

# **METHODIST COLLEGE**

# **ACADEMIC CATALOGUE**

**2004-2005**



**Office of Academic Affairs**  
**Methodist College**  
**Fayetteville, North Carolina 28311**

# **Directions for Correspondence and Communication**

## **Methodist College, Fayetteville, North Carolina 28311**

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### **Veteran Information**

Director of Veteran Services—Mr. Frank J. Orians (630-7190)

Methodist College is related by faith to the North Carolina Annual Conference, Southeastern Jurisdiction, The United Methodist Church. It is an independent corporation rather than an agency of the Conference and is responsible for its own debts and obligations.

Methodist College does not discriminate on the basis of age, race, sex, national or ethnic origin, religious denomination, or disabilities for otherwise qualified persons in the administration of its admission, educational policies, scholarships, loan programs, athletics, employment, or any other College-sponsored or advertised programs.

This catalogue is not an irrevocable contract. All regulations, provisions, and information herein are subject to change as conditions dictate.

# TABLE OF CONTENTS

CALENDAR .....	7
INTRODUCTION TO THE COLLEGE .....	10
Mission Statement .....	10
General Goals .....	10
Accreditation .....	11
Founding .....	11
Location and Facilities .....	11
Davis Memorial Library .....	12
Academics .....	13
Diversity of the Student Body .....	13
Religious Life .....	14
Athletics .....	14
ADMISSIONS POLICY .....	14
Application Process .....	14
Special Students .....	15
International Students .....	16
Credits for Transfer Students .....	17
Professional Golf Management Admissions Requirements .....	18
FINANCES .....	19
Basic Expenses for Academic Year 2003-2004 .....	19
Policy on Combining Regular Day Program and Evening College .....	21
Physician Assistant Program - Annual Charges .....	21
Financial Aid .....	22
Policy of Satisfactory Academic Progress .....	23
Veteran Benefits .....	24
Payment/Billing/Interest Policy .....	25
Refunding of Excess Financial Aid Policy .....	26
Refund/Repayment Policy on Withdrawals .....	28
Moving Off-Campus During a Semester .....	29
Moving On-Campus During a Semester .....	29
COLLEGE LIFE AND REGULATIONS .....	29
Housing during Holidays and Summer Sessions .....	29
Family Educational Rights and Privacy Act .....	29
Student Right to Know Act .....	30
Changes in Name and Address .....	30
Honor Code .....	30
Honor Board .....	32
Withdrawal from the College .....	33
ACADEMIC REGULATIONS .....	34
Pre-Registration .....	34
Special Students .....	34
Classification of Students .....	34
Academic Standing .....	35
Course Load .....	35
Dropping/Changing Courses .....	35
Withdrawal from the College .....	36
Attendance Policy .....	36
Grading System .....	37

Grade Appeals and Student Complaints .....	37
Quality Points .....	37
Cancellation of Courses .....	37
Right to Change Requirements .....	38
Implementation of Outcomes Assessment and Institutional Effectiveness .....	38
Computing Resources Policy .....	38
<b>STUDENT OPTIONS .....</b>	<b>39</b>
Pass/Fail Option .....	39
Auditing a Course .....	39
Directed and Independent Study Policy .....	39
Challenge Examination .....	40
Credit by Examination .....	40
International Baccalaureate (IB) Credit .....	40
Foreign Language .....	41
Visiting Student Letters .....	41
<b>GUIDELINES/AIDS FOR STUDENTS WITH DEFICIENCIES OR DIFFICULTIES .....</b>	<b>41</b>
Repeating a Course .....	41
Academic Warning and Probation Policy .....	42
Suspension, Dismissal, and Re-admission .....	42
Tutoring Services .....	43
Disability Services .....	43
The Writing Center .....	44
<b>MC AT NIGHT AND SUMMER SCHOOL .....</b>	<b>44</b>
MC at Night .....	44
Admission .....	44
Student Activity Fee .....	44
Programs .....	45
Counseling .....	45
Special Students .....	46
Transfers .....	46
Registration/Dropping/Changing Courses .....	46
Course Load .....	46
Summer School .....	47
MC Online .....	48
<b>ORGANIZATIONS AND HONOR SOCIETIES .....</b>	<b>49</b>
<b>ACADEMIC HONORS AND RECOGNITIONS .....</b>	<b>50</b>
<b>PROGRAM AND DEGREE REQUIREMENTS .....</b>	<b>54</b>
Degrees Awarded .....	54
Award of Second Degree .....	55
Academic Majors .....	55
Academic Minors .....	57
Concentrations .....	57
Required Courses and Curriculum Patterns .....	58
Writing Across the Curriculum .....	58
Library Basics .....	58
Computer Competency Requirement .....	58
Residency .....	58
Vocational and/or Pre-Professional Programs .....	58
ROTC Program/Military Science .....	59
<b>GRADUATION POLICIES .....</b>	<b>59</b>
Requirements for Graduation .....	59
Graduation Exercises .....	61
Graduation with Honors .....	61

GENERAL EDUCATION/CORE REQUIREMENTS .....	62
Bachelor of Arts .....	63
Bachelor of Science/Social Work/Health Science .....	64
Bachelor of Music .....	65
Associate of Arts in General Studies .....	66
Associate of Arts with a Subject Concentration .....	67
Defense Language Institute Cooperative Program .....	68
Associate of Science with a Subject Concentration .....	69
SCHOOL OF ARTS AND HUMANITIES .....	72
Fine Arts .....	73
Department of Art .....	73
Department of Music .....	78
Department of Theatre .....	85
Humanities .....	88
Department of English and Writing .....	88
English .....	88
Writing .....	94
Department of Foreign Languages .....	96
English as a Foreign Language .....	97
Certificate Program in Teaching English as Second Language .....	98
French .....	99
German .....	101
Spanish .....	103
Department of History .....	105
Geography .....	105
History .....	106
Interdisciplinary Programs .....	109
Honors Program .....	109
Humanities .....	110
Interdisciplinary Courses .....	111
Women's Studies .....	112
Department of Philosophy and Religion .....	113
Philosophy .....	113
Religion .....	114
Department of Psychology .....	117
Department of Sociology .....	120
Gerontology .....	120
Sociology .....	121
REEVES SCHOOL OF BUSINESS .....	128
Department of Accounting .....	129
Department of Business Administration .....	133
Health Care Administration .....	140
Management Information Systems .....	143
Professional Golf Management .....	145
Professional Tennis Management .....	150
Resort Management .....	152
Real Estate .....	156
Department of Financial Economics .....	156
Department of Marketing .....	159
Institute for Business and Marketing Research .....	160
Sports Management .....	163
SCHOOL OF INFORMATION AND TECHNOLOGY .....	166
Department of Communication .....	166
Mass Communications .....	166
Organizational Communication and Leadership .....	169

Department of Computer Science .....	171
Computer Information Technology .....	171
Computer Science.....	172
SCHOOL OF PUBLIC AFFAIRS.....	178
Debate Program .....	178
Global Studies.....	178
Department of Justice Studies .....	179
Department of Military Science/ROTC .....	183
AFROTC Cooperative Program with Fayetteville State University .....	185
Department of Governmental Studies .....	186
Leadership Studies.....	189
Occupational Environmental Management Program .....	190
Paralegal Studies.....	194
Political Science Program .....	197
Department of Social Work .....	201
SCHOOL OF SCIENCE AND HUMAN DEVELOPMENT.....	208
Athletic Training .....	209
Department of Biology .....	214
Applied Exercise Science .....	215
Department of Chemistry and Physical Science .....	219
Chemistry.....	219
Geology .....	221
Physics .....	221
Department of Education .....	222
Elementary Education .....	225
Middle Grades .....	225
Special Education .....	226
Secondary Education and Special Subjects.....	226
School Social Work .....	227
Add-on licenses .....	227
Title II Report .....	235
Department of Mathematics .....	237
Science .....	240
Department of Medical Science (Physician Assistant Program) .....	241
Department of Physical Education .....	250
Applied Exercise Science .....	250
SCHOOL DEANS AND DEPARTMENT CHAIRS .....	255
FOUNDATION BOARD .....	256
BOARD OF VISITORS.....	256
ALUMNI ASSOCIATION BOARD OF DIRECTORS .....	256
BOARD OF TRUSTEES .....	257
ADMINISTRATIVE AREAS .....	258
Presidents Emeriti .....	258
Office of the President.....	258
Academic Affairs .....	258
Athletics .....	260
Business Affairs .....	261
Development and Alumni Affairs .....	261
Enrollment Services .....	262
Student Development and Services .....	262
FACULTY EMERITI.....	262
FACULTY AND ATHLETIC STAFF .....	263

## 2004-2005 Academic Year Calendar

## Fall Semester

### August 2004

Saturday	August 14	New students arrive/Orientation
Sunday	August 15	Returning students arrive
Monday	August 16	Registration
Tuesday	August 17	Day classes begin
Monday	August 23	Advisee group meetings 11:00am
Tuesday	August 24	Last day to drop/add without record

### September 2004

Friday	September 3	Last day submit Intent to Grad for Dec graduation
Monday	September 13	Opening Convocation
Friday-Sunday	September 17-19	Family Weekend

### October 2004

Friday	October 8	Midterm grades due
Monday-Tuesday	October 11-12	Fall Break
Monday	October 18	Advisee group meetings 11:00am
Friday-Saturday	October 22-23	Homecoming
Monday	October 25	Senior Pre-Registration
Tuesday	October 26	Junior Pre-Registration
Wednesday	October 27	Sophomore Pre-Registration
Thursday	October 28	Freshman Pre-Registration

### November 2004

Tuesday	November 23	Residence Halls close 5:00pm
Wednesday-Sunday	November 24-28	Thanksgiving Holiday
Sunday	November 28	Residence Halls open 2:00pm
Monday	November 29	Classes resume
Tuesday	November 30	Day classes end Last day to WP/WF

### December 2004

Wednesday	December 1	Reading Day
Thursday-Thursday	December 2-9	Exams
Monday	December 6	Senior grades due
Friday	December 10	Graduation Day Residence Halls close 5:00pm
Monday	December 13	Final grades due

### MC at Night

Autumn Term I	August 9-October 2, 2004
Autumn Term II	October 11-December 4, 2004

**2004-2005 Academic Year Calendar****Spring Semester****January 2005**

Sunday	January 9	New/returning students arrive/ Orientation
Monday	January 10	Registration
Tuesday	January 11	Day classes begin
Friday	January 14	Advisee group meetings
Monday	January 17	Martin Luther King, Jr. Holiday (no classes)
Tuesday	January 18	Last day to drop/add without record
Friday	January 28	Last day submit Intent to Grad for May graduation

**February 2005**

Monday	February 7	Spring Convocation
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**March 2005**

Friday	March 4	Midterm grades due
Monday-Friday	March 7-11	Spring Break
Sunday	March 13	Residence Halls open 2:00pm
Monday	March 14	Classes resume
Monday	March 21	Advisee group meetings
Friday	March 25	Good Friday (no classes)
Monday	March 28	Senior Pre-Registration
Tuesday	March 29	Junior Pre-Registration
Wednesday	March 30	Sophomore Pre-Registration
Thursday	March 31	Freshman Pre-Registration

**April 2005**

Monday	April 4	Awards Day
Tuesday	April 26	Last day of day classes Last day to WP/WF
Wednesday	April 27	Reading Day
Thursday-Thursday	April 28-May 5	Exams

**May 2005**

Monday	May 2	Senior grades due
Saturday	May 7	Graduation Day Residence Halls close 5:00pm
Monday	May 9	Final grades due

**MC at Night**

Spring Term I	January 3-February 26, 2005
Spring Term II	March 7-April 30, 2005

**Summer School 2005**

Term I	May 16-June 10, 2005
Term II	June 13-July 8, 2005 (July 4 Holiday)
Term III	July 11-August 5, 2005
Term IV (Evening)	May 16-July 9, 2005



## PA Program Academic Calendar for the Class of 2004

### Clinical Year (Preceptorship):

Preceptorship: September 13—October 22, 2004

6 s.h.

October 25—December 3, 2004

6 s.h.

**Graduation: December 10th**

## PA Program Academic Calendar for the Class of 2005

### **Clinical Year**

Fall Semester 2004: August 16 – December 9, 2004

Spring Semester 2005: January 3, 2004 – May 20, 2005

Summer Semester 2005: May 23 –September 9, 2005

Preceptorship: September 12 – December 2, 2005

## PA Program Academic Calendar for the Class of 2006

### **Didactic Year**

Fall Semester 2004: August 16 – December 10, 2004

Orientation: Friday, August 13, 2004

**FINALS week: December 6- December 10, 2004**

OFF October 11, 12: Fall Break

OFF November 24 – 26: Holiday Break

OFF December 13-31: Winter Break

Spring Semester 2005: January 3 – April 29, 2005

**FINALS week: May 2 – May 6, 2005**

OFF January 17: MLK birthday

OFF March 25 – Good Friday

OFF March 7 -11: Semester break

Summer Semester 2005: May 9 – August 26, 2005

**FINALS week: August 22 – 26, 2005**

OFF August 29 – September 2: Summer Break

### **Clinical Year**

Fall Semester 2005: August 30 – December 16, 2005

Spring Semester 2006: January 20, 2006 – April 21, 2006

Summer Semester 2006: May 1 – August 18, 2006

Preceptorship: August 28 – November 17, 2006

# INTRODUCTION TO THE COLLEGE

## **Mission Statement**

Methodist College, historically supported by the North Carolina Annual Conference of the United Methodist Church, owes its origin and values to the life and teachings of Jesus Christ. The college is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. The college's programs are based on the conviction that a liberally-educated person is sensitive to the needs and rights of others. Methodist College affirms the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The college community seeks to develop whole persons who will contribute substantially and creatively to the professions and to civic life. Therefore, Methodist College provides opportunities for spiritual, academic, and social growth, to the end that students may acquire enlightened minds and responsible spirits, as well as a continuing thirst for knowledge.

The purpose of Methodist College is to provide an undergraduate and graduate education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making; to provide distinctive professional and graduate programs that complement the undergraduate programs; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

## **General Goals**

### **Student-Oriented Goals**

1. To be immersed in an environment in which they are encouraged to develop good moral values, practice ethical decision making, and to have an opportunity to enhance their spiritual development.
2. To attain an understanding of themselves and their social and physical world through a broad study of the liberal arts and an in-depth study of an academic discipline.
3. To live meaningfully in the world, as reflected in satisfaction with their career development and social relations, through the understanding they have attained of themselves and the world.
4. To acquire competence in written and oral communication and in critical thinking.
5. To acquire proficiency in common uses of personal computers.

### **Graduate Level Goals**

1. To graduate master's level students who are competent in their academic discipline.
2. To graduate master's level students who are ready for the job market and/or are equipped to pursue further graduate training.

### **Other Goals**

1. To attract, develop, and retain a faculty that strives for excellence in teaching, scholarship, professional service to the community, and service to the college outside the classroom.
2. To provide significant services and facilities to groups within the community and state.
3. To engage in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement and demonstrate that the college is effectively accomplishing its mission.

## **General Education/Core Curriculum Goals**

Students who complete the General Education core will be able to demonstrate:

1. the skills needed for advanced studies: in written and oral communication, mathematical reasoning, and the use of computers;
2. basic knowledge of the fine arts, fitness and wellness, humanities, mathematics, natural science, and social science; and
3. the ability to think critically about complex subjects.

## **Accreditation**

Methodist College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone number 404-679-4501) to award Bachelor's and Master's degrees.

The college is also a member of the North Carolina Association of Colleges and Universities, the North Carolina Association of Independent Colleges and Universities, and the North Carolina Association for Colleges of Teacher Education. It is approved by the Division of Certification and Standards of the North Carolina Department of Public Instruction for the preparation of public school teachers and by the University Senate of the United Methodist General Board of Education.

Methodist College, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees: the Bachelor of Arts (B.A.) in Business Administration, Accounting, and Finance/Economics; the Bachelor of Science (B.S.) in Business Administration, Accounting, Financial Economics and Marketing; the Associate of Arts (A.A.) with a subject concentration in Accounting, Business Administration, Financial Economics, and Marketing.

The Professional Golf Management (PGM) program is accredited by the Professional Golfers' Association of America (PGA).

The Social Work Program is fully accredited by the Council on Social Work Education and offers a B.S.W. degree.

The Teacher Education Program, accredited by the North Carolina Department of Public Instruction, provides courses of study for the following teaching licenses: Elementary Education (K-6); Middle Grades Education (6-9) concentrations: language arts, mathematics, social studies, science; Secondary Education (9-12): English, mathematics, biology, history; Special Subjects (K-12): art, French, gifted, music, physical education, reading, school social work, Spanish, Special Education: General Curriculum.

The Physician Assistant Program received full accreditation from The Commission on Accreditation of Allied Health Education Programs in October, 1998. The Physician Assistant Program is fully accredited through the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

## **Founding**

Methodist College was founded by the people of Cumberland County and the North Carolina Conference of the United Methodist Church in 1956 for the purpose of Christian higher education and the extension of the influence of science, art, and Christian culture. The college seal portrays the "Prophet of the Long Road," Francis Asbury, who was the first bishop of the Methodist Church in America, and also symbolizes his successors, the early Circuit Riding Clergy. The motto is *Veritas et Virtus*, "Truth and Virtue." While the college is deeply committed to the United Methodist Church, its function is to provide a liberal arts education for all.

## **Location and Facilities**

The college is located in Fayetteville, North Carolina (a 1986 All-America city), part of the Carolina Sandhills region in the heart of golfing country and two hours from the coast.

Designed by Stevens and Wilkinson of Atlanta, the award-winning campus has grown from three buildings at its opening in 1960 to its present forty-one major and minor structures. It consists of six-hundred acres, primarily in undeveloped woodland, including Cape Fear River frontage. Part is given over to a nature trail that is visited by many school children and garden clubs each year. A fitness trail, established with a grant from Wells Fargo, also circles the campus. Classes are held principally in the Trustees'/Classroom Building, the Science Building, the Mathematics and Computer Science Building, the Richard L. Player Golf and Tennis Learning Center, the Walter and Margaret Clark Hall, the Medical Science Building in the College Center, and Reeves Auditorium/Fine Arts Building (a community center for the arts). Other campus facilities include the March F. Riddle Center, eight residence halls, the Berns Student Center, the Joe W. Stout Hall, the Horner Administration Building, the O'Hanlon Amphitheater, tennis courts, an outdoor track, a driving range, putting greens, a golf course, and baseball and soccer fields. The Yarborough Bell Tower, located in the central mall of the campus, provides amplification for the carillon. The illuminated cross on the top of this ninety-five-foot structure is symbolic of our religious origin. Hensdale Chapel, located in the central mall, features a vaulted ceiling with an interior of red oak. A Schantz pipe organ enhances worship services and provides an excellent instrument for recitals. The Mallett-Rogers House, the oldest house in Cumberland County, was donated to the campus by the Florence Rogers Foundation, which also assisted with its on-campus conversion to an art gallery. Computing facilities available to students include the Computer Science, Business, Education, and the Computer-Assisted Composition Laboratories.

### **Davis Memorial Library**

Davis Memorial Library, a vital component of Methodist College, provides access to resources, knowledge, information, and ideas for the intellectual inquiry of students, faculty and staff; supports the instructional program; and promotes scholarship on campus. Fundamental to this philosophy of service is a commitment to freedom of information and equity of access to information.

The majority of the library's electronic resources can be accessed both on and off campus by students. These resources include the Online Catalog and databases for journal article searching including *Academic Search Elite*, *Lexis-Nexis*, various InfoTrac products, *Project MUSE*, and many others. Access is through a web browser. No special software is required, but a password, available from the circulation desk, is needed for off-campus access. Additionally, patrons can renew books, place holds and request Interlibrary Loans (ILL) online both on- and off-campus.

The library houses 96,000 book volumes, 1,700 video-recordings and many other formats for a total of 122,500 items. For full-text journal and newspaper sources students can select from over 12,000 journals and 22,000 e-books. Guides to materials in specific subject areas are on the web site.

Services available include : library orientation, instruction in the use of subject specific resources, research assistance, interlibrary loan, photocopying, and training in the use of library equipment. Equipment available in the building includes: microform reader/printers, audio equipment, opaque projector, overhead projector, electronic MIDI keyboard, and scanner. Study options include: four group study rooms, six individual study rooms, lounge seating, individual carrels, and large tables and areas set aside for Quiet Study. Rooms may be reserved.

The Special Collections Room showcases letters and other materials relating to the Marquis de Lafayette, for whom Fayetteville is named, and a four volume facsimile set of the double elephant folio *Birds of America* by John James Audubon donated by Margaret Rose and Terry Sanford. In addition the library houses an extensive Bible collection donated by the Reverend Mr. Allen C. Lee, memorabilia of Carolina College, and the archives of both the College and the United Methodist Women of the North Carolina Conference.

To check out library materials, use some equipment, and view the MC archives students must be a registered library user and show a current student ID. More information about the library can be accessed at <http://www.methodist.edu/library/davis.htm>.

## **Academics**

The academic area has the following five schools: Arts and Humanities, Reeves School of Business, Information and Technology, Public Affairs, Science and Human Development, and the School for Graduate Studies.

Excellent teaching, professional development, and research are expected of faculty. Student surveys routinely cite the unique quality of classroom, library, and online experiences as reasons for recommending Methodist College to their friends. Six faculty members completed authorship or co-authorship of book-length academic texts during the preceding academic year alone. Numerous others published peer-reviewed articles, presented findings at regional and national conferences, published works of poetry, or served as editorial review panelists for major publications. The Music Department partnered with the Fayetteville Symphony Orchestra to select its new maestro, who will serve jointly as a faculty member at Methodist College. The annual Southern Writers' Symposium brings to campus contemporary authors as well as scholars from across the country. The college held the first statewide conference in North Carolina on educational computing.

Methodist is committed to both tradition and flexibility. Proud to be in the mold of the higher educational institution that originated in America during the Colonial Period and persists into the twenty-first century, it realizes the demands placed on graduates by today's world and aims to combine the liberal arts base and spirit with career orientation and adaptability. Recent additions to the curriculum reflect this dual vision: Business Administration with concentrations in Health Care Administration, Professional Golf Management, Professional Tennis Management, and Resort Management; Marketing with concentrations in Professional Golf Management, Professional Tennis Management, and Resort Management; Physician Assistant; Sports Management; Sports Medicine; Justice Studies; and Writing. Many alumni pursue graduate or professional school programs before entering the work force. Divinity School is a frequent choice, too.

Among the Outcomes Assessment activities on-going and in progress at Methodist are Writing, Speaking, and Critical Thinking Across the Curriculum and emphasis on values and on life-long learning.

## **Diversity of the Student Body**

A coeducational, four-year, liberal arts college, Methodist is nonetheless unusual in the great diversity of its student population. The student body includes traditional residential students, commuters of all ages, a large Evening College contingent, soldiers from Fort Bragg, airmen from Pope Air Force Base, senior citizens, minorities, and international students. It has a cooperative program with the Defense Language Institute and, with three other campuses, is a member of the North Carolina Southeastern Consortium for International Education. To meet the needs of its unusual student body, the college holds two graduation ceremonies a year, all with three unusual features: a ceremony in which the graduates receive their baccalaureate hoods from persons they designate, the presentation of flags given by graduating international students, and an honor cordon formed by faculty, through which the graduates march.

## **Religious Life**

The college offers a well-balanced Religious Life Program coordinated by the Campus Minister, who also advises the Christian LYFE Council, an umbrella organization for all student religious activities (e.g., weekly worship services; Bible studies; fellowship meals; the Christmas Moravian Love Feast; Thanksgiving, Maundy Thursday, and Easter Sunrise Services; and Faith-in-Life Week). The Fellowship of Christian Athletes brings resource persons to campus, presents programs in area churches, and participates in service projects in the local community.

## **Athletics**

A primary goal of the Department of Intercollegiate Athletics at Methodist College is to provide positive enriching programs that complement and reinforce the educational pursuits of our student-athletes. We subscribe to the NCAA Division-III philosophy statement, particularly to fair play and amateur athletics competition. The safety and physical well-being of all student-athletes is primary in every aspect of our program. Methodist College strives to provide fair and equitable programs for men and women.

The athletic programs also assist in the recruitment and retention of students. Additionally, Methodist College encourages and promotes good sportsmanship by both our student-athletes and spectators.

Methodist College competes in 19 intercollegiate sports (10 for women and 9 for men) as a member of both the USA South Athletic Conference and the Mason-Dixon Conference.

During the 2002-03 school year, Methodist College was represented with nine NCAA Division-III National Tournament appearances on both the team and individual level. The year saw the MC women's golf team claim its sixth consecutive NCAA National Championship and seventh in the last eight years. Additionally, Methodist College student-athletes Elena Blalina (women's tennis) and Michelle Meadows (women's golf) were each named NCAA III Player of the Year.

Each year, Methodist College has finished in the top 15% of all 400+ NCAA Division-III institutions in the Sears Directors' Cup which recognizes the nation's most outstanding overall athletic program. The rich tradition of Monarch Athletics includes 50 National Championships (25 team and 25 individual) and 263 All-Americans.

## **ADMISSIONS POLICY**

Methodist College admits academically qualified students of any age, race, sex, national or ethnic origin, or religious faith. Candidates applying for admission are accepted as either freshmen, transfers, re-admitted students, special (non-admitted) students, or visiting students.

### **Application Process:**

#### **The Regular Academic (Day) Program**

- 1—Submit a completed regular, Day Application-For-Admission Form.
- 2—Include an application fee of \$25.00 (non-refundable).
- 3—Forward official copies of all appropriate academic credentials to the Admissions Office.
- 4—Forward a copy of immunization records (North Carolina State Law).
- 5—Arrange an interview with the Admissions Office (optional but recommended for all applicants).

## **Freshmen**

Students applying for admission as freshmen must be graduates of accredited secondary schools or hold a General Education Diploma (GED). They must have 16 units of high school credit, including four units of English. It is also recommended that applicants have three units of mathematics (algebra I, II, and geometry), three units of science, three units of social science, and two units of foreign language. The areas considered when reviewing freshman applicant credentials include course curriculum (grades 9-12), standardized test scores (ACT or SAT), grade point average (grades 9-12), and class rank. All prospective student files are reviewed on an individual basis, and extracurricular achievements and recommendations are considered. It is the policy of Methodist College to admit those students who, in the professional judgment of the admissions staff and the college faculty, appear to be prepared academically for success at the college. This judgment involves a careful weighing of all criteria listed above. Students holding a High School Equivalency Diploma or GED are required to submit official copies of the High School Equivalency transcript or GED test results. They must also provide standardized test scores (SAT or ACT) and official High School transcripts unless they have reached their twenty-first birthday by the date of enrollment.

## **Transfers**

Applicants seeking admission as transfer students must fulfill the following requirements. They must have official copies of all High School transcripts, High School Equivalency transcript, or GED test results, and post-secondary transcripts forwarded to the Admissions Office. They must show overall academic success at all former institutions. Standardized Test Scores (SAT or ACT) must also be provided unless students have reached their twenty-first birthday by the date of enrollment or have completed 31 or more semester hours of college transfer credit. All transfer student applicants must be eligible to return to the last post-secondary institution attended. **All transfer students must complete the English Placement Examination before registering for classes.**

## **Re-admitted Students**

Students seeking re-admission to the college must make a formal application through the Office of Admissions. Re-admission students must be given clearance by the Admissions Office, Financial Aid Office, Business Office, Registrar's Office, and the Office of Student Development and Services before being considered for re-admission.

## **Evening to Day Admissions**

Students who wish to switch from Evening College enrollment to Day Program enrollment on a full or part-time basis must make formal application to the Day Program. All materials required of other Day Program applicants, with the exception of the application fee, are required. Students who are not in good academic standing (students who are on academic warning, probation or suspension) are not eligible to take courses in the day program.

## **Special Students**

### **Admission of Special Students**

Special students at Methodist College are defined as non-degree seeking students who enroll in courses on a one-time or intermittent basis for reasons including personal enrichment, professional development, or completion of graduate school prerequisites. Special students can be separated into two categories: those who have completed a bachelor's degree and those who have not. Students who have completed a bachelor's degree must submit an official transcript from the degree granting institution as proof of graduation to

be admitted as a special student. Students who have not completed a bachelor's degree must submit an official high school transcript or GED results to be admitted. It is the policy of Methodist College to admit those students who, in the professional judgment of the admissions staff and the college faculty, appear to be prepared academically for success at the college. Special students will be allowed to register for up to 30 semester hours before being required to apply as degree-seeking, regular students and meet all admissions requirements. Special student enrollment is subject to the availability of space in the desired course(s). Special students wishing to enroll in a course with prerequisite requirements must be able to show successful completion of those prerequisites through provision of official college transcript(s). Special students may not live on campus, participate in intercollegiate athletics, receive federal financial assistance or utilize veteran's benefits.

### **Contact Information**

Application for Evening and Summer courses is made through the Evening/Summer Admissions Office (910-630-7190) and for day courses through the Day Admissions Office (910-630-7027). Advisement and registration for Evening, Summer and On-line courses are initiated in the Evening/Summer Academic Office (910-630-7074/7485). Advisement and registration for day courses are initiated in the Office of Academic Services (910-630-7033)

### **Visiting Students**

Applicants seeking admission as visiting students must have a letter of permission from their current colleges forwarded to the Admissions Office.

### **High School Dual Enrollment**

High school students who possess outstanding academic potential (minimum GPA: 3.0, and class rank: upper 20%) and who would benefit by attending Methodist College, may do so under the following circumstances:

- A. The student should be at least sixteen years of age and classified as a junior at their high school.
- B. High school students may attend Methodist College on a space-available basis. The schedule of courses to be taken must be approved by the Vice President for Academic Affairs.
- C. Interested students must submit an application as a special student to the Office of Admissions.
- D. The applicant must be recommended by his/her guidance counselor. Home schooled students must present documentation approving their schooling from the appropriate state or local agency as well as a transcript of courses taken.
- E. The student may take one undergraduate course per term.
- F. Students will be charged on a per hour basis as documented in the *Methodist College Catalogue*.

### **International Students**

#### **Admission Requirements:**

- A. Complete and submit an international application with \$25.00 application fee to the office of the Director of International Programs.
- B. Provide the Director of International Programs with an official copy of the student's secondary school transcript translated into English (if required), along with proof of graduation from that school.
- C. If a foreign or a U.S. college or university was attended, that institution must provide the Office of International Programs an official transcript and a detailed de-



- scription of each completed course translated into English. (This is required in order to determine appropriate credit for college level work completed.)
- D. To award transfer credit from any institution of higher learning outside of the United States (not regionally accredited by the American Council on Education), transcripts must be translated and evaluated by an independent agency approved by the Registrar.
  - E. If English is a second language, have the testing agency provide us with official copies of the results of the Test of English as a Foreign Language (TOEFL). If the paper-based TOEFL is used, a minimum score of 500 is required. If the computer-based TOEFL is used, minimum score of 173 is required. If the student attended an accredited ELS Language Center, that center must provide an equivalency score as a substitute for taking the official TOEFL. The requirement to pass the TOEFL successfully may be waived on a case-by-case basis.
  - F. A fully completed Methodist College Confidential Financial Information form must be submitted in which parents or sponsor indicate by signature ability and willingness to fully fund the first year at Methodist College, including personal expenses. If the student is funding attendance at Methodist College, the student should complete and sign this form. If a financial aid grant from Methodist College is received, only those costs not covered by the grant are to be paid.
  - G. A completed Methodist College Medical Record Form and Immunization Record (as noted on the Medical Record Form instructions) must be submitted. Submission of this document is required by the State of North Carolina for all students.
  - H. Two passport-style color photographs of the student must be provided.

### **Acceptance and Issuance of the Immigration Form 20 (I-20)**

As soon as the college has received items A through F above, a letter of acceptance and an Immigration Form 20 will be sent to the student who should then schedule an appointment with the U.S. Consulate to obtain his/her F-1 Nonimmigrant Student Visa.

### **Credits for Transfer Students**

The Registrar is responsible for determining the acceptability of academic credit from other institutions into Methodist College. In determining the transferability of academic credit, the following minimum guidelines will be followed, with the understanding that Methodist College is at no time under any obligation, legal or otherwise, to accept the academic credits of any institution, except where provided for in reciprocal contractual agreements among colleges. Credit will be awarded only in areas that fall within the regular curricular offerings of the institution and must be appropriately related to the student's current educational goals.

- A. A maximum of 62 semester hours of course work will be accepted from two-year post secondary institutions. Only courses which fulfill 100/200 level courses at Methodist College will be transferred from a community/junior college.
- B. A maximum of 62 semester hours of credit may be awarded from non-traditional learning sources. A maximum of 45 semester hours of credit can be earned through the College Level Examination Program (CLEP) General Examinations, CLEP Subject Examinations, College Board Advanced Placement Examinations, the ACT Proficiency Examination Program (PEP), DANTES Subject Standardized Tests (DSST's), USAFI Subject Standardized Tests (USST's), and USAFI End-Of-Course Examinations. Within the 62 semester hour limit, credit may also be awarded for military training courses, Army Military Occupational Specialties (MOS's), Navy Ratings, Coast Guard Ratings, Marine Corps (MOS's), and Air Force Specialty Codes (AFSC's). Credit will be awarded in accordance with the recommendations stated in the ACE Guide.

- C. A maximum of 95 semester hours of course work, from all sources, will be accepted as transfer credit by Methodist College and for degree completion at least 25% of the semester credit hours must be earned through instruction by Methodist College.
- D. Courses taught as 100/200 level courses at any institution will not be transferred as equivalent to 300/400 level courses at Methodist College.
- E. Formal evaluations of all transfer credit will be provided for current students who have earned a minimum of six semester hours with a grade point average of 2.0 or higher at Methodist College. Academic credit from post-secondary institutions will be evaluated as follows:
  - A course with a grade of C- or higher will be accepted if it meets the following criteria:
    - 1) If the institution awarding the grade was accredited by a regional accrediting agency at the time the grade was earned
    - 2) If Methodist College has an equivalent course or the course is applicable as general elective credit toward a Methodist College degree program. Course grades of less than C- will not be accepted. Courses taken on an audit or pass/fail basis will not be accepted. **Courses taught as 100/200 level courses at any institution will not be transferred as equivalent to 300/400 level courses at Methodist College.**

### **Professional Golf Management (PGM) Admission Requirements**

PGM applicants applying to the PGM Program will be evaluated based on the quality of SAT or ACT scores, Grade Point Average, and golf handicap. PGM applicants must comply with the following policies and procedures:

1. Students must be accepted to Methodist College prior to acceptance into the PGM Program.
2. Admission to the PGM Program will be granted to the most qualified applicants based on the quality of SAT or ACT scores, Grade Point Average, and golf handicap. This procedure will be used for early, regular, and late admission. There are 100 spaces available (subject to change).
3. All applicants must have submitted a PGM application.
4. All applicants must have submitted a recommended golf handicap of eight (8) or less for men or fourteen (14) or less for women verified by a United States Golf Association (USGA) handicap, Professional Golfers' Association of America (PGA) golf professional, or high school golf coach or have successfully passed the PGA Playing Ability Test (PAT).
5. All applicants must have a letter of recommendation from a PGA golf professional or high school golf coach.
6. Transfer Policy: Students may have no more than thirty-six (36) credit hours to be considered for admission.
7. **Early Admission:** Students wishing to be considered for early admission into the PGM Program must have all required materials submitted by November 1. Students selected for early admission into the PGM Program will be notified of their acceptance by November 15. Students receiving the acceptance letter have until December 31 to reserve a space in the PGM Program. A non-refundable PGM deposit of five hundred dollars (\$500)\* is required to reserve a space. Students not responding by December 31 will forfeit their early admission and will be candidates for regular admission. No more than 50 percent of the incoming class will be selected for early admission. All students not selected for early admission will be considered for regular admission. No transfers will be accepted during early admission. Students must

make a campus visit and meet with a PGM staff member to be considered for early admissions.

8. **Regular Admission:** Students wishing to be considered for regular admission into the PGM Program must have all required materials submitted by January 1. Students selected for regular admission into the PGM Program will be notified of their acceptance by January 15. Students receiving the acceptance letter have until March 1 to reserve a space in the PGM Program. A non-refundable PGM deposit of five hundred dollars (\$500)\* is required to reserve a space. Students not responding by March 1 will forfeit their regular admission and will be candidates for late admission. All students not selected for regular admission will be considered for late admission.
9. **Late Admission:** Students wishing to be considered for late admission into the PGM Program must have all required materials submitted by March 1. However, there may not be any spaces available in the program at this time. Students selected for late admission into the PGM Program will be notified no later than May 1. Any student accepted under late admission will be able to reserve a space in the PGM Program on a first-come, first-served basis by paying the PGM deposit. A non-refundable PGM deposit of five hundred dollars (\$500) is required to reserve a space.

\* Students who wish to do so may request, in writing, an extension of the PGM deposit until May 1. However, students requesting an extension are not guaranteed a space in the PGM Program. Deposits paid after March 1 will be accepted on a first-come, first-served basis.

## FINANCES

### Basic Expenses for Academic Year 2004-2005

#### Undergraduate Program

Rates per semester unless otherwise specified:

		<b>Commuting Student</b>	<b>Residential Student</b>
Tuition*	\$8,250.00	\$8,250.00	(Alternate Meal Plans will be available at registration) (Includes local telephone service; double occupancy in Cumberland, Sanford, Weaver and Garber)
Board	_____	1,565.00	
Room Rent	_____	1,620.00	
<b>TOTALS</b>	<b>\$8,250.00</b>	<b>\$11,435.00</b>	

\* Full time day tuition; 12–18 credit hours (see policy on combining regular day program and evening college)

21 Meal Plan .....	1,565.00
14 Meal Plan .....	1,520.00
7 Meal Plan for the Pines and Cape Fear Commons residents .....	835.00
75 Meal Block Plan for the Pines and Cape Fear Commons residents and commuters .....	525.00
Residence Hall Cost (including computer network access):	
Garber/Sanford/Cumberland/Weaver .....	1,620.00
Pearce/West .....	1,795.00
Cape Fear Commons .....	2,475.00
The Pines .....	1,895.00

Private room fee (Cumberland, Sanford, Weaver and Garber, if available) .....	800.00
Residential hall dues .....	25.00
Residential hall dues (per summer session) .....	10.00
Key, mattress, and damage deposit (residential students only) .....	100.00
Room charge—summer (per day term) .....	360.00
Tuition per day s.h. in excess of 18 s.h. or below 12 s.h. (Does not apply to PA program) .....	535.00
(Fee is not charged if overload is caused by enrollment in a music or theatre ensemble or by a 0.5 s.h. seminar required by PGM, PTM or RMT)	
Tuition per s.h. for a student in the Regular Program who enrolls in Evening College courses .....	160.00
Tuition per s.h. for a student in the Evening College .....	160.00
Tuition per s.h. including book charges for a student in the Evening College ...	200.00
Tuition per s.h. for Summer School .....	160.00
Tuition for Distance Learning Courses (per credit hour) .....	180.00
Student activity and entertainment fee for Day College students – optional for audits .....	55.00
Student activity fee for Evening College students (optional) .....	55.00
(includes Reeves Auditorium cultural events, admission to events in the PAC, use of the PAC, and student body elections)	
Directed study .....	285.00 per s.h. in addition to regular tuition fee
Independent study .....	170.00 per s.h. in addition to regular tuition fee
Auditing a course .....	90.00
Graduation fee .....	100.00
Late charge for filing the Intent-to-Graduate form .....	100.00
Course challenge fee or CLEP Testing fee .....	115.00
PGM Specialty Fee for PGM Certified students (yearly fee due fall semester / non-refundable) .....	1,800.00
Golf fee- all services including golf course usage .....	600.00
Golf course usage fee .....	400.00
Tennis laboratory fees .....	260.00
ROTC summer camp credit .....	115.00
Transcripts—first copy free; subsequent price per copy .....	8.00
Proficiency and/or applied music lessons (music majors and minors)	
one half-hour lesson per week .....	150.00
two half-hour lessons per week .....	275.00
three or more half-hour lessons per week .....	350.00
Late registration for class .....	135.00
Application fee .....	25.00
Room reservation fee (returning students) .....	100.00
Student reservation fee for newly entering commuter student (non-refundable)	100.00
Student reservation fee for newly entering resident student (non-refundable) ...	200.00
Student reservation fee for newly entering PGM resident student (non-refundable) .....	500.00
International student insurance .....	115.00
International student insurance-summer .....	50.00
Mandatory Student Medical Service Fee (full time day students) .....	45.00
Mandatory Student Medical Service Fee (full time day students)-summer .....	23.00
Auto registration (Day Program – per year) .....	110.00
Auto registration (Day Program) .....	60.00
Auto registration-summer .....	25.00
Auto registration (Evening Program - per year) .....	45.00

Auto registration (Evening Program) .....	25.00
Second Car (same as initial purchase) .....	5.00
Methodist College 10 payment Plan Fee (annual) .....	60.00
Methodist College 2 payment Plan Fee (per semester) .....	35.00
Late Payment Fee .....	35.00
Returned Check Charge.....	25.00

Senior Citizens (65 and older) may obtain full tuition remission for up to 18 s.h. per semester, but they are subject to all admission requirements of Methodist College.

In order to meet changing economic conditions, the Board of Trustees reserves the right to revise charges as conditions demand; but no changes will be made during a semester.

**Policy on Combining Regular Day Program and Evening College**

Evening College tuition is charged separately and is not waived by the fact that a person is a full-time day student.

Methodist College Regular Day Program and Evening College are recognized as two completely separate units for the calculation of tuition. A student who qualifies as a full-time day student (12 or more s.h.) will be charged the full-time day tuition. If the student elects to enroll in additional courses in the Evening College, that student will be assessed an additional \$160 per s.h. for the evening courses.

A student enrolled in at least 9 but less than 12 s.h. in the regular day program, may enroll in additional semester hours in the Evening College to total between 12 and 18 s.h. as a total load and will be assessed the full-time day tuition. Any hours in excess of 18 hours in the Evening College will be assessed at the rate of \$160 per semester hour.

A student enrolled in less than 9 s.h. in the regular day program and additional semester hours in the Evening College will be assessed \$535 per s.h. for the day courses, and \$160 per s.h. for the evening courses.

Students whose academic course load drops below 12 semester hours may lose eligibility for Financial Aid and participation in athletics and are not considered to be full-time students. **Methodist College requires that student/athletes must be actively enrolled in at least 12 semester hours in the day program to participate.**

**Enrollment Deposit**

The \$100.00 (commuter), \$200.00 (residential student), and \$500.00 PGM Program enrollment deposit is applied to the student’s first semester account. This fee is necessary to reserve a space in the incoming class, residence hall and/or PGM Program for new students. This reservation fee is non-refundable. Students who are switching from MC at Night (Evening College) enrollment to Day Program enrollment, students receiving some military and Veteran’s benefits and students who are dependents of Methodist College personnel are not required to pay an enrollment deposit. Students are advised to send payment in the form of a check or money order made payable to Methodist College to: Office of Admissions, Methodist College, 5400 Ramsey Street, Fayetteville, NC 28311-1420.

**Physician Assistant Program—Annual charges**

1. Undergraduate Program – Clinical year, plus a preceptorship	
Tuition – Clinical year (2004-05).....	21,100.00
Tuition – Preceptorship (2005).....	500.00
Total Tuition Cost*	\$21,600.00

2. Masters Program – Didactic and clinical years, plus a preceptorship	
Tuition – Didactic year (2004-05) .....	\$22,500.00
Tuition – Clinical year (2005-06) .....	23,500.00
Tuition – Preceptorship (2006) .....	650.00
	Total Tuition Cost*    \$46,650.00

\*Residential PA students will incur additional charges for meals and room rent, as specified in the regular tuition section.

**Physician Assistant Fees**

The annual tuition for clinical year in the undergraduate program for 2004-2005 is \$21,100 (\$9,100 each for the fall and spring terms, \$2,900 for the summer term). The annual tuition for the clinical year graduate program for 2004-2005 is \$21,800 (\$9,400 each for the fall and spring terms, \$3,000 for the summer term). The annual tuition for the masters program is \$22,500 (\$9,700 each for the fall and spring terms, \$3,100 for the summer term) There is a \$250 student reservation fee (non-refundable) due upon acceptance for those in the masters program.

**Additional Expenses for the Physician Assistant Program**

Major additional costs for the physician assistant program will include the purchase of medical textbooks, (for the didactic and clinical years), medical equipment, (such as a quality stethoscope, otoscope, ophthalmoscope, sphygmomanometer, lab coats, patches, name tags, etc.) and medical malpractice insurance. These additional costs will be in the range of \$1,700 to \$2,000.

**Financial Aid**

The purpose of the financial aid program is to provide a diverse program of scholarships, grants, loans, student employment, and other forms of aid for all students who need assistance in meeting their educational needs; to enrich the college environment with academically gifted students through scholarships; to improve academic caliber of the student body by awarding better packages containing more grant money to students whose background predicts a high GPA; and to provide counseling for new and continuing students in need of financial aid. Methodist College bases its consideration of financial aid on two criteria: qualifications of need (in accordance with the guidelines of the Free Application for Federal Student Aid (FAFSA)) and qualifications of academic ability. Financial aid is determined by confidential information provided by the student and parents which includes family income, assets, number of dependents, and in some cases, unusual or special circumstances. To insure maximum consideration for ALL types of financial assistance, the applicant must be in the process of receiving his/her first bachelor’s degree, enrolled in at least 12 semester hours in the Day program and have completed the FAFSA. Visiting students are not eligible for any financial aid from Methodist College.

The Financial Aid Office is located in Joe Stout Hall and is open for operation Monday through Friday from 8:00am-5:00pm. Methodist College offers a variety of institutional financial aid based on academic excellence, need, and other considerations. All institutional money, to include Endowed Scholarships, is awarded to Full-time degree seeking Day students ONLY. Visiting students are not eligible for any financial aid from Methodist College. The amount of institutional money an individual student can be awarded varies, however a cap has been established. The need based institutional cap is set at \$10,000 for residential (on campus) students and \$7,000 for commuting (off campus) students per academic year (\$5000 and \$3500 per semester). Various scholarships can be renewed from year to year for a maximum of five academic years or ten semesters. Some

institutional scholarships are awarded for a maximum of four academic years or eight semesters. The Financial Aid Office has a listing of the various scholarships and number of years or semesters the scholarships will be renewed. **Scholarship guidelines are subject to change from one academic year to the next. Students should contact the Financial Aid Office regarding their particular scholarship(s) for any changes. Methodist College reserves the right to reduce or cancel any scholarships due to GPA or changes in a student's financial need.** The college also participates in the following financial aid programs: Federal Title IV (grants, loans, student employment), state (North Carolina Legislative Tuition Grant (NCLTG) and North Carolina Contractual Grant), and the Board of Higher Education and Ministry of the United Methodist Church (scholarships and loans). Federal Title IV financial aid eligibility is six years or twelve semesters. For students enrolled in the Evening College program, the Federal Pell Grant, Federal Stafford Loan, and the NCLTG are the only types of financial aid available. However, before any institutional, state, and federal scholarships/grants can be renewed, the student must reapply for financial aid by completing the FAFSA, can not be on Academic Probation (as listed in this catalogue), and must be maintaining Satisfactory Academic Progress (SAP), which is explained in the section listed below.

Financial aid scholarships and various grants are not available to students enrolled in less than 12 semester hours (s.h.). A student initially enrolled as full time (12sh) can not drop below 12 s.h. before the end of the semester or that student will be ineligible for all institutional, state and most federal financial aid and the scholarship(s)/grant(s) previously awarded will be revoked. If a student withdraws completely from all classes, either officially or unofficially, federal guidelines require that the institution calculate any Title IV money that may have to be returned to the federal government. Methodist College also has an Institutional refund policy in which institutional money may have to be returned. Methodist College's withdrawal policy, Title IV and Institutional Refund calculations and how financial aid would be affected is located in the academic catalogue.

## **Methodist College Office of Financial Aid Policy of Satisfactory Academic Progress**

The Higher Education Act of 1965, as amended by Congress in 1980, mandated institutions of higher education to establish minimum standards of "Satisfactory Academic Progress" for students receiving financial aid. Additional legislation recently called for further refinement of this policy effective January 1, 1984. Methodist College makes these standards applicable to **all** financial aid offered at Methodist College. This includes all Federal (Title IV), State (North Carolina), and Institutional (Methodist College) funding.

### **Standards of Satisfactory Academic Progress**

To receive financial aid under the Federal Title IV Programs, North Carolina programs, and institutional controlled scholarships/grants a student must be making "Satisfactory Academic Progress" (SAP) toward graduation. SAP for a full-time undergraduate student (minimum 12 s.h. each semester of enrollment) is defined as follows:

<b>At the End of:</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Cumulative Hours Attempted</b>	2 sems.	4 sems.	6 sems.	8 sems.	10 sems.
<b>Minimum Cumulative Hours Passed</b>	1-24 hrs.	25-48 hrs.	49-79 hrs.	80-110 hrs.	over 110 hrs.
<b>Minimum Cumulative GPA</b>	1.3	1.5	1.7	1.9	2.0

Withdrawals or incompletes will not be exempt from the chart. Students will be required to complete the number of credits as outlined on the chart. Part-time students will be evaluated on a pro-rata basis of hours attempted during each period of enrollment under the same standards as full-time students.

