to product management, monitoring, tracking, updating, etc. Specific areas in new product development that will be studied include methods of evaluation, venture teams, the pre-entry planning phase, budgeting and decision trains. A culminating project will require students to develop a new product concept. Prerequisite: MRKT 55010.

**MRKT 55040 Advertising and Promotional Strategy (3)** This course is the study of the marketing communications through mass media (TV, radio, magazines, newspapers and the web) that stimulate the consumer's response to, interest in, and ultimately, the purchase behavior of goods and services. Techniques for creating the correct advertising message and developing an effective media mix based on an understanding of the behavior of the target market are stressed, as well as ethical, social, and regulatory factors impacting the mass selling of products and services in today's competitive global business environment. A course project will enable students to apply the concepts discussed in the course to a real world problem. Prerequisite: MRKT 55010.

**MRKT 55050 Personal Selling and Sales Management (3)** This course is the in-depth analysis of both personal selling as a marketing component and the organization and management of the selling function within a firm. The course will explore sales force interaction with customers and prospective consumers for the purpose of making sales and building relationships. Topics to be covered include staffing, training, evaluation, budgeting, goal-setting, motivation, and compensation of the sales force. Prerequisite: MRKT 55010.

**MRKT 55060 Public Relations (3)** This course examines the theory and practice of public relations as a part of the marketing function within an organization. It introduces the concept of public relations as a values-driven management of relationships with groups of people that can influence an organization's success. This course will examine how and why organizations build ethically and systematically productive and mutually beneficial relationships with such groups. This course includes strategic and tactical public relations program planning and management in both for-profit and nonprofit organizations. Prerequisite: MRKT 55010.

**MRKT 55075 Business-to-Business Marketing (3)** This course is the study of the unique aspects of developing, implementing, and monitoring marketing programs in the industrial or business to-business marketplace. This course includes the use of case

histories and case studies for the analysis of industrial markets. The industrial marketing department, its functions, and its relations with other functions and areas of the firm such as sales, manufacturing, product development, distribution, finance, and accounting will be explored. Prerequisite: MRKT 55010.

**MRKT 55080 Marketing Strategy and Management (3)** This course examines the application of marketing concepts with an emphasis on strategic marketing planning and marketing decision making. Dynamics of developing a marketing plan with a focus on matching opportunities with a company's resources are reviewed. Prerequisite: MRKT 55010.

**MRKT 55090 Special Topics in Marketing (3-6)** This course is designed to meet the individual needs of the MBA student who desires or is required to explore advanced areas of study or undertake special problem analysis within an emphasis. The subject area will normally cover a specific issue, problem, or current topic and will demonstrate the student's scholarly research abilities and techniques. The topic may require substantial reading with appropriate inference, assessment, and conclusions. Prerequisite: varies according to the content of the special topics course.

**MRKT 65095 Marketing Thesis I (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially.

**MRKT 65096 Marketing Thesis II (3)** This class consists of a comprehensive examination of a problem in the student's emphasis discipline. The course is a requirement for the Master of Science in business degree. Thesis sections I and II are to be taken sequentially. Prerequisite: MRKT 65095.

**MRKT 65097 Marketing Thesis Extension (0)** This is a non-credit bearing course required for any student who has completed all required MS coursework (as well as master's thesis course sections I and II) but has not yet completed the master's thesis. The student must remain continuously enrolled in this course until the master's thesis is completed and accepted. This course is designed to keep the student's enrollment in the MS program current while he or she completes the master's thesis. The fee for this course is \$500.00 per term. The student must complete the master's thesis within five years of beginning the MS program.

**SPMG 57020 Principles of Management in Sport Administration (3)** This course is a study of the management and decision making processes of sport organizations. The class reviews the skills required to successfully run a sport company or organization at the youth, amateur, professional and international levels. The class researches the functions of management, marketing, and decision making in sport organizations and examines successful leadership styles in the sport industry.

**SPMG 57040 Sport Marketing and Promotion (3)** This course examines the unique applications of marketing principles and processes to the amateur and professional sport industry. The class includes the comprehensive coverage of the functions of sports marketing, and gives students the opportunity to design an integrated marketing strategy. Students will gain an understanding of sport consumers as spectators and participants. Students will also plan, execute, and evaluate the sport marketing mix: product, price, place, and promotion.

**SPMGT 57060 Sport Law (3)** This course is the study of the law as it pertains to the three main divisions in sports: amateur, professional, and international. Particular emphasis will be given to contracts, agents, torts, governmental regulations, ethics and social responsibility.

**SPMGT 57090 Special Topics in Sport Management (3-6)** This course is designed to meet the individual needs of the MBA student who desires or is required to explore advanced areas of study or undertake special problem analysis within a major. The subject area will cover a specific issue, problem, or current topic, and will demonstrate the student's scholarly research abilities and techniques. Topics may require substantial reading with appropriate inference, assessment and conclusions. Prerequisite: varies according to the content of the special topics course.

**SPMGT 57095 Practicum in Sport Administration (3-6)** Students are placed in sport management organizations to serve in functions normally assigned to managers and administrators. Under the supervision of the host organization, students observe and practice skills necessary for success in the field, including event planning, marketing, accounting, and controlling. The setting for the practicum will be decided by the organization, the advisor, and the student.

## **International Studies: M.A.**

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**MAIS 50000 Research Methods in International Studies (3)** This course begins with a close examination of Thucydides and his work, *The History of the Peloponnesian War*. More modern topics covered include a critique of realist writers, neo-realism, levels of analysis, transnational organizations, and globalization.

**MAIS 51000 Politics of Religion, Ethnicity, and Nationalism (3)** This seminar explores how religion, ethnicity, and nationalism become major factors that influence globalization and international politics. The course will focus on how identities which are formed through religion, ethnicity, and nationality are often the source of fierce conflict and violence in different regions of the world. The course will also provide insight into how religious identity, ethnicity, and nationality are often used in stereotypical and simplistic ways that tend to foster political conflict and violence.

**MAIS 52000 Approaches to International Political Theory (3)** This course introduces students to the major theoretical approaches of the international relations and illustrates how they shape selected contemporary issues in global politics. It translates some of the methodological issues encountered in *Research Methods in International Studies* through the specific literature of *International Relations*. Under scrutiny is the relationship between theory and practice – how theoretical approaches shape research outcomes, and how certain global issues problematise simple theoretical categorization.

**MAIS 53000 Governance Beyond the State (3)** This course introduces the notion of constitutionalization as a relatively recent aspect in the process that has been labeled governance beyond the state. It focuses on key elements of governance such as formal (“hard”) and informal (“soft”) institutions, modes of cooperation among international and transnational actors in world politics, changing practices and contexts of rights in national and transnational organization, and addressing stylistic responses of policy issues. The patterns emerge as processes of institutionalization, legalization, civilization, regulation, socialization, and constitutionalization in which the political

weight of policy issues and their political assessment changes and new political arenas are created, all of which lay the foundation for an understanding of Global Governance.

**MAIS 54000 Global and Economic Governance (3)** This course is based on the interdisciplinary field commonly known as International Political Economy (IPE) in which the relationship between political authority (most commonly represented by the state but increasingly also by a range of international institutions) and the distribution of wealth and resources evident in the market economy are examined. Further, this course will enhance students' understanding of “globalization” - what it entails, its significance and the challenges it poses. “Globalization” is examined as an historical transformatory process that has resulted from the decisions of states, but which also forces states to adjust their national policies and institutions and to build new supranational, intergovernmental and transnational institutions.

**MAIS 55000 Security Studies (3)** This course focuses on the use of force, its application, limitations, and adaptability to changing circumstances. In addition, threat perception is examined in relationship to the willingness and possible use of force. Diplomacy and its relationship to the use of force are also explored. The work of Karl von Clausewitz is critiqued.

**MAIS 56000 Peace and Conflict Resolution (3)** This course encourages critical reflection on global structural injustices and strategies for action to transform the world in the interests of equity and the pursuit of peace. Focusing on the realities and impact of global economic deprivation, inequality and the intractable conflicts that lead to environmental degradation, poverty and displacement, this course will review relevant theories in law, philosophy, economics, anthropology, and the sociology of justice. Further, this course will examine particular themes in relation to case studies in different regions of the world where long standing structural violence and inequality have led to oppression and injustice.

**MAIS 57000 Thesis Course (3)** This course is designed to build upon and delve deeper into program related material that sparked a student's interest in doing further research.

**MAIS 57100 Thesis Course (3)** This course is designed to complete the research initiated the previous term by the student. During this course, students will submit their thesis and do an oral defense of their thesis.

**MAIS 58100 Cultures of the Middle East (3)** This seminar explores the cultural diversity of the Middle East and North Africa, focusing on demography, technology, family structures, political dynamics, and religious beliefs. The course will focus on the recent impact of Western colonialism and recent globalization that have transformed social, political, and religious cultures in the Middle East and North Africa. Attention will be given to the social and cultural context of contemporary issues, such as Islamic fundamentalism, gender roles, and recent ethnic and religious conflicts. Case studies of different cultural areas of the Middle East and North Africa drawn from ethnographic research will be presented.

**MAIS 58200 Cultures of Asia (3)** This seminar explores the cultural diversity of Asia that focuses on demography, technology, family structures, political dynamics, and varying religious beliefs. The course will focus on the recent impact of Western colonialism and recent globalization that have transformed social, political, and religious cultures in Asia. Attention will be given

to contemporary issues such as religious fundamentalism, the decline of socialist culture, gender roles, and recent ethnic and religious conflicts. Case studies of different cultural areas of Asia drawn from ethnographic research will be presented.

**MAIS 58300 Cultures of Europe (3)** This course explores the current political economy of western, central, and eastern Europe that focuses on both domestic and international affairs. Attention will be given to how historical trends and more recent globalization have influenced the development of the European Union and contemporary ethnic conflict and nationalism.

**MAIS 58400 Cultures of Latin America (3)** This seminar explores the cultural and ethnic diversity in Latin America that focuses on the demography, technology, economic and religious trends, and political dynamics. The course will focus on the impact of European colonialism and more recent globalization tendencies that have transformed the region of Latin America.

**MAIS 58500 World Religion and Global Politics (3)** This seminar introduces the basic doctrines and practices of the varying world religions including Judaism, Christianity, Islam, Hinduism, Buddhism and their influence on political institutions and ethnic movements in different regions of the world.

**MAIS 58600 International Business Special Topics (3)** The purpose of this course is to offer further research on specific topics not addressed in the core curriculum or in the corresponding emphasis tract. Approval for this course will only be granted upon the presentation of a comprehensive research proposal and an endorsement from the department chair.

**MAIS 58700 Nonprofit Administration Department Special Topics (3)** The purpose of this course is to offer further research on specific topics not addressed in the core curriculum or in the corresponding emphasis track. Approval for this course will only be granted upon the presentation of a comprehensive research proposal and an endorsement from the department chair.

**MAIS 59200 Special Topics-Religion & Culture Track (3)** The purpose of this course is to allow students the opportunity to focus on specific topics not discussed in the required religion and culture coursework. Students who have a fully prepared research proposal/agenda may enroll in this course with the permission of the department chair.

**MAIS 59300 Special Topics- Nonprofit Administration Track (3)** The purpose of this course is to allow students the opportunity to focus on specific topics not discussed in the required nonprofit administration coursework. Students who have a fully prepared research proposal/agenda may enroll in this course with the permission of the department chair of international studies and nonprofit administration.

**MAIS 59400 Special Topics- Public Administration Track (3)** The purpose of this course is to allow students the opportunity to focus on specific topics not discussed in the required public administration coursework. Students who have a fully prepared research proposal/agenda may enroll in this course with the permission of the department chair of international studies and public administration.