**Students will be allowed to receive federal and state financial aid for a maximum of twelve (12) semesters or six (6) years and institutional financial aid for a maximum of ten (10) semesters or five (5) years.** However, some institutional scholarships are awarded for a maximum of eight (8) semesters or four (4) years. This is the maximum allowable time for receipt of financial aid regardless of whether the student did or did not receive financial aid during any period of his/her enrollment.

Students will be allowed to receive federal/state financial aid for a maximum of 180 attempted hours. Example: If a student has attempted 174 semester hours, has a 2.0 GPA and has completed ten (10) semesters, then the student will be allowed to receive only federal financial aid for six (6) semester hours or one-half (1/2) time enrollment status (since Methodist College only offers state and institutional financial aid to full-time day students). This particular student in the example may pursue as many hours as he/she desires but would be considered enrolled one-half time for financial aid purposes. No financial aid will be awarded to students who have exceeded 180 attempted hours. (180 semester hours allows students the necessary additional time which may be required to obtain an additional major and to accommodate transfer students).

Students will be permitted to receive financial aid for one year on a probationary basis if so recommended by the Director of Financial Aid and circumstances warrant such actions. At the end of a probationary year, students who have not attained the required Cumulative Hours Attempted, Minimum Cumulative Hours Passed, or Minimum Cumulative GPA, will be placed on financial aid suspension.

Transfer students will be evaluated at the time of enrollment and if their cumulative hours attempted, minimum cumulative hours passed, or minimum cumulative GPA do not meet the SAP standards will be placed on probation for a period not to exceed one (1) year (two semesters) period, the student will be placed on financial aid suspension.

Any student who is determined ineligible for financial aid may request a special review at the end of a semester to have his/her aid reinstated for the remainder of the school year. Students are personally responsible for requesting (in writing) a mid-year review by appealing directly to the Director of Financial Aid, otherwise only one determination of SAP will be conducted each academic year not to include the summer sessions.

Students returning to Methodist College following academic suspension or financial aid suspension must meet SAP standards set forth above before financial aid eligibility will be reinstated.

Federal regulations state the institution's standard of satisfactory progress must include the student's total academic history in determining cumulative hours attempted.

### **Veteran Benefits**

This institution is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U. S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery G. I. Bill contributory program, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and eligible spouses and offspring who have applied, met all admissions criteria, been fully accepted, and actively matriculated may be certified to the U. S. DVA Regional Office as enrolled and in pursuit of an approved program of Education.

For information concerning monetary benefits contact the U.S. Department of Veterans Affairs Regional Processing Office in Decatur, GA (888) 442-4551 or their web site



www.va.gov. For information about the available programs at this institution contact the Campus Director of Veteran Services (630-7174).

### Payment/Billing/Interest Policy

It is the policy of Methodist College that all previous semester charges must be paid before new semester charges can be processed. Evening program and Summer School sessions are payable up to the first day of classes, but earlier payment is suggested to reserve classes. Day students' deadlines for paying new semester charges (for all returning students and new students pre-registered before July 1 for Fall 2004 and December 1 for Spring 2005) are two weeks prior to the start of classes:

**Fall 2004—August 3, 2004**

**Spring 2005—December 28, 2004**

Those new students accepted by the college after July 1 and December 1 may pay for their charges up to the first day of classes.

The college offers three (3) methods of payment for a new semester or term, as specified below:

- a—All tuition, room, board and fees for the semester (less any pending financial aid and loans) are **payable on or before the dates listed above**.
- b—A ten-payment plan is offered through Methodist College, Inc. that begins June 1 of each year and requires 10 equal monthly installments with no interest charge on the payments and a \$60 enrollment fee.
- c—A minimum of one-half (1/2) of the balance (after pending financial aid and loans are deducted) **must be paid on or before the dates listed above**, and the remaining one-half is due and payable 30 days thereafter, as specified on the promissory note. There is a \$35 enrollment fee. **Payments not received within 2 weeks of the required due date indicated on the promissory note will result in the students' immediate dismissal from the college, unless other acceptable payment arrangements have been made with the Business Office.**

Summer School terms require that one-half of the balance due for all sessions registered be paid at or before the first day of classes, with the remaining one-half payable within 10 days of the start of classes, as specified on the promissory note. The enrollment fee is \$35 per semester. Evening college students are required to pay one-half (1/2) of the balance due at or before the start of the term, and the remaining one-half three weeks thereafter. A late fee of \$35 will be assessed on payments received more than 5 days after the due date.

Interest will be charged on unpaid installment payments, as well as on financial aid and loans that are still unprocessed and therefore unposted to the students' account after the following dates:

#### Day Program:

Fall Semester	November 1	Summer Semester—Term I	July 1
Spring Semester	April 1	Summer Semester—Term II	August 1
		Summer Semester—Term III	September 1

#### Evening Program:

Fall Term I	November 1	Spring-Term I	April 1
Fall Term II	January 1	Spring Term II	June 1
		Summer Term IV	July 1

**Interest is charged at a rate of 1.5% per month (18% APR) on the average daily balance owed, at the end of each month following the appropriate date above.**

- 1—Other charges that are incurred during a semester, such as library fines, traffic citations, etc. are given a payment period before interest is charged. Interest is not charged on these items until the end of the month in which the charges were billed. The student is responsible for payment of any additional charges separately from any required installment payments, and these balances must be completely paid off in the month the charges are billed.
- 2—Official transcripts or other statements of work completed will not be released as long as money is owed to the college.
- 3—Statements are sent to parents and/or students monthly during the semester as required.
- 4—If statements are to be mailed to any address other than the home address, the Business Office must be notified in advance.
- 5—Deduction of financial assistance:
  - a—Scholarship and Grant moneys awarded to the student are deducted from the student's account after the Financial Aid Department has received the signed Financial Aid Award Letter from the student and validated the award to the Business Office. Awards are made on an annual basis, but are posted to each student's account (if fully processed) after the drop/add period is over. Loan moneys are posted to students' accounts after receipt from the lending institution by electronic funds transfer or, if in check form, after endorsement by the student or parent. The North Carolina Legislative Tuition Grant (NCLTG), North Carolina Contractual Scholarship and Military Tuition Assistance (MTA) moneys are not credited to student accounts until shortly before these funds are received by the school. **Students that have not completed their financial aid processing before the end of the fourth week of classes will be subject to dismissal, unless acceptable arrangements have been made with the Financial Aid Office.**
  - b—Moneys from financial assistance awarded by agencies or individuals other than Methodist College are credited to the student's account after a copy of such awards is provided to the Director of Financial Aid, and the award is validated to the Business Office.
- 6—Students who drop/add classes that will change full-time or part-time status MUST inform the Business Office. The students' charges and financial aid can be affected by a change of status.
- 7—No student who has an outstanding financial balance may participate in graduation ceremonies.
- 8—Students will be charged fully for all classes not dropped by the end of the drop/add period.

## **Refunding of Excess Financial Aid Policy**

### **Procedures for refunding of credit balances**

Credit balances are created by Financial Aid and payments that exceed charges.

### **Financial Aid Processing**

**Loans**—Students are not eligible for Stafford and Plus Loan moneys until the drop/add period is over. Once this period is complete, and the student is still enrolled, loan funds are credited to student accounts as received. Some students are subject to two loan disbursements instead of one. All assessed charges are deducted from the first disbursement and any credit balance is refunded to the student. First time Stafford Loan borrowers receive their first loan disbursement thirty days after classes begin. The loan disbursement date is not the refund date.

**State Grants, State Scholarships and Military Tuition Assistance**—North Carolina Legislative Tuition Grant, North Carolina Contractual Scholarship, and Military Tuition Assistance moneys are not credited to student accounts until shortly before the funds are received. The NCLTG is credited before October 15 and March 15, while the North Carolina Contractual scholarship is credited before October 15 and at the end of the drop/add period of the Spring term. MTA is also credited before October 15 and March 15, unless for evening students, for whom it is credited at the end of each term.

**Pell Grants, Perkins Loans, Institutional Aid, Outside Scholarships, other aid**—These forms of aid are credited to the students account after the drop/add period is over, if this aid has been awarded and all paperwork has been processed and approved. Otherwise, it is credited after processing.

### **Processing of Charges**

**No refunds can be issued until all charges are posted to all accounts**

**Tuition**—Charges for classes are assessed after all drop/adds are processed. This is complete approximately two weeks after the drop/add period is over.

**Room and Board**—Charges for room and board are not completed until all room occupants are verified. This occurs approximately three weeks from the start of classes.

**Books and Supplies Charged on a Bookslip**—Actual book charges are assessed against the student accounts approximately one week after the drop/add period is over. This allows the students sufficient time to charge books and supplies.

**Other Charges**—Charges for dorm dues, damage deposits, golf and tennis lab fees, entertainment fees, applied music lessons, late registration fees, and other fees are charged within three to four weeks of the start of classes.

### **Processing of Refunds**

The Business Office processes refunds on a first-come, first-served basis.

### **Refund List**

The Business Office establishes refund lists to schedule student refunds. After the student has confirmed that they have a credit balance with the Business Office, they may request to be put on a refund list. The lists are started no earlier than three weeks after the start of classes, and continue throughout the semester.

Students will be given an identification number and the date when their refund will be available for pick-up once they are put on a refund list.

**Calculating the Refund**—The Business Office requires approximately one week to issue a refund check after a student is put on a refund list. This allows time for analyzing and verifying all charges and credits, determining eligibility for loans and grants, calculating multiple refunds, and scheduling multiple checks for disbursement.

**Pick-up Checks**—Refund checks are available for pick-up after 3:00 P.M. on the scheduled date. Please have a valid student ID card, driver license, or a picture ID available for positive identification. Checks not picked up within two weeks of issuance will be mailed.

**The following dates are the earliest dates available for refunds:**

**The earliest scheduled pick-up dates for Fall 2004 are:**

September 2, 2004—Evening Student/Term I

September 9, 2004—Day Students

November 4, 2004—Evening Students/Term II

**The earliest scheduled pick-up dates for Spring 2005 are:**

- January 27, 2005—Evening Student/Term I
- February 3, 2005—Day Students
- March 31, 2005—Evening Students/Term II

**The earliest scheduled pick-up dates for Summer 2005 are:**

- June 9, 2005—Day Students/Term I
- June 9, 2005—Evening Students
- July 7, 2005—Day Students/Term II
- August 4, 2005—Day Students/Term III

**Refund Checks are available for scheduled students on Tuesdays and Thursdays after 3:00 P.M. Students that drop classes and fall below twelve semester hours will be subject to partial or full loss of their financial aid.**

## **Refund/Repayment Policy on Withdrawals From College**

Effective August 1, 2000, Methodist College adopted the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. If a student withdraws from the college and is receiving federal Title IV funds, a federal refund calculation is performed. Title IV funds include Federal Stafford Loans, Federal Plus Loans, Federal Supplemental Educational Opportunity Grants, Federal Pell Grants and Federal Perkins Loans and other federal programs. If no Title IV funds are involved, then only the Institutional calculation is performed. The college will credit any refund amount due to the student's account if the student also owes a repayment or unpaid charges to the college. The date of withdrawal is considered as the formal date on the Withdrawal Form. Students may obtain instructions for withdrawal from the Registrar's Office. If the student fails to withdraw formally from the college, then the date of withdrawal is considered to be the last documented date of attendance. Worksheets are used to calculate each student's refund. Examples of these calculations are available in the Financial Aid Office.

### **Federal Refund Calculation**

If a recipient of Title IV aid withdraws before completing 60 percent of the period of enrollment, the institution must calculate the amount of Title IV aid the student did not earn and return these funds to the appropriate sources. The amount of unearned aid equals the difference between Title IV aid that was dispersed or could have been dispersed and the amount of Title IV aid that was earned. This earned aid calculation is based on a percentage of the calendar days completed divided by the total calendar days in the enrollment period. Students withdrawing after 60 percent of the semester is completed are not eligible for a refund.

### **Institutional Calculation**

#### **1—Evening College and Summer Programs**

Students withdrawing from the Evening and Summer Programs on or before the last day to drop classes will receive a refund of the amount paid. Those students withdrawing from the college after the last day to drop classes will not be eligible for a refund.

#### **2—Regular Academic (Day) Program**

Students withdrawing from the college during the first week of classes (during the drop/add period) will receive a refund of the refundable amount paid. Those students withdrawing from the college will be refunded the following percentages of tuition and room expenses:

1 <sup>st</sup> Week	100.00%
2 <sup>nd</sup> Week	90.00%
3 <sup>rd</sup> Week	75.00%
4 <sup>th</sup> Week	70.00%
5 <sup>th</sup> Week	65.00%
6 <sup>th</sup> Week	60.00%
7 <sup>th</sup> Week	55.00%
8 <sup>th</sup> Week	50.00%
After 8 <sup>th</sup> Week	0.00%

Board (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the withdrawal date. Any student failing to officially withdraw from a course will be charged for the course irrespective of attendance.

Students withdrawing from the college or those reducing their course load below a certain level will be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid moneys to the following sources, in order of priority:

Unsubsidized Federal Stafford, Subsidized Federal Stafford, Perkins Loan, Federal Plus Loan, Pell Grant, FSEOG, Other Title IV Aid Programs, Any remaining funds are returned to the student.

### **Moving Off-Campus During a Semester**

Students enrolled in college courses who elect to move off-campus during the first week of classes will not be assessed any charges for room. After this period, the student will be assessed 25% of the total room charges during the second week of classes, 50% during the third week, and 75% during the fourth week of classes. No reduction in cost is given after the fourth week of classes. Board (cafeteria) charges will be prorated on a weekly basis from the first day of classes through the last date of occupancy. No pro-ration will be done to residential hall dues.

### **Moving On-Campus During a Semester**

Students who elect to move on-campus after the first two weeks of classes of the fall and spring semesters will be charged room and board on a pro-rated weekly basis. Residential Hall dues are not pro-rated. No pro-ration is done for summer terms.

## **COLLEGE LIFE AND REGULATIONS**

This catalogue is supplemented by other official documents and publications, such as the *Student Handbook*, *The Faculty Manual*, and the official minutes of academic committees.

### **Housing During Holidays and Summer Sessions**

The college does not assume financial or supervisory responsibilities for students during periods when it is closed but does assist students in finding accommodations in the Fayetteville area and, for a nominal fee, can provide transportation at the beginning and end of a holiday period, as needed.

### **Family Educational Rights and Privacy Act**

Access to student records is regulated by the **Family Educational Rights and Privacy Act** (20 U. S. C. 1232), FERPA, designed to protect the privacy of the student's records.

Methodist College complies fully with this act and categorizes the following as **directory information** to be released in the best interests of the student as determined by the college: name, address, telephone number, date and place of birth, parents' names, major field of study, participation in officially recognized activities and sports, most recent previous educational institution attended, weight and height of members of athletic teams, dates of attendance at Methodist, and degrees and awards received. Under the terms of FERPA, students have the right to withhold disclosure of any or all directory information **by filing, annually, non-disclosure requests with the Registrar**. Methodist College assumes that the absence of such a request indicates student approval of disclosure.

Any student who is currently enrolled at Methodist College or who has been previously enrolled has the right to review and request the amendment and/or correction of any and all records pertaining to him/her maintained by the college. The institutional policy statement concerning these and other privacy rights is the **Methodist College Student Educational Records Privacy Policy (MCSEPP)**, to be found in the Office of the Registrar in Horner Administration Building and in the *Student Handbook*. Students retain the right to file a complaint with the United States Department of Education alleging a failure of Methodist College to abide by the provisions of FERPA and the enabling regulations.

The college catalogue constitutes annual notification to students currently in attendance, as well as to the parents of those students, of their rights under FERPA and MCSEPP.

Students desiring to make changes to official records with regard to name, address, student number, and date of birth, must do so by completing the Methodist College Information System Data Correction Form obtained in the Registrar's Office.

### **Student Right to Know Act**

The Student Right To Know Act and Campus Security Act were signed into law in 1990, and amended with the Higher Education Technical Amendments of 1991. Section 103 of this act requires that all institutions of higher learning disclose to current and prospective students graduation/completion rates as of July 1, 1993.

### **Changes in Name and Address**

Students desiring to make changes to official records with regard to name, address, student number, birth date, must do so by completing the Methodist College Information System Data Correction Form obtained in the Registrar's Office.

## **Honor Code**

In the pursuit of academic studies at Methodist College, every student has the responsibility of obeying the Honor Code, which prohibits cheating (including plagiarism), theft, and academic misrepresentation. Each student is responsible for becoming familiar with the Honor Code. All work submitted to instructors must be in compliance with the rules of the Honor Code and "pledged" as an indication of its conformity to the rules of the Honor Code. Violations of the code may be reported by any member of the Methodist College Community.

Academic endeavor is undermined by cheating, plagiarism, theft, or lying for academic advantage. The faculty has the duty to promote an atmosphere of honest learning through its own example as a community of scholars but also through the establishment and support of a system by which students charged with academic wrongdoing can be fairly judged and punished. That system at Methodist College is founded on the following principles:

1—Student civil rights must be protected. Among these are the right to an orderly hearing following due process, the right to confront accusers, the right to avoid self-incrimination, and the right to present evidence and call witnesses.

- 2—Grading is the prerogative of the faculty member, even in cases in which cheating has occurred. In those cases, however, in which the student is dissatisfied with such a private settlement, fairness dictates that faculty members accept the recommendations of the college community resulting from a hearing process.
- 3—More severe penalties (suspension and expulsion) are the responsibility of the college as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.
- 4—A fair and an independent appeal process is vital to protect student rights and correct abuses.
- 5—Although the relationship between student and teacher is essentially a private one and while academic violations can and should be kept between two parties and resolved to their satisfaction, fairness to the larger community requires that all violations be reported to the Honor Board. In cases in which matters cannot be resolved in this way, they may be appealed, by either party, to the Honor Board. Repeat violators face mandatory Honor Board hearings.
- 6—Consistency requires that a relatively small and fixed group hear and judge Honor Board cases.
- 7—The adversary system utilized in litigation is not used in Honor Board cases; rather, the procedure is more conversational in character.

**Jurisdiction**—Plagiarism and cheating in academic work, theft, and academic misrepresentation (lying) are offenses that fall under the jurisdiction of the Methodist College Honor Code. Students must understand what these offenses are and how to avoid them.

**Cheating**—Students must complete all tests and examinations without help from any other source. They may not look at another student’s paper or at any opened textbook or notebook while taking tests. They may not use any kind of “crib” sheet, i.e., any papers or materials that have helpful information on them. Possession of a “crib” sheet while taking a test is considered evidence of intention to cheat. Students may not ask another student for information during a test or give another student information. Students may not talk to another student while a test is being given except with the explicit permission of the professor. These rules apply to take-home examinations and to all others unless the professor says otherwise. Students who find a misplaced test question sheet should return it as soon as possible to the professor whose test it is. Exceptions to these rules can be made only by the professor.

**Plagiarism**—Anything that is written in a paper, book report, or any other assignment must be in the student’s own words or must properly and fully indicate the source(s). Anything that students copy word for word from another source is a direct quotation. All direct quotations must be shown as such and must be properly documented. Students must also rewrite paraphrased material in a style and language that are distinctively their own; merely rearranging the words found in a scholarly source is plagiarism. Material that is paraphrased must be documented. For methods of documentation and all other aspects of manuscript form, students should follow either current practices advocated by the Modern Language Association (MLA) or other reliable manuals recommended by individual departments and/or professors.

Students may not submit as their own or copy any part of their papers from another student’s paper, a paper they have bought, or anything written by a friend or relative. Students may not use an outline written by somebody else. They may not knowingly permit another student to copy their papers. Within limits, students are allowed and even encouraged to get the help of other students on papers. They may get ideas or suggestions on source materials from other students and may have another student read the paper for clarity and correctness. However, once students start putting words on paper, they must be on their own, and every word written must be their own. Students should check with professors if they are not sure what can or cannot be done.

**Academic Misrepresentation**—Students may not lie to gain academic advantage. Cases of academic misrepresentation include, but are not limited to, presenting forged or false excuses for class absences and lying to teachers concerning class assignments.

**Theft**—The taking of property belonging to another without his/her consent, with intent to deprive the owner of the property and/or to appropriate the item(s) for academic gain, constitutes theft.

## **Honor Board**

**Organization**—The Honor Board hears two types of cases. First, a student may appeal to the Honor Board if he/she considers a faculty member's settlement unfair. Second, any member of the college community may bring a case directly to the Honor Board. These cases are heard by an Honor Board panel with student participation and with the right to appeal to the Vice President for Academic Affairs. At the end of each academic year, the files are consigned to the care of the Registrar for permanent storage.

The Honor Board is appointed by the Academic Standards Committee, a committee appointed by the faculty and approved by the President. The chair of the Academic Standards Committee serves as a non-voting moderator of the Honor Board. The Board consists of two students (designated by the Student Government Association and approved by the President) and three faculty members (designated by the chair of the Academic Standards Committee). The chair of the Academic Standards Committee keeps the files and records of the Honor Board and arranges the time, place, and personnel for the hearing panels.

**Process**—A faculty member who learns of a possible violation from personal observation, physical evidence, or the complaint of a student may wish to settle the matter directly with the offending student. The maximum penalty by a faculty member is an *F* in the course. The faculty member is obligated to inform the student of his/her decision and to report any infraction, the name of the student involved, and the decision on the matter to the Honor Board chairperson for the permanent record. If the faculty member considers a more severe penalty appropriate, he/she may bring the case directly to the Honor Board, having first given the grade of *F* for the course. All written communications should be hand delivered and not entrusted to campus mail. Students who learn of possible violations may also bring such matters to the Honor Board. Repeat violators face a mandatory Honor Board hearing.

## **Appeal Procedure**

- 1— One wishing to allege a violation or dispute an allegation or penalty contacts the chair of the Academic Standards Committee to initiate an appeal and files the appeal in writing. The Academic Standards chair arranges an Honor Board Panel, the time, and the place of for the hearing and notifies the parties involved.
- 2— The Academic Standards chair informs the accused of the right to have any person from the college community attend as an advisor and a counsel. The proceedings are tape-recorded.
- 3— The accuser briefly describes the alleged offense and the penalty imposed (if applicable).
- 4— The accused states the reason for his/her appeal.
- 5— The accuser, in the presence of the accused, presents the evidence for the alleged offense and the rationale for the penalty, using personal testimony, the testimony of others, and the physical evidence of tests or papers, as appropriate. The panel members ask any questions needed to clarify the issue.
- 6— The accused (or his/her representative) presents evidence for the accused's position in the presence of the accuser, using personal testimony, the testimony of others, and interpretation of the physical evidence, as appropriate. The panel members ask any



questions needed to clarify the issue, except that the accused is not required to incriminate himself/herself.

- 7— The panel retires to consider its decision and reconvenes as soon as possible to announce it. Its deliberations in reaching a decision are not recorded. It decides penalties as follows: F on the assignment(s)/evaluation(s), F in the course, suspension, or expulsion. Panel decisions are by majority vote, and the complainant is obligated to accept the panel's decision.
- 8— If the panel finds in favor of the accuser (or adds additional penalties), the accused has the right to appeal in writing to the Vice President for Academic Affairs within 24 hours or by the end of the next working day, whichever is later. No formal grounds for this appeal are necessary.
- 9— The moderator of the panel sends the Vice President for Academic Affairs a report on the board's decision and the tape recording of its deliberations. A copy of the report is kept is also kept in the permanent file.
- 10— The Vice President for Academic Affairs may use the tape recordings as the basis for a judgment on any appeal or may choose to speak to the parties involved and examine the physical evidence. The Vice President communicates the result of any appeal in writing to the accused and to the Academic Standards chairperson for the permanent file and states the reason for any change. The accused remains in class pending resolution of the appeal.
- 11— A decision of the Vice President for Academic Affairs may be appealed to the President of the college. Such appeals must be in writing and must be submitted by the accused within 24 hours or by the end of the next working day, whichever is later, after the receipt of the decision. No formal grounds for appeal are necessary. The President may make any decision which he/she deems fit.

### **Penalties**

- 1—Grade of *F*—The student is given a failing grade on the particular assignment(s) involved.
- 2—Grade of *F* in the course—The student is given a failing grade in the course. This course can be repeated.
- 3—Suspension—The student's enrollment at the college is terminated involuntarily. The student can apply for re-admission after a specified amount of time and can return if his/her application is approved by the Vice President for Enrollment Services and the Vice President for Student Development and Services. Notice of suspension is not placed on the student's transcript. Instead, it becomes a matter of separate record in the student's permanent file and is revealed only when deemed appropriate by the Vice President for Academic Affairs or the President.
- 4—Expulsion—The student is required to leave the college permanently and is not allowed to return. He/she forfeits all fees paid except board fees paid in advance. Notice of expulsion is placed on the student's official transcript.

### **Withdrawal from the College**

A student withdrawing from the college must follow the procedures for withdrawal. The process begins in the Office of the Registrar; and the student must be cleared by other areas, including the Business Office, the Vice President for Student Development and Services, and the Vice President for Academic Affairs, as indicated on the withdrawal form. **Failure to properly withdraw from the college will result in the student being awarded failing grades for the semester.**

# ACADEMIC REGULATIONS

## Information, Guidelines, and Regulations for All Students

### Student Responsibility for Requirements and Registration

Every full-time student admitted to Methodist College is enrolled in a degree program that is normally completed in four academic years. The Professional Accounting and Professional Golf Management programs require additional semester(s). The college provides counseling resources, and every student has a faculty advisor to assist in planning his/her program. However, **each student accepts full responsibility for reading all materials and information included in the *Catalogue of Methodist College* and the satisfactory completion of all graduation requirements.** Students must consult with their advisors before making changes in their academic program.

Dates for registration are published in the academic calendar. A **late registration fee** of \$130.00 is imposed for anyone registering after this date. Students are not permitted to attend any class until they have registered, nor can they register after the cut-off date for entering classes as designated in the academic calendar.

### Pre-Registration

In order to register for classes, a student first pre-registers. The pre-registration period is commenced by advisor-advisee meetings, the dates of which are listed in the calendar. **Students must have their pre-registration data schedules approved by their advisors.** Students receive mid-semester grades from their advisors at this time as well.

### Admission of Special Students

Special students at Methodist College are defined as non-degree seeking students who enroll in courses on a one-time or intermittent basis for reasons including personal enrichment, professional development, or completion of graduate school prerequisites. Special students can be separated into two categories: those who have completed a bachelor's degree and those who have not. Students who have completed a bachelor's degree must submit an official transcript from the degree granting institution as proof of graduation to be admitted as a special student. Students who have not completed a bachelor's degree must submit an official high school transcript or GED results to be admitted. It is the policy of Methodist College to admit those students who, in the professional judgment of the Admissions staff and the college faculty, appear to be prepared academically for success at the college. Special students will be allowed to register for up to 30 semester hours before being required to apply as degree-seeking, regular students and meet all admissions requirements. Special student enrollment is subject to the availability of space in the desired course(s). Special students wishing to enroll in a course with prerequisite requirements must be able to show successful completion of those prerequisites through provision of official college transcript(s). Special students may not live on campus, participate in intercollegiate athletics, receive federal financial assistance or utilize veteran's benefits.

### Classification of Students

- 1—Full-Time Students: Those enrolled in any semester (or 2 terms of Evening College 6 s.h. per term) for 12 s.h. or more.
- 2—Part-Time Students: Those enrolled for fewer than 12 s.h. per semester
- 3—Special Students: Those not enrolled in an academic program but admitted by the college for specific courses
- 4—Class Standings: Students are classified according to s.h. **completed:**

Freshmen—0-30 s.h.	Juniors—63-94 s.h.
Sophomores—31-62 s.h.	Seniors—95-124 s.h.

## Academic Standing

All students at Methodist College must demonstrate continuous satisfactory progress toward graduation. **A minimum GPA of 2.00 in the (1) the major, (2) the concentration; (3) the minor, (4) overall, and (5) residency is required for graduation. However, a few specialized major fields/concentrations do require a higher minimum GPA.** Students should read carefully the requirements for graduation in these respective areas and should consult regularly with their advisor.

## Course Load

The student's normal course load for the fall and spring day/evening semesters/terms is 12 to 18 s.h.

**All students must have the approval of the Vice President for Academic Affairs or Registrar for 19 or more semester hours.** The maximum course load during any one semester is 24 s.h. This limit cannot be waived. An additional fee per semester hour is charged for each academic semester hour over 18. Students registering in excess of the above will be dropped from excess classes by the Registrar and may not be entitled to any refund of moneys paid for these courses.

**The maximum course load for the Summer School is 18 semester hours.** This includes all combinations of day and evening terms combined. (Students should not attempt more than two courses in any given summer day term).

Students whose academic course load drops below 12 semester hours may lose eligibility for Financial Aid and participation in athletics and are not considered to be full-time students. **NCAA eligibility requires that student-athletes must be enrolled in 12 semester hours in the day program.**

**Residential students whose academic load drops below 12 s.h. are not eligible for continued residence unless authorized by the Vice President for Student Services.**

## Dropping/Changing Courses

Students are not permitted to make changes in courses later than the deadline specified for that purpose in the academic calendar.

## Day Fall/Spring Semesters

- 1—**A student cannot add/enter a class after the first five school days of any semester.**
- 2—A student can drop a class as late as the fifth school day without academic penalty.
- 3—A student dropping a class after five school days as specified in the academic calendar will be awarded a grade of *WP* or *WF*. The *WF* grade will be treated the same as an *F* in computing the student's GPA.
- 4—A student withdrawing from the institution after five school days as specified in the academic calendar will receive a grade of *WP* or *WF*.

## Summer Sessions—Term I, II, III

- 1—A student may drop or add a class during the first two days of the term.
- 2—A student dropping a class after two school days as specified in the academic calendar will be awarded a grade of *WP* or *WF*. The *WF* grade will be treated the same as an *F* in computing the student's GPA.
- 3—A student withdrawing from the institution after two days as specified in the academic calendar will receive a grade of *WP* or *WF*.

## MC At Night

- 1—**A student cannot add/enter a class after the first five school days of any term in any semester.**
- 2—A student can drop a class as late as the fifth school day without penalty.

- 3—A student dropping a class after five school days as specified in the academic calendar will be awarded a grade of *WP* or *WF*. The *WF* grade will be treated the same as an *F* in computing the student's GPA.
- 4—A student withdrawing from the institution after five days as specified in the academic calendar will receive a grade of *WP* or *WF*.

All changes to academic programs or schedules must be initiated in writing through the Office of the Registrar and receive the approval of the student's academic advisor and instructors.

### **Withdrawal from the College**

A student withdrawing from the college must follow the procedures for withdrawal. The process begins in the Office of the Registrar; and the student must be cleared by other areas, including the Business Office, the Vice President for Student Services, and the Vice President for Academic Affairs, as indicated on the withdrawal form. **Failure to withdraw properly from the college will result in the student being awarded failing grades for the semester.**

### **Attendance Policy for 100, 200 Level Classes**

Credit will not be awarded for any 100, 200 level course in which a student is absent **for whatever reason** (sickness, family emergencies, college athletic events, etc.) from more than 25% of the class periods for the semester. When absences, for whatever reason, exceed 25%, the registrar will drop the student from the class and notify the student and the faculty member.

It is the student's responsibility to know how many classes he/she has missed. Ignorance of the number of classes missed is not a justification for not being dropped for excessive absences.

Exceptions to this policy (i.e., being allowed to remain in a class with more than 25% absences) require the approval of the Academic Dean on the recommendation of the faculty following a written explanation from the student justifying the exception and an interview with the Academic Dean. The written explanation and request for an appointment and a reinstatement exception must be submitted to the Dean within five days of the notification of removal.

A student-athlete who expects to miss classes due to scheduled athletic event should plan not to be absent from class for other reasons because of the danger of exceeding the limit.

Faculty members may implement and enforce more rigorous attendance policies. These policies will be stated in the syllabus provided at the beginning of the semester. The attendance policy for 300, 400 level classes is at the discretion of the individual faculty member.

Junior and senior level students enrolled in 100, 200 level courses are subject to the 100, 200 level attendance policy. A student dropped for excessive absences will receive a grade of *WF*.

## Grading System

Effective with the Autumn Semester 1991-92, Methodist College has adopted a 13 point grading scale as follows:

Letter Grade	Quality Point	Letter Grade	Quality Point		
	per semester hour		per semester hour		
A+	4.3	Excellent	C	2.0	Satisfactory
A	4.0		C-	1.7	
A-	3.7		D+	1.3	
B+	3.3		D	1.0	Passing
B	3.0	Good	D-	0.7	
B-	2.7		F	0.0	Failure
C+	2.3				

*I* An *I* is awarded when extenuating circumstances warrant an extension of time for completion of the course. The course work must be completed within a reasonable period, not to exceed the end of the next academic semester; otherwise, the *I* becomes an *F*.

*WP* Withdrew passing. No quality points awarded

*WF* Withdrew failing. No quality points awarded; computed in GPA as *F*.

*WD* Withdrew, no grade awarded. Requires the approval of the Academic Dean. No quality points awarded.

*AU* Audit/no grade awarded. No quality points awarded.

*P* Course taken on pass/fail basis. Pass. No quality points awarded.

*F* Course taken on pass/fail basis. Fail. No quality points awarded.

## Grade Appeals and Student Complaints

Should a student have a grievance, which is academic in nature (i.e. with a particular faculty member regarding a certain course, etc.), the student should complete a Methodist College Academic Grievance Form. Forms can be obtained from the Registrar's Office or the Student Development and Services Office. Once the grievance form is completed by the student, it should be submitted to the faculty member involved, and the student and faculty member will meet to resolve the issue. If no resolution of the issue can be made at this stage, the student is encouraged to next meet with the faculty member's immediate supervisor(s). If this conference does not satisfactorily resolve the issue, the student may request a hearing with the Academic Standards Committee. Students having questions regarding the Academic Grievance Procedure should contact the Associate Dean for Academic Affairs. Students' academic complaints will not be heard unless this process is followed.

## Quality Points

To be graduated, a student must obtain a minimum of **124 s.h.** The minimum grade point average (GPA) is **2.0**; the grade point average is obtained by dividing the total number of quality points by the total number of hours attempted. Pass/fail and repeats are not included. Each graduate must also obtain the minimum **2.0 GPA in all courses taken in the major subject area, the concentration subject area, the minor subject area, and in residency at Methodist College. The GPA is computed separately for each category.**

## Cancellation of Courses

**The college reserves the right to cancel any scheduled course at any time through the first meeting of the class. All published class schedules are tentative and are not contractual in nature.**

The college reserves the right to cancel or discontinue any course because of small enrollment or for other reasons. In order to assure quality education, the college reserves

the right to limit further registrations when the maximum number set by the department has been reached. The college reserves the right to make changes in schedules and/or faculty when necessary.

### **Right to Change Requirements**

The faculty reserves the right to change academic curricula and requirements. When the catalogue changes, the student has two options: to be governed by the catalogue under which he/she enrolled or to be governed by the new catalogue. Requirements from the two catalogues cannot be mixed. A student wishing to switch to a current catalogue must notify the Registrar **in writing** during that academic year. No student can be graduated under the terms of any catalogue dated more than six years prior to the graduation date. **(This catalogue expires in August, 2010.)**

### **Implementation of Outcomes Assessment and Institutional Effectiveness**

Methodist College is involved in the implementation of Outcomes Assessment and Institutional Effectiveness measures to enhance the educational process. Participation in testing, surveys, questionnaires, and subject-area examinations in the major may be required. Any examinations are only for institutional analysis purposes, and scores do not affect GPA or graduation status.

### **Computing Resources Policy**

All computing resources and facilities of Methodist College, including all laboratories and individual computer sites, are to be used solely for legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, or facilities will be subject to disciplinary action, including but not limited to the loss of computing privileges, suspension, expulsion, and/or legal action. Users will be subject to criminal prosecution in accordance with applicable state and federal statute.

Computing accounts will be distributed to staff, faculty, and currently enrolled students upon application. These users are limited to the use of their own account. Any person found utilizing an account other than his/her own will be subject to disciplinary action.

All accounts are distributed to users by the Office of Institutional Computing. It is the user's responsibility to secure his/her account from unauthorized access through the use of passwords and file protection measures. All accounts, including programs and data, may be monitored by Institutional Computing personnel to insure proper and efficient system use, to identify possible software problems, or to check for security violations.

Users are not to attempt to access or make use of any other user's programs or data. Users shall not copy system files, software components, or computer management programs, nor are users to attempt to access such programs except for the purposes for which they are intended. In addition, users are not to attempt to modify or repair any equipment belonging to Methodist College unless expressly authorized to do so.

Most of the software programs on Methodist College's computer systems are copyrighted or proprietary in nature and have been purchased or leased by the Methodist College for use on a single computer system. No employee or student shall copy or modify this software or utilize this software on computer systems other than those designated in the license agreement. Violation of software agreements may result in disciplinary or legal action. If questions arise pertaining to licensing rights of software, the Office of Institutional Computing should be contacted.

Public domain software purchased under site license agreements from which multiple copies can be made shall be identified by the Office of Institutional Computing. Copies shall not be made without prior written authorization from the Office of Institutional Computing.

No person shall use Methodist College computer resources for monetary gain, development of software intended for sale, or to copy public domain software for other than personal use. Any copies of public domain software must contain the same limitation notices as the originals.

## STUDENT OPTIONS

### Pass/Fail Option

Juniors and seniors may take one **elective** course during each of the last four semesters in residence on a pass/fail basis. This course cannot be used to fulfill a requirement of the major, minor, concentration, or general education core. Students exercising this option cannot apply “pass/fail” grades to any course that is used to meet a graduation requirement. The grade received is excluded from the GPA and earns no quality points. **In order to enroll in a course on a pass/fail basis, the student must complete a pass/fail form in the Office of the Registrar when he/she registers for the course. Once a course is commenced on this basis, it cannot be changed to a graded course. The pass/fail option does not apply to the core/general education courses.**

### Auditing a Course

Any Methodist College course can be audited for no credit. Once registered for the course, the student may elect to audit the course for no grade or credit by completing the “Request To Audit A Course” form obtained in the Registrar’s Office. **This action must be completed when he/she registers for the course. Once a course is commenced on an audit basis, it cannot be changed to a graded course.** Students are advised to refer to the fee schedule elsewhere in this catalogue for audit costs. Auditing a course is subject to space limitations and approval of the instructor.

Students wishing to audit a course who are not currently enrolled at Methodist College, or who are enrolled in the Evening College and wish to audit a Day course, must make formal admission to the College as outlined in the section on special students.

### Directed and Independent Study Policy

Directed Studies and Independent Studies **cannot** be used to replace previously earned academic grades.

**Directed Study:** Only in unusual circumstances can a student register for a non-scheduled course as a directed study. Any non-scheduled course in the *Methodist College Catalogue*, with the exception of 499, taught on a one-to-one basis is considered a directed study. The reasons for the request must be approved by the faculty advisor, the course instructor, and the department chair prior to the approval by the Vice President for Academic Affairs. Directed studies are offered by full-time faculty members **only** and are an addition to regular teaching assignments.

Directed study fees and contact hours are the same for students enrolled in the day program, evening college or a summer term. A student registered for a directed study must pay \$285 per directed study semester hour credit in addition to the regular tuition rate. Directed studies have a minimum of seven contact hours (between instructor and student) per semester hour credit. Students cannot take more than two directed studies at Methodist College.

Exceptions to any of these policies can be made only by the Vice President for Academic Affairs.

**Independent Study:** An independent study is reserved as an opportunity for well-qualified upper-division students to engage in special research in their major. Regular courses from the *Methodist College Catalogue* are **not** offered as Independent Studies. Independent studies must be approved by the faculty advisor, the faculty supervisor, and the De-

partment Chair prior to the approval by the Vice President for Academic Affairs. Independent studies are supervised by full-time faculty members **only** and are an addition to regular teaching assignments. An independent study must be supervised on a one-to-one basis.

Independent study fees and contact hours are the same for students enrolled in the day program, evening college or a summer term. A student registered for an independent study must pay \$170 per independent study semester hour credit in addition to the regular tuition rate. Independent Studies have a minimum of three contact hours (between faculty supervisor and student) per semester hour credit.

Exceptions to any of these policies can be made only by the Vice President for Academic Affairs.

**Note: Directed and independent studies must be approved by the Business Office before the course begins.**

### **Challenge Examination**

Some Methodist College courses can be challenged by passing a validating examination. A request to take a challenge examination must be addressed to the appropriate department chair, who will make the final determination as to whether a specific course qualifies. Satisfactory performance on the validating examination earns degree credit on a pass-fail basis. The fee is \$115.00 to sit for the challenge examination. Any student who takes a challenge examination for a course and fails the challenge examination, must wait a minimum six (6) months before retaking the challenge examination for that course. In addition, the student must pay the challenge examination fee again.

### **Credit by Examination**

Students entering Methodist College can earn up to 45 s.h. of credit based upon successful completion of American Council on the Teaching of Foreign Languages (ACTFL), the College Level Examination Program (CLEP) of the College Board or DANTES examinations.

**International Baccalaureate (IB):** The Registrar may award up to 6 semester hours of transfer credit in a specific discipline for Higher Level International Baccalaureate scores of 5 and above. Academic departments have the authority to require a higher score in their discipline(s). A department also has the authority not to accept any IB credit. The maximum transfer credits for Higher Level International Baccalaureate awarded by Methodist College is 30 semester hours.

**Transfer students:** Upon initial receipt of official ACTFL, CLEP/DANTES grade reports or transcripts, a maximum of 45 semester hours of credit can be earned through the College Level Examination Program (CLEP) General Examinations, CLEP Subject Examinations, College Board Advanced Placement Examinations, the ACT Proficiency Examination Program (PEP), DANTES Subject Standardized Tests (DSST's), USAFI Subject Standardized Tests (USST's), and USAFI End-Of-Course Examinations.

The DANTES Subject Standardized Test (Speech) has replaced the locally administered speech competency examination. Students who are successful on this test may receive three (3) semester hours of course credit on a pass/fail basis. The DANTES speech test consists of two components: a written (multiple-choice) component and an impromptu speech component lasting 3-5 minutes. A student must pass both parts of the test in order to receive credit. **This test does not satisfy North Carolina Teacher Licensure requirements.** Students wishing to take the speech test must register at least two weeks before the date they wish to test. The cost for the test is \$115.00, payable at the time of registration. Approximately 8-10 weeks are required to process the test.



## Foreign Language

Upon receipt of official CLEP or ACTFL (American Council on the Teaching of Foreign Language) written and reading grade reports, a maximum credit of fourteen semester hours in a foreign language can be awarded. Credit hours awarded through the CLEP or ACTFL examination program do not affect the student's GPA; they cannot be used to replace grades previously earned at Methodist College; nor can they be used to fulfill residency requirements. All testing fees will be paid by the student. Additional information regarding minimum qualifying scores and equivalent course credit can be obtained from the Academic Services Associate.

## Innovative Learning Opportunities

Qualified upper-division students can, with the approval of the appropriate department and the Vice President for Academic Affairs, pursue non-traditional programs (e.g., internships in state and federal agencies, resident study at foreign institutions, independent study and research) on and off campus for credit.

## Visiting Student Letters

At the time a student completes his/her first class at Methodist College, he/she is considered, for enrollment purposes, a Methodist College student. In order to receive subsequent academic credit at Methodist College for course work taken at another institution after becoming enrolled, the student must obtain written approval from the Office of the Registrar in the form of a visiting student letter.

The Registrar may issue a visiting student letter to a student who maintains legal domicile outside the Methodist College service area (Cumberland County and its contiguous counties) and who wishes to complete course work during the summer from an institution near his/her domicile. **A visiting student letter will not be issued to a student to attend an institution within the Methodist College service area (Cumberland County and its contiguous counties).**

A student may also enroll in an online course provided the legal domicile of the student and the accredited institution are outside of the Methodist College service area. Online course credit will not be accepted if Methodist College is offering an equivalent course online.

Any one visiting student letter will not authorize more than nine semester hours of credit and will not be issued to replace the grade of a course previously taken at this institution.

**A student seeking teacher licensure only or lateral entry must complete all courses listed on the Individualized Education Plan (IEP) prepared by the Education Department at Methodist College.**

The issuance of visiting student letters will conform to the guidelines set forth in this catalogue: Credits for Transfer Students.

## Guidelines/Aids for Students with Deficiencies or Difficulties

### Repeating a Course

A student can repeat any course taken at this institution, but forgiveness is limited to a total of three repeats, whether the same course or any combination of three courses. No single course may be taken more than three times. For the first three repeats, the second grade will be the grade of record. Only the second course will be considered in the hours attempted. The exhaustion of forgiveness occurs with the fourth repeat, and the original grade is not removed in the calculation of the GPA. In determining hours for graduation, no course may be counted more than once. Students with an F in their major must repeat that course and receive a passing grade to clear their academic record within the major field.

Grades originally awarded at this institution must be repeated at this institution if the new grades are to be recorded on the Methodist College transcript. CLEP, Dantes, Challenge, Directed Studies, Independent Studies, and pass/fail grades **cannot** be used to replace previously earned academic grades. **A transfer grade cannot replace a grade earned at Methodist College.**

**Students receiving veterans' benefits, normally, cannot repeat a class that has been passed. Students are advised to contact the College Veteran Services Office for exceptions to this policy.**

### **Academic Warning and Probation Policy**

Although the evaluation of a student's performance is an on-going process, the academic standing (good standing, academic warning, probation, and suspension) will be assessed as indicated below:

- 1—The academic standing (good standing, academic warning, probation, or suspension) is assessed at the end of the autumn and spring academic periods.
- 2—The **status of academic warning** is applied whenever a student's cumulative GPA is less than 2.0 but higher than the probation level.
- 3—The **status of academic probation** is applied in accordance with the performance levels below:

<b>Hours Attempted**</b>	<b>Desired GPA</b>	<b>Academic Warning</b>	<b>Academic Probation</b>
12-30	2.00 or higher	1.99 to 1.51	Less than 1.50
31-62	2.00 or higher	1.99 to 1.61	Less than 1.60
63-94	2.00 or higher	1.99 to 1.81	Less than 1.80
95-124 (+)	2.00 or higher	1.99 to 1.91	Less than 1.90

\*\*Hours attempted include all hours attempted at Methodist College and all applicable transfer credits.

#### **4—Students who are on academic warning must adhere to the following:**

- a—Enroll in 12-15 semesters hours.
- b—Repeat all failed courses that are core requirements for their degree or required for their major.
- c—If students have not already done so, enroll in and earn a minimum grade of *C* in Interdisciplinary Studies (IDS) 115—Study Skills.
- d—Maintain regular contact with their academic advisors.

#### **5—Students on academic probation must adhere to all of the following:**

- a—Enroll in 12-15 semester hours.
- b—Repeat all failed courses that are core requirements for their degree or required for their major.
- c—If students have not already done so, enroll in and earn a minimum grade of *C* in Interdisciplinary Studies (IDS) 115—Study Skills.
- d—Maintain regular contact with their faculty advisor and the Advisor for Academic Probation.

### **Suspension, Dismissal, and Re-admission**

- 1—Counting only the autumn and spring academic periods, students placed on academic probation for any three semesters will be suspended unless the GPA for the semester in question is 2.0 or higher.
- 2—At the end of an autumn or a spring academic semester, **students who have attempted 24 semester hours or more (or who have amassed 24 semester hours or more toward graduation) and who have a cumulative GPA of less than 1.0 will be suspended.**

- 3—Suspensions and/or dismissals of students are executed by the Office of the Vice President for Academic Affairs and are reflected on transcripts.
- 4—Any student who is academically suspended or dismissed may appeal in writing to the Academic Dean, who will submit the appeal to the Academic Standards Committee.
  - a—The letter of appeal should state in detail any extenuating circumstances that may have affected the student's academic performance.
  - b—If the appeal is approved, the student will be allowed to continue on a probationary status. The student will be subject to the provisions of the Academic Warning and Probation Policy.
  - c—Students who have been suspended a second time for academic reasons are dismissed from Methodist College.
- 5—A student academically suspended from Methodist College who wishes to re-apply after the passage of one fall or spring semester must adhere to all of the following:
  - a—Successfully complete six semester hours of courses previously approved by the Registrar with a minimum GPA of 2.0 and no grade less than C- during a Methodist College summer session or at another institution.
  - b—Apply to the Office of the Vice President for Academic Affairs for readmission to Methodist College at least two weeks prior to the beginning of the semester in which the student wishes to re-enroll at Methodist College.
  - c—Students who have been suspended must submit an application for readmission to the Office of Admissions and be formally admitted before enrolling in day, summer or evening classes.
  - d—Accept probationary status and be subject to the Academic Warning and Probation Policy. In the event that the student was suspended as a result of having been on academic probation for three semesters, any subsequent probation will result in dismissal from Methodist College.
- 6—Students who have been suspended a second time for academic reasons are dismissed from Methodist College.

### **Tutoring Services**

The faculty and staff endeavor to provide students with the means for academic success. Academic support and tutoring are available, free of charge, to the student. Professional and peer tutors are available as are individual and group tutoring sessions. Professional tutoring and Peer tutoring are available in various subjects.

- 1—**Peer Tutors**—are available to help all students in their course work. Aid includes clarification of course content as well as help in preparing for tests and assignments.
- 2—**Professional Tutors**—have the minimum of a Bachelor's Degree in the subject they are tutoring. They also help students with their course work and study skills.
- 3—**Audiotapes, Books and Videotapes**—There are a variety of resources to help students with problems such as stress management, time management, test-taking anxiety and study skills.