**MAIS 59500 Directed Research (3)** The purpose of this course is to provide students an opportunity to further develop a specialization within the program. Students who have a fully prepared research proposal/agenda may enroll in this course with the permission of the department chair.

## **Public Administration: M.A.**

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**MPA 59300 Governmental Budgeting (3)** This course focuses on the inter-relationships among the federal, state, and local governments since, in the case of state and local government, money spent includes federal funds. Some specific issues addressed include: Fiscal Federalism, grants-in-aid, state governments and their balanced budgets, property taxes, financial impact of recessions, and measuring fiscal stress using ratio analysis.

**MPA 59400 Public Administration: Principles, Applications & Ethics (3)** This course focuses on some of the basic theorists and theories that help students study Public Administration. In addition, ethics is examined related to specific federal and state laws as well as Whistleblower issues.

**MPA 59600 Program-Implementation and Evaluation (3)** This course focuses on how programs, once they become federal or state law, or local ordinance, are actually carried out. Furthermore, once public programs begin they need to be evaluated to determine how well they are working.

**MPA 59800 Business-Government Environment (3)** This course focuses not just on the regulatory role of governments (federal, state, local) but also on partnership relationships between government and business. Some specific issues addressed include: tax credits, tax increment financing, public corporations, and economic development policies.

**MPA 59900 Special Topics in Public Administration (3)** This course will be offered depending on student need. It can be either an independent study or a course and the topics vary. For example, previous topics have included: inter-local agreements, home rule charters, and annexation. Since the topic of each independent study or course changes, this can be taken for repeat credit with different topics.

## **Nonprofit Administration: M.A.**

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**NPA 50000 Fundraising and Planning (3)** This course is the study of techniques necessary for effective and targeted fundraising campaigns with a focus on specific donors. This course provides an overview of all the various fundraising methods available to nonprofits.

**NPA 50100 Nonprofit Administration Student Association (1)** This course consists of participation in the Nonprofit Administration Student Association and its projects.

**NPA 50200 Individual Giving and Special Events (3)** This course will study the theory behind the motivation of giving. Students will learn to plan, implement, and evaluate a special event; and will learn to develop individual giving plans for nonprofit organizations.

**NPA 50300 Human Resource Management for Nonprofit Organizations (3)** This course is an exploration of human resource management from the beginning of job analysis and design, to recruitment and selection of personnel, performance evaluation, compensation and benefit issues, and training and development for both staff and volunteers. Any differences in the handling of grievances, diversity, discrimination, harassment, and placement issues as they pertain to volunteers, including the board of directors, and paid staff will be discussed and examined.

**NPA 52000 Program and Organizational Evaluation (3)** This course examines the theory behind program outcomes and organizational process evaluation. Students will learn how to create an outcomes evaluation model.

**NPA 53000 Volunteer Management (3)** The theory and practice of managing volunteers. Students will be required to develop, implement, and evaluate a volunteer program.

**NPA 54000 Problem Solving Case Analysis (3)** The students will examine and analyze a decision making model. Students will analyze an organizational case study problem, develop the solutions to address that problem, and select the appropriate criteria to compare the solutions proposed.

**NPA 55000 Management of Nonprofit Organizations (3)** This course is an investigation of the structure and process of, and behavior within, nonprofit organizations as a function of the management process and includes an overview of the financial, personnel, legal, and planning aspects of the nonprofit organization.

**NPA 56000 Leadership (3)** Students will gain an understanding of the theory and practice of leadership and the leadership skills necessary to successfully operate a nonprofit organization or to lead one of a nonprofit's divisions. Emphasis will be on character and ethics. Models relevant to leadership including examination of leadership styles of national and internationally recognized leaders across history will be discussed.

**NPA 57000 Organizational Behavior for Nonprofit Organizations (3)** Effective and responsible management of organizational behavior requires that managers understand and develop a capacity to manage their own behavior, influence the behavior of others at the interpersonal and group levels, and act as individual public leaders in their interactions with the public and its representatives. As a result, this course will be organized around three central themes: 1) the importance of understanding the behavior, motivations and actions of individuals in the public service; 2) a focus on the distinctiveness of management and leadership in nonprofit organizations; and 3) an emphasis on students learning not only from required reading but also from experience.

**NPA 57100 Grantwriting (3)** This course is a study of the realities of the grant seeking process and the methods of preparing a high quality grant proposal and focuses on developing and refining nonprofit management skills that contribute to more effective grant writing: allocating time and resources, collaborating with colleagues and with others outside the organization, conducting research, planning, and budgeting.

**NPA 58000 Nonprofit Budgeting and Financial Management (3)** This course is a discussion of the theory and practice of putting together a realistic budget for a nonprofit organization. Students will examine and discuss a budget as a policy making tool. The functions of good financial management procedures and styles are examined, preparing executive directors and supervisors of nonprofits to understand financial and accounting statements.

**NPA 58100 Strategic and Program Planning for Nonprofit Organizations (3)** This course is a review of the steps necessary to do a strategic plan for nonprofit organizations. Students will put together a strategic plan for a local nonprofit organization including an environmental assessment, mission review, discussion of key issues and the strategies for addressing those

issues, and develop an implementation action plan. In addition, the class will discuss the process of evaluating programs and planning changes for existing program or development of new programs for a nonprofit organization

**NPA 59000 Marketing for Nonprofit Organizations (3)** This course shall discuss the need to market all aspects of a nonprofit organization's operation and mission with specific emphasis to on the "four P's" of marketing. The class will be required to develop and create a marketing plan for an actual nonprofit organization or program.

**NPA 59300 Special Topics in Nonprofit Administration (1-3)** This course consists of directed studies in the management and leadership of nonprofit organizations or a special course offering of a nonprofit topic. May be repeated with different topics.

**NPA 59500 Research Project (1-3)** This course is designed for those students desiring to enhance their research skills and do independent research. The research topic will be chosen in agreement with the student and the faculty supervisor. The research will include the use of research methodology that is appropriate for the chosen topic. The final paper shall include sections on theory, methodology and applied or theoretical findings.

**NPA 59800 Nonprofit Administration Internship (3)** Students are placed in nonprofit organizations to serve in functions normally assigned to managers and administrators. Under the supervision of agency personnel, students will observe and practice skills necessary for success in the field. The setting of the internship will be decided by the nonprofit supervisor, faculty advisor, and student.

**NPA 59900 Capstone Project (1)** This course is an individualized graduate project that may be analytical, a demonstration, or case study project. Topics will be selected and explored with the student's advisor. In some cases, the project will directly relate to the internship experience. A committee of graduate faculty will supervise and assist the student in the successful completion of the capstone project.

## **Theatre: M.A., M.F.A.**

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**TA 50000 Graduate Practicum (1-3)** This course consists of practical work on stage productions in performance, directing, technical theatre or design. Students may also enroll in this course for participation in the graduate seminars. Repeatable for credit.

**TA 50100, 50200, 50300, 50400 Graduate Acting Studio I, II, III, IV (3) (3) (3) (3)** Acting theories are explored and investigated through various methods including scene study, improvisation, movement exercises, etc. Repeatable for credit.

**TA 50700 Stage Voice and Movement (3)** This course offers an advanced study of voice and body as they relate to physical and psychological development of character. Graduate students may be responsible for presenting and demonstrating various vocal relaxation and movement techniques.

**TA 50800 Theory and Composition of Dance I (3)** In a performance setting, students study dance theory and develop skills in choreography. This class combines actual dance techniques with analysis and performance theory. Prerequisite: permission of the instructor.

**TA 50900 Theory and Composition of Dance II (3)** This course offers further study of dance theory and composition through analysis and performance. Prerequisite: TA 50800 or permission of the instructor.

**TA 51000 Graduate Script Analysis (3)** This course explores the analytical and research processes necessary for the consideration of any play prior to production.

**TA 51100, 51200, 51300, 51400 Graduate Directing Studio I, II, III, IV (3) (3) (3) (3)** This course consists of application of theories and styles of directing which culminate in a public performance. Evaluation will include an assessment of the student's skill and mastery of directorial components and individual growth as the student moves through the sequence of studios. Lab fee may apply. Repeatable for credit. Prerequisite: TA 51000. TA 51100 should be taken in conjunction with TA 51500.

**TA 51500 Graduate Scenography (3)** This course offers in-depth exploration of the total visual environment and the relationship between director and designer. Includes study of lighting, scenic, and costume design. May include lab fee. Should be taken in conjunction with TA 51100.

**TA 51700 Graduate History of Costume and Fashion (3)** This course is structured as an overview of the history of Western dress.

**TA 52500 Research Methods in Theatre (3)** Research methods in theatre are explored. Students will be required to make presentations and submit a series of short papers all of which require application of methodologies presented in class.

**TA 53000 Seminar in Theatre History (3)** This course conducts a survey of theatre and performing arts history. Among the topics included for study are playwrights, form and style, design, architecture, theatrical innovations, social conditions, and trends.

**TA 53500 Modern Drama (3)** This course is the study of genres and directions in modern and contemporary drama from Ibsen to the present.

**TA 53600 Survey of Dramatic Literature (3)** This course is designed to establish a firm foundation in dramatic literature. Dramatic texts from Ancient Greece to modernity are explored.

**TA 53700 Seminar in American Drama (3)** This course will explore the history and development of dramatic literature in America. American playwrights and their work from 1770 to present is examined. This seminal heritage of uniquely American theatre forms the foundation for the eventual rise of main stream modern drama in the United States.

**TA 54000 Topics in Dramatic Literature (3)** This course examines specific genre in dramatic literature.

**TA 54600 Introduction to Arts Management (3)** Budgets, contracts, box office procedures, public relations, personnel and executive policies of educational, community and professional theatre are investigated.

**TA 54800 Graduate Stage Management (3)** This advanced course investigates the principles and processes of the stage manager. In addition to review of the fundamental principles and processes of stage management, the course will also explore crew management, communication and organizational

skills. Some mentoring of undergraduate students interested in stage management may also be a part of the graduate student's responsibilities.

**TA 55100, 55200, 55300, 55400 Graduate Design Studio I, II, III, IV (3) (3) (3) (3)** This course consists of the application of theories and styles of costuming, lighting and/or scenic design for various kinds of plays. Portfolio materials will be developed. Following is a list of the topics for each studio. Each studio is repeatable for credit. Prerequisite for all studios in this sequence is TA 51500 or TA 51700. Each course in this sequence requires permission of the instructor.

**TA 55100 Scenographic Techniques (3)** Explores the methods used by a scenic designer to communicate conceptual ideas. Hand and computerized scale models and rendering are examined as may be appropriate for topic assignments.

**TA 55200 Lighting Design (3)** Explores the methods used by a lighting designer to express visual concepts. Hand and computerized scale lighting plots, section drawings, circuiting schedules and programming are employed as appropriate to topic assignments.

**TA 55300 Costume Design (3)** Explores the methods used by a costume designer to communicate conceptual ideas. Hand and computerized rendering, pattern making, millinery, wigs and foot wear are examined as appropriate to topic assignments.

**TA 55400 Technical Direction (3)** Explores the methods used by technical director to create shop drawings. Hand and computerized scale ground plans and elevations, sectional and standard construction drawings are studied and created for conceptual or practical productions.

**TA 55600, 55700, 55800, 55900 Graduate Technique Studio I, II, III, IV (3) (3) (3) (3)** This course offers practical applications of advanced technique in the areas of costuming, lighting, and stage construction. Repeatable for credit.

**TA 56500 Professional Internship (3-9)** Students participate in a professional theatre in any of the following areas: acting, directing, stage management, technical theatre, design, theatre management and dramaturgy. Prerequisite: permission of the instructor. Repeatable for credit.