**For information about any of these services, please contact the Academic Services Associate.**

### **Disability Services**

Methodist College is in compliance with the Americans with Disabilities Act. If students require accommodations due to disabilities they must bring the appropriate documentation to the Director of Disability Services located in Pearce Hall no later than the first week of classes during which the accommodations are required. Together the students and the Coordinator will decide upon the modifications to be implemented.

**\*Please note that the College cannot make accommodations or modifications retroactively.**

## **The Writing Center**

The Writing Center is a specialized, cross-disciplinary facility dedicated to individual instruction in writing. It is open to all members of the Methodist College community—students, faculty, and staff. Trained professional tutors with a minimum of a bachelor's degree are available to assist writers with all aspects of writing, from planning through revision and proofreading/editing. The Center is located in the Trustees' Building, room 101, and is open forty hours per week. Tutoring is by appointment, which can be made by visiting the Center.

## **MC AT NIGHT AND SUMMER SCHOOL**

Linda T. Gravitt, Assistant Dean for Evening College and Summer School

### **MC AT NIGHT (EVENING COLLEGE)**

The Evening College provides an educational opportunity for non-traditional students, such as military personnel, those who work full- or part-time in civilian positions, and those who are beyond the usual college age or have major family responsibilities. The Evening College Office is located in the Trustees'/Classroom Building (T-305) and is open from 12:00-8:00 P.M. Monday through Thursday, and 9:00 A.M.-6:00 P.M. on Friday. **Advising** is available on the main campus and at **Fort Bragg (Room 16, Building T-3571, near the corner of Knox and Randolph Streets)**. Methodist College is also involved in a cooperative program with the Defense Language Institute Foreign Language Center (DLIFLC) for the awarding of Associate of Arts Degrees in languages taught by that institution.

Residents of North Carolina and military personnel stationed in North Carolina and their resident dependents are eligible for the North Carolina Legislative Tuition Grant **NCLTG** (\$1800 for the 2004-2005 school year) if they carry **12 s.h.** per semester (6 s.h. per Evening College term). In addition, the Army and the Air Force pay a significant percentage of the tuition for eligible service members. Interested students should contact the Methodist College Financial Aid Office or the Fort Bragg office (**436-3624**) for details.

### **Admission**

- 1—Submit a completed Evening College application-for-admission form.
- 2—Completion of English Placement Examination
- 3—Request that official copies of all appropriate academic credentials, including a high school transcript, be forwarded to the Evening College Office of Admissions.
- 4—Arrange an interview with the Assistant Dean for Evening College and Summer School, Room T-305, Trustees Building (630-7074).
- 5—Students withdrawing from the Evening Program on or before the last day to drop classes will receive a refund of the amount paid. Those students withdrawing from the college after the last day to drop classes will not be eligible for a refund.

Students entering the Evening College have one semester to meet all admission requirements. However the English Placement Test must be completed before the initial registration. Students who do not complete the above requirement and are not fully admitted to the College are not eligible for Financial Aid, other Third Party Tuition Assistance programs, Veteran Benefits, or a Methodist College transcript.

### **Student Activity Fee for Evening College Students**

Evening students can, by paying a \$55.00 fee in addition to other charges, be issued a card entitling them to admission to cultural events in Reeves Auditorium (on the same

basis as regular day students) and admission to athletic contests. This fee is payable in the business office on a yearly basis (academic year). The card also entitles them to use of the facilities at the Riddle PAC and the right to participate in Student Government Association activities. Evening students are never allowed to participate in athletic programs or to live in the residence halls.

### **MC at Night Programs**

The Evening College of Methodist College offers select majors in a variety of degree programs, to include Associate of Arts, Bachelor of Arts, and Bachelor of Science Degrees.

The following Associate of Arts degrees are available in their entirety through the Evening College: Accounting, Business Administration, Health Care Administration, Justice Studies, Foreign Languages (for Defense Language Institute graduates), General Studies, History, Political Science, Sociology, and Spanish.

The following Bachelor of Arts or Bachelor of Science majors are available in their entirety through the Evening College: Accounting, Professional Accounting, Business Administration, Business Administration with a concentration in Health Care Administration, Computer Information Technology, Global Studies, History, Justice Studies, Occupational Environmental Management, Political Science, Sociology, and Spanish.

### **Academic Counseling**

**Academic Counseling** is available at the Fort Bragg office and on the main campus by appointment during the Evening College terms and on a walk-in basis during the registration periods. **Formal evaluations of all transfer credit**, including CLEP, DANTES, MOS, military schooling, and corporate and federal schools, **are provided for students who have earned a minimum of 6 semester hours with a GPA of 2.00 or higher at Methodist College.**

The college provides academic counseling; every student has a faculty advisor to assist in planning his/her program. However, **each student accepts full responsibility for reading all materials and information included in the *Catalogue of Methodist College* and the satisfactory completion of all graduation requirements.** Students must consult with their advisors before making changes in their academic program.

Students **register** for or **drop/add** an Evening College class Monday through Friday at the Fort Bragg office or in the Office of the Registrar on the main campus. The college reserves the right to cancel a class through its first scheduled meeting. Published class schedules are tentative and are not contractual in nature. **Add/drop periods end on Friday of the first week of classes; no refunds are made after that time.**

Tuition for the Evening College is \$160.00 per s.h. No refunds are made after the add/drop/late registration period. Tuition is payable at the time of registration either by cash, charge card, or personal check. Military Tuition Assistance and Veterans' Educational Benefits are available. Students should contact the Financial Aid Office on the main campus or the Fort Bragg office for details. Tuition-assistance forms must be initiated before the student can enter class; the college will aid in this process.

Evening College students desiring to transfer into the Academic Day College must complete a Day College application form and meet all other entrance requirements as specified elsewhere in this catalogue. An Evening College student enrolled in 9 s.h. in the Regular Academic Day Program and sufficient hours in the Evening Program to qualify as full-time (12 or more s.h.), will be charged as a full-time day student.

## Admission of Special Students

Special students at Methodist College are defined as non-degree seeking students who enroll in courses on a one-time or intermittent basis for reasons including personal enrichment, professional development, or completion of graduate school prerequisites. Special students can be separated into two categories: those who have completed a bachelor's degree and those who have not. Students who have completed a bachelor's degree must submit an official transcript from the degree granting institution as proof of graduation to be admitted as a special student. Students who have not completed a bachelor's degree must submit an official high school transcript or GED results to be admitted. It is the policy of Methodist College to admit those students who, in the professional judgment of the Admissions staff and the college faculty, appear to be prepared academically for success at the college. Special students will be allowed to register for up to 30 semester hours before being required to apply as degree-seeking, regular students and meet all admissions requirements. Special student enrollment is subject to the availability of space in the desired course(s). Special students wishing to enroll in a course with prerequisite requirements must be able to show successful completion of those prerequisites through provision of official college transcript(s). Special students may not live on campus, participate in intercollegiate athletics, receive federal financial assistance or utilize veteran's benefits.

## Transfers

Applicants seeking admission as transfer students must fulfill the following requirements. They must have official copies of all High School transcripts, High School Equivalency transcript, or GED test results, and post-secondary transcripts forwarded to the Admissions Office. They must show overall academic success at all former institutions. Standardized Test Scores (SAT or ACT) must also be provided unless students have reached their twenty-first birthday by the date of enrollment. All transfer student applicants must be eligible to return to the last post-secondary institution attended. **All transfer students must complete the English Placement Examination before registering for classes.**

## Registration/Dropping/Changing Courses/Evening College

Students are not permitted to make changes in courses later than the deadline specified for that purpose in the academic calendar:

- 1—A student cannot not add/enter a class after the first five school days of any term .
- 2—A student dropping a class after the drop add period as specified in the academic calendar will be awarded a *WP* or *WF*. The *WF* grade will be treated the same as an *F* in computing the student's GPA.
- 3—A student unavoidably withdrawing from the institution will receive a *WD* grade.
- 4—Students withdrawing from the Evening Program on or before the last day to drop classes will receive a refund of the amount paid. Those students withdrawing from the college after the last day to drop classes will not be eligible for a refund.

All changes to academic programs or schedules must be initiated in writing through the Office of the Registrar and receive the approval of the student's academic advisor and instructors.

## Course Load

The student's normal course load for the fall and spring evening semesters is 12 to 18 s.h.

All students must have the approval of the Assistant Dean for Evening College and Summer School for 19 or more semester hours. The maximum course load during any one semester is 24 s.h. These limits cannot be waived. An additional fee per semester hour is charged for each academic semester hour over 18. Students registering in excess of the

above will be dropped from excess classes by the Registrar and may not be entitled to any refund of moneys paid for these courses.

Students whose academic course load drops below 12 semester hours may lose eligibility for Financial Aid.

### **Combining Regular Day Program and Evening College**

Evening College tuition is charged separately and is not waived by the fact that a person is a full-time day student.

**The maximum course load for the Summer School is 18 semester hours.** This includes all combinations of day and evening terms combined. (Students should not attempt more than two courses in any given summer day term).

Methodist College Regular Day Program and Evening College are recognized as two completely separate units for the calculation of tuition. A student who qualifies as a full-time day student (12 or more s.h.) will be charged the full-time day tuition. If the student elects to enroll in additional courses in the Evening College, that student will be assessed an additional \$160 per s.h. for the evening courses.

A student enrolled in at least 9 but less than 12 s.h. in the regular day program, may enroll in additional semester hours in the Evening College to total between 12 and 18 s.h. as a total load and will be assessed the full-time day tuition. Any hours in excess of 18 hours in the Evening College will be assessed at the rate of \$160 per semester.

A student enrolled in less than 9 s.h. in the regular day program and additional semester hours in the Evening College will be assessed \$535 per s.h. for the day courses, and \$160 per s.h. for the evening courses.

## **SUMMER SESSION**

Methodist College conducts a summer semester that includes both day and evening classes. The academic calendar should be consulted for the exact dates of the summer terms. Full details, including dates, course listings, and schedules, can be obtained from the Office of the Evening College or the Office of the Registrar.

### **Dropping/Changing Courses**

Students are not permitted to make changes in courses later than the deadline specified for that purpose in the academic calendar.

### **Summer Sessions—Term I, II, III**

- 1—A student may drop or add a class during the first two days of the term
- 2—A student dropping a class after two school days as specified in the academic calendar will be awarded a *WP* or *WF*. The *WF* grade will be treated the same as an *F* in computing the student's GPA.
- 3—A student withdrawing from the institution after two days as specified in the academic calendar will receive a grade of *WP* or *WF*.
- 4—Students withdrawing from the Summer Program on or before the last day to drop classes will receive a refund of the amount paid. Those students withdrawing from the college after the last day to drop classes will not be eligible for a refund.

### **Course Load**

**The maximum course load for the Summer School is 18 semester hours.** This includes all combinations of day and evening terms combined. (Students should not attempt more than two courses in any given summer day term).

## MC ONLINE

All courses taught on the Internet at Methodist College (known as MC Online) have the same content and quality of materials and instruction as the face-to-face on campus courses. The major difference is mode of delivery. Internet delivered courses are 12 weeks in length with daily 24-hour, 7-day a week access. Course descriptions are published at the MC Online web site: [www.methodist.edu/mconline](http://www.methodist.edu/mconline) as well as in the on-campus course catalog.

All courses offered by MC Online are applicable to the graduation requirements for an approved degree, diploma, or certificate.

Students have access to faculty members through the use of office telephone numbers, email addresses and office hours that are published on the MC Online web site and in the on campus course catalog. Students have access to Davis Memorial Library via the Methodist College web site where topic abstracts can be obtained. Also through the library there is access to NC Live which is an extensive database covering practically all subjects. The Media Specialists in the library are available through the use of email to assist in special research projects for online students.

Policies for enrolling and taking an Internet course are published on the MC Online web site. These policies cover requirements for admission into an online course, enrollment procedures (payment, books, user-id, passwords), course starting and ending dates, course descriptions, faculty, and access to the course syllabus.

To register for MC Online courses, new students must complete and submit an Evening/Summer College Application for Admission and an MC Online Data Schedule. The completed documents must be returned to the Assistant Dean of Evening/Summer College, Methodist College, 5400 Ramsey St., Fayetteville, NC 28311. The documents may be sent by FAX to the Assistant Dean at (910) 630-7519.

Methodist College reserves the right to cancel an online class if the enrollment is less than six students.

The fee for an MC Online course is \$180 per credit hour (\$540 for a 3-s.h. course). Tuition does not include the cost of textbooks, software, other course materials, or technological equipment.

Payment arrangements must be made prior to the start of the online course. Contact the Business Office at (910) 630-7012 with questions. When paying, provide the course number, number of credit hours, your name, social security number, and address. Payment may be made one of four ways:

1. Payment in full by credit card (VISA, MasterCard, or Discover) through the Business Office at (910) 630-7012.
2. Payment in full by check. Send payment along with application and data schedule to the Assistant Dean (see address above).
3. Continuing Methodist College students (non-military) who are using financial aid to cover the cost of online courses will arrange for this aid with the FinancialAid Office (910-630-7192) prior to the beginning of the course.



# ORGANIZATIONS AND HONOR SOCIETIES

## Campus Government and Leadership

Omicron Delta Kappa—a national leadership society  
Residence Hall Association

ROTC-Raider Team  
Student Government Association

## Student Publications

*Carillon*—the student annual  
*Tapestry*—the literary and art magazine  
*Pride*—the campus newspaper

## Social, Recreational, and Entertainment Groups

Alpha Epsilon Omega  
Dance Team

SAC (Student Activities Council)  
Pep Band

## Intramurals, Sports, and Pep Clubs

Campus Recreation Intramural Program

Outdoor Adventure Club

## Religious, Service, Honorary, and Professional Organizations

Accounting Club  
African-American Society/Minority Student Association  
Alpha Chi (National Honor Scholastic Society)  
Alpha Phi Sigma (National Criminal Justice Honor Society)  
Alpha Psi Omega (National Theatre Honorary Fraternity)  
Alpha Sigma Lambda (National Honor Society for Adult Learners in Continuing Higher Education)  
American College of Health Care Executives  
Beta Beta Beta (Science Honorary)  
Campus Crusade for Christ  
Chi Delta Chi (Veterans/Family Members Honor Society)  
Christian LYFE Council  
Commuter Student Association  
Computer Science and Mathematics Club  
Crime Stoppers  
Criminal Justice Association  
Delta Mu Delta (Business Honorary)  
Fellowship of Christian Athletes  
Health Occupations Society  
International Club  
Global Studies/Political Science/History Club  
Kappa Delta Pi (International Education Honorary Society)

Marketing Club  
Methodist College Athletic Training Association  
Methodist College Democratic Party  
Methodist College Golf Association  
Methodist College Investment Club  
Methodist College Men's Volleyball Club  
Methodist College Professional Tennis Association  
Methodist College Republican Club  
Phi Alpha (National Social Work Honor Society)  
Phi Alpha Theta (National History Honor Society)  
Phi Sigma Iota (Foreign Language Honorary)  
Pi Sigma Alpha (National Political Science Honor Society)  
Psi Chi (Psychology Honorary)  
Psychology Club  
Sigma Omega Chi (Sociology Honor Society)  
Sigma Tau Delta (English Honor Society)  
Social Work Club  
Student Council for Exceptional Children  
Student Education Association  
Student Chapter of the Council for Exceptional Children  
Students in Free Enterprise

## Creative and Performing Arts

Circuit Players—a theatre production group  
Concert Choir  
Monarch Playmakers  
National Association of Teachers of Singing

Scholarship Vocal Ensemble  
Show Choir  
Stage Band  
Student Music Educators National Conference

## Academic Honors and Recognitions

### The President's List

Students who achieve a 3.70 GPA with at least 44.4 quality points during the semester on a total course load of 12 or more semester hours, with no grade of D, F, or I and no developmental courses, are named to the President's List. Students awarded the grade of "I" will not be considered for the President's List even though the incomplete grade may be changed later and subsequently qualify the student for this honor status.

### The Dean's List

Students who achieve a 3.20 or better GPA with at least 38.4 quality points during the semester on a total course load of 12 or more s.h., with no grade of D, F, or I and no developmental courses, are named to the Dean's List. Students awarded the grade of "I" will not be considered for the Dean's List even though the incomplete grade may be changed later and subsequently qualify the student for this honor status.

### Honors and Awards

**Alpha Chi** is a National Honorary Scholastic Fraternity chartered in 1922. The North Carolina Mu Chapter was installed on October 8, 1976. Membership is limited to the top 3% of the junior class and the top 5% of the senior class.

The **Alpha Psi Omega Outstanding Theatre Contribution Award** is given upon vote by the local chapter of the national honorary fraternity.

The **American Institute of Chemist Award** is sponsored by the American Institute of Chemist Foundation, Inc. to a senior student majoring in the area of chemistry, chemical engineering, or biochemistry who demonstrated a record of ability, leadership, and professional promise. The award consists of a certificate and a one-year Student Associate membership in the American Institute of Chemist Foundation.

The **Anthony J. DeLapa Art Achievement Award** was established in 2003 to honor Dr. Anthony J. DeLapa for his contributions to the college in the position as Vice President of Academic Affairs and as the Department Chair for Education. The award is presented annually to a junior or senior Art or Art Education major selected by the Fine Arts Division. The student is recognized for his/her academic excellence and contribution to the arts as well as their demonstrated outstanding potential as an artist. Only qualifying students with a 3.0 GPA or higher in their major will be considered. The award consists of a \$250 honorarium, certificate, and a memorial plaque, located in the Fine Arts Division and inscribed with the recipient's name.

The **Balaez-Ambrose Mathematics Award** was established by James Loschiavo, a 1969 (*Summa Cum Laude*) graduate, to honor Dr. Ofelia M. Balaez and Mr. Robert B. Ambrose, Professors of Mathematics. It is presented to the mathematics student with the greatest academic potential. The student must have completed 18 s.h. of work in mathematics by or during the second semester of his/her junior year. It consists of \$100.00 in cash and a certificate of recognition.

The **Clark Award in Accounting** was established in 1990 by Lynn G. Clark to honor Samuel J. Clark, Director of Computing at Methodist College and a previous Registrar and Director of Extension Services. He came to the college as an Instructor of Accounting, and this award is given yearly to the most outstanding junior or senior Accounting major. The award is given based on a vote of the faculty of the Accounting Department. It consists of a \$100 United States Savings Bond.

The **Clark Memorial Science Service Award** was established in 1984 by the Biology faculty to honor Dr. Fred E. Clark, Dean of Academic Affairs and Professor of Biology. It is given to the student making the greatest contribution to the Science Department programs and activities.

The **Walter B. Clark Maximum Effort Award** was established in 1995 to honor Mr. Walter B. Clark, founder of Mid-South Insurance Company and is presented to a graduating Reeves School of Business student at Awards Day. It is given to an individual who has demonstrated maximum effort in overcoming hardship, commitment, work ethic, and is likely to be successful in the future. Nominations are open to students and faculty. The advisor for the nominated student should substantiate the award criteria. The award consists of a \$100 honorarium and a plaque of recognition.

The **Joe Cannata Memorial Award** is given in memory of former Methodist College student Joe Cannata. The recipient is a senior Sociology major selected by the Sociology faculty in recognition of academic achievement and service in advancement of the discipline.

The **Robert S. Christian English Achievement Award** was established in 2002 by the English Department faculty to honor Dr. Robert S. Christian for his many years of service to the department and to the college as a whole. The award is presented annually to the graduating senior English major deemed to be most worthy of receiving the award by members of the English Department faculty. Only graduating English majors with an overall GPA of 3.40 or higher in courses counting toward fulfillment of requirements for the major in English will be considered. Also, other distinguished contributions to the intellectual and cultural life of the department and of the college as a whole will be evaluated. The award consists of an honorarium of \$200 and a certificate.

The **Yolanda M. Cowley Award** was established in 1971 to honor Dr. Cowley, Professor of Spanish. The award is presented to the Spanish student with the greatest academic potential. The student must have at least a minor in Spanish. Students whose native tongue is Spanish are not, as a rule, eligible. It consists of a \$100.00 United States Government Bond and a certificate of recognition.

The **CRC Press Freshman Chemistry Achievement Award** is sponsored by CRC Press LLC to a student who is currently enrolled in the General Chemistry course on the basis of outstanding academic achievement in chemistry. †The award consists of a complimentary copy of the CRC Handbook of Chemistry and Physics and a commemorative scroll to be mounted on the inside cover of the book.

The **Cumberland Oratorio Singers Choral Award** is given annually by the Cumberland Oratorio Singers to a member of the Methodist College Chorus whom the conductor feels most nearly embodies the characteristics of an ideal choral singer. It is an award of \$100 and an engraved plaque.

The **David G. Wilson Community Service Award** was established in 2002 by Joseph F. Doll to honor David G. Wilson, the first Executive-in-Residence of the Reeves School of Business. The award is presented to a student in the Reeves School of Business who has shown by action a level of service to his or her community which is considered above that of an internship or a service learning project. The award consists of a \$100.00 honorarium, a framed certificate, and a memorial plaque, to be located in the Reeves School of Business, bearing the award winner's name.

The **Samuel R. Edwards Award** was established by the faculty in 1990 to honor Mr. Edwards who served simultaneously as first Registrar, Admissions Director, Director of Financial Aid, and Instructor of Physical Education. The award will consist of an engraved plaque presented at the December graduation to a graduating Evening College student in recognition of his/her academic excellence, spiritual development, and community service.

The **Marie C. Fox Philosophy Award** was established by the first professor of Philosophy at Methodist College, is presented to the philosophy student who has exhibited outstanding analytic ability, philosophical perspective, and creative potential. The honorarium is a \$50.00 United States Government Bond or the cash equivalent.

The **Willis C. Gates Music Award for Excellence in Performance** was established by the music faculty in 1979 to honor Dr. Gates, one of the original faculty members of Methodist College and the first Chair of the Department of Music. The award is presented to the student deemed by the music faculty the finest performing artist of the academic year. The student's name is inscribed on a plaque that is on permanent display at the college and is presented with a smaller plaque commemorating the award.

The **Gautam Award in Business Administration** was established in 1978 by John Junius Grandefeld (1975) to honor Dr. Sid Gautam and is given to the student manifesting the same dedicated interest and creativity in the field of finance and investments as Dr. Gautam in his teaching. The recipient must be majoring in Business Administration/Economics, be a rising junior or senior with a 3.2 or better GPA, and have demonstrated an interest in pursuing a career in finance and investment. The award is a \$100.00 United States Savings Bond or the cash equivalent.

The **Outstanding Health Care Administration Student Award** was established in 1995 by the Sandhills Healthcare Executives Forum, a local affiliate of the American College of Healthcare Executives (ACHE). The award is presented annually to a Health Care Administration graduating senior for scholastic achievement, service to the community, and for active membership in the ACHE. The award consists of a \$250.00 honorarium, a plaque, and the individual's name will be permanently inscribed on a memorial plaque.

The **Pauline Longest Education Award** is presented by Mrs. Pauline Longest to a senior member of the Student Education Association who has contributed to the work of the chapter and has demonstrated outstanding potential as a teacher. Established in 1974 as the Student Education Award, it was renamed in 1978 to honor the original advisor to the chapter and consists of a fifty-dollar honorarium and a certificate of recognition.

#### The **Longleaf Press Writing Award**

was established in 2003 and is presented annually to a graduating senior Writing major who, in the opinion of the Writing and English faculty, has demonstrated the greatest potential as a writer and/or editor and has a cumulative GPA of at least 3.4 in all Writing courses completed. The award consists of an honorarium of \$200 and a certificate.

The **Dr. William P. Lowdermilk Student Achievement Award** was established in 1995 by the Fayetteville Rotary Club to honor Reverend Lowdermilk for both his service to Rotary International and his 32 year service to Methodist College from 1963-1995. Nominations for the annual award come from students, faculty, and staff, based on set criteria including meeting the "Four-Way Test" of Rotary. The student is selected by representatives from the College and the Fayetteville Rotary Club. A \$2,000 award is made to the student from a fund of the College at the Annual Lowdermilk Rotary Night held on the campus in March. The student's name is inscribed on a plaque that is on permanent display at the college and the student is presented with a smaller plaque commemorating the award.

The **Mass Communications Outstanding Major of the Year Award** is presented each spring to a Mass Communications senior. The recipient is selected on the basis of his/her academic achievement and his/her participation in extracurricular activities within the Communications program and throughout the college and community. The winner will receive a certificate and a check for \$100. His/her name will also be engraved upon a departmental plaque that includes the names of winners from previous years.

The **Military Officer's Association of America Award**, which was established in 1979, is presented by the Cape Fear Chapter of the Military Officer's Association of America to honor a basic or advanced cadet with an excellent academic performance (a GPA of 3.0 or better) and excellent ratings in leadership positions. The cadet must have participated extensively in ROTC and must have excellent potential for service to the community and nation. The award consists of a certificate of recognition and the inscription of the recipient's name on a permanent wall plaque.

The **George and Lillian Miller Award**, established by Methodist College's first Dean of Women who was also a member of the History Department, is presented to the history student with the greatest academic potential. The student must have completed 18 s.h. of work in history by or during the second semester of his/her junior year. The honorarium is a fifty-dollar United States Government Bond or the cash equivalent.

The **Ott-Cooper Science Award** was established in 1971 by Mrs. Pauline Longest to honor the first and second Chairmen of the Science and Mathematics Division, Drs. Charles N. Ott and William C. Cooper. It is presented to a senior science major for scholastic achievement, interest, participation in Science Department activities and potential for success in a science-related career; consists of \$100.00 and a certificate of recognition.

The **Peer Tutor Merit Award** was established by the Academic Development Center to proudly acknowledge the Methodist College Peer Tutors. In order to become a tutor, students must have a GPA of 3.0 or higher in the subject(s) to be tutored.

The **Peer Mentor Merit Award** serves to recognize efforts of Peer Mentors in aiding the adjustment of college freshmen students to their new environment. Peer Mentors serve as role models and as a source of information and advice to the students. Peer Mentors help instructors facilitate the freshmen orientation classes.

**Phi Alpha** is a national honor society for social work majors chartered in 1962. The Methodist College Eta Rho Chapter was approved March, 1998. Eligible students must be admitted to the Social Work Program, completed a minimum of 9 s.h. of social work courses, achieved an overall GPA of 3.0 and a GPA of 3.25 in required social work courses.

The **Plyler Award in the School of Arts and Humanities**, established as the Plyler Humanities Award in 1988 by Dr. Lorenzo Plyler and his family in memory of the late Elizabeth (Betty) Plyler, consists of \$100.00 presented to a graduating senior in the School of Arts and Humanities chosen by the Chairs of the Departments within the School of Arts and Humanities.

The **Plyler-Knott Award in Religion**, established and now funded by Lynn Moore Carraway, Michael Safley, James Malloy, and William Presnell, honors Drs. Lorenzo Plyler and Garland Knott, Professors of Religion. It is given to the outstanding religion student and consists of a \$100.00 United States Government Bond and a certificate of recognition. The winner must plan to enter a religious vocation and have successfully completed 12 s.h. of religion.

The **J. Elaine Porter French Award**, established in 1990 by Mr. Fred Epeley, friend and colleague of Mrs. Porter, is presented to the French student with the greatest academic potential. The student must have at least a minor in French. Students whose native tongue is French are not, as a rule, eligible. It consists of a \$100.00 United States Government Bond and a certificate of recognition.

The **Methodist College President's Award** is presented to the cadet who has displayed the highest level of leadership and military excellence since entering ROTC.

The **Publisher's Award** was established in 1983 to honor a student demonstrating superior achievement in collegiate journalism. Mr. Charles Broadwell, publisher of the *Fayetteville Observer*, provides the award and permanent plaque.

The **Pulliam Award**, established in 1994 to honor Bruce R. Pulliam, Associate Professor of Social Science. The fifty-dollar honorarium is presented to the graduating History major with the highest GPA in History.

The **Charles M. Reeves, Jr. Outstanding Scholar Award** was established in 1993 to honor Mr. Charles M. Reeves, Jr. The award is presented to an outstanding senior at Award's Day. The recipient must have 106 s.h. for the academic semester ending in December and should be involved in extracurricular activity, preferably in the business areas. The award consists of a \$100 honorarium and a certificate of recognition.

The **Outstanding Justice Studies Freshman Award** is presented to the outstanding justice studies student in recognition of outstanding leadership, service and academic achievement as a freshman. The award recipient is chosen by the justice studies faculty.

The **Outstanding Justice Studies Graduate Award** is presented to the outstanding justice studies graduate in recognition of outstanding leadership, service and academic achievement. The award recipient is chosen by the justice studies faculty.

The **Outstanding Justice Studies Scholar Award** is presented to a justice studies junior or senior in recognition of outstanding academic achievement and scholarly writing. The award recipient is chosen by the justice studies faculty.

The **Outstanding Justice Studies Service Award** is presented to the outstanding justice studies student in recognition of outstanding loyalty and service to the justice studies program. The award recipient is chosen by the justice studies faculty.

The **Outstanding Political Science Student Award** was established by the Department of Government Studies in 2002 to recognize a student who has exhibited outstanding leadership, service, and academic achievement. The student must be majoring in Political Science and selected by Department faculty. The award consists of a \$100 savings bond and a certificate of recognition. The student's name will be inscribed on a plaque permanently displayed in the Trustees' Building.

The **Outstanding Social Work Student and Senior Awards** were established by the Social Work Department, to honor top students as selected by the Social Work faculty, in recognition of leadership, service and academic achievement.

The **Student Webmaster Award** is presented annually to the student who has made the greatest impact on the College's web site. Criteria include either excellence in creativity and design for areas of the site or non-technical contributions, such as service to the Webmaster or the Web Committee. The award consists of a \$50 honorarium and a certificate of recognition.

The **Lura S. Tally Award for Leadership Excellence** was established in 1999 to recognize a student who has exhibited outstanding leadership. The recipient must be minor-ing in Leadership Studies and have a demonstrated record of leadership excellence. The student is selected by Leadership Program faculty and representatives from the Advisory Board of the Tally Center. The award consists of a \$500.00 honorarium and a certificate of recognition. The student's name will be inscribed on a plaque that is on permanent display in the Trustees' Building..

The **Wall Street Journal Award** is presented to a rising junior with a 3.2 or better G.P.A. in the Reeves School of Business. The award consists of a year subscription to *The Wall Street Journal* and a certificate of recognition presented at the Outlook Symposium.

The **Lucius Stacy Weaver Award**, established in 1964 by the family of Dr. L. Stacy Weaver to honor Methodist College's first President, is an engraved plaque presented to an outstanding member of each graduating class for academic excellence, spiritual development, leadership, and service.

## Program and Degree Requirements

### Degrees Awarded

Methodist College confers eight degrees upon completion of the respective academic program and the approval of the faculty. It reserves the right to refuse a degree if the character or conduct of the student does not represent the college in an acceptable manner. Baccalaureate degrees are conferred upon completion of a course of study with a minimum of 124 (approved) s.h. (Professional Accounting requires a minimum of 154-156 s.h. and Professional Golf Management requires a minimum of 136 s.h.); associate degrees are conferred upon completion of a course of study with a minimum of 62 (approved) s.h.

Courses numbered below 100 cannot be counted toward the semester-hour minimum for an associate or a baccalaureate degree.

The **Master of Medical Science (M.M.S.)** degree is awarded in 1 field.

**Bachelor of Arts (B.A.)** degrees are awarded in 32 fields.

**Bachelor of Science (B.S.)** degrees are awarded in 24 fields.

**Bachelor of Health Science (B.H.S.)** degree is awarded in 1 field.

**Bachelor of Social Work (B.S.W.)** degree is awarded in 1 field.

**Bachelor of Music (B.M.)** degrees are awarded in 3 fields: church music, music education, and music performance.

**Associate of Arts (A.A.)** degrees are awarded to persons completing a prescribed two-year course of study in the liberal arts.

**Associate of Science (A.S.)** degrees are awarded to persons completing a prescribed two-year course of study in such areas as biology, chemistry, health care administration, mathematics, science, computer science, and pre-engineering.

### **Award of Second Baccalaureate Degree**

The award of a second Baccalaureate degree at Methodist College requires that the student complete an additional residency of 31 s.h. of course work after the completion of all requirements for award of the first baccalaureate degree; minimally this will require 155 semester hours of course work of the following:

—completion of all general education core requirements required for the award of each degree.

—completion of all major area courses required for the award of each degree.

Of the additional residency requirement, 15 s.h. of course work must be completed at the upper level (300/400 level courses).

### **Academic Majors**

For the baccalaureate degree, a major is a planned program of study that is a student's primary area of academic specialization. A major may involve courses from one or more academic disciplines.

Students should select their majors at least by the sophomore year and follow the respective departmental curriculum patterns established for each major. The college offers 41 majors:

#### **Major Program**

<b>Major Program</b>	<b>Degrees Offered</b>
Accounting	AA, BA, BS
Accounting with a Concentration in Health Care Administration	AA, BA, BS
Applied Exercise Science	BA, BS
Art	AA, BA
Art Education	BA
Athletic Training	BA, BS
Biology with a Concentration in Conservation Biology	AS, BA, BS
Biology with a Concentration in Ecology and Natural History of Plants	AS, BA, BS
Biology with a Concentration in Health Occupations Science	AS, BA, BS
Biology with a Concentration in General Biology	AS, BA, BS
Biology with a Concentration in Microbiology and Cell Biology	AS, BA, BS
Biology with a Concentration in Zoology	AS, BA, BS
Business Administration	AA, BA, BS
Business Administration with a Concentration in Health Care Administration	AS, BA, BS

Business Administration with a Concentration in Management Information Systems	BA, BS
Business Administration with a Concentration in Professional Golf Management	BA, BS
Business Administration with a Concentration in Professional Tennis Management	BA, BS
Business Administration with a Concentration in Resort Management	BA, BS
Chemistry	AS, BA, BS
Chemistry with a Concentration in Forensic Science	BA, BS
Church Music	BM
Computer Information Technology	BS
Computer Science	AS, BA, BS
Elementary Education	BA, BS
English	AA, BA
Financial Economics	AA, BA, BS
Financial Economics with a Concentration in Resort Management	BA, BS
French	AA, BA
History	AA, BA, BS
Global Studies	BA, BS
Justice Studies	AA, BA, BS
Justice Studies with a Concentration in Applied Forensic Science	BA, BS
Marketing	AA, BA, BS
Marketing with a Concentration in E-Business	BA, BS
Marketing with a Concentration in Professional Golf Management	BA, BS
Marketing with a Concentration in Professional Tennis Management	BA, BS
Marketing with a Concentration in Resort Management	BA, BS
Mass Communications	AA, BA, BS
Mathematics	AA, AS, BA, BS
Middle Grades Education	BA, BS
Music	AA, BA
Music Education (K-12)	BM
Music Performance	BM
Music with a Concentration in Fine Arts Management	BA
Occupational Environmental Management with a Concentration in Regulatory Compliance	BS
Organizational Communication and Leadership	AA, BA, BS
Physical Education	BA, BS
Physician Assistant	BHS, MMS
Political Science	AA, BA, BS
Professional Accounting	BA, BS
Psychology	BA, BS
Religion	BA
Secondary Education (English, French, Mathematics, Science, Social Studies, Spanish)	BA, BS
Social Studies with Licensure	BA, BS
Social Work	BSW
Sociology	AA, BA, BS
Spanish	AA, BA
Special Education: General Curriculum K-12	BA, BS
Sports Management	BA, BS
Theatre	AA, BA
Writing	AA, BA



## Academic Minors

For the baccalaureate degree, a minor is a secondary area of academic specialization involving courses in one or more academic disciplines. The college offers 31 minors:

Accounting	Gerontology	Paralegal
Art	History	Religion
Biology	Financial Economics	Philosophy
Business Administration	Justice Studies	Physical Education
Chemistry	Leadership Studies	Political Science
Computer Science	Marketing	Psychology
Education	Mass Communications	Social Work
English	Mathematics	Real Estate
French	Military Science	Sociology
(temporary inactive status)	Music	Spanish
German	Organizational Communication	
(temporary inactive status)	and Leadership	

Requirements for each minor are listed in the catalogue under the departmental descriptions.

## Concentrations

For the baccalaureate degree, a concentration is a restricted minor that provides a field of in-depth study in conjunction with a designated major field.

## Required Courses and Curriculum Patterns

To avoid serious course scheduling difficulties, all entering freshmen must enroll in available and appropriate English and physical education courses and at least one other course among the college's core/general education requirements. Students should complete as many of their core/general education requirements as possible during their freshman and sophomore years and must continue in the sequential English courses until the English requirement has been fulfilled. **Curriculum patterns** for each major are available from the advisor or the Department Chair.

## Writing Across the Curriculum

To enhance the writing skills of our students, the following guidelines are established:

- 1—All new students will be placed in an appropriate English course (ENG 100, 101, 102 [103], 207) either on the basis of SAT or ACT scores, high school English grades, or by an English Placement Test given at the beginning at each semester at Methodist College. **The English Placement Examination may be taken only once.**
- 2—All transfer students are required to complete the English Placement Examination. Transfer students who have taken ENG 101 and/or ENG 102 and who place into ENG 207 must take and pass that course before attempting any other core requirements in English. Transfer students who have had no English and fail the English Placement Examination must take ENG 100 and pass that course before attempting ENG 101.
- 3—Entering Freshmen who place into ENG 100 must take and pass that course before attempting ENG 101.
- 4—A passing grade in ENG 100 (if needed) is a prerequisite for ENG 101; a passing grade in ENG 101 is a prerequisite for ENG 102 (or 103), and a passing grade in ENG 102 (or 103) is a prerequisite for all other English courses.
- 5—Each student, day or evening, must take at least one writing-enrichment course in his/her major field.
- 6—Faculty teaching courses designated by their departments as writing-enrichment courses will inform their classes of this requirement.
- 7—ENG 320 will not be considered a writing-enrichment course for Accounting and Business majors.

## Library Basics

Students who do not enroll in IDS 110, IDS 115, English 101, English 207, or HUM 285 at Methodist College are required to complete a short Library Basics class conducted by one of the professional librarians at the Davis Memorial Library. The class provides the participants with a tour of the Library, instruction on using the Library's Online Catalog, and assistance in utilizing electronic databases to gather journal articles.

## Computer Competency Requirement

All students must satisfy the computer competency requirement prior to completing 60 semester hours at Methodist College or must be currently enrolled in the CSC 100 course. The passing score is a minimum of "80" on a 100 point scale. If the student passes the Computer Competency Examination the score will be recorded on his/her transcript. Any student that does not score a minimum of 80 on the examination will be required to take the CSC 100 course and earn a minimum of "C" in the course to have the computer competency requirement satisfied.

## Residency

Residency is defined as course work successfully completed at this institution. It does not include CLEP Examinations, course work approved through a visiting student letter, credit earned through challenge examinations, or course work waived as a result of taking proficiency examinations. Residency requirements are determined by the type of degree sought:

B.A., B.S., B.M., B.S.W. degrees: 31 s.h., to include 24 s.h. at the 300/400 level, and fifty percent of the major must be taken in residency.

B.H.S., M.M.S. degrees: satisfactory completion of all courses in the physician assistant program curriculum.

A.A., A.S. degrees: 16 s.h. in residency.

The student's final semester must be completed in residency unless waived by the Vice President for Academic Affairs or in those cases where S.O.C. contractual arrangements prevail.

## Vocational and/or Pre-Professional Programs

**Pre-Theology**—Interested students are advised to contact the Chair of the Department of Philosophy and Religion.

Though not always a requirement, a religion major provides the student with certain advantages at the seminary level. The American Association of Theological Schools recommends that pre-seminary training include a total of 90 s.h. in religion, English, history, philosophy, psychology (and other social sciences), and a foreign language (French, German, Latin, Hebrew, or Greek), with an area of concentration chosen from religion and philosophy, language and literature, or social science. Suggested minimums are as follows:

Subject	S.H.
English Composition and Literature	12
Philosophy (History, Content and Method)	3
Speech	3
Psychology	3
History (Ancient, Modern European, American)	6
Other Social Sciences	9
Religion	6-12

**Pre-Medicine, Pre-Dentistry, Pre-Nursing**—Interested students are advised to contact the Chair of the Department of Science.

Pre-medical, pre-dental, and pre-nursing students should obtain as fundamental and broad a preparation in the humanities as is possible and consistent with thorough preparation in the sciences. Since professional schools vary, students should be familiar with the respective entrance requirements, which usually include general biology, inorganic and organic chemistry, general physics, English, foreign language, and history.

**Pre-Physical Therapy**—Interested students are advised to contact the Chair of Biology or Physical Education Departments.

**Pre-Engineering**—Interested students are advised to contact the Pre-Engineering Advisor in the Department of Chemistry and Physical Science.

**Pre-Law**—Interested students are advised to contact the Pre-Law Advisor in the Department of Government Studies.

No major is particularly recommended for students interested in attending law school. The student must secure a strong, broad, educational background that develops the ability to read and comprehend, to speak and write clearly and correctly, and to think precisely and analyze complex factual situations.

In addition to courses in the core curriculum and the major, students interested in law school should complete courses in advanced expository writing, logic and ethics, political science, American and English history, Latin or a modern foreign language, accounting, sociology, psychology, and economics. Computer proficiency is essential.

**ROTC Program/Military Science**—Interested students are advised to contact the Chair of the Department of Military Science.

Students can earn an academic minor in Military Science at Methodist College and, upon successful completion of the ROTC Program, be commissioned in the United States Army. The ROTC program is divided into Basic and Advanced levels. Students admitted to the Advanced phase qualify for financial assistance while in the program.

Interested students are advised to contact the Chair of the Department in Military Science for Methodist's AFROTC agreement with Fayetteville State University.

## Graduation Policies

### Requirements for Graduation

Methodist College confers the **baccalaureate degree** when the student exhibits the following qualifications:

- 1—Has earned at least 124 (approved) s.h. of credit with a minimum cumulative GPA of 2.00 (or higher if required by department) in (1) overall, (2) residency, (3) the major, (4) the minor, (5) the concentration, area of study.
- 2—Has satisfactorily completed the appropriate general education/core requirements for the degree.
- 3—Has satisfactorily completed all course requirements specified for the major, minor, and/or concentration field of study. (Minimum GPA of 2.00, or higher if required by department, in each with no failing grades.)
- 4—Has satisfactorily completed a minimum of 31 s.h. in residency to include 24 s.h. at the 300/400 level and satisfactorily completing at least 50% of the major/minor/concentration at Methodist College. (The students final semester must be completed in residency unless waived by the Academic Dean, or in those cases where S.O.C. contractual arrangements prevail.)

- 5—Is in good standing in character, conduct, and financial obligations to the college and has been recommended by the faculty.
- 6—Has filed a **Declaration of Intent to Graduate** form in the Office of the Registrar before the deadline specified in the academic calendar and paid the graduation fee of \$100.00. If a candidate fails to qualify after filing the Declaration of Intent to Graduate form and fee but does qualify at some later time, he/she must submit another application for graduation but need not re-submit the fee. **If a candidate fails to file his/her intent by the deadline, a \$100.00 late filing fee will be charged.**

**A candidate failing to meet any of the aforementioned requirements must wait until the next commencement following the completion of the graduation requirements to receive a diploma and to participate in the commencement exercises. The student will not be recognized as an official graduate until then.**

All transfer students are required to successfully complete the English Placement Examination or pass ENG 207.

Methodist College confers the **associate degree** when the student exhibits the following qualifications:

- 1—Is in good standing in character, conduct, and financial obligations to the college.
- 2—Has earned at least 62 (approved) s.h. of credit with a minimum cumulative GPA of 2.00 and a minimum GPA of 2.00 on all courses taken at Methodist College.
- 3—Has satisfactorily completed the general education/core requirements for the degree, including completing an appropriate speech course.
- 4—Has maintained satisfactory competence in written and oral expression.
- 5—Has completed all requirements for a concentration or for the general studies program. He/she must have no failing grade in the concentration and must have at least a C average (2.00 or better GPA) on all courses taken in that concentration. In the event that any course in the concentration is failed, the student must repeat the course successfully at Methodist College.
- 6—Has earned a minimum of 16 s.h. in residence at Methodist College.
- 7—Has at least a C average (2.00 or better GPA) on all courses taken at Methodist College in the subject concentration.
- 8—Has been recommended by the faculty.
- 9—Has filed a **Declaration of Intent to Graduate** form in the Office of the Registrar before the deadline specified in the academic calendar and paid the non-refundable graduation fee of \$100.00 at the time the intent is filed. If a candidate fails to qualify after filing the Declaration of Intent to Graduate form and fee but does qualify at some later time, he/she must submit another application for graduation but need not re-submit the fee. **If a candidate fails to file his/her intent by the deadline, a \$100.00 late filing fee will be charged.**

**A candidate failing to meet any of the above requirements must wait until the next commencement after satisfying the requirements to receive a diploma and to participate in the commencement exercises. The student will not graduate until that time.**

All transfer students are required to complete successfully the English Placement Examination or pass ENG 207.

### **Declaration of Intent to Graduate**

Any candidate for a Methodist College degree must file an “Intent to Graduate Form” in the Office of the Registrar not later than the date specified in the academic calendar for the next scheduled graduation. The graduation fee of \$100.00 must be paid no later than one month prior to the date of graduation. The College assumes no responsibility for

making special adjustments for students who fail to file graduation applications by the designated time. **If a candidate fails to file his/her intent by the deadline, a \$100.00 late filing fee will be charged.** A candidate who fails to file an application for graduation or to meet graduation requirements by the designated date will be considered for the next scheduled graduation. Candidates failing to qualify for graduation after filing their intent must resubmit their application by the deadline to be eligible for the next specified graduation. **Intent to Graduate forms are not carried forward from one graduation to the next.** All financial obligations must be satisfied before a student can participate in graduation ceremonies.

### **Graduation Exercises**

The college conducts two formal graduation exercises each year: at the end of the spring semester and in December. Special features are the presentation of the bachelor's hood to each graduate, the presentation of their countries' flags to the college by international students, and the honor cordon formed by the faculty to honor the graduates.

### **International Students and the Procession of Flags**

The Ceremony of the Flags has been a custom of Methodist College since 1985. Graduates from foreign countries whose flags have not yet been given to the college are invited to arrange for a formal presentation during their graduation ceremonies. Those students should contact the Office of the Vice President for Academic Affairs.

### **Graduation with Honors for Baccalaureate Degrees**

Students who attain high scholastic achievement while in residency at Methodist College will be recognized at graduation as "Honor Graduates." The appropriate designation will appear on the student's diploma and permanent academic record. Only the student's cumulative residency grade point average will be considered for graduation honors as follows:

<i>Summa Cum Laude</i>	3.90
<i>Magna Cum Laude</i>	3.70
<i>Cum Laude</i>	3.40

To graduate with honors, baccalaureate students must have completed a minimum of 60 semester hours of graded courses at Methodist College. Pass/Fail grades are not considered in the hours required for honors.

### **Closing of Records**

When a student graduates with a baccalaureate or a master's degree, his or her academic record for that degree is complete. No courses can be added to that degree and the graduation GPA and class ranking cannot be changed by repeating courses.

## General Education/Core Requirements

### Course Abbreviations

Methodist College utilizes the following standardized listing of three-letter abbreviations to indicate courses and programs on the official transcript:

<b>ACC</b>	Accounting	<b>LAW</b>	Paralegal Studies
<b>ARS</b>	Aerospace Studies	<b>LSC</b>	Library Science
<b>ART</b>	Art	<b>LSS</b>	Leadership
<b>ATP</b>	Athletic Training	<b>MAT</b>	Mathematics
<b>AXS</b>	Applied Exercise Science	<b>MKT</b>	Marketing
<b>BHC</b>	Health Care Administration	<b>MPC</b>	Music Performance
<b>BIO</b>	Biology	<b>MSC</b>	Military Science (ROTC)
<b>BUS</b>	Business Administration	<b>MUS</b>	Music
<b>CHE</b>	Chemistry	<b>OCL</b>	Organizational Communication and Leadership
<b>CIT</b>	Computer Information Technology	<b>PED</b>	Physical Education
<b>COM</b>	Communication	<b>PGM</b>	Professional Golf Management
<b>JUS</b>	Justice Studies	<b>PHA</b>	Physician Assistant
<b>CSC</b>	Computer Science	<b>PHI</b>	Philosophy
<b>ECO</b>	Finance/Economics	<b>PHY</b>	Physics
<b>EDU</b>	Education	<b>PSC</b>	Political Science
<b>EFL</b>	English as a Foreign Language	<b>PSY</b>	Psychology
<b>EGR</b>	Engineering	<b>PTM</b>	Professional Tennis Management
<b>ENG</b>	English	<b>REL</b>	Religion
<b>ENM</b>	Occupational Environmental Management	<b>RMT</b>	Resort Management
<b>FAR</b>	Fine Arts	<b>SCI</b>	Science
<b>FRE</b>	French	<b>SMA</b>	Sports Management
<b>GEO</b>	Geography	<b>SOC</b>	Sociology
<b>GER</b>	German	<b>SPA</b>	Spanish
<b>GGY</b>	Geology	<b>SPE</b>	Special Education
<b>GLS</b>	Global Studies	<b>SSC</b>	Social Science
<b>GRN</b>	Gerontology	<b>SWK</b>	Social Work
<b>HIS</b>	History	<b>THE</b>	Theatre
<b>HUM</b>	Humanities	<b>WRI</b>	Writing
<b>IDS</b>	Interdisciplinary Studies	<b>WST</b>	Women's Studies
<b>LAN</b>	Foreign Language		

### Course Numbering

100-199—primarily for freshmen

300-399—primarily for Juniors

500-599—graduate

200-299—primarily for sophomores

400-499—primarily for seniors

## General Education/Core Requirements for the Bachelor of Arts

	<b>S.H.</b>
<b>ORIENTATION</b>	
Interdisciplinary Studies 110 The Methodist College Experience (Required of new freshmen only)	3
	3
<b>COMPUTER COMPETENCY</b>	
Computer Science 100	0-3
Must be satisfied with a grade of C or better before reaching Junior status (May be fulfilled by examination).	0-3
	0-3
<b>COMMUNICATIONS</b>	
English 100 or 207 as needed, 101 and 102 or 103 (Entry level is determined by scores attained on standardized ACT/SAT, high school English grades, and/or placement testing.) (Continual enrollment in composition courses mandated until requirements are fulfilled.)	6-9
Organizational Communication and Leadership 151	3
Foreign Language courses in one language through the 202 level or demonstration of competence	0-14
	9-26
<b>HUMANITIES</b>	
Any literature course in the department of English except English 361 and 362	3
Religion, 2 courses (See Religion, core requirements.)	6
Philosophy 211, 212, or 411	3
	12
<b>FINE ARTS</b>	
Art 151, Music 151, Theatre 162 or 163, or 3 hours in applied music/ensemble or theatre ensemble	3
	3
<b>MATHEMATICS AND NATURAL SCIENCE</b>	
Mathematics 105 or higher (Entry level determined by scores attained on standardized ACT/SAT and/or placement testing)	3
1 physical and 1 biological science (See science, core requirements.)	6-8
	9-11
<b>SOCIAL SCIENCE</b>	
History 103 and 104	6
Economics 261 or 262, Geography 252, Political Science 151, Psychology 101, Sociology 151 or 256 (Choose 2 from 2 areas.)	6
	12
<b>PHYSICAL EDUCATION</b>	
Physical Education 101 and 201 or 235; or 218 (Physical Education majors are exempt from this core requirement.)	2-3
	2-3
<b>Total Semester Hours</b>	<b>50-73</b>

Note: Teacher Education majors must consult the core requirements for their particular curriculum pattern.