**TA 57100 Dance in the 20th Century (3)** This course is a survey of the history of Western concert dance from 1900 to the present day. Emphasis is placed on multicultural influences in Western concert dance. No previous dance experience necessary.

**TA 57200 Graduate Dance Teaching Methods (3)** This course is a survey of principles and practices of teaching dance in the schools and private studio settings. Significant performing, reading, and written assignments required. Must be taken with a dance technique course. Prerequisite: permission of the instructor.

**TA 57400 Graduate Dance Theory and Composition (3)** This course is an exploration of the basic compositional theories of dance through the mastery of improvisational movement techniques and the creation of dance compositions. Significant performing is required as are moderate reading and written assignments. Repeatable for credit. Prerequisite: two semesters of dance technique or permission of the instructor. It is recommended that the course be taken with a dance technique course.

**TA 57500 Graduate Seminar in Dance (1-3)** This course offers studies on the graduate level for students with specialized interests. Topics may include jazz or modern dance techniques, performance, education, and off campus studies or supervised internships with professional performing companies. May be repeated for credit. Prerequisite: permission of the instructor.

**TA 57900 Graduate Seminar in Voice (1-3)** This course offers studies on the graduate level for students with specialized interests. May include a 1- or 2- credit hour weekly private voice lesson; participation in one of the university's vocal ensembles, and/or studies related to singing and the use of the voice. Private music lesson fee may apply. Repeatable for credit.

**TA 58000 Graduate Workshop in Musical Theatre (3)** This course is an advanced studio art class focusing on various aspects of musical theatre. Repeatable for credit Prerequisite: 8 credit hours or the equivalent of formal training in vocal music, a minimum of 6 credit hours or the equivalent in jazz dance, and a minimum of 3 credit hours or the equivalent in tap dance.

**TA 58600 Special Topics (3)** A course designed to offer a variety of advanced topics in performing arts. May be repeated as topics vary.

**TA 59300 Independent Study (1-6)** Topics of study in this course may include the investigation of specific theories, artists, techniques, or literary periods in theatre as related to the student's special area of interest. In addition, students may also choose performance-based areas of intensive study such as private instrumental or vocal music (private music lesson fees apply), stage combat, dialects, design, etc. Topics are developed in conjunction with the student and his/her specific instructor. The course may be repeated for a maximum of 12 hours.

**TA 60000 Master's Project and Thesis (6)** The student will present a final project which represents his or her level of accomplishment in the selected area of emphasis. Projects are presented to the theatre faculty for approval a minimum of six months prior to enrollment in the course.

## **Teaching English to Speakers of Other Languages (TESOL): M.A.**

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**TESOL 50400 History of the English Language (3)** This course is an introduction to the study of the English language. The phonology, history, and grammar of English are examined in the context of cultural, social, and political history with attention also to current linguistic theory. Not open to students with credit in ENG 40400.

**TESOL 51000 Linguistics and English Language Teaching (3)** This course serves as an introduction to fundamental concepts of linguistic theory, especially as they apply to English language teaching. Areas of focus include phonology, morphology, syntax, and semantics, as well as the applied areas of language variation, acquisition, disorders, and language and culture.

**TESOL 52000 Sociolinguistics (3)** This course is an introduction to language as a social phenomenon. Emphasis will be placed on sociolinguistic topics most relevant to language teaching, including language attitudes; standard and nonstandard language usage; language and identity; language variation; multilingualism; language planning and policy; and language maintenance and loss.

**TESOL 53000 Second Language Acquisition (3)** This course is an introduction to second language acquisition research and theories. The pedagogical implications of such research and theories are explored through a focus on the process of acquisition, the language learner, and the teaching/learning context.

**TESOL 54000 TESOL Methods (3)** This course surveys current theory and practice in planning, implementing and monitoring instruction of linguistically and culturally diverse students in a variety of English language teaching contexts.

**TESOL 55000 Assessment in TESOL (3)** This course investigates the current assessment trends in TESOL, including formal and informal assessments of language learners, materials, courses, and programs. Additionally, this course explores current guidelines for language learning services, support, and advocacy, as well as achievement standards.

**TESOL 56000 TESOL Practicum (3)** This practicum is a supervised experience in planning and implementing instruction of linguistically and culturally diverse students under the direction of a TESOL faculty member. Prerequisites: TESOL 53000 and TESOL 54000

**TESOL 57000 Special Topics in TESOL (3)** This course explores a single TESOL/applied linguistics topic in depth. Topics are announced in advance and may include second language literacy, world Englishes, cross-cultural communication, and oral/written discourses. This course may be repeated as topics vary.

**TESOL 57200 Modern Grammar (3)** This course is an intensive study of the nature and structure of the English language with emphasis on recent developments in linguistic analysis, but with coverage also of traditional grammar. Not open to students with credit in ENG 37200.

**TESOL 58000 Research Methods in TESOL (3)** This course explores current research trends in TESOL, including both quantitative and qualitative designs. Students critically read and write about journal articles, become familiar with library and online resources for research, and design an original TESOL study.

**TESOL 59000 TESOL Capstone (3)** This course examines the history of the TESOL profession and concentrates on the development of a portfolio/thesis demonstrating the student's level of mastery in TESOL. Prerequisite TESOL 58000



# Faculty

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**Abbott, Marilyn S. (1997)**

Professor of Biology, Dean, School of Sciences and Chair,  
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A.B., Indiana University, Ph.D., Purdue University; Postdoctoral  
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B.S., M.S., Clemson University; Ph.D., University of Utah

**Young, Delaine C. (2001)**

Associate Professor of Education and Athletic Trainer  
B.A., Lakeland College; M.Ed., Southern Illinois University-Edwardsville

**Zweier, Tricia (2011)**

Assistant Professor of Dance  
B.S., Richard Stockton College of New Jersey; M.S., M.F.A., University of North Carolina-Greensboro