# General Education/Core Requirements

## Bachelor of Science, Bachelor of Social Work, and Bachelor of Health Science

	<b>S.H.</b>
<b>ORIENTATION</b>	
Interdisciplinary Studies 110 The Methodist College Experience (Required of new freshmen only)	3
	3
<b>COMPUTER COMPETENCY</b>	
Computer Science 100	0-3
Must be satisfied with a grade of C or better before reaching Junior status. (May be fulfilled by examination).	0-3
<b>COMMUNICATIONS</b>	
English 100 or 207 as needed, 101 and 102 or 103 (Entry level is determined by scores attained on standardized ACT/SAT, high school English grades, and/or placement testing.) (Continual enrollment in composition courses mandated until requirements are fulfilled.)	6-9
Organizational Communication and Leadership 151	3
	9-12
<b>HUMANITIES</b>	
Religion, 2 courses (See Religion, core requirements.)	6
2 literature courses in the department of English (except English 361 and 362) <b>OR</b> 2 philosophy	
Courses listed in catalogue <b>OR</b> a combination from each area <b>OR</b> 2 courses in one foreign language at the level in which the student places	6-8
	12-14
<b>FINE ARTS</b>	
Art 151, Music 151, Theatre 162 or 163, or 3 hours in applied music/ensemble or theatre ensemble	3
	3
<b>MATHEMATICS AND NATURAL SCIENCE</b>	
2 math courses <b>OR</b> 1 math and 1 computer science course: Mathematics 105 (or higher) Computer Science 201 or (higher) (Entry level determined by scores attained on standardized ACT/SAT and/or placement testing.)	6
Science, 3 courses (See science, core requirements.)	9-12
	15-18
<b>SOCIAL SCIENCE</b>	
History 103 and 104	6
Economics 261 or 262, Geography 252, Political Science 151, Psychology 101, or Sociology 151 or 256	3
	9
<b>PHYSICAL EDUCATION</b>	
Physical Education 101 and 201 or 235; or 218 (Physical Education majors are exempt from this core requirement.)	2-3
	2-3
<b>Total Semester Hours</b>	<b>50-65</b>

Note: Teacher Education majors must consult the core requirements for their particular curriculum pattern.



## General Education/Core Requirements for the Bachelor of Music

	<b>S.H.</b>
ORIENTATION (Interdisciplinary Studies 110)	
The Methodist College Experience (Required of new freshmen only)	3
	3
COMPUTER COMPETENCY	
Computer Science 100	0-3
Must be satisfied with a grade of C or better before reaching Junior status. (May be fulfilled by examination).	0-3
	0-3
COMMUNICATIONS	
English 100 or 207 as needed, 101 and 102 or 103 (Entry level is determined by scores attained on standardized ACT/SAT, high school English grades, and/or placement testing.) (Continual enrollment in composition courses mandated until requirements are fulfilled.)	6-9
French or German language courses in one language through the 202 level (or demonstration of competence) (Vocal Performance majors must take French and German through the 102 level or demonstrate competence.)	0-16
	6-25
HUMANITIES	
Any literature course in the department of English except English 361 and 362	3
Religion (See Religion, core requirements.)	3
Philosophy 211, 212, or 411	3
	9
FINE ARTS	
Fulfilled within the major	0
	0
MATHEMATICS AND NATURAL SCIENCE	
Mathematics 105 or higher (Entry level is determined by scores attained on standardized ACT/SAT and/or placement testing.)	3
1 Physical and 1 Biological science (See Science, core requirements.)	6-8
	9-11
SOCIAL SCIENCE	
History 103 and 104	6
Economics 261 or 262, Geography 252, Political Science 151, Psychology 101, Sociology 151 or 256 (Choose 1 from 2 areas.)	6
	12
PHYSICAL EDUCATION	
Physical Education 101 and 201 or 235; or 218	2-3
	2-3
Total Semester Hours	41-66

## The Associate of Arts Degree in General Studies

### A—General Education/Core Requirements

	<b>S.H.</b>
<b>COMMUNICATIONS</b>	
English 100 or 207 as needed, 101 and 102 or 103 (Entry level is determined by scores attained on standardized ACT/SAT, high school English grades, and/or placement testing.) (Continual enrollment in composition courses mandated until requirements are fulfilled.)	6-9
Organizational Communication and Leadership 151	3
Foreign language or Computer Science 201 or above	3-4
	12-16
<b>HUMANITIES AND FINEARTS</b>	
Any literature course in the English department except English 361 and 362	3
Religion, 2 courses (See Religion, core requirements.)	6
Philosophy 211, 212, or 411	3
Art 151, Music 151, Theatre 162 or 163, or 3 hours in applied music/ensemble or theatre ensemble	3
	15
<b>MATHEMATICS AND NATURAL SCIENCE</b>	
Mathematics 105 or higher (Entry level determined by scores attained on standardized ACT/SAT and/or placement testing)	3
Science (See Science, core requirements.)	9-12
	12-15
<b>SOCIAL SCIENCE</b>	
History 103 and 104	6
Economics 261 or 262, Geography 252, Political Science 151, Psychology 101, Sociology 151 or 256 (Choose 2 from 2 areas.)	6
	12
<b>PHYSICAL EDUCATION</b>	
Physical Education 101 and 201 or 235; or 218	2-3
	2-3
	53-61

### B—Electives:

4-9

**Total s.h. required for the Associate of Arts Degree in General Studies**

**(No subject concentration)—62**

**Total hours required in residence at Methodist College—16**

## The Associate of Arts Degree with a Subject Concentration

Candidates must fulfill the following requirements:

- 1—Complete the basic requirements.
- 2—Obtain a subject concentration of at least 18 s.h. with a minimum GPA of 2.0.
- 3—Complete the necessary electives to attain a minimum of 62 s.h.
- 4—Have qualifying scores on the English Placement Test (if required).

### A—General Education/Core Requirements

	<b>S.H.</b>
<b>COMMUNICATION</b>	
English 100 or 207 as needed, 101 and 102 or 103 (Entry level is determined by scores attained on standardized ACT/SAT, high school English grades, and/or placement testing.) (Continual enrollment in composition courses mandated until requirements are fulfilled.)	6-9
Organizational Communication and Leadership 151	3
	9-12
<b>HUMANITIES AND FINEARTS</b>	
Any literature course in the English Department except English 361 and 362	3
Religion (See Religion, core requirements.)	3
Philosophy 211, 212, or 411	3
Art 151, Music 151, Theatre 162 or 163, or 3 hours in applied music/ensemble or theatre ensemble	3
	12
<b>MATHEMATICS AND NATURAL SCIENCE</b>	
Mathematics 105 or higher (Entry level is determined by scores attained on standardized ACT/SAT and/or placement testing.)	3
Science (See Science, core requirements.)	6-8
	9-11
<b>SOCIAL SCIENCE</b>	
History 103 and 104	6
Economics 261 or 262, Geography 252, Political Science 151, Psychology 101, Sociology 151 or 256 (Choose 1 from 2 areas.)	6
	12
<b>PHYSICAL EDUCATION</b>	
Physical Education 101 and 201 or 235; or 218	2-3
	2-3
<b>Total Semester Hours</b>	<b>44-51</b>

**B—Areas of Subject Concentration for the Associate of Arts Degree** (Students should also refer to the department listings for specific course requirements.)

Accounting	German	Political Science
Art	History	Sociology
Business Administration	Mass Communications	Spanish
Justice Studies	Mathematics	Theatre
English	Music	Writing
Financial Economics	Organizational Commun-	
French	ication and Leadership	

**C—Methodist College/Defense Language Institute Cooperative Program**

Methodist College cooperates with the Defense Language Institute Foreign Language Center (DLIFLC) in a program permitting a DLIFLC graduate to utilize American Council of Education (ACE) recommended s.h. credits to obtain an Associate of Arts (A.A.) degree with a subject concentration in the following DLIFLC-taught courses:

Arabic—Modern Standard	Hebrew	Rumanian
Arabic—Egyptian	Italian	Russian
Chinese—Mandarin	Japanese	Slovak
Czech	Korean	Spanish
Dutch	Lingali	Tagalog
French	Persian Farsi	Thai
German	Polish	Turkish
Greek	Portuguese	Vietnamese

**Total s.h. required—62; total hours required in residence—16**

## Associate of Science Degree with a Subject Concentration

This degree is awarded to the student completing a core program of liberal arts courses and a concentration in biology, chemistry, computer science, mathematics, health care administration, or science.

Candidates for the A.S. degree with a subject concentration must adhere to the following guidelines:

- 1—Complete the basic requirements for this degree.
- 2—Obtain a subject concentration of 28-33 s.h. with a minimum GPA of 2.0.
- 3—Complete the necessary electives to obtain a minimum of 62 s.h.
- 4—Complete, if transfer student, a minimum residency of 16 s.h. at Methodist College.
- 5—Maintain a minimum cumulative GPA of 2.0.
- 6—Have qualifying scores on the English Placement Test (if required).

### A—General Education/Core Requirements

	<b>S.H.</b>
English 100 or 207 as needed, 101 and 102 or 103 (Entry level is determined by scores attained on standardized ACT/SAT, high school English grades, and/or placement testing.) (Continual enrollment in composition courses mandated until requirements are fulfilled.)	6-9
Organizational Communication and leadership 151	3
	9-12
<b>HUMANITIES AND FINEARTS</b>	
Any literature course in the English Department except English 361 and 362	3
Religion (See Religion, core requirements.)	3
Philosophy 211, 212, or 411	3
Art 151, Music 151, Theatre 162 or 163, or 3 hours in applied music/ensemble or theatre ensemble	3
	12
<b>SOCIAL SCIENCE</b>	
History 103 and 104	6
Economics 261 or 262, Geography 252, Political Science 151, Psychology 101, Sociology 151 or 256	3
	9
<b>PHYSICAL EDUCATION</b>	
Physical Education 101 and 201 or 235; or 218	2-3
	2-3
<b>Total Semester Hours</b>	<b>33</b>

## **B—Subject Concentrations**

**Biology:** 153 plus at least 16 s.h. of 300- or higher-level courses for a total of 19/20 s.h. in biology; SCI 141 and 143 for a total of 6 s.h.; MAT 105 or higher for a total of 3 s.h.; 28/29 s.h. for the concentration.

**Chemistry:** 151 and 152 plus at least 12 s.h. of 300- or higher-level courses for a total of at least 20 s.h. in chemistry; SCI 141 and 142 for a total of 6 s.h.; MAT 105 or higher for a total of 3 s.h.; 29 s.h. for the concentration.

**Mathematics:** 231 and 232, 250, and 312 plus 9 additional s.h. beyond 250 (not to include 307 and 410) for a total of 21 s.h. of Mathematics; SCI 141, 142, and 143 for a total of 9 s.h.; 30 s.h. for the concentration.

**Science:** BIO 153, CHE 151 and 152, PHY 151 and 152, GGY 153, and a 4-s.h. science elective, excluding the 141-143 non-major courses, for a total of 28 s.h. of Science; MAT 105 or higher for a total of 3 s.h.; 31 s.h. for the concentration.

**Computer Science:** 201, 202, 220, 301, 310, and 325 for a total of 18 s.h. in Computer Science; MAT 231, 250, and 251 for a total of 9 s.h.; SCI 141, 142, and 143 for a total of 9 s.h.; 33 s.h. for the concentration.

**Health Care Administration:** Core requirements for the A.S. degree; BUS 225; SCI 142 and either SCI 141 or 143; ACC 251 and 253; MAT 105 or higher; and 18 s.h. of Health Care Administration classes. A.S. degree students may take ECO 210 which will satisfy the 3 s.h. of the Social Science General Education Core Requirements; 36 s.h. for the concentration.

**Total s.h. required—62; total hours required in residence—16**



## **SCHOOL OF ARTS AND HUMANITIES**

**Dr. John Sill, Dean**

The School of Arts and Humanities includes a number of liberal arts programs. A number of the disciplines help the student understand himself/herself and her/his world. For example, history and sociology look at past and present cultures. Psychology examines the self. Philosophy and religion ask a number of fundamental questions about the meaning of existence. Several disciplines help us communicate, especially English, writing, and foreign languages. Self-expression through art, music, drama, and literature enrich the author/composer/artist/performer and the audience.

The twofold mission of the School of Arts and Humanities is 1) to provide a strong introduction to these disciplines within the liberal arts core curriculum and 2) to prepare students who major in one of these disciplines for a career or graduate program. Majors offered include the traditional liberal arts subjects as well as a number of professional majors or concentrations. For example, a student may study music or add a concentration in fine arts management, study psychology or add a concentration in counseling/clinical psychology, major in English or writing. A number of the disciplines may be combined with the appropriate education courses to achieve teacher certification. Even those majors not specifically tied to a professional course of study are highly valuable for career skills as well as personal growth. For example, competency in a foreign language is a marketable skill, as is writing proficiency.

Whether you will be taking core courses, electives, or a major, we hope you find your courses in the Arts and Humanities expose you to interesting perspectives, stimulate you to think critically, and challenge you to discover things about you and your world that will keep you growing for years to come.



## FINE ARTS

Dr. Keith Dippre, Coordinator

### DEPARTMENT OF ART

Ms. Silvana Foti, Chair

**Type of degree(s) awarded:**

B.A., A.A.

**Requirements for the major:**

**Areas of concentration**

**Painting:**

42 s.h.—ART 151, 101, 102, 203, 205, 207 or 215, 300, 305, 306, 309 or 310, 353, 354, 401, and 405

**Printmaking:**

42 s.h.—ART 151, 101, 102, 203, 205, 207 or 215, 300, 309, 310, 311, 312, 353, 354, and 401

**Ceramic Sculpture:** 42 s.h.—ART 151, 101, 102, 203, 205, 207, 215, 300, 307 or 315, 407 or 415, 309 or 310, 353, 354, and 401

**Requirements for teacher licensure in Art (P-12):** Chair: Ms. Silvana Foti. After declaring this major, the student must apply in writing to the art and the education departments. The following entrance requirements must be met before the student is accepted into the block courses: 46 s.h.—(1) ART 151, 101, 102, 203, 205, 207 or 215, 300, 301, 309 or 310, 353 or 354, 362, and 401, plus a minimum of 9 hours of studio courses in a specific area of concentration arranged by the art faculty and the student; (2) Satisfactory scores on the Praxis Series PPST exams in Reading, Writing, and Mathematics. (NTE Core Battery I and II will be accepted if taken before July, 1995); Education Field Experience (142, 242, 342); EDU 250, 251, 320, 330, 350, 406, 407, 417 and 421; and SPE 255.

**Requirements for the minor:** 18-24 s.h.—ART 151, 353, and 354, plus nine hours (not to be taken in the same area) in studio to be chosen in consultation with the art faculty. Prerequisites: ART 101 and 203 are prerequisites for all studio courses.

**Requirements for the AA Concentration:** 18-24 s.h.—ART 151, 353, and 354, plus nine hours in studio (depending on the type of concentration) to be chosen in consultation with the art faculty. Prerequisite: ART 101 and 203 are prerequisites for all studio courses.

**Writing-Enrichment Course(s):** ART 353, 354

**Computer Competencies:** Adobe Photoshop software is introduced in basic studio courses and continued experimentation is promoted in intermediate and advanced courses.

**ART 101 and 203 are prerequisites for all studio courses.** A minimum of twelve hours in one studio skill is required for both an art and art education major.

The art department serves the college by providing (1) art courses fulfilling the fine arts requirement for the general education program; (2) elective courses for all students; (3) the major and minor in art; (4) special preparation for teaching art in the public schools; and (5) individual and group student exhibitions.

The Fayetteville Museum of Art and the Fayetteville and Cumberland County Arts Center expose students to works by a variety of artists. The art department itself is staffed by practicing artists who regularly exhibit their work.

The art department seeks students willing to work hard and perform with a degree of independence. Each student is encouraged to explore various media and techniques to provide a broad base from which to select and pursue his/her primary goal.

Demonstrated competency through actual performance is a basic criterion for being accepted and/or continuing in any of the programs. The exit evaluation assesses the student's ability and promise as an artist or as a special subject teacher in art.

**All art and art education courses must be completed with a grade no lower than a C-. Minimum grade point average of 2.00 required for graduation.**

**Additional Expenses for the Art Department Program:** Major additional costs for art courses will include the purchase of various art supplies, such as scissors, rulers, paint, brushes and other materials as necessary to complete project assignments. This includes the purchase of additional materials for ART 362, Theory and Practice in Art Education. These additional costs for ART 362 will be in the range of \$350 or more.

**Requirements for transfer students:** Art and Art Education majors, or anyone seeking college transfer credit must present (1) a portfolio of no fewer than twelve samples, (2) a college transcript or transcripts, and (3) college catalogue(s) from previously attended colleges.

**Portfolio review:** Student work is reviewed each spring when the student presents a balanced selection of works from all studio courses taken since the previous review and displays the work effectively. The art faculty provides a written evaluation describing the level of performance as "superior," "satisfactory," or "unsatisfactory."

**Senior Exhibition:** This is required of graduating art and art education majors but is optional for art minors. If the gallery (the Mallett-Rogers House) is inaccessible, an alternate site for exhibiting senior work can be selected, subject to approval by the art faculty. The department maintains the right to retain samples of student work for its collection and to exhibit these works.

**Studio Policies:** Students are asked to maintain a clean, workable studio and to keep noise to a minimum.

## **ART COURSES/ART HISTORY**

### **ART 151 SURVEY OF ART** 3 s.h.

Western art history, covering major movements (prehistoric to the nineteenth century), concentrating on painting, sculpture, and architecture. Includes Indian, Chinese, Japanese, Pre-Columbian, African, and American Indian art. Students are required to create an art project for this course. This course is offered every fall and spring semester.

### **ART 353 RENAISSANCE AND BAROQUE: HISTORY AND THEORY** 3 s.h.

Major developments of painting and sculpture from the early fourteenth through the eighteenth centuries, with emphasis on stylistic trends of Italian and Northern European Renaissance and Baroque Art, including that of Germany, Holland, and France. Research paper is required. Prerequisite: ART 151 or permission of the art faculty. This course is offered every fall semester.

### **ART 354 NINETEENTH- AND TWENTIETH-CENTURY: HISTORY AND THEORY** 3 s.h.

Major developments of modern art from the late eighteenth century to the present, with emphasis on European and American art movements and trends and developments in painting, sculpture, and architecture, including Neo-Classicism, Romanticism, Realism, Impressionism, Post-Impressionism, Fin de Siécle, Fauvism, Cubism, Dadaism, Surrealism, and Abstract and Modern Art. Includes also Japanese, Pre-Columbian, African, American Indian, Indian, and Chinese art. Research paper is required. Prerequisite: ART 151 or permission of the art faculty. This course is offered every spring semester.

## **STUDIO COURSES**

**ART 101 and 203 are prerequisites for all studio courses. A minimum of twelve hours in one studio area is required.**

### **ART 101 BASIC DESIGN I** 3 s.h.

The elements and principles of two-dimensional design: line, shape, form, value, texture, color, and space, with emphasis on problem-solving and organization in a composition. This course is offered every fall semester.

### **ART 102 BASIC DESIGN II** 3 s.h.

A variety of two-dimensional and three-dimensional principles using color. Lectures and critiques. Prerequisite: ART 101. This course is offered every spring semester.

### **ART 203 BASIC DRAWING** 3 s.h.

The drawing fundamentals, introducing a wide range of subject matter, media, and techniques, with emphasis on the relationships of pictorial elements in the organization of composition. Prerequisite: ART 101 or permission of the art faculty. This course is offered every fall or spring semester.

### **ART 300 INTERMEDIATE DRAWING** 3 s.h.

Continuation of the drawing sequence with emphasis on creative pictorial organization. Prerequisite: ART 101, 203, or permission of the art faculty. This course is offered every fall or spring semester.

- ART 303 DRAWING MEDIA AND TECHNIQUES** 3 s.h.  
 Experimental investigation of non-traditional methods of drawing and extending traditional concepts of drawing beyond their perimeters. Prerequisite: ART 101, 102, 203, and 300, or permission of art faculty. This course is offered as needed.
- ART 403 ADVANCED DRAWING** 3 s.h.  
 Further development of drawing skills, visual awareness, and personal expression and interpretation. Continued experimentation with media. Prerequisites: ART 101, 102, 203, and 300, or permission of the art faculty. This course is offered every fall or spring semester.
- ART 205 BASIC PAINTING** 3 s.h.  
 Exploration of expressive properties of oil and acrylic techniques individually, in combination, and with textual surfaces. Prerequisites: ART 101, 102, and 203 or permission of the art faculty. This course is offered every fall and spring semester.
- ART 305, 306 INTERMEDIATE PAINTING I AND II** 3 s.h. each  
 More experimentation with techniques: emphasis on color, form, and personal expression. Prerequisites: ART 101, 102, 203 and 205. This course is offered every fall and spring semester.
- ART 405, 406 ADVANCED PAINTING I AND II** 3 s.h. each  
 Skills necessary for expressive problem-solving. The student establishes his/her personal painting style and direction. Prerequisites: ART 101, 102, 203, 205, 305, and 306 or permission of the art faculty. This course is offered every fall and spring semester.
- ART 309 RELIEF PRINTMAKING** 3 s.h.  
 Relief printmaking processes, including woodcut, linocut, silkscreen, and stencil techniques. Prerequisites: ART 101, 102 and 203. This course is offered every third semester.
- ART 310 PRINTMAKING (ETCHING)** 3 s.h.  
 Etching and engraving processes with emphasis on composition. Techniques include dry-point, line etching, softground, liftground, aquatint, and embossing. Small editions required. Prerequisites: ART 101 and 203 or permission of the art faculty. This course is offered every fall or spring semester.
- ART 311 INTERMEDIATE PRINTMAKING (ETCHING)** 3 s.h.  
 Emphasis on color multi-plate, viscosity, and stencil. Prerequisite: ART 101, 102, 203, and 310 or permission of the art faculty. This course is offered every fall or spring semester.
- ART 312, 411, 412 ADVANCED PRINTMAKING (ETCHING) I, II, AND III** 3 s.h. each  
 For a printmaking concentration. Individual problem-solving, exploration of various concepts (e.g., forms and imagery), and development of a personal statement. Color printing required. Prerequisite: ART 101, 102, 203, 300, 310, and 311 or permission of the art faculty. This course is offered every fall or spring semester.
- ART 207, 307, 407 FIGURATIVE SCULPTURE I, II, AND III** 3 s.h. each  
 Three-dimensional design in clay, concentrating on creative concepts and form. Some experimentation with abstract forms based on the human figure. Prerequisite: ART 101, 203, or permission of the art faculty. This course is offered every fall or spring semester.

**ART 215 CERAMIC SCULPTURE**

3 s.h.

Fundamental handbuilding techniques and the properties of clay with emphasis on three-dimensional sculptural forms, relief, glazing, decoration, and firing. Prerequisite: ART 101, 203, or permission of the art faculty. This course is offered every fall or spring semester.

**ART 315, 415 ADVANCED CERAMIC SCULPTURE I AND II**

3 s.h. each

Design and technical skills with emphasis on combining techniques, surface decoration in relation to form, originality, and creativity. Prerequisite: ART 215 or permission of the art faculty. This course is offered every fall or spring semester.

**ART 219, 319, 419 CRAFTS I, II, AND III**

3 s.h. each

Application of the elements and principles of design to paper, weaving, stitchery, batik, metal collage, scrap materials, etc. Prerequisite: ART 101 or permission of the art faculty. This course is offered as needed.

**ART 213, 314 PAPERMAKING I AND II**

3 s.h. each

Papermaking techniques from basic materials and methods of handmade paper to more complex processes utilizing color, cast paper, three-dimensional applications, and paper as a medium. This course is offered as needed.

**ART 301 BASIC PHOTOGRAPHY**

3 s.h.

Lectures; laboratory work; darkroom and field experience; black-and-white camera work; and a brief survey of motion picture and video tape techniques, with emphasis on expression, composition, creativity, and self-criticism. A photographic essay thesis required. A 35 mm (or larger) camera required. This course is offered as needed.

**ART 302 ADVANCED PHOTOGRAPHY**

3 s.h.

Extensive field and laboratory work with regular critiques. Advanced techniques while developing individual creativity. Prerequisite: ART 301. This course is offered as needed.

**ART 385, 485 SPECIAL TOPICS IN ART I AND II**

1-6 s.h.

Allows advanced juniors and seniors to experiment in areas of special interest or in special topics not otherwise provided in the art curriculum. May combine several areas in which students have demonstrated proficiency. Involves a series of problems designed by the student in consultation with the instructor. A contract establishes responsibilities and credit hours. Two classroom contact hours required per each s.h. of work. Courses cannot be taken concurrently and cannot be repeated. Students enroll for a maximum of six hours per semester and a maximum of twelve hours overall. Prerequisite: Permission of the art faculty. This course is offered as needed.

**ART 401 SENIOR COMPREHENSIVE**

3 s.h.

This course is a part of the art major and art education major requirements to be taken at the conclusion of the student's course of study. It is designed to provide professional preparation and hands-on experience in the following areas: planning and hanging exhibitions, writing news releases, and preparing receptions and professional portfolios and resumes. The exhibition receives no course credit but is graded as honors, pass, or fail. In the first semester of the senior year, the candidate meets with the art faculty to discuss the requirements for the exhibition and then submits a proposal. This course is offered as needed.

### **ART 499 INDEPENDENT STUDY IN ART**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, the department chair before approval by the Vice President for Academic Affairs. Credit to be determined.

### **SPECIAL PREPARATION FOR TEACHING ART IN THE PUBLIC SCHOOLS**

#### **ART 362 THEORY AND PRACTICE IN ART EDUCATION**

4 s.h.

Current trends and theories in art education investigating the role of art in society, the school curriculum, and child development, with emphasis on positive self-expression, creative thinking, and perceptual sensitivity. Lesson planning, student presentations, and a wide variety of studio experiences, including photography, motion picture, and video tape techniques and computer graphics. Grades P-12. The course includes one hour of lecture and three hours of studio. The course does not count toward a major or minor in art. Major additional costs for this course will include the purchase of textbook, paint, brushes, paper, and other miscellaneous art supplies, which will be in the range of \$350 or more. Prerequisite: The student must fulfill the requirements for admission to and acceptance by the Teacher Education Program. This course is offered every fall semester.

#### **EDU 417 SPECIAL SUBJECT TEACHER IN ART**

3 s.h.

See also EDU 410-418. A "block" course meeting daily during the first part of the fall semester of the senior year. Materials and techniques applicable to secondary public school programs with emphasis on the philosophy of art education, curriculum planning, instructional procedures and methods, materials and resources, planning and organization, and the evaluation of skills. **Additional costs for art materials apply to this course.** Prerequisite: ART 362. This course is offered as needed.

## **DEPARTMENT OF MUSIC**

Mrs. Jane Weeks Gardiner, Chair

The Methodist College music curriculum is designed to facilitate: (1) an understanding of the music history and literature of western civilization, (2) an understanding of the theory and analytical techniques applicable to music of the common practice period and (3) applied performance skills in one (or more) concentration area(s) and ensemble. In addition, the curriculum facilitates the basic skills necessary to teach K-12 music subjects. Students pursuing a Bachelor of Arts in Music with a Fine Arts Management Concentration have the opportunity to integrate business skills with fine arts skills both academically and in an on-site internship. Students pursuing a Bachelor of Music in Church Music also experience an on-site internship/practicum.

The Department of Music provides a course of study for the Special Subjects (K-12) teaching license in North Carolina. Refer to the Department of Education section of this catalogue for a summary of Reciprocity, Requirements for Admission to Teacher Education and Requirements for Admission to Student Teaching. Each of these guidelines is applicable to the Music Education curriculum. Students in this program may require more than eight semesters to complete the curriculum.

To be accepted as a candidate for a B.M. in performance, the student must audition at the end of the second semester. To be accepted as a candidate for a B.M. in Church Music or Music Education, the student must audition at the end of the fourth semester.

Music majors whose main applied field is not piano must develop keyboard facility and are required to study piano until proficiency is demonstrated (the equivalent of the MUS 278 level). Proficiency level will be determined through jury examinations. Music Education majors must study piano until achieving a passing grade on the Piano Proficiency Exam. Church music majors must study piano until achieving a passing grade on the Church Keyboard Proficiency Examination.

Non-music majors can enroll in music courses for which they are qualified, including private instruction in applied music and ensemble.

**Type of degree(s) awarded:**

B.A. in Music

B.A. in Music with Fine Arts Management Concentration

B.M. in Church Music

B.M. in Music Education

B.M. in Performance (Vocal or Piano)

A.A. with a Concentration in Music

**Requirements for the major in Music (B.A.):** 31 s.h. of MUS 107, 108, 264, 161, 162, 207, 208, 261, 262, 311, 313, 361, 465. Continuous enrollment in applied music is required. Continuous enrollment in ensemble is required.

**Requirements for the major in Church Music (B.M.):** 43 s.h. of MUS 107, 108, 161, 162, 207, 208, 261, 262, 264, 311, 313, 320, 330, 340, 361, 450, 465. To be accepted as a candidate for the B.M. in Church Music, the student must audition successfully no later than the end of the fourth semester. Continuous enrollment in the major instrument (voice, piano or organ) is required. Keyboard majors must have a minimum of 4 s.h. of voice. Voice majors must have a minimum of 4 s.h. of keyboard and pass a Church Keyboard Proficiency Examination. Continuous enrollment in choral ensemble is required. A half recital in the major instrument is required. One additional religion course is required.

**Requirements for the major in Music Performance (B.M.) (Voice or Piano):** 31 s.h. of MUS 107, 108, 161, 162, 207, 208, 261, 262, 264, 311, 313, 361, 465. To be accepted as a candidate for a B.M. in Performance, the student must audition successfully no later than the end of the second semester. Continuous enrollment in the major instrument is required. Continuous enrollment in ensemble is required. Vocal performance majors must take Music 165 and 265. A full recital and a half recital are required.

**Requirements for the major in Music Education (B.M.):** Coordinator: Ms. Betty Neil Parsons. Requires 34 s.h. of MUS 107, 108, 161, 162, 207, 208, 261, 262, 264, 301, 303, 304, 311, 313, 361, 465. To be accepted as a candidate for a B.M. in Music Education, the student must audition successfully no later than the end of the fourth semester. Continuous enrollment in the major instrument (voice or piano) is required. For students whose major instrument is not piano, satisfactory completion of the Piano Proficiency Exam is required. For students whose major instrument is not voice, a minimum of two semesters of voice lessons are required. Continuous enrollment in ensemble is required. Enrollment in applied music and ensemble is not required during the student teaching semester. The Piano Proficiency Exam must be successfully completed prior to the student teaching semester; EDU 142, 242, 342, 410 and 418 plus additional requirements of the Department of Education; a half recital in the major instrument (prior to the student teaching semester.)

**Requirements for the major in Music with a Concentration in Fine Arts Management (B.A.):** 31 s.h. of MUS 107, 108, 161, 162, 207, 208, 261, 262, 264, 311, 313, 361, 465. A

minimum of 8 s.h. continuous enrollment in an instrument or voice; continuous enrollment in ensemble; ART 151; THE 162; ACC 251; BUS 225, 343 and 345; MKT 351 and 380.

**Requirements for the minor:** 20 s.h. in music courses, including MUS 107, 108, 161, 162, 264, plus nine hours in applied music and/or ensemble, selected in consultation with the Department Chair.

**Requirements for the AA Concentration in Music:** 20 s.h. in music courses, including MUS 107, 108, 161, 162, 264, plus nine hours in applied music and/or ensemble, selected in consultation with the Department Chair.

**Writing-Enrichment Course:** MUS 313

**Requirements for teacher licensure only:** Students will be granted “licensure only” when they have at least a bachelor’s degree and have met the requirements under the Secondary Education and Special Subjects (K-12) section of the Education Department; competency equal to a grade of C or better in the following courses: MUS 262, 311, 313, 465, 301, 303, and 304, plus study in applied music until the piano proficiency exam is passed and presentation of a half-recital. Students must also have ensemble experience equal to at least seven semesters.

## **THEORETICAL MUSIC**

**MUS 107 AURALSKILLS I** 1 s.h.  
Development of the ability to recognize and sing various intervals and rhythms by sight and sound. Students will learn to read the tonal and rhythmic language of music. Class meets two hours a week. MUS 107 should be taken in conjunction with MUS 161. This course is offered every fall semester. This course is designed for music majors and minors.

**MUS 108 AURALSKILLS II** 1 s.h.  
Continuation of MUS 107. MUS 108 should be taken in conjunction with MUS 162. This course is offered every spring semester. Prerequisites: MUS 161 and 107.

**MUS 161 BASIC MUSICIANSHIP I** 3 s.h.  
Theory, with emphasis on basic musical terminology, scales, intervals, rhythms, chord structures, and analysis. This course is offered every fall semester. MUS 107 should be taken in conjunction with this course.

**MUS 162 BASIC MUSICIANSHIP II** 3 s.h.  
Continuation of MUS 161. This course is offered every spring semester. MUS 108 should be taken in conjunction with this course. Prerequisites: MUS 161 and 107.

**MUS 207 AURALSKILLS III** 1 s.h.  
Continuation of MUS 108. MUS 207 should be taken in conjunction with MUS 261. This course is offered every fall semester. Prerequisites: MUS 162 and 108.

**MUS 208 AURALSKILLS IV** 1 s.h.  
Continuation of MUS 207. MUS 208 should be taken in conjunction with MUS 262. This course is offered every spring semester. Prerequisites: MUS 261 and 207.



**MUS 261 BASIC MUSICIANSHIP III** 3 s.h.  
Theory, harmony, and analysis. This course is offered every fall semester. MUS 207 should be taken in conjunction with this course. Prerequisites: MUS 162 and 108.

**MUS 262 BASIC MUSICIANSHIP IV** 3 s.h.  
Theory with emphasis on chromatic harmony, modulation, and twentieth century composition techniques. This course is offered every spring semester. MUS 208 should be taken in conjunction with this course. Prerequisites: MUS 261 and 207.

**MUS 365 INTRODUCTION TO MUSIC TECHNOLOGY** 2 s.h.  
Laboratory experience and class lecture on current music hardware and software. Exploration of the various utilization of software and technology in teaching and teaching strategies. Investigation of the musical protocol of MIDI as well as basic computer/musical instrument hardware setups. Keyboard skills are desirable. This course is offered periodically. Prerequisite: MUS 162 or permission of the instructor.

**MUS 366 INTRODUCTION TO IMPROVISATION** 2 s.h.  
Learning the basics of keyboard improvisation with attention to the interpretation of various chord and melodic structures with regard to styles and voicings. This course is offered periodically. Prerequisite: MUS 262 and permission of the instructor.

**MUS 465 INTRODUCTION TO COMPOSITION AND ARRANGING** 3 s.h.  
Composition and arranging of music in various forms; traditional and contemporary approaches and media, including computer-assisted composition. This course is offered every spring semester. Prerequisite: MUS 262.

## **HISTORY AND LITERATURE OF MUSIC**

**MUS 151 SURVEY OF MUSIC IN WESTERN CIVILIZATION** 3 s.h.  
This course fulfills the general education requirement. Development of listening ability through historical survey of Western musical development. Musical examples from Medieval through present day are utilized. No prior knowledge of music is required. This course is offered every fall and spring semester.

**MUS 264 INTRODUCTION TO MUSIC LITERATURE** 3 s.h.  
Survey of music literature course for music majors. This course is directed toward the study of scores, analysis of musical genre and style, and informed listening. All periods of music, from Medieval to Contemporary, will be addressed. This course is designed to be taken in the first two years of study, but not earlier than the second semester of the first year. It is a prerequisite for MUS 311 and 313.

**MUS 311 MUSIC HISTORY: MEDIEVAL THROUGH THE CLASSIC ERA** 3 s.h.  
Medieval, Renaissance, Baroque, and Classic periods; the rise of new forms, and stylistic and theoretical analysis of major works. This course is offered every fall semester. Prerequisites: MUS 162 and MUS 151.

**MUS 313 MUSIC HISTORY: CLASSICISM TO THE PRESENT** 3 s.h.  
Beethoven to the contemporary experimental scene with stylistic and theoretical analysis of major works. This course is offered every spring semester. Prerequisites: MUS 151, 162 and 311.

**MUS 320 CHURCH HISTORY AND LITURGIES** 3 s.h.  
A historical study of the worship of the Christian church from its Jewish roots. Particular emphasis will be placed on the musical aspects of the various liturgies. Prerequisites: MUS 262 and 311.

**MUS 330 HYMNOLOGY** 3 s.h.  
An historical study of the body of Christian hymnody. Texts and hymn tunes will be studied and the role of hymns in various Christian denominations will be examined. Prerequisites: MUS 262, 311, and 320.

**MUS 340 SACRED CHORAL MUSIC LITERATURE** 3 s.h.  
A survey of choral literature for Christian denominations. Literature from every historical period will be introduced, including contemporary Christian choral music. Emphasis will be placed on studying scores, recordings and assessing appropriate literature for a variety of church settings. Prerequisites: MUS 262, 313, and 330.

**MUS 385 INDEPENDENT STUDY IN MUSIC** 1-3 s.h.  
An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

**MUS 400 SELECTED TOPICS IN MUSIC** 2-3 s.h.  
Special courses offered periodically.

**MUS 450 CHURCH MUSIC PRACTICUM/INTERNSHIP** 3 s.h.  
An opportunity for the student of church music to apply and integrate academic experiences with on-site, practical experience. Under the supervision of a full-time church musician, the student will work in a music ministry and gain first-hand knowledge of the administrative, educational and worship service skills necessary to direct a church music program. Prerequisites: MUS 320, 330, 340, and successful completion of a half-recital in principal applied instrument (voice, piano or organ).

## **CONDUCTING**

**MUS 361 CONDUCTING** 3 s.h.  
The techniques of conducting and score-reading in vocal and instrumental music. Prerequisite: permission of the instructor. This course is offered every spring semester.

## **MUSIC EDUCATION**

**MUS 301 STRING TECHNIQUES** 1 s.h.  
Methodology of teaching stringed instruments for students seeking teacher licensure. Each student learns to demonstrate characteristic tone quality and elementary technique on at least one stringed instrument. This course is offered every spring semester.

**MUS 302 STRING INSTRUMENT PEDAGOGY** 2 s.h.  
This course is designed to prepare students to teach private lessons in violin, viola or cello from beginning through early advanced levels. The course addresses teaching principles of a wide range of contemporary pedagogues including Shinichi Suzuki, Ivan Galamian and Kato Havas. Offered as needed.

**MUS 303 WOODWIND TECHNIQUES** 1 s.h.  
Methodology of teaching woodwind instruments for students seeking teacher licensure. Each student learns to demonstrate characteristic tone quality and elementary technique on each woodwind instrument. This course is offered every fall semester.

**MUS 304 BRASS AND PERCUSSION TECHNIQUES** 1 s.h.  
Methodology of teaching brass and percussion instruments for students seeking teacher licensure. Each student learns to demonstrate characteristic tone quality and elementary technique on each brass and percussion instrument. This course is offered every spring semester.

**MUS 362 MUSIC FUNDAMENTALS FOR CLASSROOM TEACHERS** 3 s.h.  
For students seeking teacher licensure in Grades K-6. Includes reading notation, singing, playing instruments, and techniques for utilizing music in the classroom. This course is offered every spring semester.

**MUS 409 PIANO PEDAGOGY** 3 s.h.  
Materials and methods for teaching beginning piano through intermediate and early advanced levels with emphasis on notation, scales, technique, style, and interpretation. Students observe private and group instruction and are supervised in the teaching of beginning piano students. Prerequisite: permission of the instructor. This course is offered as needed.

**EDU 410 MUSIC MATERIALS & METHODS IN ELEMENTARY & SECONDARY EDU I** 2 s.h.  
See EDU 410-418. Materials and methods of teaching music to elementary and secondary students with emphasis on voice development and organization and teaching of choral and instrumental groups. EDU 410 is taken immediately before the student teaching semester. This course is offered as needed.

**EDU 418 MUSIC MATERIALS & METHODS IN ELEMENTARY & SECONDARY EDU II** 2 s.h.  
See EDU 410-418. Materials and methods of teaching music to elementary and secondary students with emphasis on voice development and organization and teaching of choral and instrumental groups. EDU 418 is taken during the student teaching semester. This course is offered as needed.

## **APPLIED MUSIC**

An additional fee is charged for all private music lessons (see under “fees.”) Emphasis is on acquiring musical concepts and technical proficiency, as well as the thorough study of representative literature.

Frequent opportunities to perform are provided in recitals, including general student recitals and partial or full formal recitals. Additional performance opportunities are made available through accompanying vocal and instrumental soloists and ensembles.

One s.h. is granted for successful completion of a course involving one lesson (1/2 hour). Two s.h. are granted for two lessons each week.

A jury examination is normally required at the end of each semester. A full recital (about sixty minutes) and a half-recital (about thirty minutes) are required of all students pursuing the B.M. in Applied Music (Performance). Candidates for the B.M. in Music Education and the B.M. in Church Music are required to give a half-recital.

<b>MUS 105-406 OPERA WORKSHOP</b>	1 s.h.
Study through rehearsal and performance of operatic literature and other works for the musical stage. Prerequisite: permission of instructor. This course is offered as needed.	
<b>MUS 175-478 PIANO PROFICIENCY</b>	1-2 s.h.
<b>MUS 114-416 APPLIED PIANO</b>	2 s.h.
<b>MUS 117-418 VOICE PROFICIENCY</b>	1-2 s.h.
<b>MUS 121-422 ORGAN</b>	2 s.h.
<b>MUS 131-433 APPLIED VOICE</b>	2 s.h.
<b>MUS 165 DICTION FOR SINGERS: ITALIAN AND ENGLISH</b>	2 s.h.
Diction in the four major languages of Western music. Taken in conjunction with applied voice. Required of Voice Performance majors. This course is offered as needed.	
<b>MUS 265 DICTION FOR SINGERS: GERMAN AND FRENCH</b>	2 s.h.
Diction in the four major languages of Western music. Taken in conjunction with applied voice. Required of Voice Performance majors. Prerequisite: MUS 165. This course is offered as needed.	
<b>MUS 141-443 STRINGS</b>	2 s.h.
<b>MUS 154-456 WOODWINDS</b>	2 s.h.
<b>ENSEMBLES</b>	
<b>MUS 167-468 SHOW CHOIR</b>	1 s.h.
Rehearsal and performance of various styles of popular music, with appropriate choreography. Members of this elective musical ensemble are required to purchase performance outfits. Along with performances, standards must be met in team building, cooperation, punctuality, dependability, productivity, responsibility and persistence. This course is open to vocalists, guitarists, bass players, and percussionists. Successful participation in this ensemble can fulfill core fine arts requirements. This course does not fulfill ensemble requirements for music majors. This course is offered every fall and spring semester. Open to non-music majors. Admission: Audition/interview. Space limited to 26 students.	
<b>MUS 190-491 CHAMBER MUSIC</b>	1 s.h.
Rehearsal and performance of works and arrangements for string, woodwind, and keyboard instruments. The ensemble is open to non-music majors.	
<b>MUS 192-493 CONCERT CHOIR</b>	1 s.h.
Rehearsal and performance of choral literature of various periods. Two rehearsals weekly. Students must be enrolled two consecutive semesters to receive academic credit. Exception is made for seniors who are student teaching. Must purchase appropriate performance dress. Prerequisite: permission of the instructor. Open to non-music majors. This course is offered every fall and spring semester.	
<b>MUS 194-495 ORCHESTRA</b>	1 s.h.

## MUS 198-499 JAZZ ENSEMBLE

1 s.h.

Rehearsal and performance of works and arrangements for brass, woodwind, keyboard and percussion instruments. Meets twice weekly. The ensemble is open to non-music majors.

## DEPARTMENT OF THEATRE

Dr. Paul F. Wilson, Chair

**Purpose:** The Theatre program is designed to give majors a theatre education firmly grounded in the liberal arts, preparing them for further study in a graduate school or higher-level training program prior to pursuing a career; to serve non-majors through Core courses and electives; to educate the potential audience; and to provide opportunities for self-expression to those wishing to pursue Theatre as an avocation.

### Goals:

1. All members of the Methodist College community will have the opportunity to participate in the production component(s) of the Theatre program, as a performer, a technician, or a member of the audience.
2. Students who complete the Theatre Appreciation component of the General Education/ Core Curriculum will have a basic understanding of the principles of drama and the processes of theatre production.
3. Graduates who complete a major in Theatre will demonstrate basic knowledge of the canons of theatrical literature, history, and theory necessary as a foundation for producing a theatrical performance.
4. Graduates who complete a major in Theatre will demonstrate knowledge of the fundamental performance skills required for producing a theatrical event.
5. Graduates who complete a major in Theatre will demonstrate knowledge of the fundamental technical skills required for producing a theatrical event.

**Type of degree(s) awarded:** B.A., A.A.

**Requirements for the Major in Theatre:** 42 s.h.

18 s.h. of fundamental courses: THE 162, 163, 300, 310, 365, 467; plus 24 s.h. chosen from among the following:

**Technical Orientation** (suggested track): THE 160-460 1 s.h. each; The 23, 361, 362, 367, 368, 369, 370, 485, 490, 499, MUS 161; ART 101; ART 203

**Performance Orientation** (suggested track): THE 150-450 1 s.h. each; THE 366, 367, 370, 468, 485, 490, 499, COM 366, EDU 340, ENG 326, ENG 374, ENG 407, MUS 161, OCL 160, OCL 256

**Requirements for the Minor in Theatre:** Students who would normally wish to pursue a minor are urged to complete the requirements for the A.A. in Theatre.

**Requirements for the AA Concentration:** 21 s.h.—THE 162, 163, 300, 310, 365, plus 6 s.h. chosen from: THE 361, 362, 367, 368, or 369; OCL 256, COM 366, EDU 340 ENG 326, ENG 326, ENG 374, or ENG 407

**Writing-Enrichment Course** THE 300, 310, 485

## THEATRE COURSES

### THE 150-450 STAGE PERFORMANCE ENSEMBLE

1 s.h. each

A minimum of thirty hours of work as a performer in Theatre Department productions. Practical application of performance tools such as character analysis, scene study, stage speech, improvisation, dialects, pantomime, clowning, and/or period styles will be dealt with as dictated by the needs of the specific production. May be taken eight times. This course is offered every fall and spring semesters.

### THE 160-460 STAGECRAFT ENSEMBLE

1 s.h. each

A minimum of thirty hours of work as a technician on co-curricular theatrical productions, either onstage or backstage. Practical application of stagecraft techniques used in scenery, lighting, costumes, properties, makeup and/or sound will be dealt with as dictated by the needs of the specific production. May be taken eight times. This course is offered in the fall and spring semesters.

### THE 162 SURVEY OF THEATRE

3 s.h.

Develops an appreciation of theatre for audiences with emphasis on theatre crafts, styles, and modes. Students must attend two theatrical productions. This course is offered in the fall and spring semesters.

### THE 163 BASIC STAGECRAFT

3 s.h.

A practical course devoted to the crafts of theatre production with emphasis on costuming, lighting, make-up, properties, scenery, and sound effects. Student must attend two theatrical productions. This course is offered in the fall and spring semesters.

### THE 230 COMPUTER APPLICATIONS IN THEATRE

3 s.h.