# Professional Staff

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**Ahne, Kelly (1993)**

Instructor of Management and Accounting Assistant  
B.A., University of Missouri-Columbia; M.B.A., Lindenwood University

**Barger, Brett (2005)**

Dean of Evening Admissions and Extension Campuses  
B.A., M.B.A., Lindenwood University

**Baum, Jane (2009)**

Athletic Development Director  
B.A., Lindenwood University

**Beard, Julie (2005)**

Assistant Professor of Communications and Director of Executive Communication  
B.F.A., Stephens College; M.S.J., Northwestern University

**Bhatnagar, Rita (2007)**

Systems Analyst  
B.S., M.B.A., University of Udaipur

**Biggerstaff, Amanda (2005)**

Systems Analyst  
B.S., M.B.A., Lindenwood University

**Bezemes, Peter (2008)**

Executive Director of the J. Scheidegger Center for Fine and Performing Arts  
B.A., Lindenwood University; M.S., Boston University

**Bode, Lori (2006)**

Director of Financial Aid  
B.A., Lindenwood University

**Brown, Linda (2006)**

Assistant Professor of Education and Southwest Missouri Student Advisor  
B.A., Southwest Baptist University; M.Ed., Drury University

**Canavan, Tim (2008)**

Director of Student Life Sports  
B.S., M.A.T., Lindenwood University

**Carriker, Colleen (2007)**

Assistant Manager, LU Commons and Head Dance Coach  
B.A., M.A., Lindenwood University

**Castillo, Crystal (2010)**

Admissions/Financial Aid Counselor and NCAA Liaison  
B.A., M.B.A., Lindenwood University

**Cox, Kerry (2007)**

Director of Student Activities  
B.A., M.A., Lindenwood University

**Creer, John (1991)**

Dean of Intercollegiate Athletics  
B.A., Western Michigan University; M.S.Ed., Troy State University

**Cribbin, Jack (2007)**

Women's Lacrosse Coach and Athletic Marketing Director  
B.A., M.A., Lindenwood University

**Curic, Nenad (2008)**

Financial Aid Counselor  
B.A., M.B.A., Lindenwood University

**Curtis, Tommi (2008)**

Campus Director-South County  
B.A., Lindenwood University

**Dickherber, David (1998)**

Instructor of Management and Spirit Shoppe Manager  
B.A., Southern Illinois University-Carbondale; M.B.A., Lindenwood University

**Dorlac, Michael Anthony (2006)**

Instructor of Education and Reference Librarian  
B.A., Webster University; M.A., University of Missouri-Columbia

**Duggan, Christopher (2006)**

Instructor of Communications and Public Relations Coordinator  
B.A., University of Missouri-St. Louis; M.A., Lindenwood University

**Edele, Susan (2007)**

Assistant Professor of Humanities and Writing Center Coordinator  
B.S.E., Truman State University; M.A., University of Missouri-St. Louis

**Edwards, George (2006)**

Assistant Professor of Education and North County Coordinator  
B.S., University of Arkansas-Pine Bluff; M.A., Truman State University; Ed.D., Lindenwood University

**Feely, John (1996)**

Assistant Professor of Humanities and Associate Dean of Graduate Education Initiatives  
B.A., Lindenwood University; M.Ed., University of Missouri-St. Louis

**Ferracane, Katie (2010)**

Admissions/Financial Aid Counselor  
B.S., Missouri State University

**Ferrario, Victoria K. (2010)**

Lab Coordinator, Biology and Chemistry  
B.A., Eastern Illinois University; M.S., University of Missouri-St. Louis

**Finnegan, Barry (2002)**

Instructor of Management and Dean of Academic Services  
B.A., M.B.A., Lindenwood University

**Fournier, Rift (2007)**

Artist in Residence, Communications  
B.S., Creighton University

**Fraier, Whitney (2008)**

Director of Alumni Relations  
B.A., Murray State University; M.A., Lindenwood University

**Geiser, Jackie (2005)**

Director of Day Admissions Transfer and Articulation Services  
B.A., University of Missouri-Columbia

**Gleason, Suzanne (2006)**

Instructor of Education and Technical Services Librarian  
B.A., University of Nebraska-Lincoln; M.A., University of Missouri-Columbia

**Gress, Sara (2010)**

Admissions/Financial Aid Counselor  
B.A., Lindenwood University

**Goforth, Brandi (2006)**

Assistant Director of Career Development  
B.A., M.A., Lindenwood University

**Haghighi, Shawn (2001)**

Associate Professor of Mathematics and Computer Science and  
Chief Information Officer  
B.S., University of Tennessee; M.S., Fontbonne University

**Hannar, Christine (2007)**

Instructor of Management and Registrar  
B.A., M.B.A., Lindenwood University

**Harris, Edward (2003)**

Assistant Professor of Education and Head Track and Field  
Coach  
B.S., Central Missouri State University; M.S., Ed.S., Southern  
Illinois University-Edwardsville

**Hajiyev, Emin (2007)**

Director of International Student Center  
B.S., Azerbaijan State Oil Academy, M.B.A., Lindenwood  
University

**Harris, Jeff C. (2009)**

Associate Director of International Student Center and USCIS  
Official  
B.A., M.B.A., Lindenwood University

**Hart, Cathy (2003)**

Director of Student Success Center  
B.S., University of Missouri-Columbia; M.S., Lindenwood  
University

**Hendricks, Ron (2008)**

Campus Director-Wildwood  
B.J., University of Nebraska; M.A., Lindenwood University

**Herman, Suzie (2011)**

Campus Director-St. Charles  
B.A., M.A., Lindenwood University

**Hester, Angela (2007)**

Campus Director-Wentzville, O'Fallon, Lincoln County  
B.S., Southeast Missouri State University; M.B.A., Lindenwood  
University

**Hubenschmidt, Carl (2000)**

Instructor of Education and Reference Librarian  
B.S., University of Missouri-Rolla; M.A., University of Missouri-  
St. Louis