An introduction to theatrical applications of computer technology, with an emphasis on (a) Computer-assisted Design and Drafting (CADD) and (b) computer-driven lighting systems, and (c) use of the Internet as a research tool. Topics covered under (a) will include: drawing, dimensioning, layers, text, and use of components in creating ground plans, elevations, perspective drawings, and lighting plots. Students will also be introduced to fundamentals of 3-D rendering. Topics covered under (b) will include programming, automating, and executing a variety of cues and special effects. Prerequisite: THE 163 or permission of the instructor.

### THE 256 PERFORMANCE STUDIES

3 s.h.

Varying types of literature prepared for solo performance, readers' theatre, and chamber theatre. Recommended for students experienced in public speaking and having a special interest in literary interpretation. This course is offered as needed.

### THE 300 THEATRICAL BACKGROUNDS

3 s.h.

The development of theatre and drama from the Greeks to the present day. Prerequisite: THE 162 and completion of core requirements in English. This course is offered every spring semester, odd-numbered years.

### THE 310 THEATRICAL LITERATURE

3 s.h.

The development of theatrical texts from the Greeks to the present day. Readings will include plays from all significant periods and genres. Emphasis will be placed on texts as an element of theatrical production, and their relationship to other elements such as acting, directing, and design. Prerequisite: THE 162 and completion of core requirements in English. This course is offered every fall semester, even-numbered years.

- THE 361 COSTUMING LABORATORY** 2 s.h.  
A laboratory course devoting equal time to theories and work on costumes for current productions. Prerequisite: THE 163 or permission of instructor. This course is offered every spring semester, odd-numbered years.
- THE 362 MAKE-UP LABORATORY** 2 s.h.  
A laboratory course devoting equal time to theories and work on make-up for current productions. Prerequisite: THE 163 or permission of instructor. This course is offered every spring semester, even-numbered years.
- THE 365 ACTING** 3 s.h.  
Acting crafts with emphasis on performance. Prerequisite: OCL 151 or 160 and THE 162 or 163. This course is offered every spring semester, even-numbered years.
- THE 366 ADVANCED ACTING** 3 s.h.  
Advanced acting with an emphasis on acting styles. Prerequisite: THE 365. This course is offered every spring semester, even-numbered years.
- THE 367 FINE ARTS/MANAGEMENT** 3 s.h.  
Arts/management, public relations, and program/exhibition supervision; management principles from the classroom applied in a laboratory setting. This course is offered as needed.
- THE 368 SCENE DESIGN LABORATORY** 2 s.h.  
A laboratory course devoting equal time to studying scene design theories and their practical applications. Prerequisite: THE 163 or permission of instructor. A computer-intensive course. This course is offered every fall semester, odd-numbered years.
- THE 369 LIGHTING DESIGN LABORATORY** 2 s.h.  
A laboratory course devoting equal time to theories and work on lighting for current productions. Prerequisite: THE 163 or permission of instructor. A computer-intensive course. This course is offered every fall semester, even-numbered years.
- THE 370 STAGE MANAGEMENT LABORATORY** 2 s.h.  
Study of the production process of stage management for theatrical enterprises and managing current productions. Prerequisite: THE 163 or permission of instructor. This course is offered every spring semester, odd-numbered years.
- THE 467 PLAY DIRECTION** 3 s.h.  
The craft and art of play direction. Students direct one-act plays. Prerequisite: THE 162 or 163. This course is offered every spring semester, odd-numbered years.
- THE 468 ADVANCED PLAY DIRECTION** 3 s.h.  
An emphasis on directing styles and creating the fully mounted production. Prerequisite: THE 467. This course is offered every spring semester, odd-numbered years.
- THE 485 SPECIAL STUDY IN THEATRE** 1-3 s.h.  
An exploration of the student's special interest in theatre, either academic or production-oriented. Prerequisite: Permission of the department chair. Writing-enrichment course. This course is offered every fall and spring semester.

### **THE 490 SPECIAL PRODUCTION IN THEATRE**

3 s.h.

A cumulative student production with written pre-production plans, a public performance, and a post-production evaluation. Prerequisite: Permission of the instructor. This course is offered as needed.

### **THE 499 INDEPENDENT STUDY IN THEATRE**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair before approval by the Vice President for Academic Affairs. Credit to be determined.

## **HUMANITIES**

### **DEPARTMENT OF ENGLISH AND WRITING**

Dr. Emily Wright, Chair

### **ENGLISH**

**Type of Degree awarded:** B.A., A.A.

**Requirements for the major:** 36 s.h. of English at the 200 level or above (excluding 207, 251, 252, 253, 254, 255, 256, 260, 312, 361, and 362); to include 15 s.h. of survey courses (211, 212, 221, 222, 231, 232), and 323 and 18 additional hours, on the 300/400 level courses. ENG 374 (Shakespeare) is strongly recommended. All English majors are required and encouraged to take courses in foreign languages, philosophy, and the fine arts.

**Requirements for the minor:** 18 s.h. chosen from any English courses at or above the 200 level except 207, 251, 252, 253, 254, 255, 256, 260, 312, 361, and 362 and including at least two 300- or 400-level English courses.

**Requirements for the A.A. concentration:** 18 s.h. chosen from any English courses at or above the 200 level except 207, 251, 252, 253, 254, 255, 256, 260, 312, 361, and 362 and including at least two 300- or 400-level English courses.

**Requirements for teacher licensure Coordinator: Dr. Gilda Benstead:** Students seeking licensure to teach English in secondary schools must include ENG 322 and 323 plus either 342 or 350 in the major, with 371 and 374 strongly recommended. Additionally, such students are required to take ENG 362 over and beyond the 36 s.h. required for the major in English. Students must also complete the professional sequence in Education including EDU 411

**Objectives of the English Education program:** Students will demonstrate the following:

I—knowledge of all components of the high school English curriculum (literature, grammar, writing, and speaking skills).

II—skill in planning and implementing instruction that will help high school students appreciate literary heritage, understand how the English language functions, and develop and refine skills for effective oral and written expression.

III—skill in adapting instruction to the achievement levels of students.



**Core/general education requirements:** ENG 100 if needed, 101 and 102 (or 103 in lieu of 102), plus any 200-, 300-, or 400-level literature course(s) (except 361 and 362). Note: ENG 207 and 260 as well as 251, 252, 253, 254, 255, 256, and 312 are not literature courses and therefore fulfill no core requirement described above. All new students will be placed in an appropriate English course (ENG 100, 101, 102 or 103, 207), either on the basis of SAT or ACT scores, high school English grades or an English Placement Test given to entering transfer students at the beginning of their first semester at Methodist College. Entering freshmen who place into ENG 100 must take and pass that course before attempting English 101. Transfer students who have taken English 101 and/or ENG 102 and who place into ENG 207 must take and pass that course before attempting any other core requirements in English. Transfer students who have had no English and who place into ENG 100 must take and pass that course before attempting ENG 101. A passing grade in ENG 100 (if needed) is a prerequisite for ENG 101; a passing grade in ENG 101 is a prerequisite for ENG 102 (or 103); and ENG 102 (or 103) is a prerequisite for all other English courses. Only students who earn *A*'s and *B*'s in ENG 102 or 103 should take 300- or 400-level English literature courses to satisfy the general literature requirement under humanities in the B.A. and B.M. core/general education curricula and the literature option under humanities in the B.S. core/general education curriculum. Other students should satisfy the literature requirement under humanities by taking 200-level surveys in either English, American, or world literature. Students must take English courses every semester until they have passed ENG 100 (if needed), 101, and 102 (or 103); the department strongly recommends that they continue to enroll in English courses regularly until all remaining core requirements in English are completed.

**Writing-enrichment courses recommended for majors in English:** 300 and 400 level English courses, with the exception of 322, 324, 325, 326, 361, and 362.

**THE CAC LABORATORY:** Methodist College has a unique Computer-Assisted Composition (CAC) approach to writing emphasized in many "writing" courses offered in English and Mass Communications, e.g., ENG 100, 101, 207, and 320 as well as courses in the writing major.

**Requirements for the writing concentration available in the English major and minor:** With permission of the Chair of the English Department, a student may apply 9 s.h. of the following writing courses (described under Writing) to the English major or 6 s.h. to the English minor: 321, 324, 325, 326, 327.

## **COURSES IN ENGLISH**

### **ENG 100 SKILLS DEVELOPMENT IN ENGLISH** 3 s.h.

A course in grammar and Computer-Assisted Composition (CAC) to meet the needs of students with skill deficiencies in English. Students who place into English 100 must pass the course before taking English 101. One hour of CAC lab per week at discretion of instructor. This course is offered every fall and spring semester.

### **ENG 101 COMPOSITION** 3 s.h.

Writing, stressing standard English and competence in expository prose. Students must pass ENG 101 before taking ENG 102. A research paper is required. One hour of CAC lab per week at discretion of instructor. This course is offered every fall and spring semester.

**ENG 102 COMPOSITION AND INTRODUCTION TO LITERATURE** 3 s.h.

A continuation of 101 with emphasis on analysis and interpretation of various literary genres and on research techniques. Research paper required. Prerequisite: ENG 101. ENG 102 is a prerequisite for all other courses listed under English. This course is offered every fall and spring semester.

**ENG 103 COMPOSITION, CREATIVE WRITING, AND INTRODUCTION TO LITERATURE** 3 s.h.

A continuation of 101 with special emphasis on creative writing and interpretation of various literary genres. Serves as a rigorous introduction to upper-level creative writing courses. Includes writing short fiction, poems, a play, and a research paper. May be substituted for ENG 102 to fulfill basic core requirements. Such substitution is not allowable if a student has previously taken ENG 102 and received a grade of F or WF. This course is offered every spring semester or as needed.

**ENG 207 REVIEWING WRITING** 3 s.h.

A course in writing, stressing standard English and competence in expository prose, required of transfer students who may have had ENG 101 and/or 102 but who failed the English Placement Test. One hour of CAC lab per week at discretion of instructor. May not be substituted for any other English courses that are core requirements. Does not count toward the major or minor in English, Writing, or Communications. This course is offered every fall and spring semester.

**ENG 211, 212 SURVEY OF ENGLISH LITERATURE** 3, 3 s.h.

211: Beowulf through the mid-eighteenth century. Prerequisite: ENG 102. 211 is offered every fall semester;

212: the end of the eighteenth century to the present. Prerequisite: ENG 102. 212 is offered every spring semester.

**ENG 221, 222 SURVEY OF AMERICAN LITERATURE** 3, 3 s.h.

221: the seventeenth century through c. 1865 with attention to the cultural-intellectual background. 221 is offered every fall semester;

222: 1865 to the present with emphasis on large literary movements. Prerequisite for each: ENG 102. 222 is offered every spring semester.

**ENG 231, 232 SURVEY OF WORLD LITERATURE** 3, 3 s.h.

231: Ancient through Renaissance. Prerequisite for each: ENG 102. 231 is offered every fall semester;

232: Neoclassical through Modern. Asian and Third-World literature included. 232 is offered every spring semester.

**ENG 251 WRITING FOR COMMUNICATIONS MEDIA I** 2 s.h.

News, news-gathering, and news and feature structures, including preparation of copy for publications. Experience and practice in reporting techniques and problems and ethics in laboratory work based on campus and community assignments. Submission of assigned news stories. Can be counted toward only one program. Creditable toward either major or minor in either COM or WRT. Not creditable toward either major or minor in ENG. Prerequisites: Passing grades in ENG 101 and 102 (or 103) or special permission of the instructor. See WRT 251. This course is offered every fall semester.

**ENG 252 COMMUNICATIONS PRACTICUM I** 1 s.h.  
A CAC (Computer-Assisted Composition) writing laboratory that must be taken by all students enrolled in ENG 251. May also be taken separately by students who wish to receive college credit for work with the college newspaper. Prerequisites: Passing grades in ENG 101 and 102 (or 103) or special permission of the instructor. Can be counted toward only one program. Creditable toward either major or minor in either COM or WRT. Not creditable toward either major or minor in ENG. See WRT 252. This course is offered every fall semester.

**ENG 253 WRITING FOR COMMUNICATIONS MEDIA II** 2 s.h.  
Reporting and feature writing, including writing for the broadcast media. Further practice in reporting and in writing of articles, editorials, and interpretive journalism. Prerequisites: Passing grades in ENG 101 and 102 (or 103) or special permission of the instructor. Can be counted toward only one program. Creditable toward either major or minor in either COM or WRT. Not creditable toward either major or minor in ENG. See WRT 253. This course is offered every spring semester.

**ENG 254 COMMUNICATIONS PRACTICUM II** 1 s.h.  
A CAC (Computer-Assisted Composition) writing laboratory which must be taken by all students enrolled in ENG 253. May also be taken separately by students who wish to receive college credit for work with the college newspaper. Prerequisites: Passing grades in ENG 101 and 102 (or 103) or special permission of the instructor. Can be counted toward only one program. Creditable toward either major or minor in either COM or WRT. Not creditable toward either major or minor in ENG. See WRT 254. This course is offered every spring semester.

**ENG 255 COMMUNICATIONS PRACTICUM III** 1 s.h.  
A CAC (Computer-Assisted Composition) writing laboratory which may be taken for elective credit by students who wish to receive college credit beyond ENG 252 and ENG 254 for work with the college newspaper. Prerequisites: ENG 252 and 254. Not creditable toward either the major or minor in English, Communications, or Writing. This course is offered as needed.

**ENG 256 COMMUNICATIONS PRACTICUM IV** 1 s.h.  
A CAC (Computer-Assisted Composition) writing laboratory which may be taken for elective credit by students who wish to receive college credit beyond ENG 252 and ENG 254 for work with the college newspaper. Prerequisites: ENG 252 and 254. Not creditable toward either the major or minor in English, Communications, or Writing. This course is offered as needed.

**ENG 260 REVIEW/APPLICATION OF GRAMMAR FOR  
ELEMENTARY SCHOOL TEACHERS** 3 s.h.  
Review and application in writing of traditional grammar and standard English usage for future elementary school teachers (K-6). Current elementary level language arts textbooks will be considered. Fulfills no general core requirements either in English or in Humanities; not credited toward majors or minors in Communications, English, and Writing. Required of majors in Elementary Education and Special Education: General Curriculum. Cross-listed as EDU 260. This course is offered annually in the fall semester. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**ENG 312 WRITING ABOUT ETHICS, MASS MEDIA, AND SOCIETY** 3 s.h.  
Topics to be included: the social responsibilities of journalists or other mass communicators, the media's role in the social change, and the media's reactions to political and economic pressures. Completion of ENG 101 and 102 or 103 with passing grade. Not creditable towards the 36 s.h. major or 18 s.h. minor in English or Writing. This course is offered as needed.

**ENG 320 BUSINESS WRITING** 3 s.h.  
Practical written business communications—letters, memoranda, reports, proposals, and resumes. One hour of CAC lab per week at discretion of instructor. Creditable to one program only: either Business, English, Mass Communications, or Writing. Prerequisites: ENG 101 and 102. This course is offered every spring semester.

**ENG 321 TECHNICAL WRITING** 3 s.h.  
See WRI 321. Can be counted toward only one program. This course is offered as needed.

**ENG 322 ADVANCED GRAMMAR** 3 s.h.  
The history of the English language; an analysis of the structure of English grammar: sounds, parts of speech, sentence patterns, prose style, and the new grammars. This course is offered every spring semester, even-numbered years.

**ENG 323 ADVANCED EXPOSITORY WRITING** 3 s.h.  
Study and analysis of models of excellence; practice in various techniques and types of composition; use of computers specific to the discipline of English. This course is offered every spring semester, odd-numbered years.

**ENG 324 CREATIVE WRITING: FICTION** 3 s.h.  
See WRI 324. Can be counted toward only one program. This course is offered as needed.

**ENG 325 CREATIVE WRITING: POETRY** 3 s.h.  
See WRI 325. Can be counted toward only one program. This course is offered as needed.

**ENG 326 CREATIVE WRITING: DRAMA** 3 s.h.  
See WRI 326. Can be counted toward only one program. This course is offered as needed.

**ENG 327 FEATURE WRITING FOR POPULAR MAGAZINES** 3 s.h.  
See WRI 327. Can be counted toward only one program. This course is offered as needed.

**ENG 342 WOMEN'S LITERATURE** 3 s.h.  
Concentrated study of literature written by women. The course emphasizes the historical context of women's poetry, prose, and fiction; introduces students to major figures in women's literary history; identifies recurrent themes in writings by women; and introduces students to feminist literary theory. Cross-listed as WST 342. This course is offered in alternate years.

**ENG 350 THE AFRICAN-AMERICAN EXPERIENCE IN LITERATURE** 3 s.h.  
Literature by or about African-Americans. All genres included. This course is offered as needed.

- ENG 361 LITERATURE FOR CHILDREN** 3 s.h.  
Literature available to students in grades K-6, with emphasis on historical development, literary genres, and pedagogical strategies. Required for those in Elementary K-6 but not credited toward either the major or minor in English. Cross-listed as EDU 361. This course is offered as needed. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**
- ENG 362 LITERATURE FOR ADOLESCENTS** 3 s.h.  
Literature available to students in middle and secondary schools (grades 6-12) with emphasis on integrating literature in the communication skills program and on strategies for promoting appreciation of literature among students in Middle and Secondary schools. Required of Middle School Education majors and of English majors seeking secondary level teacher licensure. Not credited toward either the 36 s.h. major or 18 s.h. minor in English. Cross-listed as EDU 362. This course is offered as needed. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**
- ENG 371 CHAUCER** 3 s.h.  
The English medieval period with particular emphasis on Chaucer's *Canterbury Tales*, *Troilus and Criseyde*, and minor poems. This course is offered as needed.
- ENG 374 SHAKESPEARE** 3 s.h.  
Representative Shakespearean plays with attention to historical background and cultural setting. This course is offered in alternate years.
- ENG 391 NINETEENTH-CENTURY BRITISH ROMANTICISM** 3 s.h.  
Representative poetry and prose of nineteenth-century British Romanticism. This course is offered as needed.
- ENG 394 VICTORIAN LITERATURE** 3 s.h.  
Representative poetry and prose of the Victorian Age. This course is offered as needed.
- ENG 404 MYTH AND CULTURE** 3 s.h.  
An examination of myth and culture through a reading of scholarly literature and myth. Cross listed as REL 404 Creditable to program only. This course is offered in the spring semester in even-numbered years.
- ENG 405 MODERN FICTION** 3 s.h.  
Tradition and experiment in modern fiction, concentrating on British and American novels and short stories. This course is offered in alternate years.
- ENG 407 MODERN DRAMA** 3 s.h.  
Plays of the modern theatre, emphasizing main trends and representative works. This course is offered as needed.
- ENG 409 MODERN POETRY** 3 s.h.  
British and American poetry from the late 19th century to the present with emphasis on principal trends and poets and on analysis and interpretation. This course is offered as needed.

**ENG 411 THE AMERICAN RENAISSANCE** 3 s.h.  
The works of native Romanticists of America's Golden Age, e.g., Emerson, Thoreau, Melville, Hawthorne, Poe, and Whitman. This course is offered as needed.

**EDU 411 ENGLISH TEACHING METHODS FOR SECONDARY/SPECIAL SUBJECT AREAS** 3 s.h.  
Methods, materials, and evaluation procedures for teaching English. See EDU 411-419. This course is offered as needed.

**ENG 412 AMERICAN REALISM** 3 s.h.  
The writings of major American realists and naturalists from Twain, Howells, and James to Dreiser, Norris, and Crane, with emphasis on philosophical foundations and literary practices. This course is offered as needed.

**ENG 414 LITERATURE OF THE SOUTH** 3 s.h.  
The fiction, poetry, and drama of the South, emphasizing fiction and North Carolina writers. This course is offered in alternate years.

**ENG 416 ENGLISH/WRITING INTERNSHIP** 1-3 s.h.  
Experiential learning. An opportunity for an upper-level Writing or English major to work either in the public or private sector at a position involving writing, editing, or research. The student is assigned duties approved by the Department Chair, a supervising English or Writing instructor, and an on-site supervisor. Written reports by the student are required. Prerequisites: Junior or Senior status, a minimum GPA of 2.5 in all Writing and English classes, and permission of the supervising instructor. For elective credit. Not creditable toward either the 18 s.h. at the 200 level or above in English or the 18 s.h. at the 200 level or above in Writing required by those majors.

**ENG 485 SPECIAL STUDIES IN ENGLISH** 3 s.h.  
To be determined. In-depth study involving research or research/travel and writing. Prerequisite: permission of the department chair. This course is offered as needed.

**ENG 499 INDEPENDENT STUDY IN ENGLISH** TBA  
An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

## WRITING

**Type of degree awarded:** B.A., A.A.

**Requirements for the major in Writing:** 18 s.h. of English at the 200 level or above, including 322 and 323 and excluding 207, 260, 312, 361, and 362, with ENG 374 strongly recommended; plus six of the other courses listed under writing below (e.g. 251 and 252, 253 and 254, 320, 324, 325, 326, 327, 353)

**Requirements for the minor in Writing:** 9 s.h. of English at the 200 level or above, excluding 207, 260, 361, and 362; plus three of the other writing courses listed below

**Requirements for the A.A. Concentration:** 9 s.h. of English at the 200 level or above, excluding 207, 260, 361, and 362; plus three of the other writing courses listed below

**Writing-enrichment courses recommended for majors in Writing:** 300 and 400 level English courses with the exception of 322, 324, 325, 326, 361, and 362

**Computer intensive course(s):** ENG 320, ENG 321, ENG 323, ENG 252, ENG 254, COM 353

**Prerequisites:** ENG 101 and 102 (or 103, with 103 preferred), plus three hours in a survey of British, American, or world literature

## **WRITING COURSES**

**WRI 251, 253 WRITING FOR THE MEDIA I and II** 2, 2 s.h.  
See ENG 251, 253. Can be counted toward only one program.

**WRI 252, 254 COMMUNICATIONS PRACTICUM I and II** 1, 1 s.h.  
See ENG 252, 254. Can be counted toward only one program.

**WRI 320 BUSINESS WRITING** 3 s.h.  
See ENG 320. Can be counted toward only one program.

**WRI 321 TECHNICAL WRITING** 3 s.h.  
Development of writing skills necessary in technical and scientific fields. One hour of CAC lab per week at discretion of instructor. This course is offered as needed.

**WRI 322 ADVANCED GRAMMAR** 3 s.h.  
See ENG 322. Required for writing majors.

**WRI 323 ADVANCED EXPOSITORY WRITING** 3 s.h.  
See ENG 323. Required for writing majors.

**WRI 324 CREATIVE WRITING: FICTION** 3 s.h.  
The development of fiction-writing skills, using short stories and novels as models. Students produce a minimum of 10,000 words. This course is offered as needed.

**WRI 325 CREATIVE WRITING: POETRY** 3 s.h.  
The development of poetry-writing skills, using traditional and modern forms as models. Students produce a portfolio of their work. This course is offered as needed.

**WRI 326 CREATIVE WRITING: DRAMA** 3 s.h.  
The development of play-writing skills, using a broad selection of plays, ancient to modern, as models. Each student writes at least one play. Film and/or television drama can serve as alternate focuses. One hour of CAC lab per week at discretion of instructor. This course is offered as needed.

**WRI 327 FEATURE WRITING FOR POPULAR MAGAZINES** 3 s.h.  
Magazine and feature-section writing. Each student attempts publication of material written in the class. One hour of CAC lab per week at discretion of instructor. This course is offered as needed.

**WRI 353 PRINT MEDIA DESIGN AND PRODUCTION** 3 s.h.  
See COM 353. Can be counted toward only one program.

**WRI 416 ENGLISH/WRITING INTERNSHIP**

1-3 s.h.

Experiential learning. An opportunity for an upper-level Writing or English major to work either in the public or private sector at a position involving writing, editing, or research. The student is assigned duties approved by the Department Chair, a supervising English or Writing instructor, and an on-site supervisor. Written reports by the student are required. Prerequisites: Junior or Senior status, a minimum GPA of 2.5 in all Writing and English classes, and permission of the supervising instructor. For elective credit. Not creditable toward either the 18 s.h. at the 200 level or above in English or the 18 s.h. at the 200 level or above in Writing required by those majors.

**WRI 485 SPECIAL STUDIES**

3 s.h.

To be determined. In-depth study involving research or research/travel and writing. Prerequisite: permission of the department chair. This course is offered as needed.

**WRI 499 INDEPENDENT STUDY IN WRITING**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair before approval by the Vice President for Academic Affairs. Credit to be determined.

**DEPARTMENT OF FOREIGN LANGUAGES**

Dr. Cristina Francescon, Chair

**Type of degree(s) awarded:** B.A., A.A.

**Core/General Education requirements: Bachelor of Arts:** competency equal to the completion of the intermediate level (the 202 course) or 2-4 consecutive courses (101, 102, 201, 202), depending on placement, in one foreign language;

**Bachelor of Science:** 2 consecutive courses in one foreign language or 6 s.h. in philosophy and/or literature; **Bachelor of Music:** same as B.A. except for Vocal Performance majors who must show competency equal to the completion of the 102 courses in French and German.

**Requirements for the AA Concentration:** 18 s.h. of the same language, including 301.

**Placement testing:** Students wishing to continue in foreign language must take the department placement test if they have had more than two years study of the language in high school or can demonstrate proficiency beyond the elementary level. Core requirements are waived in accordance with performance for those continuing with foreign language study. CLEP or ACTFL credit: applied as 1-4 courses (at the 100/200 level) in fulfillment of the core/general education requirements.

**LAN 101, 102, 201, 202, 301, 302 FOREIGN LANGUAGE**

3 or 4 s.h.

Sequential learning and acquisition of reading, writing, speaking, and understanding such foreign languages as Arabic, Russian, Portuguese, and Latin. Offered upon sufficient demand and availability of an instructor. Placement and prerequisites determined by the department. This course is offered as needed.



### **LAN 260 FOREIGN CULTURE**

3 s.h.

The history and civilization of a specific country or cultural area, such as Russia, the Far East, a section of Africa, or the Western hemisphere (the United States for international students), from its origins to the present, including the artistic heritage and the recent political situation. In English. Sophomore level. Presupposes some knowledge of world geography and history. This course is offered as needed.

### **LAN 307 INTRODUCTION TO TEACHING FOREIGN LANGUAGES** 2 s.h.

Basic principles, materials and methods for teaching second languages, including English as a Second Language, to children and beginners at any age, and also speakers of other languages. This course is part of the TESL certificate program and required of all French and Spanish majors seeking K-12 certification to teach in N. C., as well as for Elementary Education majors with a minor in French or Spanish who seek a foreign language “add-on” to their K-6 license. Prerequisites: 12 semester hours in French or Spanish or demonstration of minimal competency in a second language or enrollment in TESL certificate program with minimal language of a second language. This course is offered as needed but no more often than once a year.

### **LAN 350 INTRODUCTION TO LINGUISTICS AND LANGUAGE ACQUISITION**

3 s.h.

Basic principles of human speech and language learning. Introduces all major fields of linguistics as well as phonetics, phonology, morphology, semantics, discourse analysis, syntax and human language universals. First and second language processing strategies and sequences are reviewed so as to establish sound methodological principles of teaching languages. Required for TESL Certificate program. This course is offered as needed

### **EDU 416 TEACHING METHODS FOR THE SECONDARY SCHOOL (7-12)**

3 s.h.

Theory and applied methods and materials and evaluation procedures for teaching foreign languages in grades 7-12. Required for K-12 licensure in French or Spanish. Requires approval for student teaching or permission of the department. This course is offered as needed.

## **ENGLISH AS A FOREIGN LANGUAGE**

International students whose first language is not English will be required to take an English placement test. Based on their scores, students will be placed in ENG 100, ENG 101, or the EFL program. International students who test out of EFL or whose first language is English must meet the B.A. core requirements in French, German, or Spanish or may satisfy these requirements with CLEP or ACTFL.

International students whose scores and performance in English (including their TOEFL scores) do not indicate sufficient mastery for enrollment in ENG 100 or 101 are required to take 12 hours of English as a Foreign Language courses during their first two semesters at Methodist College. The required courses are EFL 096 and 097 Writing Skills in the English Language, 6 s.h., and EFL 121 and 122 English Conversation, 6 s.h. EFL 091, 092, 096, and 097 **do not count toward graduation requirements or the awarding of honors.** Upon completion of the EFL courses the student is required to enroll sequentially in ENG 100, or ENG 101, and ENG 102 to meet the core requirements for any of the degree programs.

## ENGLISH AS A FOREIGN LANGUAGE COURSES

**EFL 091, 092 READING SKILLS IN THE ENGLISH LANGUAGE I, II** 3, 3 s.h.  
These courses emphasize vocabulary, comprehension, paraphrasing, and writing to annotate and summarize selected readings from a variety of academic disciplines. Attention is given to readings in all academic areas. These courses do not count toward graduation requirements or the awarding of honors. EFL 091 is offered in the fall semester; EFL 092 is offered as needed.

**EFL 096, 097 WRITING SKILLS IN THE ENGLISH LANGUAGE I, II** 3, 3 s.h.  
Students will learn the basic composition skills for writing genres within various academic disciplines. Attention will be given to all levels of composition including sentence structure, punctuation, grammar and discourse level structures. These courses do not count toward graduation requirements or the awarding of honors; EFL 097 is offered in the spring semester.

**EFL 121, 122 ENGLISH CONVERSATION I, II** 3, 3 s.h.  
These courses emphasize spoken vocabulary, American idioms, pronunciation, grammar, fluency in speaking, and understanding the English language and its cultural implications. EFL 121 is offered in the fall semester; EFL 122 is offered in the spring semester.

**EFL 207 REVIEWING ENGLISH** 3 s.h.  
This class is a combination of reading, writing, and conversation for foreign-born students whose SAT, ACT, TOEFL or English Placement Test scores indicate a weakness in the English language which would impede their academic progress. This course is pass/fail. This course is offered as needed.

## CERTIFICATE PROGRAM IN TEACHING ENGLISH AS A SECOND LANGUAGE

Dr. Cristina Francescon, Program Director

*Note: This program is on temporary inactive status and no new students are being enrolled*

The Department of Foreign Languages, in cooperation with the Departments of English, Education, and Mass Communication and Organizational Communication and Leadership, offers a program of five courses designed to acquaint the student with an introduction to language study and an understanding of the process of learning another language along with effective methods and skills needed to assist speakers of other languages in their learning English. A certificate in Teaching English as a Second Language will be awarded the candidates who have completed this program and have at least 60 semester hours of college level credit.

The required courses (offered at least once a year in the respective departments) are as follows: LAN 350 Introduction to Linguistics and Language Acquisition, 3 s.h.; ENG 260 Review and Application of Grammar and Writing, 3 s.h.; LAN 307 Introduction to Teaching Foreign Languages, 2 s.h.; OCL 306 Intercultural Communications, 3 s.h.; and an individually determined practicum, EDU 242 Field Experience II, 1 s.h. These courses, considered electives with any major or minor, may be taken in any sequence, except for the practicum which will be arranged after at least three of the courses have been taken. Upon successful completion of the entire sequence of 12 s.h., the Department of Foreign Languages will award the official certificate, however there will be no record of this program on the student's transcript.

This certificate will assist individuals in finding employment abroad as well as domestically, in fields such as business, health, and social services, as a teacher or tutor of English to non-English speakers. Interested students should discuss this program with the Chair of the Department of Foreign Languages and/or the TESL Program Director.

## FRENCH

Dr. Joan Bitterman, Coordinator

**Type of degree(s) awarded:** B.A., A.A.

**Requirements for the major:** 24 s.h. of 300/400 level French courses, including 301, 401, and one of the following: 302, 320, 306 (251 may be counted if a grade of *B* or better is obtained.).

**Requirements for the minor:** 12 s.h. in 300/400 level French courses, including 301 (251 may be counted if a grade of *B* or better is obtained.).

**Requirements for the AA Concentration:** 18 s.h. of French courses, including 301.

**Writing-Enrichment Course:** FRE 401

### FRENCH COURSES

**FRE 101, 102 ELEMENTARY FRENCH I, II** 4, 4 s.h.

The four skills (speaking, listening, reading, and writing) are addressed in class as are many aspects of French and francophone culture. A functional approach to language usage with emphasis on oral skills for communicative purposes. The phonetics and phonological features are presented and practiced with gradual introduction to the linguistic forms of the written language. Each course consists of four class hours and one hour independent laboratory per week. Prerequisite for 102: FRE 101 or equivalent proficiency. These courses are offered every fall and spring semester.

**FRE 201, 202 INTERMEDIATE FRENCH I, II** 3, 3 s.h.

Review and expansion of the four skills (speaking, listening, reading, and writing) are emphasized as is French/francophone culture through the review and detailed study of functional grammar and through selected readings. The goal is to develop these skills to a level of proficiency necessary to understand and communicate French at a level of moderate difficulty. Prerequisite for 201: FRE 102 or equivalent proficiency. Prerequisite for 202: FRE 201 or equivalent proficiency. These courses are offered every fall and spring semester in sequence only.

**FRE 251 BUILDING ORAL PROFICIENCY IN FRENCH** 2 s.h.

Structured conversation emphasizing practical classroom vocabulary and situations. Recommended for teachers who want to conduct their classes in the target language and who must meet American Council for Teaching Foreign Languages (ACTFL) oral proficiency standards for licensure. Meets three hours per week. This course may be counted toward the 12 hours required for a minor in French with the permission of the Chair of the Department and toward the major if a grade of *B* or better is obtained.). Prerequisite: two years of college-level French or the equivalent or permission of the instructor. This course is offered as needed.

**FRE 301 REVIEW OF FRENCH GRAMMAR**

3 s.h.

Drill and reinforcement of intermediate language skills. Graded reading with accompanying comprehension drills, grammatical analysis, and structured conversation. Three class hours per week, which may include supervised laboratory work. Prerequisite: FRE 202 or a satisfactory score on the placement test. This course is offered in the fall semester.

**FRE 302 CIVILIZATION AND STRUCTURED CONVERSATION**

3 s.h.

The history, geography, government, arts, and current political and economic structure of France through readings, Internet searches, and oral and written reports in French. Audio-visual materials, videos, current French periodicals, computer-generated projects such as spread sheets and power point presentations, field trips and guest lecturers are integrated into the class. Prerequisite: FRE 301 or permission of the instructor. This course is offered in alternate spring semesters.

**FRE 303 SURVEY OF FRENCH LITERATURE I**

3 s.h.

French literature from its beginnings through the seventeenth century, covering the major figures, styles, and genres. All readings in French. Conducted partially in French. Prerequisite: FRE 301 or permission of the instructor. This course is offered in alternate fall semesters.

**FRE 304 SURVEY OF FRENCH LITERATURE II**

3 s.h.

The transition from the Classicism of the seventeenth century to the Age of Enlightenment, including the Philosophes, Voltaire, and Rousseau, with major literary movements and genres from the nineteenth century to the present. All readings and most classes in French. Prerequisite: FRE 301 or permission of the instructor. This course is offered in alternate spring semesters.

**FRE 306 BUSINESS FRENCH**

3 s.h.

Basic commercial French vocabulary and business procedures for activities such as letter writing, interviewing, making reservations, billing, ordering, and working in the various areas of French/Francophone commerce. Includes appropriate computer technology and skills such as the Minitel and Internet searches, spread sheets, email, Power Point, etc. Prerequisite: FRE 301 or permission of the instructor. This course is offered as needed.

**FRE 320 HISTORY AND CIVILIZATION OF THE FRANCOPHONE WORLD**

3 s.h.

Survey of the historical, political, and cultural development of countries where the French culture and language have influenced their heritage. Geography, economic factors, language, arts, and literature are covered in each of these areas: Europe, Africa, North America, the Far East and the Caribbean. Conducted primarily in French, using current periodicals, audio-visual materials, Internet resources, data bases, email and Power Point presentations. Prerequisite: FRE 301 or permission of the instructor. This course is offered in alternate spring semesters.

**FRE 401 ADVANCED GRAMMAR, COMPOSITION, AND TRANSLATION**

3 s.h.

Analysis of and practice with syntax, idiomatic expressions, and usages that present special problems to American learners. Compositions and translations assigned in different styles on topics pertaining to French culture. Prerequisite: FRE 301 or permission of the instructor. Designated as the writing-intensive course required for all French majors. This course is offered as needed.

**FRE 412 TWENTIETH-CENTURY LITERATURE**

3 s.h.

Literary trends in prose, poetry, and theatre since 1900, including Catholic literature, Surrealism, Existentialism, the Theatre of the Absurd, and the Nouveau Roman. Conducted primarily in French. Prerequisite: FRE 301 or permission of the instructor. This course is offered as needed.

**FRE 451 ADVANCED CONVERSATION**

2 s.h.

Intensive listening and speaking practice with native speakers and with tapes, radio broadcasts, videos, etc., which will help students attain a minimum score of 2+ on the American Council of Teaching of Foreign Languages (ACTFL) oral proficiency rating scale. Meets three hours per week. Prerequisites: FRE 251 (for non-native speakers) and 301, or permission of the instructor. This course is offered as needed.

**FRE 452 PHONETICS**

2 s.h.

The phonetic system as it pertains to teaching French. Rigorous refinement of students' pronunciation through the application of phonetics to vocabulary of everyday situations, readings, and intonation drills. The International Phonetic Alphabet is used to compare the sound systems of French and English. Required for teacher licensure. Prerequisite: 1 year of college-level French or its equivalent, or permission of the instructor. This course is offered in alternate years.

**FRE 485 SEMINAR IN FRENCH STUDIES**

1-3 s.h.

In-depth study of a specific period of French literature or civilization determined by the department. Can be utilized for credit on different topics. Prerequisite: permission of the department chair. This course is offered as needed.

**FRE 499 INDEPENDENT STUDY IN FRENCH**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

**GERMAN**

Dr. Joan Bitterman, Coordinator

*Note: This program is on inactive status and no new students are being enrolled*

**Type of degree awarded:** A.A.

**Requirements for the minor in German:** 12 s.h. of 300 level German courses, including 301.

**Requirements for the AA Concentration:** 18 s.h. of German courses, including 301.

**GERMAN COURSES****GER 101, 102 ELEMENTARY GERMAN I, II**

4, 4 s.h.

A functional introduction to the structure of the German language. The class activity develops the four skills (speaking, listening, reading, and writing) as well as basic linguistic skills that enable the student to appreciate the common origins and features of German and English. State-of-the-art audio-visual materials are used in class. Four hours of class and one hour independent laboratory per week. Prerequisite to 102: 101 or a satisfactory demonstration of equivalent proficiency. These courses are offered every fall and spring semester in sequence only.

**GER 201, 202 INTERMEDIATE GERMAN I, II** 3, 3 s.h.  
Readings, videos, and conversational practice provide the student experience with the contemporary German idiom and culture. Grammar review and exposure to expressions used in everyday life enable the student to understand German of moderate difficulty as well as the customs and features of the German-speaking countries. Prerequisite for 201: 102 or a demonstration of equivalent proficiency. Prerequisite for 202: 201 or a demonstration of equivalent proficiency. These courses are offered every fall and spring semester in sequence only.

**GER 301 ADVANCED CONVERSATION AND GRAMMAR** 3 s.h.  
Conversation and comprehension drills and advanced grammatical analysis based on readings from literary works and periodicals. For future language teachers, but also meets cultural and professional needs. Prerequisite: GER 202 or permission of the instructor. This course is offered in alternate fall semesters.

**GER 302 GERMAN CIVILIZATION** 3 s.h.  
German geography, history, culture, and literature. Conducted primarily in German. Prerequisite: GER 202 and 301 or a demonstration of oral proficiency. This course is offered in alternate spring semesters.

**GER 303 SURVEY OF GERMAN LITERATURE I** 3 s.h.  
The development of German literature from its beginnings through 1750. Prerequisites: GER 301 and 302 or permission of the instructor. This course is offered in alternate fall semesters.

**GER 304 SURVEY OF GERMAN LITERATURE II** 3 s.h.  
German literature from the late eighteenth century to the present. Prerequisite: GER 301 and 302 or permission of the instructor. This course is offered in alternate spring semesters.

**GER 306 BUSINESS GERMAN** 3 s.h.  
Basic commercial German vocabulary for business skills such as letter writing, making reservations, billing, ordering, and working with the various departments of a German business. E-mail and use of Internet in German are integral components. Prerequisite: GER 301 or permission of the instructor. This course is offered as needed.

**GER 385 SEMINAR IN SPECIALIZED READING IN GERMAN** 1-2 s.h.  
For students who have finished the minor or want to retain their language proficiency. Prerequisite: GER 202 or permission of the department chair. This course is offered as needed.

**GER 399 INDEPENDENT STUDY IN GERMAN** TBA  
An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

## SPANISH

Cristina Francescon, Coordinator

**Type of degree(s) awarded:** B.A., A.A.

**Requirements for the major in Spanish:** 24 s.h. of 300/400 level Spanish courses, including 301 and 305 or approved substitute in the case of demonstrated proficiency, 310 or 320, and 402.

**Requirements for the minor in Spanish:** 12 s.h. of 300/400 level Spanish courses, including 301 and 305 or approved substitute in the case of demonstrated proficiency.

**Requirements for the AA concentration:** 18 s.h. of Spanish courses, including 301 and 305 or approved substitute in the case of demonstrated proficiency.

**Writing-Enrichment Course:** SPA402

### SPANISH COURSES

**SPA 101, 102 ELEMENTARY SPANISH I, II** 4, 4 s.h.  
Development of the four language skills: listening, speaking, reading, and writing. Emphasis on oral skills for communicative purposes; the phonetic as well as the phonological features of Spanish are presented and practiced in both courses. Gradual introduction into the linguistic conventions used in the written form of the language. Each course consists of 4 class hours and 1 unsupervised laboratory hour per week. Prerequisite for 102: SPA 101 or a satisfactory score on the placement test. These courses are offered every fall and spring semester.

**SPA 201, 202 INTERMEDIATE SPANISH I, II** 3, 3 s.h.  
Review and expansion of the four language skills: listening, speaking, reading, and writing. Primary emphasis on oral skills for communicative purposes as in the 100 level. Additional development of reading comprehension and expository writing skills. A functional approach to language usage aimed at reinforcing the students' linguistic competence and performance. Prerequisite for 201: SPA 102 or a satisfactory score on the placement test. Prerequisite for 202: SPA 201 or a placement test score that indicates preparation for the 202 level. These courses are offered every fall and spring semester in sequence only.

**SPA 251 BUILDING ORAL PROFICIENCY IN SPANISH** 2 s.h.  
Structured conversation emphasizing practical classroom vocabulary and situations. Recommended for non-native teachers who want to conduct their classes in the target language and who must meet American Council for Teaching Foreign Languages (ACTFL) oral proficiency standards for licensure. Meets three hours per week. Prerequisite: Two years of college-level Spanish or the equivalent or permission of the department chair. This course is offered as needed.

**SPA 300 PHONETICS, PHONOLOGY AND PRONUNCIATION** 2 s.h.  
A comprehensive study of the speech sounds that occur in Spanish and English: what these sounds are, what patterns they produce, how they are produced and how these sounds change in different circumstances. In addition to pronunciation practice, careful attention will be given to the study of the international phonetic alphabet and phonetic transcription and to the physiological properties of the speech apparatus. Recommended especially for those who are planning to teach. Prerequisite: SPA 101,102,201,202 or permission of department chair

**SPA 301 SPANISH CONVERSATION AND GRAMMAR** 3 s.h.  
(required course for all majors and minors)  
Accurate language use (form) and language usage (meaning) for communicative purposes. Syntax, phonetics, comprehension drills, grammatical structures, and structured conversation. Prerequisite: SPA 202 or permission of the department chair. This course is offered in the fall semester.

**SPA 305 SPANISH WRITING AND COMPOSITION** 3 s.h.  
(required course for all majors and minors)  
This course focuses on intensive writing practice through task oriented compositions and a comprehensive review of grammatical forms and usage. This course must be taken before SPA 402 Advanced Composition.

**SPA 306 BUSINESS SPANISH** 3 s.h.  
Commercial Spanish vocabulary for business skills, such as letter writing, making reservations, billing, ordering, using the metric system, and working with various departments of a business in the Spanish language. Includes appropriate computer applications. Prerequisite: SPA 301 and 305 or permission of the department chair. This course is offered as needed.

**SPA 310 CIVILIZATION AND CULTURE OF SPAIN** 3 s.h.  
The history, geography, arts, literature, and current political structure of Spain through readings in Spanish. Conducted in Spanish using A-V and Internet resources with required computer-generated applications. Prerequisite: SPA 301 and 305 or permission of the department chair. This course is offered alternate years.

**SPA 320 SPANISH-AMERICAN CIVILIZATION AND CULTURE** 3 s.h.  
The history and geography of Spanish America. The blend of Hispanic heritage and native civilizations in colonial times. Arts, literature, and current issues in different countries, with Internet resources and computer applications. Conducted in Spanish. Prerequisite: SPA 301 and 305 or permission of the department chair. This course is offered alternate years.

**SPA 401 ADVANCED SPANISH GRAMMAR** 3 s.h.  
An introduction to linguistics: brief diachronic study of the Spanish language; dialectal and sociolectal differences in present-day Spanish. Review of different approaches to grammar from Nebrija to the present. Emphasis on transformational grammar to describe and explain the phonological, morphological, and syntactical features of the language system. Required of students for licensure K-6 and K-12. Prerequisite: SPA 301, 305 or permission of the department chair. This course is offered alternate years.

**SPA 402 SPANISH COMPOSITION AND TRANSLATION** 3 s.h.  
Writing clear and grammatical expository prose and translating accurately from Spanish into English and English into Spanish. For students preparing to teach Spanish and for bilingual education. Prerequisite: SPA 301 and 305 or permission of the department chair. Designated writing-enrichment course for Spanish majors. This course is offered as needed.



**SPA 411 SURVEY OF LITERATURE OF SPAIN I** 3 s.h.  
Spanish literature through the Golden Age (prose and poetry of the Middle Ages and the Renaissance, the mystics, the creation of the national theatre, the drama from Lope de Vega to CalderŪn, Cervantes and the modern novel, the Baroque, Quevedo, and Gongora). Conducted in Spanish. Prerequisite: SPA 301 and 305 or permission of the department chair. This course is offered alternate fall semesters.

**SPA 412 SURVEY OF LITERATURE OF SPAIN II** 3 s.h.  
Spanish literature from the 18th century to the present: Neoclassicism, Romanticism, Realism, and the literary trends of the 20th century. Conducted in Spanish. Prerequisite: SPA 301 and 305 or permission of the department chair. This course is offered alternate spring semesters.

**SPA 415 SPANISH LITERATURE: CERVANTES** 3 s.h.  
The life, thought, and works of Cervantes, with emphasis on Don Quixote. Conducted in Spanish. Prerequisite: SPA 411 or permission of the department chair. This course is offered as needed.

**SPA 420 SURVEY OF SPANISH-AMERICAN LITERATURE I** 3 s.h.  
Spanish-American literature from the colonial period to the beginning of the 19th century. Conducted in Spanish. Prerequisite: SPA 301 and 305 or permission of the department chair. This course is offered alternate years.

**SPA 421 SURVEY OF SPANISH-AMERICAN LITERATURE II** 3 s.h.  
Major writers and styles of Spanish-American literature, 19th-20th centuries. Conducted in Spanish. Prerequisite: SPA 301 and 305 or permission of the department chair. This course is offered alternate years.

**SPA 485 SPECIAL STUDIES IN SPANISH** 1-3 s.h.  
In-depth study of a specific subject in Spanish literature or linguistics determined by the department. Credit to be determined. Prerequisite: permission of the department chair. This course is offered as needed.

**SPA 499 INDEPENDENT STUDY IN SPANISH** TBA  
An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair before approval by the Vice President for Academic Affairs. Credit to be determined.

## **DEPARTMENT OF HISTORY**

Dr. Carl Dyke, Chair

### **GEOGRAPHY**

**GEO 252 REGIONAL GEOGRAPHY** 3 s.h.  
A study of the regions of the world with emphasis on topography, climate, natural resources, urban and rural life, cultural aspects, and political life. Required of Elementary Education and Special Education: General Curriculum majors. This course is offered every fall and spring semester.

## HISTORY

History provides a course of study that enables students to develop basic skills in research, analysis, and critical thinking needed to adapt to the changing world. The study of history is a foundation of a liberal arts education because a basic knowledge of the past is a prerequisite for engaged participation in the present.

As an introduction to history, all Methodist College students take two semesters of world history to enhance their cultural literacy, promote appreciation of different cultures, and develop analytical skills.

A history major learns to research, evaluate, and articulate ideas and information. The major is reading intensive so that students learn to comprehend a reasoned argument and analyze its supporting evidence. History is a broad and inclusive major, and historians increasingly use tools from other disciplines to make informed judgments about the past. The scope of history has expanded significantly to include virtually every aspect of human experience.

History majors work in a wide range of jobs both in the private and public sectors of the economy. Teaching on the secondary level is common career path for history majors, but they are also well qualified for a number of professional programs, including law school, public administration, and MBA programs. The paralegal minor at Methodist College also complements the history major and enhances job prospects for history majors.

**Type of degree(s) awarded:** B.A., B.S., A.A.

**Requirements for the major:** HIS 103 and 104 (or equivalent), and 30 additional s.h. in history at the 200 level or above, including 201, 202, 210 and 455

HIS 103 and 104 (or equivalent) are required for the core requirements.

**Requirements for the minor:** 18 s.h. in History at the 200 level or above, including 210 and either 201 or 202

**Requirements for the A.A. concentration:** 18 s.h. in History at the 200 level or above, including 201, 202 and 210

**Requirements for licensure in Social Studies:** Coordinator, Rebecca Wendelken. HIS 103, 104, 201, 202, 210, 362, 370, 455 and twelve additional semester hours of history (HIS 301 and 411 are recommended but not required); ECO 261 and 262, GEO 252, PSC 151, SOC 151, PSY 101 and three more semester hours among any social sciences besides history (economics, political science, psychology, geography, or sociology); EDU 142, 200, 242, 251, 320, 330, 342, 350, 406, 407, 412, 421; SPE 255.

**Writing-enrichment course(s):** HIS 455

### HISTORY COURSES

#### HIS 103 WORLD HISTORY I

3 s.h.

This course explores the human past from prehistory to 1500 A.D. with an emphasis upon political, socioeconomic, and cultural developments. Students should be able to recognize and analyze historical connections between people, places, and different arenas of activity in pre-modern world civilizations. Recommended only for students who have passed ENG 101. This course is offered every fall and spring semester.

- HIS 104 WORLD HISTORY II** 3 s.h.  
This course explores the human past from 1500 A.D. to the present with an emphasis upon political, socioeconomic, and cultural developments. Students should be able to recognize and analyze historical connections between people, places, and different arenas of activity. Recommended only for students who have passed ENG 101. This course is offered every fall and spring semester.
- HIS 201 UNITED STATES HISTORY I** 3 s.h.  
The transition of civilization from Europe and Africa to America, emphasizing political, social, and economic events to 1865. This course is offered every fall semester.
- HIS 202 UNITED STATES HISTORY II** 3 s.h.  
The history of the United States since 1865 with emphasis on diversity in modern America and America's rise to a world power in the twentieth century. This course is offered every spring semester.
- HIS 210 HISTORIAN'S APPRENTICESHIP** 3 s.h.  
An introduction to historiography, varied historical sources, document analysis, and writing on a topic determined by the instructor. Required of all history majors and minors and to be taken in the sophomore year or as soon as possible. This course is offered every spring semester.
- HIS 301 TOPICS IN MODERN ASIAN HISTORY** 3 s.h.  
Survey of traditional Asian culture and development since 1600, with an alternating geographic focus.
- HIS 311 ANCIENT HISTORY** 3 s.h.  
Ancient Near-Eastern civilization and/or the Hellenic, Hellenistic, and Roman worlds. This course is offered only in the Evening College.
- HIS 312 MEDIEVAL HISTORY** 3 s.h.  
This course covers European and Mediterranean societies from the Germanic migrations (ca. 450) until the beginning of the era of global exploration (ca. 1500). Topics include the rise of Christianity in Western Europe, feudalism, chivalry, the Crusades, and urbanization.
- HIS 313 RENAISSANCE AND REFORMATION EUROPE** 3 s.h.  
Examines the cultural, economic, religious, political and social developments in Europe from the Black Death (1348) to the Peace of Westphalia (1648).
- HIS 322 EMERGENCE OF MODERNITY** 3 s.h.  
This course explores the emergence of modernity. Emphasis will be on the accelerating pace of change, political, social, economic, intellectual revolutions, globalization, and struggles for identity in a world in flux.
- HIS 325 CONSEQUENCES OF MODERNITY** 3 s.h.  
This course examines the consequences and corollaries of modernity in the 20<sup>th</sup> century, including war, revolution, genocide, colonization and decolonization, social, political, and cultural instability, and world influence.

**HIS 331 TOPICS IN LATIN AMERICAN HISTORY** 3 s.h.

This course covers various topics and time periods in Central and South American history, including the Caribbean. This course is offered only in the Evening College.

**HIS 347 AMERICAN FOREIGN POLICY** 3 s.h.

Cross-listed with PSC 347: American foreign policy. Offered Fall, even-numbered years.

**HIS 360 AMERICAN CIVIL WAR AND RECONSTRUCTION ERA** 3 s.h.

Emphasis upon why the American Civil War occurred, how it was fought, and how it affected American society.

**HIS 362 HISTORY OF NORTH CAROLINA** 3 s.h.

The history of North Carolina from the Colonial period to the present with emphasis on economic, political, and cultural developments. Prerequisite: HIS 201 or 202. Every spring semester beginning in 2002-3.

**HIS 370 CONTEMPORARY WORLD HISTORY** 3 s.h.

A survey of the world since 1945 emphasizing Africa, Asia, and Latin America. The major links between Europe, the United States, Africa, Asia, and Latin America will be explored. Every fall semester beginning in 2002.

**HIS 380 TOPICS IN U.S. SOCIAL AND CULTURAL HISTORY** 3 s.h.

Topics in selected U.S. social and cultural traditions, with emphasis on the diverse ways people have made sense of the world and their place within it. Explores practices of thinking and living and the connections between them, from major specialized theories and philosophies to everyday common sense.

**HIS 381 TOPICS IN EUROPEAN SOCIAL AND CULTURAL HISTORY** 3 s.h.

Topics in selected European social and cultural traditions, with emphasis on the diverse ways people have made sense of the world and their place within it. Explores practices of thinking and living and the connections between them, from major specialized theories and philosophies to everyday common sense.

**HIS 382 HISTORY AND GENDER** 3 s.h.

Explores what women and men did in modern history, but also how they thought of themselves, how history has been constructed to make gender invisible, and strategies to rebuild gendered history.

**HIS 385 SPECIAL TOPICS IN HISTORY** 3 s.h.

Reading and research, reports, and discussion of selected topics in history. Open to History and Political Science majors and to others by permission of the department chair. Topics vary and are announced in advance of each offering. This course is offered as needed.

**HIS 411 MODERN RUSSIA** 3 s.h.

The history of Russia with particular emphasis on the Soviet and post-Soviet periods. Topics include Russian culture and religion, Russian expansion, westernization, the 1917 Revolution, the Stalinist period, the Cold War, and Russia after Communism.

**HIS 421 AMERICAN MILITARY EXPERIENCE** 3 s.h.

See MSC 421.

**HIS 422 TWENTIETH CENTURY AMERICAN HISTORY** 3 s.h.  
In-depth study of modern America with a focus upon a variety of social, cultural, and political topics. In-depth study of contemporary America with a focus upon the Cold War, Civil Rights Movement, the Vietnam War, and recent social and economic change.

**HIS 430 HISTORY MUSEUM INTERNSHIP** 3 s.h.  
Experiential learning acquired through placement with museum staff at the Museum of the Cape Fear or other regional museums. The student is assigned duties and responsibilities approved by the Director of Internships and supervised and evaluated by the college instructor and on-site supervisor. Work may include oral history projects, research and preparation for exhibits, and preparation of educational material related to museum activity. Interns work for fifteen to twenty hours per week. Weekly class contact, journal or written reports are required. Prerequisite: seniors only and permission of the department chair is required before registration. This course is offered as needed.

**HIS 455 SENIOR SEMINAR: THE CRAFT OF HISTORY** 3 s.h.  
Historical interpretation of major issues and research using original and secondary resources on topics selected by the instructor. Required for all history majors in their senior year. Prerequisite: seniors only and permission of the instructor. This course is offered every fall semester.

**HIS 499 INDEPENDENT STUDY IN HISTORY** TBA  
An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

## INTERDISCIPLINARY PROGRAMS

### HONORS PROGRAM

Jennifer Rohrer-Walsh and Richard Walsh, Co-Directors

The Honors Program enhances students' liberal arts education by immersing them in the great books as a supplement to the college's cores and majors.

**Admission:** Entering freshmen with a high school G.P.A. of 3.2 (on 4.0) scale and a SAT of 1100 may apply to the program. Teachers may nominate already enrolled students for the program. Interested students may also seek admission by contacting one of the directors of the program.

#### Grading in Honors Courses:

A—carries 4 quality points per semester hour and is included in calculation of GPA

P—carries no quality points per semester hour and has no effect on GPA

F—carries 0 quality points per semester hour and is included in calculation of GPA

Students must pass each reading seminar in order to remain in the program. Students dismissed from the program may appeal to the Honors Program Advisory Board.

The program requires completion of the five reading seminars and a personal capstone project. In each reading seminar, students compile a portfolio summarizing, criticizing, and comparing their readings. Honors Program hours count toward graduation. Students

who successfully complete the five reading seminars receive three credit hours to be applied in Humanities and three credit hours to be applied in the Social Sciences. Credits used for Religion (Humanities) are not considered Hebrew-Christian tradition (see Religion core requirements).

Completion of the program distinguishes students for further education and employment.

## **HONORS COURSES**

**HON 101 HONORS SEMINAR 1: READING IN GREEK TEXTS** 2 s.h.  
Introduction to critical reading methods. Readings in antiquity and in Greek civilization. This course is offered every fall semester.

**HON 102 HONORS SEMINAR 2: READING IN CLASSICAL AND  
MEDIEVAL TEXTS** 2 s.h.  
Introduction to genre, narration, and cultural context. Readings in Roman, Medieval, and early Renaissance texts. This course is offered every spring semester.

**HON 201 HONORS SEMINAR 3: READING IN RENAISSANCE AND  
ENLIGHTENMENT TEXTS** 2 s.h.  
Introduction to modernity. Readings in Renaissance, Reformation, and Enlightenment texts. This course is offered every fall semester.

**HON 202 HONORS SEMINAR 4: READING IN NINETEENTH-  
CENTURY TEXTS** 2 s.h.  
Introduction to reception history. Readings in late eighteenth and nineteenth-century texts. This course is offered every spring semester.

**HON 301 HONORS SEMINAR 5: READING IN TWENTIETH-CENTURY  
TEXTS** 2 s.h.  
Introduction to ideological and de-centering readings. Readings in twentieth-century texts. This course is offered every fall semester.

**HON 401 HONORS PROJECT** 3 s.h.  
Capstone project in which student pursues a research project integrating the honors program, core, and major. Done under the direction of a faculty expert and the honors program co-directors. This course is offered as needed.

## **HUMANITIES**

**HUM 201-204 HUMANITIES ENRICHMENT SERIES** .5 s.h. each  
Up to 2 s.h. of elective credit (1/2 s.h. per semester). Must attend fourteen campus events during the course of the semester. Campus events include, but are not limited to: fine arts programs, convocations, lectures, award ceremonies, the Southern Writers' Symposium, art shows, concerts, seminars, Student Government Association programs, and worship services in Hensdale Chapel. A list of approved events will be distributed to participants each semester. Grading pass/fail. Attendance checked by tickets/programs turned in after events and by program evaluations. Monitored by the Vice President for Student Development and Services. This course is offered as needed.

**HUM 285 LIBRARY RESEARCH SKILLS**

2 s.h.

This course will explore various bibliographic tools including print periodical indexes and general reference books, online searching (web searching, evaluation of web sites, electronic databases, and online library catalogs), and copyright and plagiarism. Students completing this class will master independent research skills for all disciplines. Prerequisite: sophomore standing. This course is offered even Spring semesters and odd Summer sessions.

**INTERDISCIPLINARY COURSES**

Ms. Nicolette Campos, Coordinator

**IDS 105 VOLUNTEER EXPERIENCE**

3 s.h.

A course in which students will participate in sixty hours of community service and a once-weekly seminar. Grading criteria will include seminar participation, supervisor's evaluation, personal evaluation, and a journal. This course is offered as needed.

**IDS 110 THE METHODIST COLLEGE EXPERIENCE**

3 s.h.

This course will emphasize basic study skills, goal-setting, time management techniques, and writing skills. Attention will also be given to preparing first year students to utilize the academic advising system and other campus resources effectively. The course is a Methodist College graduation requirement for all entering freshmen. A student who has successfully completed 12 s.h. or more of transfer credit at an accredited college or university or who is 21 years of age or older, or who is here for only one semester on a documented military reenlistment option may waive this requirement. Military experience credit does not waive the requirement. Prerequisite: permission of Assistant Dean for Academic Services if not a "traditional" entering freshman. This course is offered every fall and spring semester.

**IDS 115 STUDY SKILLS**

3 s.h.

This course is designed to help students improve their study skills and habits through a systematic, individualized program of instructions. Topics include reading comprehension, dissecting a text, note-taking, listening skills, oral communication, and time and stress management. Emphasis will be placed on practicing and applying learned skills throughout the course. Prerequisite: permission of Assistant Dean for Academic Services if not on academic probation. This course is offered every fall and spring semester.

**IDS 301 LEADERSHIP FOR LIFE**

3 s.h.

Skills in developing an understanding of the psychological and moral development of young adults. Includes coping strategies for daily life on campus and in the global community, raising individual consciousness, assessment of one's value system and the understanding and development of leadership skills. This course is offered as needed.

**SOCIALSCIENCE 200 THE MINORITY EXPERIENCE**

3 s.h.

An interdisciplinary course focusing on various aspects of significance in the collective life and experience of minorities in the United States. Content varies. This course is offered as needed.

**SOCIALSCIENCE 200A THE MINORITY EXPERIENCE  
(AFRO-AMERICAN)**

3 s.h.

An interdisciplinary course focusing on various aspects of significance in the collective life and experience of Blacks in the United States. This course is offered as needed.

## **WOMEN'S STUDIES**

Ms. Robin Greene, Coordinator

**Type of degree awarded:** none

**Requirements for the minor in Women's Studies:** 18 s.h. including WST 200, ENG 342, and HIS 385; plus 9 s.h. from the following courses: WST 202 or 485, and SOC 372, 383, or 392

**Requirements for the major and A.A. Concentration:** not available

### **WOMEN'S STUDIES COURSES**

**WST 200 INTRODUCTION TO WOMEN'S STUDIES** 3 s.h.  
Introduction to the impact of gender, the role of values, institutions, and socialization processes in the lives of women in our own and other cultures; contributions of various disciplines to the study of women; critical approaches and tools for doing research related to women's experience. This course is offered as needed.

**WST 202 INTERNSHIP** 1-3 s.h.  
To be performed at the Women's Center or elsewhere, as approved by the director. This course is offered as needed.

**ENG 342 FEMINIST THEORY AND WOMEN IN LITERATURE** 3 s.h.  
See ENG 342.

**SOC 372 MARRIAGE AND THE FAMILY** 3 s.h.  
See SOC 372.

**SOC 383 GENDER AND SOCIETY** 3 s.h.  
See SOC 383.

**HIS 385 WOMEN'S HISTORY** 3 s.h.  
The study of the women's movement, including such issues as women in the anti-slavery movement, women and work, women and higher education, the suffrage movement, the settlement house movement, and contemporary feminism. See HIS 385. This course is offered as needed.

**SOC 392 HUMAN SEXUALITY** 3 s.h.  
See SOC 392.

**WST 485 SPECIAL TOPICS** 3 s.h.  
Topics will vary, focusing on interdisciplinary work arising from feminist scholarship. Permission of the director.



# DEPARTMENT OF PHILOSOPHY AND RELIGION

Dr. Michael Potts, Chair

## PHILOSOPHY

Philosophy meets the needs of students (a) who major in other fields but want a theoretical background for such professions as law, education, business, or the ministry or (b) who want to sample the philosophical discipline in their elective courses.

**Core/General Education requirements in Philosophy:** B.A. and B.M. only: PHI 211, 212, or 411; B.S.: 6 s.h. of any course listed in philosophy

**Requirements for the minor:** 15 hours—including PHI 211 and 212

### PHILOSOPHY COURSES

**PHI 211 INTRODUCTION TO PHILOSOPHY** 3 s.h.  
The principal problems of philosophy with criticism of writings in such areas as ethics, metaphysics, political theory, and epistemology. This course is offered every fall and spring semester.

**PHI 212 LOGIC** 3 s.h.  
Examines deductive and inductive reasoning with emphasis on Aristotelian and symbolic logic, quantification theory, scientific method, and common fallacies in the use of language. This course is offered in the spring semester.

**PHI 301 HISTORY OF WESTERN PHILOSOPHY** 3 s.h.  
Survey of the history of Western philosophy from the pre-Socratics to the contemporary period. This course is offered in the fall semester, odd-numbered years.

**PHI 320 BUSINESS ETHICS** 3 s.h.  
After a brief consideration of ethical theory, this course will examine selected ethical issues which arise from business, such as corporate responsibility, whistleblowing, environmental issues, and privacy. Particular emphasis will be placed on the role of the virtues in business practice. This course is offered in the spring semester, odd-numbered years. Cross listed as BUS 320

**PHI 330 PHILOSOPHY OF RELIGION** 3 s.h.  
Philosophical examination of religion; topics include arguments for the existence of God, the nature and reliability of religious experience, the problem of evil, the nature and attributes of God, the meaning of religious language, and life after death. This course is offered in the fall semester, even-numbered years.

**PHI 350 PHILOSOPHY OF SCIENCE** 3 s.h.  
A philosophical examination of such topics as scientific explanation; hypothesis formation and confirmation; paradigms, laws, and theories; models and the status of unobservable entities; holism and reductionism; science and values; the nature and scope of scientific progress; the limits of scientific explanation. This course is offered in the spring semester, odd-numbered years.

## **PHI 411 MORAL PHILOSOPHY AND CONTEMPORARY ETHICAL**

### **PROBLEMS**

3 s.h.

Ethical theory (moral philosophy) with emphasis on the tools of ethical decision-making and application to contemporary issues (e.g., abortion, euthanasia, war, capital punishment, medical ethics). Recommended for all students preparing for the helping professions. This course is offered in the spring semester, even-numbered years.

## **PHI 420 ETHICAL FOUNDATIONS OF CRIMINAL JUSTICE**

A study of the basic concepts, arguments, and methods of ethics as they apply to those who work in the field of criminal justice. Students will be introduced to the classic theories of normative ethics. Emphasis is placed on the case study approach and ethical decision-making. Prerequisite: Junior standing or permission of the instructor. This course is offered every fall semester. Cross listed as JUS 420.

## **PHI 430 MEDICAL ETHICS**

3 s.h.

After a brief consideration of ethical theory, this course will examine selected ethical issues raised by clinical practice, medical theories, and biomedical research and technologies. Cross listed as PHA 550. This course is offered every fall semester.

## **PHI 485 SEMINAR IN PHILOSOPHY**

3 s.h.

Significant works, problems, and thinkers in the field of philosophy. Can be repeated for credit. Cross-listed with REL 485 as applicable. Prerequisite: permission of the department chair. This course is offered as needed.

## **PHI 499 INDEPENDENT STUDY IN PHILOSOPHY**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair before approval by the Vice President for Academic Affairs. Credit to be determined.

## **RELIGION**

**Type of degree awarded:** B.A.

**Requirements for the major:** A major in Religion requires the completion of 36 s.h. of religion courses in the Department of Philosophy and Religion. PHI 301 and 330 may be treated as religion courses for purposes of the religion major. REL 104 will not count toward the religion major, nor will philosophy courses other than PHI 301 and PHI330.

**Requirements for the minor in Religion:** 15 s.h., including 6 s.h. of upper-division courses

**The A.A. concentration in Religion is not available.**

**Writing-Enrichment Course(s):** REL 302 and 352.

**Core/General Education requirements in Religion:** 6 s.h., at least 3 of which must deal primarily with the Hebrew-Christian tradition. Most students will fulfill this requirement by taking REL 103 and 104; however, students may take other courses if all prerequisites

are met. In regard to the 3 s.h. dealing primarily with the Hebrew-Christian tradition, the following courses if taken together will **not** fulfill the core requirement: REL 103, 351.

A program in religion is especially helpful to students preparing for seminary or graduate school or for students who wish to develop both critical thinking and a deeper understanding of the human condition as background or support for other programs.

## **COURSES IN RELIGION**

**REL 103 INTRODUCTION TO RELIGION** 3 s.h.  
Introduction to religion as a human experience. A introduction of the material (e.g. myth, ritual, institutional arrangements, art) and intellectual (conceptions of the sacred, evil, and liberation ) elements of religion. Particular attention directed to religion's cultural manifestations. This course is offered as needed.

**REL 104 INTRODUCTION TO BIBLICAL LITERATURE** 3 s.h.  
Selected biblical passages studied as literature with emphasis on the religious and cultural influence of the English Bible. This course is offered every semester.

**REL 105 RELIGION IN AN AGE OF SCIENCE: SUPPLEMENTAL SPIRITUAL INFORMATION** 3 s.h.  
Examination of science's questions, methods, history, and results in their relationship to and as a supplement to the enduring religious issues. This course is offered every semester.

**REL 106 RELIGION AND AMERICAN CULTURE** 3 s.h.  
Examination of religion in American culture with particular attention to historical developments, material and intellectual elements of religion, and to the consensus religion and its alternatives. This course is offered every semester.

**REL 107 RELIGION AND FILM** 3 s.h.  
An introduction to religion's material and intellectual elements through an examination of film's interpretation of religion and of the human condition as well as film's tendency to fulfill certain religious functions. This course offered as possible.

**REL 201 SURVEY OF THE OLD TESTAMENT** 3 s.h.  
Old Testament writings with emphasis on Hebrew history and faith from the perspective of historical and literary criticism. This course is offered every fall semester.

**REL 202 SURVEY OF THE NEW TESTAMENT** 3 s.h.  
New Testament writings with emphasis on the faith of the early Christian community and the cultural milieu (social, political, cultural, and religious) out of which Christianity arose. This course is offered every spring semester.

**REL 301 THE OLD TESTAMENT PROPHETS** 3 s.h.  
The prophetic tradition in Israel and the lives and messages of Israel's prophets. Prerequisite: REL 201 or permission of the instructor. This course is offered in the fall semester in odd-numbered years.

**REL 302 JESUS AND THE GOSPELS** 3 s.h.  
The modern quest for the historical Jesus, a detailed study of the Gospel accounts, and the cultural significance of Jesus. Prerequisite: REL 202 or permission of the instructor. This course is offered in the fall semester in even-numbered years.

**REL 351 RELIGIONS OF THE WORLD** 3 s.h.  
An introduction to tribal and historical religions, Far Eastern religions (Hinduism, Buddhism, Taoism, Confucianism) and Near Eastern religions (Judaism, Christianity, and Islam). This course is offered in the spring semester in odd-numbered years.

**REL 352 RELIGION IN AMERICA** 3 s.h.  
The historical and theological background of religion in America; the roots of various American Protestant groups; contemporary Roman Catholicism and Judaism; and sectarian and cult movements. This course is offered in the fall semester in even-numbered years.

**REL 403 READING THE BIBLE** 3 s.h.  
Exploration of diverse reading strategies (historical, literary, ideological criticism, etc.) in different content areas of the Bible (Prophets, Gospels, etc.) Prerequisite: REL 201 or 202 or permission of the instructor. This course is offered in the spring semester in odd-numbered years.

**REL 404 MYTH AND CULTURE** 3 s.h.  
An examination of myth and culture through a reading of scholarly literature and myth. Cross listed as ENG 404 Creditable to program only. This course is offered in the spring semester in even-numbered years.

**REL 405 EARLY AND MEDIEVAL CHRISTIAN HISTORY AND THOUGHT** 3 s.h.  
The development of Christianity from Pentecost to the eve of the Reformation with particular attention to doctrinal debates and significant thinkers/writings. This course is offered in the fall semester in odd-numbered years.

**REL 406 REFORMATION AND MODERN CHRISTIAN HISTORY AND THOUGHT** 3 s.h.  
The development of Christianity from the Reformation to the present with particular attention to significant thinkers/writings and to the crisis sparked by modernity. This course is offered in the spring semester in even-numbered years.

**REL 485 SEMINAR IN RELIGION** 1-3 s.h.  
Significant works, problems, and thinkers in the field of religion. Topics vary. Can be repeated for credit. Cross-listed with PHI 485 when the topic is applicable. Prerequisite: permission of the instructor. This course is offered as needed.

**REL 499 INDEPENDENT STUDY IN RELIGION** TBA  
An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair before approval by the Vice President for Academic Affairs. Credit to be determined.

## DEPARTMENT OF PSYCHOLOGY

Dr. Robert Ritzema, Chair

Psychology is the science of behavior and mental processes (perception, emotion, and cognition), and the application of the knowledge acquired to the resolution of personal and social problems. For students seeking either a BA or BS, the Department of Psychology offers a major in psychology with an *optional* applied concentration in either human performance or counseling/clinical psychology. The concentration in human performance combines the related specialties of human factors and industrial/organizational (I/O) psychology. Human factors applies psychology to the design of systems, machines, and products so that people can use them more comfortably, safely, and effectively. I/O psychology applies psychology to improve the productivity and satisfaction of members of organizations (such as employees in manufacturing plants). The concentration in counseling/clinical psychology combines the related areas of counseling psychology and clinical psychology. Counseling psychology applies psychology to common problems in living, such as in choosing a career or resolving issues in a personal relationship. Clinical psychology applies psychology not only to common problems in living but also to psychological disorders, such as a phobia or a clinical depression. Basic and applied specialties in psychology are numerous and extraordinarily diverse. Not all students majoring in psychology pursue one of the two applied concentrations.

A major in psychology is an excellent choice for some students. Some students majoring in a different area who have the ability to complete two majors may wish to major in psychology as well. Given its nature, it complements many other academic areas.

**Type of degree(s) awarded:** B.A., B.S.

**Requirements for the major in Psychology:** 41 s.h., to include PSY 101, PHI 212, PSY 250, 355, and 485, and any four courses from the set of PSY 304, 340, 361, 370, 395, 405, and 431.

**Requirements for the Counseling/Clinical concentration:** 43 s.h., to include PSY 101, PHI 212, PSY 250, 304, 330, 341, 347, 355, 361, 395 or 431, 405, and 485. Requirements include those for the major.

**Requirements for the Human Performance concentration:** 43 s.h., to include PSY 101, PHI 212, PSY 250, 310, 320, 330, 347, 355, 361, 370, 395, and 485. Requirements include those for the major.

**Requirements for the minor:** 15 s.h., to include PSY 101.

**The A.A. concentration in Psychology is not available.**

**Writing-Enrichment Course:** PSY 355

Majoring in psychology requires completing both PSY 101 and PSY 250 with a grade of C or better, and as in other majors, completing a major in psychology requires a GPA of 2.0 or better within the major. Completing a concentration in the psychology major requires a GPA of 2.7 or better both within the concentration and overall.

**COURSES IN PSYCHOLOGY** (Semesters and frequencies of course offerings indicated are tentative.)

**PSY 101 GENERAL PSYCHOLOGY**

3 s.h.

Introduction to the science of psychology. Substantive topics include the history of psychology, the biology of psychological processes, psychological development, perception, learning, memory, personality, and social psychology. This course is offered every semester.

**PSY 250 STATISTICS FOR PSYCHOLOGY**

3 s.h.

Covers the role and conceptual basis of statistics in psychological research, descriptive statistics, basic principles of probability, sampling distributions, the logic of hypothesis testing, and parametric and nonparametric inferential statistics (e.g., confidence intervals, t-tests, analysis of variance, correlation/regression, and chi square). Prerequisites: PSY 101 or SOC 151 and MAT 105 or higher. This course is offered in the spring semester and occasionally in the fall semester.

**PSY 301 INTRODUCTION TO GERONTOLOGY**

3 s.h.

Aging, including historical perspectives; demographic trends; psychological and physiological processes of later life; and social role behavior in such areas as retirement, politics, religion, family life, housing, death, and dying. Cross listed as SOC 301. This course is offered as needed.

**PSY 304 Life-Span Human Development**

3 s.h.

The physical, cognitive, and psychosocial changes that usually occur to a person from conception through old age. Theories of psychological development and development through adolescence emphasized. Prerequisite: PSY 101. Cannot receive credit if credit received for PSY 300 or EDU 300. This course is offered every spring semester.

**PSY 310 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY**

3 s.h.

The application of psychology to improve the productivity and satisfaction of members of an organization. Topics include personnel selection, performance appraisal, job analysis, job training, work motivation, job satisfaction, group processes, leadership, and organizational theory and development. Prerequisites: PSY 101 and either ECO 216 or PSY 250. This course is offered every third or fourth semester.

**PSY 320 HUMAN FACTORS**

3 s.h.

The application of psychology to the design and evaluation of person-machine-environment systems. Topics include the human operator as a receiver, processor, and emitter of information; the effects of fatigue and environmental stress; and human factors in accident research. Prerequisites: PSY 101 and PSY 250. This course is offered every third or fourth semester.

**PSY 330 PSYCHOLOGICAL COUNSELING**

3 s.h.

Development of basic skills in psychological counseling, attainment of a general understanding of the major theoretical approaches to counseling and a general theory, and acquired integration of the skills and theoretical approaches through application of the general theory. Prerequisites: PSY 101 and one of the following: EDU 300, PSY 304, PSY 341, or PSY 405. This course is offered every spring semester.

**PSY 340 PHYSIOLOGICAL PSYCHOLOGY**

3 s.h.

Anatomy and physiology of the brain and nervous system and their impact on behavior. Topics include neural communication, psychopharmacology, research methods, movement, emotion and stress, sexual behavior, ingestive behavior, learning and memory, human communication, and neurological disorders. Prerequisites: PSY 101 and either SCI 142 or BIO 153. This course is offered every spring semester.

- PSY 341 ABNORMAL PSYCHOLOGY** 3 s.h.  
Abnormal behavior and mental processes. Topics include the distinction between normality and abnormality, the classification and diagnosis of psychological disorders, the neurotic and psychotic disorders, and the major therapeutic approaches. Prerequisite: PSY 101. This course is offered every fall semester.
- PSY 347 PSYCHOLOGICAL TESTS AND MEASUREMENTS** 3 s.h.  
Theory of the measurement of behavior and mental processes, application of the theory, and tests of cognitive abilities, personality, and vocational interest. Special attention given to the use of psychological tests in psychological counseling. Prerequisites: PSY 101 and PSY 250. This course is offered every spring semester.
- PSY 355 EXPERIMENTAL PSYCHOLOGY** 4 s.h.  
Scientific research methods used in psychology with an emphasis on the experimental research method. Includes reviewing literature of a psychological research topic, designing and conducting an experiment, and preparing a research report of the experiment using APA style. Designated writing-enrichment course for psychology majors. Prerequisites: PSY 101, PHI 212, and PSY 250. This course is offered every fall semester.
- PSY 361 SOCIAL PSYCHOLOGY** 3 s.h.  
The influence others have on an individual's mental processes and behavior. Topics include the social self, person perception, attitudes, interpersonal attraction, social influence, prosocial behavior, aggression, group dynamics, and applied social psychology. Prerequisite: PSY 101. Cannot receive credit if credit received for SOC 393. This course is offered in the fall semester.
- PSY 370 PERCEPTION** 3 s.h.  
The sensory and cognitive processes utilized to construct a phenomenological reality, emphasizing brightness, color vision, length and form perception, depth perception, and theories developed to explain these phenomena. Prerequisite: PSY 101. This course is offered every third semester.
- PSY 385 SPECIAL TOPICS IN PSYCHOLOGY** 3 s.h.  
A topic in psychology not covered in depth in any of the other established courses in psychology. Prerequisite: PSY 101. This course is offered at departmental discretion.
- PSY 395 MEMORY AND COGNITION** 3 s.h.  
Theories and data pertaining to cognitive psychology. Attention, imagery, memory structure and organization, rehearsal strategies, concept formation, language, and problem-solving emphasized. Prerequisite: PSY 101. This course is offered every third or fourth semester.
- PSY 405 THEORIES OF PERSONALITY** 3 s.h.  
Theories of the behavior and mental processes that characterize an individual. Included are psychoanalytic, humanistic, existential, trait, and behavioral theories. Prerequisite: PSY 101. This course is offered every third or fourth semester.

### **PSY 410 PSYCHOLOGY PRACTICUM**

4 s.h.

Observation of and supervised experience assisting with the provision of psychological services within a clinical or business setting. Requires the completion of 50 “practice hours,” which may require as many as 100 hours work at the clinical or business setting. Prerequisites: Majoring in psychology with a concentration in counseling/clinical psychology or human performance; completion of 79 semester hours toward a baccalaureate degree; completion of 21 semester hours toward the concentration which includes the completion of PSY 101, 250, 330, and 347; completion of PSY 310 or 320 for a practicum in a business setting, completion of PSY 341 for a practicum in a clinical setting; a GPA of 2.7 or higher within the relevant concentration and overall; and approval of faculty of the department. Requests for approval from faculty of the department must be made in writing after consultation with the chair of the department one week before preregistration. An appeal to waive a prerequisite may be made to the faculty of the department through the chair. This course is offered every spring semester.

### **PSY 431 PRINCIPLES OF LEARNING**

3 s.h.

Theories and supporting data related to animal and human conditioning. Habituation, classical conditioning, operant conditioning, schedules of reinforcement, generalization, and discrimination emphasized. Prerequisite: PSY 101. This course is offered every third or fourth semester.

### **PSY 485 RESEARCH SEMINAR**

3 s.h.

Each student selects a research problem in psychology, reviews the problem in the literature, forms a causal hypothesis, designs and conducts an experiment to test the hypothesis, analyzes and interprets the data, and reports the experiment in a manuscript prepared APA style. Prerequisites: PSY 101, PHI 212, PSY 250, and 355. This course is offered every spring semester.

### **PSY 499 INDEPENDENT STUDY IN PSYCHOLOGY**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair before approval by the Vice President for Academic Affairs. Credit to be determined. Prerequisite: PSY 101.

## **DEPARTMENT OF SOCIOLOGY**

Marilyn Vital, Acting Coordinator

## **GERONTOLOGY**

Dr. John Sill, Coordinator

**Requirements for the minor in Gerontology with certification:** 17-18 s.h. including GRN 301 and 350; SWK 235 or BIO 306; GRN 450 or 470; and 6 s.h. from one of the following tracks:

Health Care (BHC 300, BHC 430, SOC 305, SOC 388);  
Physical Education/Wellness (PED 203, PED 205, PED 218, PED 400);  
Social Work (SWK 302, SWK 315, SWK 380, SOC 305, SOC 388)

A student doing a senior level research project or internship in his or her major field may substitute that course for GRN 450 or 470 if it focuses on senior adults and meets the approval of the Director of the Gerontology Program.



## GERONTOLOGY COURSES

**GRN 301 INTRODUCTION TO GERONTOLOGY** 3 s.h.

Aging, including historical perspectives; demographic trends; psychological and physiological processes of later life; and social role behavior in such areas as retirement, politics, religion, family life, housing, death, and dying. Cross listed as SOC 301 This course is offered as needed.

**GRN 305 DEATH AND DYING** 3 s.h.

See SOC 305.

**GRN 350 PHYSIOLOGY OF AGING** 2 s.h.

This course will examine changes with aging in various body systems, diseases found primarily among the aging, and maintenance of health in aging, especially through nutrition and exercise programs. Prerequisite: SWK 235 or BIO 306.

**GRN 380 SOCIAL WORK WITH OLDER ADULTS** 3 s.h.

See SWK 380.

**GRN 450 RESEARCH SEMINAR** 3 s.h.

Students will design and conduct a research project on some aspect of aging. Prerequisites: Senior standing, completion of 12 s.h. within the Gerontology Program including GRN 301, and consent of the instructor.

**GRN 470 INTERNSHIP** 3 s.h.

Student placement in an approved community setting for supervised learning experience. Minimum requirements of 100 clock hours in the agency and a weekly on-campus seminar. Prerequisites: senior standing, completion of 12 s.h. within the Gerontology Program including GRN 301, and consent of the instructor.

## SOCIOLOGY

SOC 151 is a prerequisite for all other sociology courses except 256 and 372.

SOC 151 and SOC 256 may be used to meet the Social Science core requirements.

**Type of degree(s) awarded:** B.A., B.S., A.A.

**Requirements for the major:** 42 s.h.—SOC 151, 253, 282, and 431; SOC 450 or 470; SWK 332; Statistics (SOC 220, PSY 250 or ECO 216); plus 21 additional s.h. in Sociology, which may include up to three of the following courses: SWK 315, HIS 350, PSY 310, 341, 361, JUS 241, 320, 330.

All students must receive a grade of *C* in all core courses taken in the Sociology major.

**Requirements for the minor:** 18 s.h. in sociology, including 151 and 253.

**Requirements for the A.A. Concentration in Sociology:** 18 s.h. in sociology, including 151 and 253.

**Writing Enrichment Course:** SOC 431

## **SOCIOLOGY COURSES**

### **SOC 151 PRINCIPLES OF SOCIOLOGY** 3 s.h.

The science of human society with emphasis on description and analysis of society, culture, the socialization process, social institutions, and social change. This course is offered every fall and spring semester.

### **SOC 220 APPLIED STATISTICS** 3 s.h.

Descriptive and inferential statistics, the logic of probability and hypothesis testing with emphasis on applications in social science research. Statistics covered include measures of central tendency, variability, association and tests of significance. Prerequisite: MAT 105. This course is offered every fall semester.

### **SOC 253 SOCIAL PROBLEMS** 3 s.h.

Social disorganization, personal deviation, and value conflicts and choices as they affect the individual and selected social institutions. This course is offered every spring semester in the day and every fall semester in the evening.

### **SOC 256 CULTURAL ANTHROPOLOGY** 3 s.h.

A cross-cultural survey and an analysis of social institutions, religion, art, beliefs, values, and political and economic systems in a variety of societies with emphasis on non-industrial societies. This course is offered as needed.

### **SOC 282 INTRODUCTION TO SPSS FOR WINDOWS** 3 s.h.

This course is an introduction to *SPSS for Windows*, a comprehensive software for data analysis. The student will gain theoretical knowledge and critical thinking skills as well as hands-on data analysis experience. Prerequisite: SOC 220 or other statistics course. This course will be taught every spring semester.

### **SOC 301 INTRODUCTION TO GERONTOLOGY** 3 s.h.

Aging, including historical perspectives; demographic trends; psychological and physiological processes of later life; and social role behavior in such areas as retirement, politics, religion, family life, housing, death, and dying. This course is offered as needed.

### **SOC 305 DEATH AND DYING** 3 s.h.

Personal and societal reaction to death with emphasis on euthanasia and suicide and the experience of the dying individual in relation to self, family, and care-providing institutions. This course is offered as needed.

### **SOC 309 CRIMINOLOGY** 3 s.h.

The nature and types of delinquent and criminal behavior; the nature of the criminal and the crime; social, cultural, and psychological factors involved in illegal behavior; control and prevention; police, courts, probation, and correctional institutions. Cross listed as JUS 309. This course is offered every fall and spring semester.

### **SOC 311 JUVENILE DELINQUENCY** 3 s.h.

The nature and causes of juvenile delinquency, including individual, community, and labeling theories with attention to such social responses as prevention programs, juvenile courts, probation, correctional institutions, and rehabilitation. Prerequisite: SOC 309 or consent of instructor. Cross listed as JUS 311. This course is offered every spring semester.

- SOC 332 METHODS OF SOCIAL RESEARCH** 3 s.h.  
 Cross listed as SWK 332 and JUS 332. See SWK 332. The scientific method, research design, including single systems design and program evaluation, data-gathering techniques, and data analysis. The student will develop and conduct an original research project. Prerequisites: Statistics. This course is offered every fall semester.
- SOC 360 MINORITY RELATIONS** 3 s.h.  
 Racial, ethnic, religious, and other minority groups, particularly in America with emphasis on current patterns in intergroup relations, dynamics and patterning of prejudice, and discrimination and majority-minority relations. This course is offered as needed.
- SOC 361 SOCIAL PSYCHOLOGY** 3 s.h.  
 See PSY 361. The influence others have on an individual's mental processes and behavior. Topics include the social self, person perception, attitudes, interpersonal attraction, social influence, prosocial behavior, aggression, group dynamics, and applied social psychology. Prerequisite: PSY 101. Cannot receive credit if credit received for SOC 393. This course is offered in the fall semester.
- SOC 372 MARRIAGE AND THE FAMILY** 3 s.h.  
 Love, sexuality, mate selection, marriage, divorce, and child-rearing in a changing society. This course is offered as needed.
- SOC 380-399 SPECIAL TOPICS IN SOCIOLOGY/ANTHROPOLOGY** 3 s.h.  
 Courses on fields of special interest.
- SOC 383 GENDER AND SOCIETY** 3 s.h.  
 A study of the impact of gender on society and the individual. Examines sources of gender identity. Considers effects of gender in such areas as social stratification, politics, work, religion, and the family. Reviews the history and impact of the women's movement. This course is offered as needed.
- SOC 384 GROUP DYNAMICS** 3 s.h.  
 The sociology of the small group combining group theory and research with the practice of group skills. Various types of groups are studied (primary, task, therapeutic). Topics examined include effects of group size, leadership, communication, cohesiveness, group culture, decision-making and problem solving. This course is offered as needed.
- SOC 386 DRUGS AND SOCIETY** 3 s.h.  
 Examines the impact of various types of psychoactive drugs on society. Includes recreational and psychotherapeutic drugs available both legally and illegally. The effects of various drugs and the history of governmental regulations of controlled substances are considered as well as current social problems associated with drug use and various attempts to deal with the drug problem. This course is offered as needed.
- SOC 388 MEDICAL SOCIOLOGY** 3 s.h.  
 A study of the health care system and social factors in health and illness, including the social demography of health, epidemiology, health and illness behavior, health care professions, the hospital as a social system, the sick role, medical ethics, and health care policy. This course is offered as needed.

**SOC 389 DEMOGRAPHY** 3 s.h.  
A study of population characteristics and change. Includes a study of the interaction of such factors as birth rates, death rates, migration patterns, urbanization, aging, etc. This course is offered as needed.

**SOC 390 SPORT IN SOCIETY** 3 s.h.  
A study of sport as a social institution, including its relationships with such other institutions as education, the economy, and the media. Examines such topics as the functions of sport, sport as a career and as a business, the role of minorities and gender differences in sport, and such ethical issues as cheating, drug use and violence within the world of sports. This course is offered as needed.

**SOC 391 THE UTOPIAN VISION** 3 s.h.  
The search for utopia or a perfect society has been conducted through literature as well as experiments in communal living. This course examines such issues as what would be characteristics of the ideal society and whether such a society is possible. Includes an examination of utopian literature as well as the history of several American communal societies past and present. This course is offered as needed.

**SOC 392 HUMAN SEXUALITY** 3 s.h.  
A study of historical, biological, cultural, legal and ethical issues relating to human sexuality. Includes such issues as conception, pregnancy, birth control; heterosexual and homosexual patterns of sexual expression; gender roles; sexual dysfunctions and therapy; sexually transmitted diseases; and laws and norms regulating sexual expression. This course is offered as needed.

**SOC 393 SOCIETY AND SELF** 3 s.h.  
A study of the interrelationship of the social and cultural environment and individual attitudes and behavior. Topics include symbolic interaction, role theory, conformity, deviance, attitudes and attitude change, attraction, cooperation, aggression, group dynamics, intergroup relations, and collective behavior. A student may not receive credit for both PSY 361 and SOC 393. This course is offered as needed.

**SOC 420 SOCIAL CHANGE** 3 s.h.  
The causes and types of social change, strategies of change, and the impact of change on society and the individual with emphasis on change within a variety of social institutions of modern society and on the process of modernization in less developed societies. This course is offered as needed.

**SOC 431 SOCIOLOGICAL THEORY** 3 s.h.  
Historical and analytical study of sociological thought with emphasis on the ideas and assumptions of key theorists. Prerequisite: twelve semester hours of sociology and junior standing. Designated writing enrichment course for sociology majors. This course is offered every spring semester.

**SOC 450 RESEARCH SEMINAR** 3 s.h.  
Students, working in teams or individually, will conduct a literature review, develop a research proposal, conduct research involving the collection of original data, analyze findings, and present an oral and written report on the research. The written report will be in the form of a journal article. Prerequisites: sociology major, senior standing, SOC 220 or equivalent, SWK 332, and permission of instructor. This course is offered every spring semester.

**SOC 470 INTERNSHIP**

3 s.h.

Student placement in an approved community setting for supervised learning experience. Minimum requirement of 100 clock hours in the agency and a weekly on-campus seminar. Prerequisites: senior standing, Sociology major, SWK 315 or SOC 384, and consent of instructor. This course is offered as needed in the day program. It is not available in the evening program.

**SOC 499 INDEPENDENT STUDY IN SOCIOLOGY**

1-3 s.h.

An opportunity for a well-qualified upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, supervising professor, and the department chair prior to being approved by the Vice President for Academic Affairs. Credit to be determined.





## **THE REEVES SCHOOL OF BUSINESS**

Dr. Jeffrey A. Zimmerman, Interim Dean

Mr. David G. Wilson, Executive-in-Residence

### **Charles M. Reeves School of Business and Economics**

The purpose of the Charles M. Reeves School of Business and Economics is to fashion and nurture the spirit of entrepreneurship and creative economic endeavor. It does so by developing in students an understanding of the modern American economy, an appreciation of its power and institutional structure, and an ability to function within our economic system. The driving force of the global economy is the entrepreneurial spirit. Without this innovative and creative thrust, whether in a major corporation or a small business, the economy will stagnate.

The value of the entrepreneurial spirit is not limited to business. Innovation, creativity, and ethically responsible risk-taking are needed in government, the military, education, and the church. The Reeves School of Business is dedicated to the development of this entrepreneurial spirit.

The mission of the Reeves School of Business and Economics is to:

- Develop students' understanding of business and economics
- Encourage students to behave with personal integrity and according to the principles of business ethics;
- Provide students with an opportunity to enroll in professional concentrations;
- Prepare students to be successful in their subsequent professional and/or academic careers.

The major courses of study offered by the Reeves School of Business are Accounting, Business Administration, Financial Economics, Marketing, and Sports Management. A student may attach to these majors various concentrations providing focus on specific professional careers such as Health Care Administration, E-Business, Management Information Systems, Professional Golf Management, Profession Tennis Management, and Resort Management.

While a student may envision a career in one of these professional concentrations, it must be emphasized that an appreciation of the Liberal Arts remains at the core of a student's experience at Methodist College. Recognition of this traditional foundation continues to permeate the upper division courses offered to students who choose to enroll in the Reeves School of Business. Courses contain components requiring continued emphasis on developing skills in writing, in critical thinking based on human history, and an appreciation of cultural considerations.



**DEPARTMENT OF ACCOUNTING, BUSINESS  
ADMINISTRATION, FINANCIAL ECONOMICS, MARKETING  
AND SPORTS MANAGEMENT**

Professor Theresa P. Clark, Chair of All Business Programs

**Business Advisory Board**

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Madison, NC

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President the Leffler Agency,  
Baltimore and Tampa

Mr. Robert Zippay, Plant Manager (retired)  
John Deere and Company  
(Fuquay-Varina Plant)

**DEPARTMENT OF ACCOUNTING**

Dr. Robert H. Cooper, Coordinator

**Accounting** is one of the fastest growing professions in the United States and is expected to continue to provide a wide variety of employment opportunities for many years to come. Accounting offers a variety of career choices, the potential to advance to the highest levels of upper management, attractive compensation levels, a chance to make a difference, and the opportunity to meet and work with people.

The five (5) year Professional Accounting major is intended to allow our students to have the education required in all American jurisdictions to sit for the Certified Public Accountant exam, and to become a Certified Public Accountant. Our four (4) year Accounting major allows our students to sit for the Certified Public Accountant exam in North Carolina, as well as in many other states.

**Type of degree(s) awarded:** B.A., B.S., A.A.

**Accreditation:** Methodist College, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer a major in accounting.

**International Business Studies/Exchange Opportunities.** Methodist College, through its Reeves School of Business, has an affiliation and exchange program with the following Business School: Sup De Co Rennes, France, one of the Grandes Ecoles of France, where Methodist students can spend a semester while taking business courses in English for credit at Methodist.

**Requirements for the major in Professional Accounting:** 154 (or 156 with language) s.h.-general education core for either the B.A. or the B.S. degree; completion of the following specific requirements, with a C or better in all accounting courses, including: 18 s.h. of Reeves School foundation courses (ACC 251 and 253, BUS 225 and ECO 216, 261, and 262); 18 additional hours of upper-level business courses (BUS 332, 343, 352, 353, 412, and 470); 6 s. h. of business school electives with BUS 375, 450, or ECO 311 recommended; MKT 351; 37 s.h. of introductory and upper level accounting courses (254, 341, 342, 345, 346, 385, 386, 431, 463, 481, 490, 491, and 3 s.h. of accounting electives, with ACC 462 recommended); PHI 320 and 6 s.h. of electives outside of Reeves School of Business courses, recommended from PSC 351, PSC 440 or PSC 451. All Professional Accounting majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113). Accounting and business courses taken in the Professional Accounting Major cannot be counted toward another major.

**Requirements for the major in Accounting:** 61 s.h. consisting of the following: 18 s.h. of Reeves School foundation courses (ACC 251 and 253, BUS 225 and ECO 216, 261, and 262); 15 additional hours of upper-level business courses (BUS 332, 343, 352, 470, and a 3 s.h. elective from 353 or 375); MKT 351; 25 hours of introductory and upper-level accounting courses (254, 341, 342, 345, 385, 386, 490, and 6 s.h. of accounting electives.) All Accounting majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113). For those planning to take the Certified Public Accountant exam, ACC 463 and 481 are recommended. An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major.

The 18 s.h. of Reeves School foundation courses should be completed by the end of the sophomore year and before enrolling in any 300/400-level accounting, business, or economics course. In cases where limits on class size apply, students who have completed the six foundation courses will receive priority.

### **Accounting with a Health Care Administration Concentration**

The accounting major with a concentration in health care administration (HCA) prepares students for a variety of positions in the health care industry, especially for accounting positions in areas such as claims and managed care organization, hospital business departments, reimbursement analysis in various health care systems, and in organizations such as Medicare regional offices and state facilities agencies.

### **Health Care Administration concentration:**

24 s.h. BHC 230, 300, 305, 330, 350, 410, 450, and 480.