**Huffman, Paul (2007)**

University Archivist and Reference Librarian  
B.A., Lindenwood University; M.A., University of Missouri-  
Columbia

**Huss, Francis C. (1996)**

Associate Professor of Education and Graduate Education  
Consultant  
A.B., M.Ed., University of Missouri; Ph.D., Saint Louis  
University

**Hutter, Carl (1993)**

Men's Soccer Coach and Assistant Athletic Director for Facilities/  
Event Management  
B.A., Missouri Valley College; M.S., Lindenwood University

**Ingram, Daniel (2005)**

Instructor of Mathematics and Director of Mathematics  
Placement and Refresher Programs  
B.S., M.B.A., Lindenwood University

**Jackson, Chanda (1995)**

Associate Athletics Director for Internal Affairs and Senior  
Woman Administrator  
B.S., Washington University; M.B.A., Lindenwood University

**Johnson, Sheri Beth (2005)**

Instructor of Management and Controller  
B.S., M.B.A., University of Missouri-St. Louis

**Jones, Jose (2008)**

Instructor of Management and Accountant  
B.A., M.B.A., Lindenwood University

**Jump, James (2003)**

Campus Director- North County  
B.B.A., Western Michigan University; M.B.A., Lindenwood  
University

**Kaminski, Laurie (2004)**

Women's Soccer Coach, Assistant Softball Coach, and Athletic  
Office Administrator  
B.A., Saint Louis University; M.A., Lindenwood University

**Kandel, David (1990)**

Chief Financial Officer, CPA  
B.S.B.A., Farleigh Dickinson University

**Kapeller, Terry (1993)**

Instructor of Management and Chief Business Officer  
B.A., Tarkio College; M.B.A., Lindenwood University

**Kline, Melissa (2009)**

Grants Manager/Prospect Researcher  
B.A., M.B.A., Maryville University

**Kroeger, Lara (2009)**

Admissions/Financial Aid Counselor  
B.A., M.B.A., Lindenwood University

**LaFata, Sandi (2006)**

Director of Extension Campus Management  
B.A., Lindenwood University

**LeClere, Katherine (2010)**

Campus Director-St. Louis City  
B.A., Lindenwood University

**MacDonald, Elizabeth B. (2003)**

Assistant Professor of History and Dean of Library Services  
B.S., M.A., Southern Illinois University-Edwardsville; M.A.,  
University of Missouri-Columbia

**Maugeri, Kent (2009)**

Instructor of Physical Education and Assistant Football Coach  
B.A., Western Connecticut State University; M.A., Lindenwood  
University

**Marler-Rayfield, Sara (2007)**

Assistant Professor of English and Chair of English Preparedness  
Program  
B.A., Truman State University; M.A., Southern Illinois  
University-Edwardsville

**McGrath, Michael E. (2004)**

Senior Accountant  
B.S., B.A., University of Missouri-St. Louis; M.B.A.,  
Lindenwood University

**Middleton, Tahreemah (2010)**

Admissions/Financial Aid Counselor  
B.A., Lindenwood University

**Mircsov, Eric (2007)**

Associate Director of Work and Learn  
B.A., M.A., Lindenwood University

**Miller, Abby (2007)**

Assistant Professor of Education and Athletic Trainer  
B.S., Central Methodist College; M.A., University of Nebraska-  
Kearney

**Moore, Carrie (2010)**

Instructor of Physical Education  
B. S. Missouri Valley College; M.S., Lindenwood University

**Morros, Lucy S. (2007)**

Professor of Humanities and Vice President for Institutional  
Advancement  
B.A., M.A., Ph.D., Washington University

**Mueller, Julie M. (2000)**

Assistant Professor of Management, Vice President for  
Operations and Finance, and Chief Operating Officer  
R.N., Deaconess College of Nursing; B.A., Tarkio College;  
M.B.A., Lindenwood University

**Mullins, John B. (Ben) (2008)**

Associate Director of Student Activities  
B.A., Mackenzie University; M.A., Lindenwood University

**Newman, Marshall (2007)**

Assistant Men's Basketball Coach and Director of Intramurals  
B.A., Webster University; M.A., Lindenwood University

**Newton, Daniel (2007)**

Sports Information Director  
B.A., Truman State University; M.A., Lindenwood University

**O'Neal, Kate (2001)**

Director of Advancement Services and the Annual Fund  
B.A., M.A., Lindenwood University

**Parisi, Joseph A. (1998)**

Dean of Undergraduate Admissions  
A.A., St. Louis Community College at Meramec; B.S., Missouri  
Valley College; M.S., Lindenwood University

**Penrose, Craig (2001)**

Assistant Professor of Education and Swimming and Diving  
Coach  
B.S., Southeast Missouri State University; M.A., M.B.A.,  
Lindenwood University

**Presson, Dan (2010)**

Admissions/Financial Aid Counselor  
B.A., Southeast Missouri State University

**Queen, Scott W. (1996)**

Director of Public Relations and Marketing and Associate  
Athletics Director - External Affairs  
B.A., M.A., Lindenwood University

**Radcliff, Mary (2004)**

Assistant Vice President and Executive Director of Community  
Relations—Belleville Campus  
B.A., M.A., Lindenwood University

**Raisbeck, Rene (2006)**

Director of Athletics Certification  
B.A., M.S., Lindenwood University

**Rebore, Christine (2010)**

Assistant Athletics Director for Compliance  
B.S., Palm Beach Atlantic University, M.B.A., Texas A&M  
International University

**Reid, Terry (2002)**

Assistant Professor of Education and Southwest Missouri  
Coordinator  
B.S., M.S., Ed.S., Southwest Missouri State University; Ed.D.,  
University of Missouri-Columbia

**Revis, Kristen (2008)**

Admissions/Financial Aid Counselor  
B.A., M.A., Lindenwood University

**Ross, Patrick (2004)**

Head Football Coach and Sports Marketing Associate  
B.A., University of Puget Sound; M.B.A., Kansas Wesleyan  
University