**Management Information Systems Concentration:** 21 s.h. CSC 201, 202, BUS 310, 426, 480; MKT 360; and 3 s.h. of the following: ACC 341, MKT 460, or COM 341.

**The Professional Golf Management concentration:** 38 s.h.—21 s.h. of PGM foundation courses (204, 304, 330, 340, 400, 404 and 430); 2 s.h. of PGM seminars (195, 196, 295, 296, 395, 396, 495 and 496); 3 s.h. of PGM internships 170, 270, 370, and 12 s.h. of 470. Students in the PGM program are exempt from the Physical Education activity core requirement; however, they must complete PED 101. **PGM 304 and 404 can be counted as marketing major elective course and PGM concentration courses.**

**The Professional Tennis Management concentration:** 20 s.h.—PTM 101, 110, 210, 220, 330; and four Professional Seminars; PTM 170, 270 and 370 (internship experiences) to be taken during the summer at the end of the freshman, sophomore, and junior years, respectively. The remaining courses required in PTM are taken during regular semesters.

**Resort Management concentration:** 25 s.h. RMT 300, 345, 350, 360; LSS 200 or BUS 301; BUS 360; PGM 430; and Professional Seminars: RMT 310, 311, 312 & 313; and RMT 170 and 270 are internships which should be taken during the summer at the end of the freshman, sophomore and/or junior years. BUS 375 should be taken as the business elective for the Business Administration and Financial Economics majors and must be taken as an additional required course by those seeking a Marketing major with a concentration in Resort Management.

**Requirements for the minor in Accounting:** 19 s.h.—13 s.h. of required courses (ACC 251, 253, 254, 341, and 342) and 6 s.h. of accounting electives.

**Requirements for the AA Concentration:** 19 s.h.—13 s.h. of required courses (ACC 251, 253, 254, 341, and 342) and 6 s.h. of accounting electives.

**Writing-Enrichment Course:** ACC 490, BUS 352

## ACCOUNTING COURSES

**ACC 251 PRINCIPLES OF FINANCIAL ACCOUNTING** 3 s.h.  
Fundamentals of financial accounting, with an emphasis on understanding the use of the accounting information system, and analyzing and interpreting financial accounting information. Required of all accounting, business and marketing majors, and is usually taken in the sophomore year. Prerequisite: sophomore or higher classification. The course is offered every fall and spring semester.

**ACC 253 PRINCIPLES OF MANAGERIAL ACCOUNTING** 3 s.h.  
Completion of fundamentals of financial accounting, with an emphasis on analysis and interpretation of business operations, and an introduction to managerial accounting. Required of all accounting, business, and marketing majors, and usually taken in the sophomore year. Prerequisites: ACC 251, MAT 105. The course is offered every fall and spring semester.

**ACC 254 PRINCIPLES OF ACCOUNTING LABORATORY** 1 s.h.  
Traditional Accounting for accounting majors, including the accounting cycle, journalizing and posting to ledgers, and end of the period adjustments. This course is required of all accounting majors, and is usually taken in the sophomore year. Prerequisite ACC 251. The course is offered every fall and spring semester.

**ACC 341 INTERMEDIATE ACCOUNTING I** 3 s.h.  
A study of financial accounting functions and theory, including recognition and measurement of assets and liabilities. Prerequisite: ACC 253; co-requisite ACC 254. This course is offered every fall semester.

**ACC 342 INTERMEDIATE ACCOUNTING II** 3 s.h.  
Accounting for long-term liabilities and investments; stockholders' equity and earnings per share calculations; issues relating to income measurement; and the preparation and analysis of financial statements. Prerequisite: ACC 341. This course is offered every spring semester.

**ACC 345 COST ACCOUNTING I** 3 s.h.  
Introductory cost accounting course, emphasizing cost behavior, budgeting, cost management in a manufacturing environment, using costing systems in strategic decision making, and profit planning. Prerequisite: ACC 253 and MAT 105 or 113. This course is offered every fall semester.

**ACC 346 COST ACCOUNTING II** 3 s.h.  
A study of cost allocations, analysis of variances, and using cost information in making decisions. Current topics in cost accounting will also be studied. Prerequisite: ACC 345 and ECO 216; co-requisite ACC 254. This course is offered as needed.

**ACC 385 FEDERAL INCOME TAXATION I** 3 s.h.  
Federal income tax law with emphasis on the individual. Filing status, gross income, exclusions, deductions, adjusted gross income, and tax credits are analyzed. Property transactions and special tax treatment for businesses is also studied. Prerequisite: ACC 253. This course is offered every fall semester.

**ACC 386 FEDERAL INCOME TAXATION II** 3 s.h.  
Federal income tax law with emphasis on businesses and the tax consequences of business decisions. The course will study partnership, corporation, and fiduciary returns. Prerequisite: ACC 385. This course is offered every spring semester.

**ACC 416 ACCOUNTING INTERNSHIP** 3 s.h.  
Experiential learning acquired through placement with local organizations in either public or private sectors. The student is assigned duties and responsibilities approved by the Director of Internships and supervised and evaluated by the college instructor and on-site trainer. Weekly class contact, journal or written reports are required. Classroom instruction includes resume/letter writing, interviewing techniques, and oral presentations. Prerequisites: all required 200 level courses in accounting, business and economics, junior or senior status, and a minimum G.P.A. of 2.5 in the major; or permission of the instructor. This course is offered every fall and spring semester. See BUS 345 and 416.

**ACC 431 ACCOUNTING INFORMATION SYSTEMS** 3 s.h.  
Accounting within a computerized environment and integrating information systems concepts into the basic accounting processes. Prerequisite: ACC 253; co-requisite ACC 254 and BUS 225. This course is offered as needed.

**ACC 462 INTERNATIONAL ACCOUNTING** 3 s.h.  
Students will gain an understanding of how accounting is practiced in various countries and regions of the world, and how these accounting practices affect the production of financial statements. Prerequisites: ACC 253; co-requisite ACC 254 and ACC 341. This course is offered as needed.

**ACC 463 FUND ACCOUNTING**

3 s.h.

Accounting for non-profit entities with emphasis on governmental units, colleges/universities, and hospitals. Prerequisite: ACC 253, co-requisite ACC 254. This course is offered as needed.

**ACC 481 ADVANCED ACCOUNTING**

3 s.h.

Accounting for stock investments under the equity method; business combinations and consolidations, and consolidated earnings per share. Co-requisite: ACC 342. This course is offered as needed.

**ACC 485 SPECIAL TOPICS IN ACCOUNTING**

3 s.h.

Studies in specialized, upper-level applications of accounting theory and practice. Prerequisite: ACC 342 and permission of the instructor. This course is offered as needed.

**ACC 490 AUDITING**

3 s.h.

Auditing theory and practice, standards and procedures, rules of professional conduct, and related materials of professional importance. Prerequisite: ACC 342. This course is offered every fall semester.

**ACC 491 ADVANCED AUDITING**

3 s. h.

The application of the auditing process to cycles within the accounting system, including auditing within the EDP environment. A study of operational and compliance auditing, including their relationship to internal controls. Prerequisite: ACC 490. This course is offered as needed.

**ACC 499 INDEPENDENT STUDY IN ACCOUNTING**

3 s.h.

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor and the department chair before approval by the Vice President for Academic Affairs. Prerequisite: ACC 342. Credit to be determined.

**DEPARTMENT OF BUSINESS ADMINISTRATION**

Professor Theresa P. Clark, Chair

The Reeves School of Business offers Bachelor of Arts and Bachelor of Science degrees with majors, in Accounting, Business Administration, Financial Economics, and Marketing and Sports Management. Associate Degree Concentrations are available in Accounting, Business Administration, Financial Economics, Health Care Administration, and Marketing. Reeves School graduates are prepared to attend graduate school or secure entry-level positions in such areas as accounting, marketing, finance and personnel management in the public or private sector. Students majoring in fields other than business also find business courses attractive as preparation for leadership in diverse settings.

The Reeves School of Business also offers programs in Health Care Administration, Management Information Systems, Resort Management, Professional Golf Management and Professional Tennis Management in the form of academic concentrations.

Each major is based upon a common core of foundation courses in accounting, business, economics and statistics: ACC 251 and 253; BUS 225 and ECO 216, 261 and 262. Students should have completed these courses prior to enrolling in Reeves School 300/400-level courses.

Students interested in an international emphasis should refer to the Global Studies major listed in the Academic Catalogue.

**Type of degree(s) awarded:** B.A., B.S., A.A.

**Accreditation:** Methodist College, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer a major in business administration.

**International Business Studies/Exchange Opportunities.** Methodist College, through its Reeves School of Business, has an affiliation and exchange with the following Business School: Sup De Co in Rennes, France, one of the Grandes Ecoles of France, where Methodist students can spend a semester while taking business courses in English for credit at Methodist.

**Requirements for the major in Business Administration:** 51 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225 and ECO 216, 261 and 262); 21 s.h. of business major requirements (332, 343, 352, 450 and 470; ECO 311; and MKT 351), and 12 s.h. of 300 or 400 level electives in business, financial economics, accounting, marketing, or any concentration that may be attached to the major in Business Administration (Health Care Administration, Management Information Systems, Professional Golf Management, Professional Tennis Management, and Resort Management,). An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major. All Business Administration majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**The Health Care Administration concentration:** 24 s.h.—BHC 230, 300, 305, 330, 350, 410, 450 and 480.

**Management Information Systems Concentration:** 21 s.h. CSC 201 and 202; BUS 310, 426 and 480; MKT 360; and 3 s.h. of the following: ACC 341, MKT 460, or COM 341.

**The Professional Golf Management concentration:** 38 s.h.—21 s.h. of PGM foundation courses (204, 304, 330, 340, 400, 404 and 430); 2 s.h. of PGM seminars (195, 196, 295, 296, 395, 396, 495 and 496); 3 s.h. of PGM internships 170, 270, 370, and 12 s.h. of 470. Students in the PGM program are exempt from the Physical Education activity core requirement; however, they must complete PED 101.

**The Professional Tennis Management concentration:** 20 s.h.—PTM 101, 110, 210, 220, 330; and four Professional Seminars; PTM 170, 270 and 370 (internship experiences) to be taken during the summer at the end of the freshman, sophomore, and junior years, respectively. The remaining courses required in PTM are taken during regular semesters.

**Resort Management concentration:** 25 s.h. RMT 300, 345, 350, 360; LSS 200 or BUS 301; BUS 360; PGM 430; and Professional Seminars: RMT 310, 311, 312 & 313; and RMT 170 and 270 are internships which should be taken during the summer at the end of the freshman, sophomore and/or junior years. BUS 375 should be taken as the business elective for the Business Administration.

**Requirements for the minor in Business Administration:** 18 s.h.—12 s.h. of fundamental studies (ACC 251 and 253; and ECO 261 and 262); and 6 s.h. of upper-level accounting, marketing, or business courses.

**Requirements for the AA Concentration:** 18 s.h.—12 s.h. of fundamental studies (ACC 251 and 253; and ECO 261 and 262); and 6 s.h. of upper-level accounting, marketing or business courses.

**Writing-Enrichment Course:** BUS 352

**Computer Intensive Course:** BUS 225

**Minor in Computer Information Technology:** For those seeking to enter business with additional computer technology skills, it is highly recommended that they major in business administration, financial economics or marketing **and** take the 18 hour minor in Computer Information Technology (CIT) as offered by the department of Mathematics and Computer Science.

**Internships:** Reeves School students are encouraged to take at least one internship at a participating work site. Academic credit is given for this internship through BUS 345 and 416 (Internship). Students can take more than one such program provided they meet the requirements of the course. Interns have been placed throughout Fayetteville in a variety of business and community organizations. A partial list of local company work sites includes Merrill Lynch, the Fayetteville Observer, E. I. Dupont, Soffe Manufacturing, WFNC Radio, Smith Advertising, Dark Branch Racquet Club, Fitness Today, The Woman’s Center, the North Carolina Small Business and Technology Development Center (SBTDC), various CPA firms, and selected legal practices.

**Internships in Professional Golf Management, Professional Tennis Management, and Resort Management:** All paid interns are subject to random drug testing according to the policies of the respective department.

**Institutes:** The Reeves School of Business also houses three separate institutes: The Center for Entrepreneurship, The Institute for Golf and Tennis Management, and The Institute for Business and Marketing Research (See Marketing). Those organizations offer community and recognition programs and in some cases non-academic courses to serve specific needs of professionals in south-eastern North Carolina.

## **BUSINESS ADMINISTRATION COURSES**

**BUS 200 INTRODUCTION TO BUSINESS** 1 s.h.  
An overview of American and international business with emphasis on formation and management origins. The course is a survey of the functional relationship of operations, marketing, finance, and human resource development. Business writing skills are emphasized. Students with prior college level business courses may substitute ENG 320 for this course. Prerequisite: ENG 102. This course is offered every fall and spring semester.

**BUS 225 MICROCOMPUTER BUSINESS APPLICATIONS** 3 s.h.  
An introduction to the use of the microcomputer in business. Topics to be covered include an introduction to the disk-operating system, word processing, spreadsheet analysis, and database management. This course is offered every fall, spring, and summer semester. Students may substitute BUS 426 for BUS 225.

**BUS 300 PERSONAL FINANCE**

3 s.h.

An introduction to the personal financial planning process designed to equip the student with the skills needed to manage one's own personal financial resources. Topics include cash management, goal setting, tax planning, risk management, investment planning, retirement planning, and estate planning. No prerequisites required. This course is offered as needed.

**BUS 301 HOW TO START A SMALL BUSINESS**

3 s.h.

This course covers the structuring process from conception to birth of a new venture. It concentrates on the attributes of successful endeavors, opportunity recognition, venture screening, innovation and creativity, identification of resources, and feasibility analysis to learn how to turn opportunities into a viable business. Also included are business plans, financial start-up decisions, operating problem recognition, and problem solving. Prerequisite: junior or senior status or permission of the instructor. This course is offered as needed.

**BUS 310 MANAGEMENT INFORMATION SYSTEMS**

3 s.h.

A survey of management information systems providing students with an understanding of what they are, how they affect the organization, how they can make businesses more competitive, and how they assist in decision-making. This course is offered as needed.

**BUS 320 BUSINESS ETHICS**

3 s.h.

After a brief consideration of ethical theory, this course will examine selected ethical issues which arise from business, such as corporate responsibility, whistleblowing, environmental issues, and privacy. Particular emphasis will be placed on the role of the virtues in business practice. This course is offered in the spring semester, odd-numbered years. Cross listed as PHI 320

**ENG 320 BUSINESS WRITING**

3 s.h.

Offered by the English department. Counted as a business administration elective or as a substitute for BUS 200 for students with prior college level business courses (See BUS 200). May be counted toward the major in English or Business Administration, but not both. See ENG 320. This course is offered every spring semester.

**BUS 332 MANAGERIAL FINANCE**

3 s.h.

Management of funds from the corporate perspective, with emphasis on security valuation, risk analysis, financial forecasting, capital budgeting, capital structure components and their costs, and dividend policy. Prerequisites: ACC 253; ECO 216 and 262. This course is offered every fall, spring, and summer semester.

**BUS 343 MANAGEMENT AND ORGANIZATION**

3 s.h.

Survey of the management functions of planning, organizing, leading, and controlling within both structural and behavioral contexts. Emphasis is given to individual behavior, interpersonal relationships, small groups, inter-group relations, leadership, and change within the various structures of contemporary formal organizations. Also involves the study of organizational structure including the design of centralization, formalization, and complexity. Student teams are created and used throughout the course to study the course content through case studies and to experience the dynamics of team membership. The course is offered every fall and spring semester.



**BUS 345 INTERNSHIP I**

3 s.h.

Experiential learning acquired through placement with local organizations in either the private or public sectors. The student is assigned duties and responsibilities approved by the Director of Internships and supervised and evaluated by the college instructor and on-site trainer. Weekly class contact, journal or written reports are required. Classroom instruction includes resume/letter writing, interviewing techniques, and oral presentations. Prerequisites: BUS 343 and MKT 351, junior or senior status, and a minimum GPA of 2.5 in the major; or permission of the instructor. See MKT 345 and ACC 416. Applicable to one program only: Accounting, Business, or Marketing. This course is offered every fall and spring semester.

**BUS 346 STUDENTS IN FREE ENTERPRISE I**

2 s.h.

A special course under the auspices of Students in Free Enterprise (SIFE). Involves the formation of project groups, training, and project design, and is taken during the first semester of SIFE participation. Prerequisites: A sophomore, junior, or senior standing with a minimum GPA of 2.5. This course is offered every fall semester.

**BUS 347 STUDENTS IN FREE ENTERPRISE II**

2 s.h.

Focuses on the communication of the principles of free enterprise and economic supply and demand to a diversity of publics through special projects. Continuation of BUS 346 taken during the second semester of SIFE participation. Student-designed projects are entered into regional/national competitions. Prerequisite: BUS 346. This course is offered every spring semester.

**BUS 352 BUSINESS LAW I**

3 s.h.

The organization and theory of the American legal system and its relationship with the business environment, including contracts, tort law, and the Uniform Commercial Code and its provisions concerning sales, negotiable instruments, commercial paper, and banking. This course is offered every fall and spring semester.

**BUS 353 BUSINESS LAW II**

3 s.h.

Law of Agency, the Uniform Partnership Act, relevant corporate law, government regulation of business, Securities Law, the law of secured transactions, Labor Law and Employment Law. Prerequisite: BUS 352. This course is offered in the spring semester, odd-numbered years.

**BUS 354 SPORTS LAW**

3 s.h.

A study of the law as it applies to professional and amateur sport organizations and participants. Analysis of contract law, tort law, constitutional law, administrative law, antitrust law, collective bargaining, and arbitration as it relates to sport. Introduction to the case method of problem solving techniques. Class presentations on current legal issues are required. Prerequisite: BUS 352. This course is offered in the fall semester, odd-numbered years.

**BUS 360 PRINCIPLES OF REAL ESTATE**

3 s.h.

A survey of legal, economic, and accounting principles applied to real property resources. Topics include brokerage, contracts, closings, valuation, investing, and finance. The analysis of income-producing property is emphasized. Prerequisites: BUS 332; or permission of instructor or department chairperson. This course is offered as needed.

**BUS 365 PRINCIPLES OF INSURANCE** 3 s.h.  
An overview of the insurance industry and underwriting principles. Risk management, contract provisions, and contract law as applied to both casualty and life dimensions. Emphasis on the investment function of life insurance. This course is offered as needed.

**BUS 375 HUMAN RESOURCES MANAGEMENT** 3 s.h.  
Traditional functions of personnel administration: recruitment, selection, development, compensation, and personnel planning. Includes employee morale and the impact of legislation upon the personnel process. Prerequisite: BUS 343. This course is offered in the fall semester, odd-numbered years.

**BUS 410 REAL ESTATE LAW** 3 s.h.  
An advanced study of real property ownership and interest, real property title transfer, real estate contracts, and federal income taxation of real property. Also included are landlord and tenant law, real estate brokerage law, and other topics required by the North Carolina Real Estate Commission. Prerequisite: BUS 360, active Real Estate Sales license, or permission of instructor. This course is offered as needed.

**BUS 412 INTERMEDIATE MANAGERIAL FINANCE** 3 s.h.  
Additional financial management concepts and practices; extensive case analysis with focus on the capital asset pricing model. Prerequisite: BUS 332. This course is offered every spring semester.

**BUS 414 REAL ESTATE FINANCE** 3 s.h.  
A survey of instruments, methods, institutions, and markets involved in the financing of real estate. Emphasis on primary and secondary markets, investment returns and risks, and construction and permanent financing. Prerequisite: BUS 332 and 360 or permission of instructor. This course is offered as needed.

**BUS 415 INVESTMENT AND PORTFOLIO MANAGEMENT** 3 s.h.  
A survey of investment alternatives with emphasis on security evaluation, features of trading, the regulatory structure, and the design of portfolios. Prerequisite: BUS 332. This course is offered in the spring semester, odd-numbered years and as needed.

**BUS 416 INTERNSHIP II** 3 s.h.  
For students who have had BUS 345 and would like to take another internship experience. See ENG 416 or WRI 416. This course is offered every fall and spring semester.

**BUS 420 REAL ESTATE BROKERAGE** 3 s.h.  
A survey of various functions of the real estate brokerage business. Emphasis is placed upon the process of establishing the firm, management practices, financing, accounting systems (including trust account records and procedures, personnel policies, and marketing). Prerequisite: BUS 360, active Real Estate Sales license, or permission of instructor. This course is offered as needed.

**BUS 426 ADVANCED MICROCOMPUTER BUSINESS APPLICATIONS** 3 s.h.  
Advanced study of microcomputer applications with emphasis on business problem-solving skills. More sophisticated techniques in spreadsheet analysis and database management are included. Prerequisite: BUS 225 or permission of instructor. This course is offered every spring semester.

**BUS 437 FINANCIAL INSTITUTIONS AND MARKETS** 3 s.h.  
A survey of the major financial intermediaries with emphasis upon balance sheet account management, the principal securities traded, and the markets in which the trading occurs. Prerequisites: ACC 251 and 253; ECO 261 and 262. This course is offered in the fall semester, even-numbered years and as needed.

**BUS 446 STUDENTS IN FREE ENTERPRISE III** 2 s.h.  
A special course under the auspices of Students in Free Enterprise (SIFE). Involves the formation of project groups, training, and project design. Taken during the third semester of SIFE participation. Prerequisites: BUS 346 and 347. This course is offered every fall semester.

**BUS 447 STUDENTS IN FREE ENTERPRISE IV** 2 s.h.  
Focus on the communication of the principles of free enterprise and economic supply and demand to a diversity of publics through special projects. Student-designed projects are entered into regional/national competitions. Continuation of Business 446 and taken during the fourth semester of SIFE participation. Prerequisites: BUS 346, 347 and 446. This course is offered every spring semester.

**BUS 450 MANAGEMENT SCIENCE** 3 s.h.  
A survey of quantitative methods used in managerial decision making. Topics include linear programming, decision theory, project management models, inventory models, queuing theory, simulation, and forecasting. Use of computer software to solve problems. Prerequisites: ECO 216, BUS 225 and 343. Course is offered every spring and fall semester.

**BUS 460 REAL ESTATE PRACTICUM** 3 s.h.  
Experiential learning acquired through placement with a local real estate organization. The student is assigned duties and responsibilities approved by the Director of Real Estate and supervised and evaluated by the college instructor and on-site trainer. Weekly class contact, journal or written reports are required. Prerequisites: Possession of active North Carolina Real Estate Sales license and successful completion of two upper level real estate courses in addition to BUS 360. This course is offered as needed.

**BUS 470 BUSINESS POLICY AND STRATEGY** 3 s.h.  
A capstone course conducted with case method. Examination of external and internal environments of business. Analysis of the formulation and implementation of organizational strategy, both in private and not-for-profit sectors. Integration of prior studies in accounting, economics, management, marketing, law, and behavior. Includes administration of field test in business as required exit exam for all seniors in business. Prerequisites: BUS 332, 343 and 352; MKT 351. This course is offered every fall and spring semester.

**BUS 480 BUSINESS SYSTEMS DEVELOPMENT** 3 s.h.  
A systematic approach to the study of business organizations and the establishment of criteria for computer-based information systems for management planning and control in various types of business environments. The course is designed to provide an understanding of the system development and modification process and to enable students to evaluate and choose a system development methodology. It emphasizes the factors for effective communication with users and team members and all those associated with development and maintenance of the system. This course is offered as needed.

## **BUS 485 SPECIAL TOPICS**

3 s.h.

A topic in business not covered in depth in any of the other established courses in business. This course is offered as needed.

## **BUS 499 INDEPENDENT STUDY IN BUSINESS ADMINISTRATION** TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

## **HEALTH CARE ADMINISTRATION**

Mr. Michael H. Sullivan, Director

### **Health Care Administration Advisory Board**

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President/CEO  
Southern Regional Area Health  
Education Center

Graduates can enter the management profession as medical office managers, physician office staff, long-term care administrators, public health officials, government health care officials, insurance representatives, administrative officers at various levels in hospitals, and organizations like the Red Cross, home health agencies, senior citizen centers, day care agencies, and rehabilitative health care centers, etc.

**Type of degree awarded:** B.A., B.S., A.S.

**Accreditation:** Methodist College, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer majors in Business Administration, Accounting, Financial Economics and Marketing.

**Requirements for the major in Business Administration:** 51 s.h.—18 s.h. of Reeves School foundation courses (ACC 251 and 253, BUS 225 and ECO 216, 261, and 262); 21 s.h. of business major requirements (BUS 332, 343, 352, 450 and 470; ECO 311; and MKT 351), and 12 s.h. of 300 or 400 level electives in business, financial economics, accounting, marketing, or any concentration that may be attached to the major in Business Administration (Resort Management, Health Care Administration, Professional Golf Man-

agement and Professional Tennis Management). An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major. All Business Administration majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Financial Economics:** 54 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; ECO 216, 261 and 262); 27 s.h. of Financial Economics major requirements (BUS 332, 343, 352, 412, and 470; MKT 351; ECO 311, 313, and 316); and 6 s.h. chosen from BUS 437, BUS 415, ECON452 and ECON 465; and a 3 s.h. (any 300/400 level) accounting, business, marketing or economics course. All Financial Economics majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Marketing:** 51 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; ECO 216, 261 and 262); 24 s.h. of Marketing major requirements (BUS 332, 343, 352, and 470; and MKT 351, 390, 400, and 470); and 9 s.h. from the following approved electives (MKT 345, 360, 380, 384, 410, 420, 430, 460, 485 and 499; PGM 304, 404; RMT 350). All Marketing majors must take college algebra (MAT 105) or pre-calculus (MAT 113).

**The Health Care Administration concentration:** 24 s.h. BHC 230, 300, 305, 330, 350, 410, 450 and 480

**Foundation course for the Bachelor of Science program:** SCI 142

**Requirements for the A.S. Concentration in Health Care Administration:** 36 s.h.—core requirements for the A.S. degree; BUS 225; SCI 142 and either SCI 141 or 143; ACC 251 and 253; MAT 105 or higher; and 18 s.h. of Health Care Administration classes. A.S. degree students may take ECO 210 which will satisfy the 3 s.h. of the Social Science general education core requirements.

**No minor is available.**

**Writing-Enrichment Courses:** BUS 352, BHC 450

**Computer Intensive Course:** BUS 225

## **HEALTH CARE ADMINISTRATION COURSES:**

**BHC 230 MEDICAL TERMINOLOGY** 3 s.h.  
Introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to anatomy, physiology, pathological conditions, and treatment of the conditions that can affect the eleven systems of the human body. Upon completion, students should be able to pronounce, spell, define, understand, and interpret over 11,000 medical terms as related to the body's systems and their pathological disorders. The course is offered every spring.

**BHC 300 INTRODUCTION TO HEALTH CARE ADMINISTRATION** 3 s.h.  
A study of the United States health care system, its nature, organization, and functions. Study of how providers, managers, and consumers interact in the health care system. Current issues, with an emphasis on legislative initiatives, are studied. This course is offered every fall semester.

**BHC 305 MANAGING HEALTH CARE ORGANIZATIONS** 3 s.h.  
Provides a conceptual framework for identifying, evaluating, analyzing, and managing factors which influence the effective operation of health care organizations. Emphasis is on integrating theory and concepts and management principles as a basis for understanding the internal dynamics of health care facilities/organizations. The students will receive a strong foundation in medical terminology. Focus is on managerial leadership and successful management practices within contemporary health care-related organizations. This course is offered every spring semester.

**BHC 330 HEALTH CARE STRATEGIC MANAGEMENT** 3 s.h.  
Provides the concepts and theories pertaining to strategic planning/management and marketing approaches to patients, medical staff, and other major stakeholders. A comprehensive approach to translating the strategic plan of the organization into a functional marketing plan that can be of assistance in operational decision making. Prerequisite: BHC 300. This course is offered every fall semester.

**BHC 350 ECONOMICS AND FINANCE OF HEALTH CARE ORGANIZATIONS** 3 s.h.  
Factors affecting health care economics are discussed. Specific information is presented concerning reimbursement systems, insurance, Medicare, Medicaid, government regulations, liability issues, accessibility, budgeting, and human resources. National health insurance and state/local initiatives will be discussed. This course is offered every fall semester.

**BHC 410 MANAGED CARE AND MEDICAL GROUP PRACTICE MANAGEMENT** 3 s.h.  
A course focusing on the managed health care arena and the relationship of medical group practice management to the constantly changing environment of managed care. Students receive a strong background in many facets of managing a medical group practice and concepts/practices of managed care in health care delivery systems. Emphasis is on integrating concepts and management theory with specific skills and competencies to improve the students success in the ever changing demands of medical group practice management. Prerequisites: BHC 300, or permission of instructor. This course is offered every spring semester.

**BHC 430 LONG-TERM CARE ADMINISTRATION** 3 s.h.  
A study of the modern long-term care center as it has evolved over time. Analysis of the various settings for long-term care such as nursing homes, assisted living facilities, retirement, home health care, and adult day health care centers. Issues of medical organization, legal, financial, human resources, and current topics are discussed. This course is offered as needed.

**BHC 450 SENIOR SEMINAR** 3 s.h.  
The capstone course for the health care administration major. Synthesizes material from entire curriculum. The focus is upon the health care administrator as a professional. Classroom material is integrated with experiential learning through a major research project. This course is offered every fall semester.

**BHC 480 INTERNSHIP**

3 s.h.

Experiential learning through placement with local health care facilities and related organizations. The student is assigned duties and responsibilities approved by the department chair. Supervision and evaluation is conducted by the college instructor and on-site preceptor. Weekly classroom contact and written reports with the instructor are required. Placement involves discussions with student, faculty, and site coordinator. The intern develops managerial skills through varied experiences in the performance of administrative task and through direct participation in the problem-solving process. Prerequisites: BHC 330 and 350. This course is offered every spring semester.

**BHC 485 SPECIAL TOPICS IN HEALTH CARE ADMINISTRATION**

3 s.h.

Studies in specialized, upper-level applications of health care administration theory and practice. Prerequisite: permission of the department chair. This course is offered as needed.

**BHC 499 INDEPENDENT STUDY IN HEALTH CARE ADMINISTRATION**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair before approval by the Vice President for Academic Affairs. Credit to be determined. This course is offered as needed.

**MANAGEMENT INFORMATION SYSTEMS**

Dr. Jeffrey Zimmerman, Coordinator

The MIS (Management Information Systems) concentration is designed to prepare students to become leaders in the use of information systems for the benefit of organizations and society. The concentration focuses on educating students about the development and use of information systems as decision-making and problem-solving tools. Students will develop an understanding of the managerial issues encountered in the operation of information systems in organizations, particularly how these tools can be used to gain a competitive edge and to re-engineer an organization.

**Type of degrees awarded:** B.A., B.S., A.S.

**Accreditation:** Methodist College, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer majors in Business Administration, Accounting, Financial Economics and Marketing.

**Requirements for the major in Accounting:** 61 s.h. consisting of the following: 18 s.h. of Reeves School foundation courses (ACC 251 and 253, BUS 225 and ECO 216, 261, and 262); 15 additional hours of upper-level business courses (BUS 332, 343, 352, 470, and a 3 s.h. elective from 353 or 375); MKT 351; 25 hours of introductory and upper-level accounting courses (254, 341, 342, 345, 385, 386, 490, and 6 s.h. of accounting electives). All Accounting majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113). For those planning to take the Certified Public Accountant exam, ACC 463 and 481 are recommended. An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major.

**Requirements for the major in Business Administration:** 51 s.h.—15 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; and ECO 216, 261 and 262); 21 s.h. of business major requirements (BUS 225, 332, 343, 352, 450 and 470; ECO 311; and MKT 351), and 12 s.h. of electives in business, financial economics, accounting, marketing, or any concentration that may be attached to the major in Business Administration (Resort Management, Health Care Administration, Professional Golf Management and Professional Tennis Management). An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major. All Business Administration majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Financial Economics:** 54 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; ECO 216, 261 and 262); 27 s.h. of Financial Economics major requirements (BUS 332, 343, 352, 412, and 470; MKT 351; ECO 311, 313, and 316); and 6 s.h. chosen from BUS 437, BUS 415, ECON 452 and ECON 465; and a 3 (Any 300/400 level) accounting, business, marketing or economics course. All Financial Economics majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Marketing:** 51 s.h.—15 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; and ECO 216, 261 and 262); 24 s.h. of Marketing major requirements (BUS 332, 343, 352, 470; and MKT 351, 390, 400, and 470); and 9 s.h. from the following approved electives (MKT 345, 360, 380, 384, 410, 420, 430, 460, 485, 499; PGM 404; RMT 350). All Marketing majors must take college algebra (MAT 105) or pre-calculus (MAT 113).

**Management Information Systems concentration:** 21 s.h.—CSC 201, 202; BUS 310, 426, and 480; MKT 360; and 3 s.h. of the following: ACC 341, MKT 460, or COM 341.

**No minor is available.**

**Writing-Enrichment Courses:** BUS 352

**Computer Intensive Course:** BUS 225

**CSC 201 INTRODUCTION TO COMPUTER SCIENCE** 3 s.h.

This course is an introduction to Computer Science and programming. No prior programming experience required. This course is the first course for CSC and CIT majors. It is a challenging course for non-majors and non-majors must have passed Math 105 with a C or better. Typical problems from the office workplace and their computer solutions will be explored. Elementary problem solving (top-down design and step-wise refinement) and programming techniques (sequence, decision making, and repetition) will be studied. This course is offered every fall and spring semester.

**CSC 202 INTRODUCTION TO PROGRAMMING** 3 s.h.

Problem solving, algorithm development, and programming using an object-oriented programming language. Some of the problem solving techniques include top-down design, step-wise refinement, structured programming, and object-oriented design. Prerequisite: CSC 201. This course is offered every spring semester



**BUS 310 MANAGEMENT INFORMATION SYSTEMS** 3 s.h.  
A survey of management information systems providing students with an understanding of what they are, how they affect the organization, how they can make businesses more competitive, and how they assist in decision-making. This course is offered as needed.

**BUS 480 BUSINESS SYSTEMS DEVELOPMENT** 3 s.h.  
A systematic approach to the study of business organizations and the establishment of criteria for computer-based information systems for management planning and control in various types of business environments. The course is designed to provide an understanding of the system development and modification process and to enable students to evaluate and choose a system development methodology. It emphasizes the factors for effective communication with users and team members and all those associated with development and maintenance of the system. This course is offered as needed.

**BUS 426 ADVANCED MICROCOMPUTER BUSINESS APPLICATIONS** 3 s.h.  
Advanced study of microcomputer applications with emphasis on business problem-solving skills. More sophisticated techniques in spreadsheet analysis and database management are included. Prerequisite: BUS 225 or permission of instructor. This course is offered every spring semester.

**MKT 360 E-BUSINESS I** 3 s.h.  
A survey of applications and factors related to doing business on the World Wide Web. Prerequisite: MKT 351. This course is offered every fall semester.

**COM 341 HTML PUBLISHING & WEB PAGE DESIGN** 3 s.h.  
Focuses on Internet-based communication and new applications of on-line technologies. The course discusses the history and development of the Internet itself, the rise of the HTML format and JAVA scripting for web publishing, and how other Internet resources interface with this language. Students learn to create web pages, design web sites, and make use of some of the newer plug-ins available for web publishing and distribution. Finally, students study trends in Internet-based design and how present and future trends will create employment opportunities on the Internet. This course is offered as needed.

**ACC 341 INTERMEDIATE ACCOUNTING I** 3 s.h.  
A study of financial accounting functions and theory, including recognition and measurement of assets and liabilities. Prerequisite: ACC 253; co-requisite ACC 254. This course is offered every fall semester.

**MKT 460 E-BUSINESS II** 3 s.h.  
An application class designed to give students a working knowledge of using E-Business software. Students are required to design and put together an E-Business site. Prerequisites: MKT 352, MKT 360, COM 341. This course is offered every spring semester.

## **PROFESSIONAL GOLF MANAGEMENT**

Mr. Jerry Hogge, Director

The business administration major with a concentration in professional golf management (PGM) prepares students to secure entry-level positions in the golf industry. It provides students the opportunity to pursue a career as a golf professional in the private or public sector, resort or corporate golf structure, administration, club management, turf management or industry representative (sales). Future study in graduate school is possible in business administration, marketing, and related fields.

The marketing major with a concentration in professional golf management (PGM) provides students the opportunity to pursue a career as a golf professional involved in or responsible for the development, pricing, promotion, distribution and delivery of products, services and programs related to the golf industry. Potential areas of employment include all entry-level positions in the private or public sector, resort or corporate golf structure, administration, club management, or turf management. Future study in graduate school is possible in business administration, marketing, and agronomy.

**Type of degree awarded:** B.A., B.S.

**Accreditation:** The Methodist College Professional Golf Management program is accredited by the Professional Golfers' Association of America (PGA). This accreditation requires students to successfully complete the Playing Ability Test (PAT) and Levels 1, 2 and 3 prior to graduation from the PGA Professional Golf Management Program

**Requirements for the major in Accounting:** 61 s.h. consisting of the following: 18 s.h. of Reeves School foundation courses (ACC 251 and 253, BUS 225 and ECO 216, 261, and 262); 15 additional hours of upper-level business courses (BUS 332, 343, 352, 470, and a 3 s.h. elective from 353 or 375) and MKT 351; 25 hours of introductory and upper-level accounting courses (254, 341, 342, 345, 385, 386, 490, and 6 s.h. of accounting electives). All Accounting majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113). For those planning to take the Certified Public Accountant exam, ACC 463 and 481 are recommended. An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major.

**Requirements for the major in Business Administration:** 51 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; and ECO 216, 261 and 262); 21 s.h. of business major requirements (BUS 225, 332, 343, 352, 450 and 470; ECO 311; and MKT 351), and 12 s.h. of electives in business, financial economics, accounting, marketing, or any concentration that may be attached to the major in Business Administration (Health Care Administration, Management Information System, Professional Golf Management, Professional Tennis Management, and Resort Management). An elective may count toward only one major. All Business Administration majors must take college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Financial Economics:** 54 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; ECO 216, 261 and 262); 27 s.h. of Financial Economics major requirements (BUS 332, 343, 352, 412, and 470; MKT 351; ECO 311, 313, and 316); and 6 s.h. chosen from BUS 437, BUS 415, ECON 452 and ECON 465; and a 3 s.h. (any 300/400 level) accounting, business, marketing or economics course. All Financial Economics majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Marketing:** 51 s.h. 18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; ECO 216, 261 and 262); 24 s.h. of Marketing major requirements (BUS 332, 343, 352, 470; and MKT 351, 390, 400, and 470; and 9 s.h. from the following approved electives (BHC 330; MKT 345; 360. 380, 384, 410, 420, 430, 460, 485, 499; PGM 304, 404; RMT 350). All Marketing majors must

take at least college algebra (MAT 105) or pre-calculus (MAT 113). **PGM 304 and 404 can be counted as marketing major elective courses and PGM concentration requirement courses.**

**The Professional Golf Management concentration:** 38 s.h.—21 s.h. of PGM foundation courses (204, 304, 330, 340, 400, 404 and 430); 2 s.h. of PGM seminars (195, 196, 295, 296, 395, 396, 495 and 496); 3 s.h. of PGM internships 170, 270, 370, and 12 s.h. of 470. Students in the PGM program are exempt from the Physical Education activity core requirement; however, they must complete PED 101.

**PGA/Playing Ability Test (PAT) Requirement:** A requirement for graduation with a concentration in Professional Golf Management is to successfully pass the Playing Ability Test. Each first year student must attempt the PAT a minimum of one time per year. All other students, sophomores, juniors and seniors, must attempt the PAT two times per year until passed. All students must participate in the Player Development Program (PDP) until the PAT is successfully passed.

**PGA Membership:** Successful completion of the PGA/PGM program will not automatically result in membership in the PGA of America. Membership requirements of the PGA of America may change during a PGA/PGM student's tenure. A student will be required to fulfill all membership requirements as they now exist or as they may be amended in the future to be eligible for PGA membership. The PGA of America requires its members to be either United States citizens or resident aliens. **METHODIST COLLEGE DOES NOT ACTIVELY RECRUIT STUDENTS WHO ARE NOT ELIGIBLE FOR PGA MEMBERSHIP.**

**No minor or AA subject concentration is available.**

**Writing-Enrichment Courses:** PGM 404

**Computer Intensive Course:** BUS 225

## **PROFESSIONAL GOLF MANAGEMENT COURSES**

### **PGM 104 THE HISTORY OF GOLF**

3 s.h.

The history of golf from Europe to the United States. Topics include the development of the PGA of America, the PGA Tour, and LPGA Tour. This course is offered as needed.

### **PGM 170, 270, 370 INTERNSHIP**

1 s.h. each

Experiential learning in all aspects of golf management acquired through a twelve-week internship at a golf facility. The student is assigned duties and responsibilities approved by the faculty member and PGA professional at the site. Supervision and evaluation is conducted by the faculty member and the on-site professional. Written reports and evaluations are required at the completion of each phase of instruction. Placement is made by the PGM faculty member in consultation with the student. A minimum cumulative GPA of 2.0 is required for each internship. This course is offered every summer semester. All students who are participating in a paid internship are subject to random drug testing prior to and during employment according to the Reeves School of Business Drug Policy. Prerequisite for PGM 170 is PGM 204; Prerequisite for PGM 270 is PGM 170; Prerequisite for PGM 370 is PGM 270.

### **PGM 470 INTERNSHIP**

12 s.h

PGM 470 is a 7 month internship after all academic requirements are met. It is the final work experience that blends all classroom academic learning with the everyday practical application of the golf business. All graduation requirements must be met including PGM 170, 270 and 370, prior to registering for PGM 470. All students who are participating in a paid internship are subject to random drug testing prior to and during employment according to the Reeves School of Business Drug Policy. This is a pass/fail grade.

### **PGM 195, 196, 295, 296, 395, 396, 495, 496 SEMINAR**

.5 s.h.

Information and knowledge acquired through supervised participation in formal seminars taught jointly by college instructors and PGA officials and CEO's of leading business. Resumes are required for attendance. Topics include teaching; rules; club fitting and repair; club management policies and procedures; golf cart use, repair, and maintenance; merchandising; turf management; and golf computer operations. A minimum of 4 seminars are required for graduation. One seminar must be taken each year. Pass/fail course.

### **PGM 204 INTRODUCTION TO GOLF MANAGEMENT**

3 s.h.

An overview of opportunities and responsibilities in the golf profession; PGA history, purpose, and constitution; customer relations; introduction to teaching; professional terminology; and golf car fleet management. Co-requisite/prerequisite for all PGM courses. Open to PGM students only. This course is offered every fall semester.

### **PGM 210 THE ART AND SCIENCE OF CLUB FITTING AND CLUB REPAIR**

3 s.h.

A foundation course covering the golf professional's ability to custom fit and merchandise equipment. The course includes a practicum in club fitting and a "hands on" approach to club repair and the completion of the Professional Golf Management Level 1 and 2 picture book. This course is a PGA/PGM requirement during the freshman or sophomore year and is offered every fall and spring semester.

### **PGM 304 FACILITY MANAGEMENT**

3 s.h.

An introduction to the overall management of the golf business. Golf management principles, marketing a golf facility as well as accounting principles will be the main focus of the course. Other topics include the importance of and steps involved in business planning, financial forecasting, and budgeting. This class will also focus on hiring and evaluating employees, wage and hour laws, and employment laws. This course is offered every fall. Required for sophomores. Prerequisite: PGM 204.

### **PGM 310 THE SCIENCE OF THE GOLF SWING**

3 s.h.

The course is an in-depth study of the physics and geometry of the golf swing, the angles created, centrifugal and centripetal forces, and the sciences that are involved in the golf swing. This course is offered every fall and spring semester as needed.

### **PGM 330 AGRONOMY AND TURF GRASS MANAGEMENT**

3 s.h.

This class is an introduction to turfgrasses and maintenance procedures necessary for meeting modern golf course playability standards. The focus is communicating with golf course superintendents and the customers about regular practices. Lectures and laboratory classes study basic plant physiology, turfgrass identification, cultural practices, fertility requirements, Integrated Pest Management strategy and environmental concerns related to effective golf course management. Human resource, financial, and governmental issues are also discussed. This course is offered every fall and spring semester.

**PGM 340 TOURNAMENT OPERATIONS AND THE RULES OF GOLF** 3 s.h.

An in-depth study of the golf professional's responsibility in tournament operations; developing the tournament, scoreboard layout and design; which includes the fundamentals of calligraphy, budgets, organizing staff and volunteers, tournament promotion and evaluation; and incorporating the use of computer software. An in-depth study of the Rules of Golf and the decisions on the Rules of Golf. Students will learn the definitions of the rules, how to use the rule book, how to interpret and apply the rules of golf in tournament situations as a golf professional. This course is offered fall and spring semesters.

**PGM 400 TEACHING METHODS** 3 s.h.

The sciences applied to the golf swing, causes and effects; laws, principles and preferences of a model swing; professional terminology for golf teachers; comparisons of teaching styles; the role of club fitting in relation to equipment and game improvement; private and group lessons; the psychology of playing and course management; and nutrition and fitness in golf today. Lab requirements: students must teach a lesson to a designated student. Prerequisite: PGM 204, OCL 151, and successful completion of the PGA/PGM LEVEL I CHECKPOINT. This course is offered every spring semester.

**PGM 404 GOLF SHOP OPERATIONS** 3 s.h.

An in-depth study of merchandise and inventory management in the golf business. Students will learn how to develop an Open-To-Buy plan, a merchandise assortment plan and select the criteria for merchandise selection. This course is a comprehensive study of golf retail management to include: buying strategies, record keeping, financial reporting, vendor relations, visual merchandising, pricing, planning promotions, and analyzing performance variances. This course is offered every spring. Required for Juniors. Prerequisites: PGM 204, PGM 304 and successful completion of PGA/PGM LEVEL I CHECKPOINT.

**PGM 430 FOOD AND BEVERAGE MANAGEMENT** 3 s.h.

An introduction into the main function areas of the food and beverage industry. The course includes the procurement, preparation, yield, presentation, and sale of food and beverage. The course will also include a four week lab experience. The lab experience will include, but not be limited to hands on experience in table and room set-up; proper table service; and related services that will be found in private and public facilities. This course is offered every fall and spring semester.

**PGM 485 SPECIAL TOPICS IN PROFESSIONAL GOLF MANAGEMENT** 1-3 s.h.

In depth study of a specific area of the golf industry as it relates to the golf professional. Prerequisite: permission of the department chair. This course is offered as needed.

**PGM 499 INDEPENDENT STUDY IN GOLF MANAGEMENT** 1-3 s.h.

An opportunity for a well-qualified PGM student to engage in a special research project. Requires approval by the faculty advisor, supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

## PROFESSIONAL TENNIS MANAGEMENT

Mr. Stephen J. Petersen, Director

The Professional Tennis Management program offers a wide range of career opportunities in the tennis industry, general business, and as a basis for graduate or law school. The tennis industry path leads to becoming a tennis teaching professional, director of tennis, manufacturer's sales representative, pro shop manager, or tennis industry administrator. The degree choices are either a Bachelors of Arts or Science in Accounting, Business Administration, Marketing, and Financial Economics with a concentration in Professional Tennis Management.

The curriculum includes professional tennis teaching certification by the two largest professional teaching organizations in the world. United States Professional Tennis Association (USPTA) certification at the Professional 2 level or Professional Tennis Registry (PTR) certification at the Instructor level is required for successful completion of the program. Students have the opportunity to select either or both tracks. If the PTR track is selected, then PTM 230, International Teaching Methods, is substituted for PTM 210, Teaching Methods II; and MKT 410, Global Marketing, is required.

**Accreditation:** Methodist College, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer degrees in Business Administration, Accounting, Financial Economics, and Marketing with concentrations in Professional Tennis Management.

**Requirements for the major in Accounting:** 61 s.h. consisting of the following: 18 s.h. of Reeves School foundation courses (ACC 251 and 253, BUS 225 and ECO 216, 261, and 262); 15 additional hours of upper-level business courses (BUS 332, 343, 352, 470, and a 3 s.h. elective from 353 or 375) and MKT 351; 25 hours of introductory and upper-level accounting courses (254, 341, 342, 345, 385, 386, 490, and 6 s.h. of accounting electives). All Accounting majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113). For those planning to take the Certified Public Accountant exam, ACC 463 and 481 are recommended. An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major.

**Requirements for the major in Business Administration:** 51 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; and ECO 216, 261 and 262); 21 s.h. of business major requirements (BUS 332, 343, 352, 450 and 470; ECO 311; and MKT 351), and 12 s.h. of electives in business, financial economics, accounting, marketing, or any concentration that may be attached to the major in Business Administration (Resort Management, Health Care Administration, Professional Golf Management and Professional Tennis Management). An elective may count toward only one major. All Business Administration majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Financial Economics:** 54 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; ECO 216, 261 and 262); 27 s.h. of Financial Economics major requirements (BUS 332, 343, 352, 412, and 470; MKT 351; ECO 311, 313, 316, and 452); and 6 s.h. chosen from BUS 437, BUS 415, ECON 452

and ECON 465; and a 3 s.h. (Any 300/400 level) accounting, business, marketing or economics course. All Financial Economics majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Marketing:** 54 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; and ECO 216, 261 and 262); 24 s.h. of Marketing major requirements (BUS 332, 343, 352, 470; and MKT 351, 390, and 470; and 12 s.h. from the following approved electives (MKT 345; 360, 380, 384, 410, 420, 430, 460, 485, 499; PGM 304 and 404; RMT 350). All Marketing majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**The Professional Tennis Management concentration:** 20 s.h. PTM 101, 110, 210, 220, 330; and four Professional Seminars; PTM 170, 270 and 370 (internship experiences), taken during the summer at the end of the freshman, sophomore, and junior years, respectively. The remaining courses required in PTM are taken during regular semesters.