**Rodgers, Christie (2009)**

Dean of Student Services  
B.A., M.A., Lindenwood University

**Ruff, Rebecca (2003)**

Financial Aid Counselor and Athletics Department Liaison  
B.A., M.A., M.S., Lindenwood University

**Russell, Terry (2000)**

Instructor of Human Service Agency Management and Dean of Students

B.A., M.A., Lindenwood University

**Rumsey, Christopher (1999)**

Billing System Manager

B.A., M.B.A., Lindenwood University

**Zchroer, Natalie (2010)**

Graduate Admissions Counselor

B.A., M.A., Lindenwood University

**Smith, Chad (2007)**

Wrestling Coach and Fitness Center Director

B.A., M.A., Lindenwood University

**Soderberg, Brad (2009)**

Men's Basketball Coach and Sports Marketing Associate

B.S., University of Wisconsin-Steven's Point; M.S., Colorado State University

**Stewart, Lindsay (2008)**

Financial Aid Counselor

B.F.A., Webster University; M.A., Lindenwood University

**Stuhler, Eric (2006)**

Assistant Professor of Management, Director of Planned Giving, and In-house Legal Counsel

B.A., Lindenwood University; J.D. University of Missouri-Kansas City

**Taylor, Betty (2007)**

Director of Evening and Graduate Admissions Services

B.A., M.S., M.F.A., Lindenwood University

**Thomsen, Roudina (2003)**

International Credential Compliance Officer

B.A., M.A., M.S., Lindenwood University

**Tolman, Michael (2004)**

Director of Work and Learn

A.S., Keene State College; B.A., Western Illinois University; M.S., M.B.A., Lindenwood University

**Trybula, Shannon (2009)**

Campus Director-Westport

B.A., M.S.A., Lindenwood University

**Ulrich, Adam (1995)**

Instructor of Management and Director of Comprehensive Academic Management System (CAMS)

B.A., M.B.A., M.A., Lindenwood University

**Virgil, Candance (2003)**

Assistant Professor of Management and Assistant Director of Library Services

B.S., Washington University; M.A., University of Missouri-Columbia

**Vines, Shannon (2006)**

Instructor of Education and Director of Cooperative Credit

B.A., M.B.A., Lindenwood University

**Weber, Abigail E. (2008)**

Instructor of Management and Women's Golf Coach

B.A., M.B.A., Lindenwood University

**Wehrli, Dana (1998)**

Instructor of Management and Director of Career Development

B.A., Missouri State University; M.S., Lindenwood University

**Wiedman, Sara (2008)**

Associate Director of Day Admissions Services

B.S., University of Missouri-St. Louis

**Weinrich, Jeff (2007)**

Registrar for Informatics

B.A., M.B.A., Lindenwood University

**Wolfe, Terry (2005)**

Assistant Professor of Education and Central Missouri Coordinator

B.S., M.S., Ed.S., Central Missouri State University; Ed.D., University of Missouri

**Young, Lisa (2007)**

Circulation Supervisor

B.S., Northern Illinois University; M.L.I.S., University of Missouri-Columbia

**Zeller, Jill (2009)**

Admissions/Financial Aid Counselor

B.A., M.B.A., Lindenwood University

**Ziegenfuss, Lis (1989)**

Director of Student Financial Assistance Planning

B.A., University of Missouri-St. Louis

# Board of Directors

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Community Leader, St. Charles, Mo.

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President, SSM St. Joseph Health  
Center, SSM St. Joseph Health Center –  
Wentzville, and SSM St. Joseph  
Medical Park, St. Charles, Mo.

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Alumna '61, Marketing  
Communications Consultant,  
Naperville, Ill.

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Physician, Midwest ENT Centre, P.C.,  
St. Peters, Mo.

David G. Cosby  
Director of Advancement, Ninos De  
Mexico, Union, Mo.

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President, Lindenwood University,  
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President, Bass-Mollett Publishers, Inc.,  
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Community Leader, Creve Coeur, Mo.

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President, T.R. Hughes, Inc.,  
St. Charles, Mo.

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Community Leader, St. Charles, Mo.

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President & CEO  
H.H. Brown Shoe Company, Inc.,  
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Board Chairman, St. Clair County,  
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Alumna, '85, '04, '07, Alumni  
Association President, Grants  
Administrator/Community and  
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Mayor, City of Florissant,  
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Church, St. Charles, Mo.

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Camazine & Blumenthal, P.C.,  
St. Louis, Mo.

Ruamjerd Pongcharoenkiat  
President & CEO, RJ Group,  
Bangkok, Thailand

Lucy D. Rauch  
Circuit Judge, St. Charles County,  
St. Charles, Mo.

Herb Roach  
Senior Vice President, Heartland  
Bank, Clayton, Mo.

Jane Calvert Rogers  
Alumna '67, CEO, Preston/Rogers  
Associates, Medfield, Mass.

Dale Rollings  
Attorney, Rollings Family Trust  
Services L.L.C., St. Charles, Mo.

Jerry E. Scheidegger  
Board Chairman, Corporate Group, Inc.,  
St. Charles, Mo.

Gary N. Shaw  
Managing Director, Wells Fargo  
Investments, St. Charles, Mo.

Randall R. Simons  
Community Leader, Chesterfield, Mo.

Patrick S. Sullivan  
Executive Vice President, Home  
Builders Association of Greater  
St. Louis, St. Louis, Mo.

Rick Sullivan  
CEO, St. Louis Public Schools,  
St. Louis, Mo.

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Community Leader, St. Charles, Mo.

Larry G. Kelley  
Community Leader, St. Louis, Mo.

Elizabeth M. Rauch  
Alumna '44, Community Leader,  
St. Charles, Mo.

# Alumni Board

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Dr. Betty Osiek ('62)  
Emily Rademan ('07)  
Dr. Dorothy Ricketts ('72)  
Jane Calvert Rogers ('67)  
Glenda Raef Schaefer ('68 & '90)



# Notes

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