**No minor or AA subject concentration is available.**

**Writing Enrichment Course(s):** BUS 352 and MKT 470

**Computer Intensive Course:** BUS 225

In addition to the entrance requirements of Methodist College and the Reeves School of Business, those entering the Professional Tennis Management program must have (1) a high school GPA of 2.0 or higher and (2) a minimum of 4.0 by the National Tennis Rating Program, a USTA district ranking, a proven ability at the high school level, or a letter from a certified professional or high school coach to verify that playing ability meets the minimum requirements listed above. Students in the PTM program are charged a \$250 laboratory fee each semester which pays for a summer internship, if in good academic standing. Students in the PTM program are exempt from the Physical Education activity core requirement; however, they must complete PED 101.

## **PROFESSIONAL TENNIS MANAGEMENT COURSES**

### **PTM 101 INTRODUCTION TO PROFESSIONAL TENNIS MANAGEMENT**

3 s.h.

Investigation of career opportunities in the tennis industry and the qualifications and responsibilities associated with them. This course is offered every fall semester.

### **PTM 110 TEACHING METHODS I**

3 s.h.

An introduction to Sports Science and tennis instructional techniques and materials, including developing lesson plans and programs. This course is offered every spring semester.

### **PTM 125, 126, 225, 226, 325, 326, 425, 426 SEMINAR**

.5 s.h. each

Experts from the tennis industry conduct educational seminars on topics such as teaching, club management, contract negotiations, and coaching. Four workshops are required for graduation. Courses taught on a pass-fail basis. This course is offered every semester.

**PTM 170, 270, 370 INTERNSHIP I, II, III** 1 s.h. each  
Experiential learning in all aspects of the tennis industry management acquired through a ten-week placement at a tennis facility. Duties and participation in all aspects of tennis management (teaching, court maintenance, front desk management, pro shop operations, etc.). Supervision and evaluation are conducted by the faculty member and the on-site professional. Written reports and evaluations are required at the completion of the internship. This course is offered every fall, spring, and summer semester. All students who are participating in a paid internship are subject to random drug testing prior to and during employment according to the Reeves School of Business Drug Policy.

**PTM 210 TEACHING METHODS II** 3 s.h.  
A survey of tennis instructional techniques and materials for preparing students to the type of teaching they will encounter as teaching professionals, including an understanding of USPTA certification. This course is offered every fall semester.

**PTM 220 TOURNAMENT ADMINISTRATION and RACKET REPAIR** 3 s.h.  
USTA tournament promotion, marketing, sponsorship, rules, and administration are covered including computer software. Racquet design, repair, and stringing are covered. This course is offered every fall semester.

**PTM 230 INTERNATIONAL TEACHING METHODS** 3 s.h.  
This course will introduce the student to the Professional Tennis Registry and its international teaching techniques will be used in coaching, advanced stroke production, and long- and short-term instruction. This course is offered every spring semester.

**PED 308 PSYCHOLOGY OF COACHING** 3 s.h.  
Elective. See Physical Education 308.

**PTM 330 TENNIS FACILITY MANAGEMENT AND CONSTRUCTION** 3 s.h.  
The management of tennis facilities as a business is covered, including planning, programming, construction, financial management, marketing, and risk management. This course is offered every spring semester.

**PGM 430 FOOD AND BEVERAGE MANAGEMENT** 3 s.h.  
Elective. Prerequisites ACC 253 and BUS 351. See PGM 430.

**PTM 499 INDEPENDENT STUDY IN TENNIS MANAGEMENT** 1-3 s.h.  
An opportunity for a well-qualified upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, supervising professor, and the department chair prior to being approved by the Vice President for Academic Affairs. Credit to be determined.

## **RESORT MANAGEMENT**

John F. Meeske, Director

Adalberto M. Stratta, Executive-in-Residence

The Accounting major, Business Administration major, Marketing major and/or Financial Economics major with a Concentration in Resort Management provides students with opportunities to pursue careers in the management of a resort including involvement in the management and marketing functions, planning for real estate development, personnel administration, and convention center management. Entry level positions in other areas of



the hospitality industry, such as the hotel and travel industry, are appropriate if applicable internships are taken. Specialty real estate firms in the resort and vacation rental industry also offer entry level positions. Future study in graduate school is possible in business administration, marketing, and related fields.

**Type of degree awarded:** B.A., B.S.

**Accreditation:** Methodist College, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer majors in Business Administration, Accounting, Financial Economics and Marketing.

**Requirements for the major in Accounting:** 61 s.h. consisting of the following: 18 s.h. of Reeves School foundation courses (ACC 251 and 253; BUS 225; and ECO 216, 261, and 262); 15 additional hours of upper-level business courses (BUS 332, 343, 352, 470, and a 3 s.h. elective from 353 or 375) and MKT 351; 25 hours of introductory and upper-level accounting courses (254, 341, 342, 345, 385, 386, 490, and 6 s.h. of accounting electives from 346, 431, 462, or 481 ). All Accounting majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113). For those planning to take the Certified Public Accountant exam, ACC 463 and 481 are recommended.

**Requirements for the major in Business Administration :** 51 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; and ECO 216, 261 and 262); 21 s.h. of business major requirements (BUS 332, 343, 352, 450 and 470; ECO 311; and MKT 351), and 12 s.h. of 300 or 400 level electives in business, financial economics, accounting, marketing, or any concentration that may be attached to the major in Business Administration (Resort Management, Health Care Administration, Professional Golf Management and Professional Tennis Management). An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major. All Business Administration majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Marketing:** 51 s.h. 18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; and ECO 216, 261 and 262); 24 s.h. of Marketing major requirements (BUS 332, 343, 352, 470; and MKT 351, 390, and 470; and 9 s.h. from the following approved electives (MKT 345; 360, 380, 384, 410, 420, 430, 460, 485, 499; PGM 304 and 404; RMT 350). All Marketing majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**Requirements for the major in Financial Economics:** 54 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; and ECO 216, 261 and 262); 27 s.h. of Financial Economics major requirements (BUS 332, 343, 352, 412, 470; MKT 351; ECO 311, 313, 316 and 452); and 6 s.h. chosen from BUS 437, BUS 415, ECON452 and ECON 465; and a 3 s.h. (any 300/400 level) accounting, business, marketing or economics course. All Financial Economics majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**The Resort Management concentration:** 25 s.h.—RMT 300, 345, 350, 360; LSS 200 or BUS 301; BUS 360; PGM 430; and Professional Seminars: RMT 310, 311, 312 & 313; and RMT 170 and 270 are internships which should be taken during the summer at the end of the freshman, sophomore and/or junior years. BUS 375 should be taken as the business

elective for the Business Administration and Financial Economics majors and must be taken as an additional required course by those seeking a Marketing major with a concentration in Resort Management.

## **RESORT MANAGEMENT CONCENTRATION COURSES**

### **RMT 170, 270 INTERNSHIP I & II**

.5 s.h. each

Supervised work experiences are provided for students in various organizations aspects of the Hospitality Industry. Resort communities are the primary beneficiaries of student internships. The “Pinehurst Experience” with placement in that premier community is available to qualified students.

All students who are participating in a paid internship are subject to random drug testing prior to and during employment according to the Reeves School of Business Drug Policy. Prerequisite: RMT 300; Cross-Listed with PGM 170 & 270 and PTM 170 & 270. These courses are offered every fall, spring and summer semesters.

### **LSS 200 INTRODUCTION TO LEADERSHIP**

3 s.h.

Students undertake a journey of self-development of their own leadership potential and abilities, clarifying their goals and developing an understanding of how to relate effectively to others in order to achieve desired goals. Students participate in Covey’s *7 Habits of Highly Effective People*, with certificates awarded for successful completion. Students study and model characteristics of personal effectiveness as a requisite for leadership success. They assess individual leadership style and use this knowledge in group activities. The course also emphasizes leadership responsibility to one’s community. (Open to all students.) This course is offered every fall and spring semester.

### **RMT 300 INTRODUCTION TO HOSPITALITY MANAGEMENT**

3 s.h.

The course introduces the student to the various elements in the Travel/Tourism/Hotel Industry. Special emphasis is given to the interrelationships of these various aspects. Discussion includes the financing of these industries and growth aspects. International issues are included. This course is offered every semester.

### **RMT 310 SEMINAR I**

.5 s.h.

Current topics in the industry and internship opportunities will be discussed. Must be taken concurrently with RMT 345.

### **RMT 311 SEMINAR II**

.5 s.h.

Current topics in the industry and internship opportunities will be discussed. Must be taken concurrently with RMT 345.

### **RMT 312 GOLF SEMINAR**

.5 s.h.

In appreciation of the huge impact and infusion of golf in the resort industry, students will take a half-day survey of golf as well as five lessons in order to have a foundation of knowledge to apply to their resort experiences.

### **RMT 313 TENNIS SEMINAR**

.5 s.h.

In appreciation of the huge impact and infusion of tennis in the resort industry, students will take a half-day survey of tennis as well as five lessons in order to have a foundation of knowledge to apply to their resort experiences.

- RMT 345 RESORT MANAGEMENT INTERNSHIP PREPARATION** 1 s.h.  
 Students will sharpen written and oral communication skills in preparation for job hunting and internship placement. Students will write resumes, job-related letters, practice interviewing skills, learn job hunting skills including company research, learn about portfolio building, job-related negotiations and develop networking skills. This course is offered every fall semester. Must be taken concurrently with RMT 310 and RMT 311.
- RMT 350 TOURISM/RESORT SALES AND MARKETING** 3 s.h.  
 Application of marketing knowledge to the Hospitality industry is emphasized. Direct marketing and sales techniques are used. Extensive use of case studies resulting in discussions include the use of market planning by the students. Prerequisite: RMT 300 and MKT 351. This course is offered every spring semester.
- RMT 360 RESORT MANAGEMENT AND OPERATIONS** 3 s.h.  
 The study of resort, motel and hotel lodging operations with the application of management functions to the hospitality industry. Strong emphasis is given to computer usage in lodging and other appropriate software to the industry. Club operations are analyzed including golf operations, membership and guest relations including design of amenities such as golf courses. Prerequisite: RMT 300 and BUS 343. This course is offered every fall semester.
- BUS 360 PRINCIPLES OF REAL ESTATE** 3 s.h.  
 A survey of legal, economic, and accounting principles applied to real property resources. Topics include brokerage, contracts, closings, valuation, investing, and finance. The analysis of income-producing property is emphasized. Prerequisites: BUS 332; or permission of instructor or department chairperson. This course is offered as needed.
- BUS 375 HUMAN RESOURCES MANAGEMENT** 3 s.h.  
 Traditional functions of personnel administration: recruitment, selection, development, compensation, and personnel planning. Includes employee morale and the impact of legislation upon the personnel process. Suggested elective for Business Administration and Financial Economics major. This course must be taken as an additional required course by those who seek a Marketing major with a concentration in Resort Management. This course is offered in the fall semester, odd-numbered years.
- PGM 430 FOOD AND BEVERAGE MANAGEMENT** 3 s.h.  
 The main function areas of the food and beverage operation. The course includes the procurement, preparation, yield, and sale of food and beverage. Students visit various types of food establishments i.e., fast food, cafeteria, and full service operations. This course is offered every fall semester.
- RMT 485 SPECIAL TOPICS IN RESORT MANAGEMENT** 3 s.h.  
 In-depth study of current topics in Resort management and the hospitality industry. This course is offered as needed.
- RMT 499 INDEPENDENT STUDY IN RESORT MANAGEMENT** TBA  
 An opportunity for a well-qualified student to engage in a special research project. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

## REAL ESTATE

This minor is designed for any student regardless of major. Successful completion of BUS 360 enables one to sit for the North Carolina Real Estate Sales licensing examination. Successful completion of BUS 332, 360, 410, 414, and 420 enables one to sit for the North Carolina Real Estate Broker examination.

Requirements for the minor in Real Estate: 18 s.h. including BUS 332, 360, 410, 414, 420 and 460.

## DEPARTMENT OF FINANCIAL ECONOMICS

Dr. Spencer G. Davis, Coordinator, and Nimocks Professor of Business

The development of an understanding of economics and finance is important for all managers. The success of a business depends upon the decisions its managers make under alternative economic conditions. These conditions vary with differences in financial institutions, financial markets, and prevailing monetary and fiscal policies. Knowledge of the analytical methods of economics and finance provides students with an understanding of the impact that institutions, markets and government policies have on businesses.

Successful completion of the Financial Economics program prepares a student for a wide range of career opportunities. Graduates are prepared for careers in such areas as corporation finance, investment management, commercial and retail banking, financial institutions management, financial analysis, business economics and economic analysis. Career opportunities are found with corporations, financial institutions, public utilities, nonprofit organizations and government agencies. Students also have an excellent background for graduate studies in economics, business, law, and related fields.

**Type of degree(s) awarded:** B.A., B.S., A.A.

**Accreditation:** Methodist College, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the following the Bachelor of Arts (B.A.) in Financial Economics and the Bachelor of Science (B.S.) in Financial Economics.

**International Business Studies/Exchange Opportunities:** Methodist College through its Reeves School of Business has an affiliation and exchange with the following Business School: Sup De Co Rennes, France, one of the Grandes Ecoles of France, where Methodist students can spend a semester while taking business courses in English for credit at Methodist.

**Requirements for the major in Financial Economics:** 54 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; ECO 216, 261 and 262); 27 s.h. of Financial Economics major requirements (BUS 332, 343, 352, 412, and 470; MKT 351; ECO 311, 313, and 316); and 6 s.h. chosen from BUS 437, BUS415, ECON 452 and ECON 465; and a 3 s.h. (any 300/400 level) accounting, business, marketing or economics course. An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major. All Financial Economics majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**The Health Care Administration concentration:** 24 s.h.—BHC 230, 300, 305, 330, 350, 410, 450 and 480.

**Management Information Systems concentration:** 21 s.h.—CSC 201 and 202, BUS 310, 426, and 480; MKT 360; and 3 s.h. of the following: ACC 341, MKT 460, or COM 341.

**Professional Golf Management concentration:** 38 s.h.—21 s.h. of PGM foundation courses (204, 304, 330, 340, 400, 404 and 430); 2 s.h. of PGM seminars (195, 196, 295, 296, 395, 396, 495 and 496); 3 s.h. of PGM internships 170, 270, 370, and 12 s.h. of 470. Students in the PGM program are exempt from the Physical Education activity core requirement; however, they must complete PED 101.

**PGM 304 and 404 can be counted as marketing major elective courses and PGM concentration required courses.**

**The Professional Tennis Management concentration:** 20 s.h.—PTM 101, 110, 210, 220, and 330; and four Professional Seminars; PTM 170, 270 and 370 (internship experiences), taken during the summer at the end of the freshman, sophomore, and junior years, respectively. The remaining courses required in PTM are taken during regular semesters.

**Resort Management concentration:** 25 s.h.—RMT 300, 345, 350, 360; LSS 200 or BUS 301; BUS 360 PGM 430; and Professional Seminars: RMT 310, 311, 312, and 313; RMT 170 and 270 internships which should be taken during the summer at the end of the freshman, sophomore and/or junior years. BUS 375 should be taken as the business elective for the Business Administration and Financial Economics majors and must be taken as an additional required course by those seeking a Marketing major with a concentration in Resort Management.

**Requirements for the minor in Financial Economics:** 18 s.h.—12 s.h. of required courses (ECO 261, 262, and 311; BUS 332) and 6 s.h. of electives (from BUS 412, 415, 437, or any 300/400 economics course).

**Requirements for the A.A. Concentration:** 18 s.h.—15 s.h. of required courses (ECO 261, 262, and 311; BUS 332 and 412) and a 3 s.h. elective from BUS 415, 437, or any 300/400-level Economics course.

**Writing-Enrichment Course:** BUS 352, ECO 452

**Computer Intensive Course:** BUS 225

## **ECONOMICS COURSES**

### **ECO 210 INTRODUCTION TO ECONOMICS**

3 s.h.

Theories and institutions that organize and direct economic activities in contemporary society. Prepares students to understand domestic and international economic problems; serves as a foundation for further work in economics; and complements study in other areas. (May also be taken as an elective for non-business majors. Satisfies the social science general education core requirement for the Associate of Science degree with a concentration in Health Care Administration). This course is offered as needed.

- ECO 216 STATISTICS FOR BUSINESS AND ECONOMICS** 3 s.h.  
Inferential statistics using business and economics data. Principal topics: probability, hypothesis testing, regression and correlation, and time series and forecasting. Prerequisite: MAT 105 or higher. This course is offered every fall, spring, and summer semester.
- ECO 261 PRINCIPLES OF MACROECONOMICS** 3 s.h.  
Aggregate income measurement and analysis, fiscal and monetary policy, inflation, unemployment, and other current issues. Prerequisite: sophomore classification. This course is offered every fall, spring, and summer semester.
- ECO 262 PRINCIPLES OF MICROECONOMICS** 3 s.h.  
Price theory applied to product and resource markets with emphasis on pricing and output decisions under various market conditions. Prerequisite: ECO 261. This course is offered every fall, spring, and summer semester.
- ECO 301 ENTREPRENEURSHIP** 3 s.h.  
Emphasis on business formation: feasibility studies, legal and financial aspects of start-up, tax considerations, business valuation techniques, and accounting control systems. Prerequisites: ACC 253 and ECO 262. This course is offered as needed.
- ECO 311 MONEY, BANKING AND FINANCIAL MARKETS** 3 s.h.  
The functions of money and financial markets, commercial bank operations, the Federal Reserve System, the macroeconomy, and the impact of monetary policy upon economic stabilization and growth. Prerequisites: ECO 261 and 262. This course is offered every fall, spring, and summer semester.
- ECO 313 MANAGERIAL ECONOMICS** 3 s.h.  
Intermediate-level treatment of microeconomic theory and its application to managerial decision-making. Prerequisites: ECO 216, 261, and 262. This course is offered every fall semester.
- ECO 316 ADVANCED STATISTICAL ANALYSIS** 3 s.h.  
An advanced study of statistical analyses frequently used in business decision-making and economic forecasting. Emphasis on both multiple regression and analysis of variance. Particular attention given to time series analysis. Survey sampling and Chi-Square tests also are included. Prerequisite: ECO 216. This course is offered fall semesters, even-numbered years.
- ECO 400 CURRENT ECONOMIC ISSUES** 3 s.h.  
Selected contemporary policy issues, e.g., the economic role of government, poverty, debt financing, free trade vs. protectionism, entrepreneurship, and problems of fiscal and monetary management. Prerequisites: ACC 251 and ECO 261 and 262. Recommended: ACC 253. This course is offered as needed.
- ECO 420 COMPARATIVE ECONOMIC SYSTEMS** 3 s.h.  
Capitalism, socialism, communism, and fascism as economic systems and as philosophies; resource allocation, distribution of income and the rise of centralized economic planning in developing countries. Prerequisites: ECO 261 and 262. This course is offered as needed.

## **ECO 451 LABOR ECONOMICS AND HUMAN RESOURCE**

### **MANAGEMENT**

3 s.h.

Principles of economics applied to the human resource and its market with emphasis on hiring, training, labor legislation, and compensation policies relevant to the management of people at work. Prerequisites: ECO 261 and 262. This course is offered spring semester, odd-numbered years.

## **ECO 452 INTERNATIONAL TRADE AND FINANCE**

3 s.h.

International trade theory and practice, the financial dimensions of multinational exchange, institutional features and channels of marketing, and international corporate relationships. Designated writing-enrichment course for Financial Economics majors. Prerequisites: ECO 261 and 262. This course is offered fall semester, odd-numbered years and as needed.

## **ECO 465 ECONOMIC GROWTH AND DEVELOPMENT**

3 s.h.

Theories of economic development with reference to the economic history of the industrially advanced nations. Applications of theory to problems and policies of emerging and underdeveloped economies. Prerequisites: ECO 261 and 262. This course is offered spring semester, even-numbered years.

## **ECO 485 SPECIAL TOPICS**

3 s.h.

Selected applications of economic theory and practice. Content and credit vary. Prerequisites: completion of 24 s.h. of major requirements and permission of the department chair. This course is offered as needed.

## **ECO 499 INDEPENDENT STUDY IN FINANCIAL ECONOMICS**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

## **DEPARTMENT OF MARKETING**

Dr. R. Mark Smith, Coordinator

Marketing graduates are prepared either to begin graduate study or to secure entry-level positions in such areas as marketing management, retailing, advertising, product promotion, public relations and sales in the public or private sector.

The marketing major with a concentration in professional golf management (PGM) provides students with golfing skills and the opportunity to pursue a career as a golf professional involved in or responsible for the development, pricing, promotion, distribution and delivery of products, services and programs related to the golf industry. Potential areas of employment include all entry-level positions in the private or public sector, resort or corporate golf structure, administration, club management, or turf management. Future study in graduate school is possible in business administration, marketing, and agronomy.

The marketing major with a concentration in professional tennis management (PTM) provides students with tennis skills and a number of employment opportunities. Students could pursue a career as a USPTA professional or pursue a career in some aspect of tennis or another industry in a position related to the development, pricing, promotion, distribution and/or delivery of products, services and/or programs. Future study in graduate school is possible in business administration or marketing.

The marketing major with a concentration in health care administration (HCA) prepares students for a variety of positions in the health care industry, but especially prepares them for marketing positions in areas such as patient representatives, physician office staff, insurance representatives, hospital marketing departments and in organizations such as the Red Cross, home health agencies, senior citizen centers, day care agencies and rehabilitative health care centers.

The marketing major with a concentration in E-Business prepares students to pursue career opportunities in the rapidly growing area of electronic business. Graduates should be able to function in an E-Business environment to the extent that they can go to work in a variety of situations ranging from running an E-Business Center for an organization, to working for a business that sets-up and/or runs E-Business Centers.

## **INSTITUTE FOR BUSINESS AND MARKETING RESEARCH**

Dr. Jen-Hsiang Lin, Director

**Type of degree(s) awarded:** B.A., B.S., A.A. and A.S.

**Accreditation:** Methodist College, through its Reeves School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer majors in Business Administration, Accounting, Financial Economics, and Marketing.

**International Business Studies/Exchange Opportunities:** Methodist College, through its Reeves School of Business, has an affiliation and exchange with the following Business School: Sup De Co in Rennes, France, one of the Grandes Ecoles of France, where Methodist students can spend a semester while taking business courses in English for credit at Methodist.

**Requirements for the major in Marketing:** 51 s.h.—18 s.h. of Reeves School of Business foundation courses (ACC 251 and 253; BUS 225; and ECO 216, 261 and 262); 24 s.h. of Marketing major requirements (BUS 332, 343, 352, 470; and MKT 351, 390, 400, and 470); and 9 s.h. from the following approved electives (MKT 345, 360, 380, 384, 410, 420, 430, 460, 485, 499; ECO 311; PGM 304, 404; RMT 350). An elective course for any Reeves School of Business major may only be used to meet the requirements of one major. A required class in any Reeves School of Business major may not be used as an elective for another Reeves School of Business major. All Marketing majors must take at least college algebra (MAT 105) or pre-calculus (MAT 113).

**E-Business concentration:** 18 s.h.—COM 341; BUS 310; MKT 345, 360, 380, and 460; and 6 hours of marketing electives.

**Health Care Administration concentration:** 21 s.h.—BHC 300, 205, 330, 350, 410, 450, and 480. **BHC 330 can be counted as a marketing major elective course and as a BHC concentration required course.**

**Management Information Systems Concentration:** 21 s.h.—CSC 201 and 202; BUS 310, 426, and 480; MKT 360; and 3 s.h. of the following: ACC 341, MKT 460, or COM 341

**Professional Golf Management concentration:** 38 s.h. 21 s.h. of PGM foundation courses (204, 304, 330, 340, 400, 404 and 430); 2 s.h. of PGM seminars (195, 196, 295, 296, 395, 396, 495, and 496); 3 s.h. of PGM internships 170, 270, 370; and 12 s.h. of 470. Students



in the PGM program are exempt from the Physical Education activity core requirement; however, they must complete PED 101. **PGM 304 and 404 can be counted as marketing major elective courses and PGM concentration requirement courses.**

**Professional Tennis Management concentration:** 20 s.h.—PTM 101, 110, 210, 220, 330; and four Professional Seminars; PTM 170, 270, and 370 (internship experiences), taken during the summer at the end of the freshman, sophomore, and junior years, respectively. The remaining courses required in PTM are taken during regular semesters.

**Resort Management concentration:** 25 s.h.—RMT 300, 345, 350, and 360; LSS 200 or BUS 301; BUS 360; PGM 430; and Professional Seminars: RMT 310, 311, 312, & 313; and RMT 170 and 270, internships which should be taken during the summer at the end of the freshman, sophomore and/or junior years; BUS 375 should be taken as the business elective for the Business Administration and Financial Economics majors and must be taken as an additional course by those seeking a Marketing major with a concentration in Resort Management.

**Requirements for the minor in Marketing:** 18 s.h.—12 s.h. of required courses (BUS 343; MKT 351, 390 and 470); and 6 s.h. of the approved marketing elective list (300/400 level).

**Requirements for the A.A. concentration in Marketing:** 18 s.h.—12 s.h. of required courses (MKT 351, 380, 390, 400); and 6 s.h. from the approved elective list (300/400 level).

**Writing-Enrichment Course:** BUS 352

**Computer Intensive Course:** BUS 225

## MARKETING COURSES

**MKT 345 INTERNSHIP I** 3 s.h.  
Experiential learning acquired through placement with local organizations in either the private or public sectors. The student is assigned duties and responsibilities approved by the Director of Internships and supervised and evaluated by the college instructor and on-site trainer. Weekly class contact, journal or written reports are required. Classroom instruction includes resume/letter writing, interviewing techniques, and oral presentations. Prerequisites: BUS 343 and MKT 351, junior or senior status, and a minimum GPA of 2.5 in the major, or permission of the instructor. See BUS 345 and ACC 416. Applicable to one program only: Business or Marketing. This course is offered every fall and spring semester.

**MKT 351 PRINCIPLES OF MARKETING** 3 s.h.  
Study of marketing: models of buyer behavior, functions, channels of distribution, promotion strategies, and pricing policies. Emphasis is on the use of marketing variables in decision-making. This course is offered every semester.

**MKT 360 E-BUSINESS I** 3 s.h.  
A survey of applications and factors related to doing business on the World Wide Web. Prerequisite: MKT 351. This course is offered every fall semester.

**MKT 380 PROMOTIONAL POLICY** 3 s.h.  
A study of promotion planning from an integrated marketing communication perspective with an emphasis on advertising. Prerequisite: MKT 351. This course is offered every fall semester.

**MKT 384 RETAIL MANAGEMENT** 3 s.h.  
Retailing principles and methods applied to modern business with emphasis on store location and layout, pricing, application of visual merchandising, management decision making, and the use of financial controls. Prerequisites: BUS 343, MKT 351 or the permission of the instructor. This course is offered as needed.

**MKT 390 MARKETING RESEARCH** 3 s.h.  
Marketing research methods/applications and techniques for generating and analyzing marketing data within a statistical context. Prerequisites: MKT 351 and ECO 216. This course is offered every fall semester.

**MKT 400 CONSUMER BEHAVIOR** 3 s.h.  
An analysis of behavioral factors affecting consumer decision-making in marketing and demand. Emphasis is placed on conceptual and technical tools used by managers for practical application in profit and non-profit firms. Prerequisite: MKT 351. This course is offered as needed.

**MKT 410 GLOBAL MARKETING** 3 s.h.  
This course investigates the use of the marketing variables and marketing strategy in developing countries and avoiding pitfalls in marketing in countries outside the United states. The importance of differences among nations in language, culture and social forces, politics and laws, values, channels of distribution, and buyer behavior is examined. Prerequisite: MKT 351. This course is offered as needed.

**MKT 420 PROFESSIONAL SELLING** 3 s.h.  
Basic course in selling, covering development of sales personality, sales speech, opening and closing sales, buying motives and sales psychology, organization of sales talk, meeting objectives, suggestive selling, and building consumer following. Prerequisite: MKT 351. This course is offered every spring semester.

**MKT 430 DIRECT MARKETING** 3 s.h.  
An introduction to direct marketing with emphasis on data base marketing, strategic business planning, importance of the offer, selecting and selling merchandise, business-to-business direct marketing, fundraising, mailing lists, magazines, newspapers, electronic media, telemarketing, production, idea development, and integrating direct marketing into the overall marketing mix. Prerequisites: MKT 351. This course is offered as needed.

**MKT 460 E-BUSINESS II** 3 s.h.  
An application class designed to give students a working knowledge of using E-Business software. Students are required to design and put together an E-Business site. Prerequisites: MKT 352, MKT 360, and COM 341. This course is offered every spring semester.

**MKT 470 MARKETING MANAGEMENT** 3 s.h.  
The purpose of this course is to study and practice the managerial approach to marketing where managers are viewed as decision-makers and problem solvers. Students develop skills in linking the logic and concepts of marketing to relevant data, analyzing data, and making rational decisions. Capstone course for marketing majors. Prerequisites: BUS 332, 343 and MKT 351. This course is offered every spring semester.

**MKT 485 SPECIAL TOPICS**

3 s.h.

A topic in marketing not covered in depth in any of the other established courses in business. This course is offered as needed.

**MKT 499 INDEPENDENT STUDY IN MARKETING**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in marketing. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

**SPORTS MANAGEMENT**

Dr. Jeffrey A. Zimmerman, Coordinator

**Type of degree(s) awarded:** B.A., B.S.

**Writing-Enrichment Course:** PED 400

**Computer Intensive Course:** PED 400

**Major in Sports Management:** All students who choose to major in Sports Management must take the following 32 s.h.: PED 203, 216, 217, 218, 400; ACC 251 and ACC 253; ECO 261 and ECO 262; BUS 343; MKT 351; SMA 380; and SMA 490 or an additional 6 s.h. of upper level PED, SMA, or Reeves School of Business courses as determined in consultation with the faculty advisor and the Physical Education Department Chair.

In addition, students majoring in Sports Management must choose one of two tracks within the major: Sport Administration or Wellness/Fitness. Students who choose the Wellness/Fitness track must take the following 12 s.h.: PED 285, 286, 404 and 408. Students who choose the Sports Administration track must take the following 12 s.h.: SMA 321, 322, 421, and 422.

Students who plan to participate in a Sports Management Internship (SMA 490) must successfully complete an application process and meet minimum standards for enrollment in the Internship. Prior to enrollment in a Sports Management Internship, students must:

1. Secure 3 letters of recommendation (two from Physical Education Department faculty/Athletic Staff, one from a member of the Reeves School of Business faculty).
2. Successfully complete or be concurrently enrolled in PED 400; SMA 322, 421, and 422 (Sport Administration Track) or PED 285 or 286, 400, 404, and 408 (Wellness/Fitness Track).
3. Successfully complete a minimum of 90 s.h.
4. Have a C (2.0) or better in SMA 380: Sports Management Observations.
5. Have an overall minimum GPA of 2.25.

Students who do not meet the requirements for enrollment in a Sports Management Internship MUST take two 3 s.h. upper level (300/400 level) courses in Physical Education, Sports Management, Business Administration, or Marketing in order to earn sufficient hours in the major and to graduate.

**Requirements for a minor:** No minor is available in Sports Management.

## **SPORTS MANAGEMENT COURSES**

### **SMA 321 SPORTS SOCIOLOGY**

3 s.h.

The study of sport from a social perspective taking into account factors of race, gender, religion, nationalism, history and philosophy as they relate to the growth and development of the sport experience with particular emphasis on American culture. This course is offered every fall, odd years.

### **SMA 322 EVENT/FACILITY MANAGEMENT**

3 s.h.

Exploration of sport facility and equipment management. Introduction to facility operations and their conversion capabilities. Investigation of event management techniques. This course is offered every spring semester, even years.

### **SMA 380 SPORTS MANAGEMENT OBSERVATIONS**

1 s.h.

Designed to give students an opportunity to observe actual operations of sports management related businesses prior to engaging in a more lengthy internship experience. This course is designed for sports management majors only. Students will be supervised by a Physical Education Department faculty member. Prerequisite: permission of the instructor and the Chair of the Physical Education Department. This course is offered during both the fall and spring semesters.

### **SMA 421 SPORTS MARKETING**

3 s.h.

Designed to give the student an introduction to foundation work upon which a body of knowledge in sport marketing can be built as a framework in which future research may be conducted. This course is offered every fall semester, even years.

### **SMA 422 SPORTS ADMINISTRATION**

3 s.h.

**Designed** to give the student an introduction to foundation work upon which a body of knowledge of the sport industry can be built as a framework for future sport managers to include an international and global approach. This course is offered every spring, odd years.

### **SMA 485 SPECIAL TOPICS: SPORTS MANAGEMENT**

1-3 s.h.

Study of special topics of critical, contemporary concern in Sports Management. Prerequisite: permission of the instructor. This course is offered as needed.

### **SMA 490 SPORTS MANAGEMENT INTERNSHIP**

6 s.h.

The internship is designed to give the student practical experience in his/her chosen area of study. Students must contact the Chair of the Physical Education Department at the beginning of the semester prior to the semester during which the student expects to participate in the Sports Management Internship. Students must apply for and be accepted into the Sports Management Internship. Students will be supervised by a Physical Education Department faculty member. This course is offered during both the fall and spring semesters.

### **SMA 499 INDEPENDENT STUDY IN SPORTS MANAGEMENT**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval of the Dean of Academic Affairs. Credit to be determined. This course is offered during both the fall and spring semesters.

See also Physical Education, Business Administration, Economics, Marketing and Accounting course descriptions.



# SCHOOL OF INFORMATION AND TECHNOLOGY

**Dr. Willis M. Watt, Dean**

The School of Information and Technology includes Communication, Computer Science, Library Science, Mass Communications and Organizational Communication & Leadership. Students are prepared to deal effectively with information acquired through mediated and non-mediated methods of communication.

The mission of the School of Information and Technology is to prepare and enable students to be effective consumers and users of information and its various technologies. The School seeks to prepare students with necessary interpersonal, leadership, and technical skills, computer technological applications, and a knowledge of information systems management allowing them to be successful in their professional lives. To that end the Computer Science Department provides learning experiences that allow students to acquire a systematic body of knowledge with respect to business problems and their solutions through an emphasis on business information systems, network administration, service support, system administration, and web based systems. The library is a vital component of the College that provides access to resources, knowledge, and information management. The Library Science faculty seek to assist and enable students to access, retrieve, and manage information by utilizing contemporary technology including electronic databases as well as the traditional means for information acquisition. The Communication Department is broadly based including study in mass communications and organizational communication & leadership. The faculty teaching mass communications courses prepare students in television and cinema techniques, procedures, and production as well as desktop publishing, HTML publishing and web page design. In the organizational communication & leadership area the faculty help students develop effective interpersonal relationships and enhanced leadership skills through an interdisciplinary program that includes course work in conflict management, listening, persuasion, organizational and intercultural communication as well as contemporary theories, practices, and issues in leadership.

## DEPARTMENT OF COMMUNICATION

Robert W. Bloodworth, Jr, Chair

### MASS COMMUNICATIONS

Mass Communications is a broadly-based, interdisciplinary major designed to prepare graduates for a variety of careers involving the mass media. At least 6 semester hours of credit toward the major can be earned by fulfilling general education/core requirements for graduation. Entering freshmen with strong writing skills should take ENG 101 and COM 105 simultaneously.

**Type of degree(s) awarded:** B.A., B.S., A.A.

**Requirements for the major:** 48 s.h.

**Communications (30 s.h.):** 105, 280, 303, 311, and 353; plus at least five of the following courses: 304, 305, 306, 321, 331, 341, 364, 366, 423, and 485; ART 301

**English (15 s.h.):** 251-252, 253-254, 312, 320 and any *literature* course in the department of English at the 200 level or above except for 361 and 362

**Organizational Communication and Leadership (3 s.h.):** 160 or above.

**Requirements for the minor:** 21 s.h., including not fewer than 15 s.h. in Communications; any *literature* course in the department of English at the 200 level or above except for 361 and 362; and 3 s.h. in Organizational Communication and Leadership. At least 6 s.h. of credit toward the minor can be earned by fulfilling general education/core requirements for graduation.

**Requirements for the AA Concentration:** 18 s.h., including not fewer than 15 s.h. in Communications, plus 3 s.h. in any *literature* course in the department of English at the 200 level or above except for 361 and 362.

**Writing-enrichment courses for majors in Mass Communications:** ENG 251/252, 253/254, 312, and 320

**Computer-intensive courses:** COM 304, 306, 331, 341, 353; ENG 252 and 254

## **COURSES IN MASS COMMUNICATIONS**

### **COM 105 INTRODUCTION TO MASS COMMUNICATIONS** 3 s.h.

Covers the basics of communication theory and how they apply to all forms of mass communication, discusses the historical development of a wide variety of communication media, and provides an understanding of how these are regulated within the United States and throughout the world. This course gives students of communications the necessary foundation for further study and makes them more critical consumers of the mass media. This course is offered every fall and spring semester.

### **COM 280 COMMUNICATIONS THEORY** 3 s.h.

Discusses speech communications models, theories of interpersonal and mass communication, language and meaning, message organization, persuasive strategies, nonverbal communication, and listening behavior. This course is offered as needed.

### **COM 303 BASIC TELEVISION TECHNIQUES AND PROCEDURES** 3 s.h.

Covers the fundamentals of television production and the technology involved, the planning processes of producing any media product, and the stages of production. The course explores both single-camera and multi-camera television applications as well as new technologies. This is a hands-on course which also covers the history of television technology and its advancement. This course is offered as needed.

### **COM 304 NON-LINEAR VIDEO EDITING** 3 s.h.

Focuses on the fundamentals of modern video editing with emphasis on computer-based video as a replacement for tape. The course explores recent advancements in digital video technology and how they affect the creative process, future applications for video in multimedia, and the art of producing interactive video-based programs for deployment on CD-ROM or the Internet. Students receive intensive training in audio manipulation and sweetening, video quality control and special effects, and basic computer skills. This course is offered as needed.

### **COM 305 TV PRODUCTION** 3 s.h.

Covers television production techniques and TV studio operations. Students produce and direct news shows, interview shows, commercials, on-location shoots, and dramatic scenes. Prerequisite: COM 303. This course is offered as needed.

**COM 306 COMPUTER GENERATED GRAPHICS AND ANIMATION** 3 s.h.

An introductory course. No prior experience with computers or TV equipment required. Emphasis is on the various capabilities of the Lightwave-3D Animation. The course offers hands-on experience in the operation of the equipment. Students produce their own computer-generated graphics and animations. The course benefits those who wish to create computer graphics and/or animation commercially or as visual aids to instruction. This course is offered as needed.

**COM 311 MASS COMMUNICATION LAW** 3 s.h.

Uses case studies to facilitate the student's understanding of communication law, constitutional guarantees, libel, invasion of privacy, contempt, qualified privilege, copyright, and government regulatory agencies. This course is offered as needed.

**COM 321 NON-BROADCAST VIDEO SYSTEMS** 3 s.h.

Focuses on television technology outside the traditional role of entertainment and commercial advertising. This course introduces the concept of independent video production, corporate video, and new multimedia applications and emphasizes the phases of production, planning, budgeting, and marketing. Prerequisite: COM 303. This course is offered as needed.

**COM 331 ADVERTISING PRODUCTION** 3 s.h.

Deals with the fundamentals of advertising in print, electronic media, and new computer-based forms. Students study basic techniques of persuasion both on a logical and an emotional level. They also study the planning, designing, and production of such messages. This course is offered as needed.

**COM 341 HTML PUBLISHING & WEB PAGE DESIGN** 3 s.h.

Focuses on Internet-based communication and new applications of on-line technologies. The course discusses the history and development of the Internet itself, the rise of the HTML format and JAVA scripting for web publishing, and how other Internet resources interface with this language. Students learn to create web pages, design web sites, and make use of some of the newer plug-ins available for web publishing and distribution. Finally, students study trends in Internet-based design and how present and future trends will create employment opportunities on the Internet. This course is offered as needed.

**COM 353 DESKTOP PUBLISHING** 3 s.h.

Serves as an introduction to the fundamentals of desktop publishing in the context of corporate communications. This course provides students with an understanding and an appreciation of how audio/visual materials can be used to communicate messages and concepts routinely used in the business world. These messages include print-based newsletters, electronic presentations, and the rudiments of Internet web page design. The class also discusses the basics of computer filing and routine applications and skills. This course is offered as needed.

**COM 364 CINEMA APPRECIATION** 3 s.h.

Deals with classic cinema. This course uses films, film clips, videos, and lectures to teach film criticism and provide an understanding of the arts and skills involved in film-making. This course is offered as needed.



**COM 366 PERFORMANCE FOR THE CAMERA** 3 s.h.  
Provides training and practical experience in all aspects of performing on television. Students work in class as news anchors, interviewers, talk show participants, and dramatic actors. Student performances are videotaped to aid in evaluation of the student's progress. This course is offered as needed

**COM 406 ADVANCED COMPUTER ANIMATION** 3 s.h.  
Teaches advanced professional techniques for producing computer animation and graphics using LightWave 3D software. Students will be expected to produce animation applications for cartoons, computer games, TV commercials, and motion picture special effects. Prerequisite: COM 306: Computer Graphics and Animation. This course is offered as needed.

**COM 423 INTERNSHIP** 3 s.h.  
Offers experiential learning through placement with local media and other community agencies. The student is assigned duties and responsibilities approved by the department chair. Students work under the joint direction, supervision, and evaluation of a college instructor and an on-site trainer. Weekly written reports and contact with the instructor are required. Prerequisites: COM 105, 280, 303, and the approval of the Mass Communications department chair. This course is offered every fall and spring semester.

**COM 441 ADVANCED WEB PAGE DESIGN** 3 s.h.  
This course builds on the basic skills in web page design, introducing advanced multimedia applications created by Macromedia Flash. The course also leads the students through a refresher course in the basics of design and usability and the basic client/server relationship. The second half of the course will introduce strategies in database management on the Internet. Students taking this course will get a realistic picture of how the Internet is managed and where the technology is leading. This course is offered every year.

**COM 485 SPECIAL STUDIES IN MASS COMMUNICATION** 1-3 s.h.  
Concentrates on unique and in-depth study which may involve research and travel. Prerequisite: permission of the department chair. This course is offered as needed.

**COM 499 INDEPENDENT STUDY IN MASS COMMUNICATION** TBA  
Offers an opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, the department chair, and the Vice President for Academic Affairs. Credit to be determined.

## **ORGANIZATIONAL COMMUNICATION AND LEADERSHIP**

**Dr. Willis M. Watt, Program Director**

*[Note: Courses previously designated SPC (Speech) are now designated OCL (Organizational Communication and Leadership).]*

**Type of degree(s) awarded:** B.A., B.S., A.A.

The Organizational Communication and Leadership major (B.A./B.S.) requires a minimum of 30 hours. Students may opt for an associate degree (minimum 18 hours) or a minor (minimum 18 hours) in OCL.

**Requirements for the Major in Organizational Communication and Leadership:** 30 s.h.—Required 3 s.h. OCL 151 plus 18 s.h. core selected from: BUS 200, COM 280, OCL 271, 340, 354, 360, 370, 390, 470, 490 and SOC 384. Major must have a minimum of 9 s.h. selected from: IDS 301, LSS 200, 201, and 301.

**Requirements for the Minor in Organizational Communication and Leadership:** 18 s.h.—selected from OCL 151, 271, 340, 354, 360, 370, 390, 470, 490; SOC 384; LSS 200; COM 280; and BUS 200.

**Requirements for the A.A. Concentration:** Same as minor.

**Writing-Enrichment Course:** OCL 360.

Major and/or minor program participants must take OCL 151 to fulfill their general studies requirement.

**OCL 151 SPEECH COMMUNICATION** 3 s.h.  
This course focuses on idea development, organization of thought language, and the verbal and nonverbal delivery of originally prepared presentations, as well as on listening to and receiving feedback. This course fulfills the Speech Core Requirement and is offered every fall and spring semesters.

**OCL 270 PARLIAMENTARY PROCEDURE** 1 s.h.  
Training in leadership of formal organizations with emphasis on Robert's Rules of Order and on administering an organization. This course is offered as needed.

**OCL 271 INTERPERSONAL COMMUNICATION** 3 s.h.  
Examination of theories and skills of interpersonal communication in social, business, and professional settings. Students learn to communicate their feelings and ideas through verbal and nonverbal communication behaviors. Prerequisite: OCL 151 or permission of instructor. This course is offered as needed.

**OCL 340 LISTENING** 3 s.h.  
This course increases your understanding of listening through an examination of your attitudes and behaviors in appreciative, comprehensive, critical, discriminative, and therapeutic listening situations. You will develop an individualized program for the improvement of listening. Prerequisite: OCL 151 or permission of instructor. This course is offered as needed.

**OCL 354 BUSINESS AND PROFESSIONAL SPEAKING** 3 s.h.  
This course enables students to develop and deliver a variety of effective business presentations. It is designed to improve recognition, adaptation, and performance in the modern business/professional environment, with emphasis on cultural and context specific speaking elements. Prerequisites: OCL 151 or permission of instructor. This course is offered as needed.

**OCL 360 INTERCULTURAL COMMUNICATION** 3 s.h.  
This course is designed to improve the student's understanding of and adaptation to the unique communication attributes of a variety of cultural and sub-cultural groups in the United States. Prerequisites are OCL 151 or permission of instructor. This course is offered as needed.

**OCL 370 PERSUASION**

3 s.h.

A study of attitude modification and formation, source credibility, persuasive strategies, ethics, and audience analysis as they relate to specific persuasive situations. Prerequisite: OCL 151 or permission of instructor. This course is offered as needed.

**OCL 390 INTERPERSONAL CONFLICT MANAGEMENT**

3 s.h.

This course encourages new ways of thinking about and understanding conflict and communication behavior. Typical interpersonal methods, styles, and tactics for dealing with conflict are examined. Prerequisite: OCL 151 or permission of instructor. This course is offered as needed.

**OCL 470 ORGANIZATIONAL COMMUNICATION & LEADERSHIP**

3 s.h.

This is a theory based course that assesses some of the typical ways of making sense of organizational behavior and interpersonal interaction from a communication perspective. Prerequisite: OCL 151 or permission of instructor. This course is offered as needed.

**OCL 485 SEMINAR IN SPEECH COMMUNICATION**

3 s.h.

Special topics of historical and contemporary importance in the field of speech communication will be selected for in-depth analysis. Can be repeated for credit. Prerequisite: OCL 151 or permission of instructor. This course is offered as needed.

**OCL 490 INTERNSHIP**

3 s.h.

A capstone course offering specialized study and experience for the student in organizational communication & leadership. Students intern in government, business, ministry, recreation, and not-for-profit agencies with a minimum of 100 contact hours. Student demonstrate their understanding of and the application of organizational communication and leadership via journal writing and responses papers to assigned readings. Prerequisites: OCL 151 and major core courses or permission of instructor. This course is offered as needed.

**OCL 499 INDEPENDENT STUDY IN SPEECH COMMUNICATION**

TBA

An opportunity for a well qualified, upper-level student to engage in special research. Requires approval by the faculty advisor, supervising professor, and the Department Chair before approval by the Vice President for Academic Affairs. Credit to be determined. This course is offered as needed.

**DEPARTMENT OF COMPUTER SCIENCE**

Mr. Gary Hinson, Chair

**COMPUTER INFORMATION TECHNOLOGY**

In the Computer Information Technology (CIT) program applications are given more emphasis than formal properties. The student acquires a systematic body of knowledge with respect to business problems and their solutions. Emphasis is given to business information systems, network administration, service support, system administration, and web based systems. Students should note that, although the introductory sequence in the curriculum is programming, information technology involves much more than programming. The CIT program prepares the student for work in the business arena.

The Business Information Systems concentration prepares students for work in companies where business skills, computer technology, and management information systems intersect. Graduates with this concentration will work with (or produce) computer-based information systems.

The Computer Art, Multimedia, and Programming concentration prepares students for work in businesses that produce computer technology products containing strong artistic elements and multimedia components. Graduates with this concentration will work with (or produce) computer technology products such as computer games, computer-based training programs, kiosk, and web-based applications.

**Type of degree(s) awarded:** B.S.

**Requirements for the Major in Computer Information Technology:** CIT Core, Concentration, and a Senior Project

**Requirements for the CIT minor:** 15 s.h.—CSC 201, 202, 220, 301, 305

**CIT Core:** 21 s.h.— CSC 201, 202, 220, 301, 305; MAT 105, 110

**CIT Concentration in Business Information Systems:** 37 s.h.—ACC 251, 253; BUS 200, 332, 343; ECO 261, 262; COM 306; CSC 310, CSC 410, 411, 417, 420

**CIT Concentration in Computer Art, Multimedia, and Programming:** 33 s.h.—ART 101, 102, 203, 300, 301; COM 304, 306, 331, 341, 353; CSC 310

**Senior Project:** 6 s.h.—CSC 490, 491

**Writing-enrichment course:** CSC 490, 491

**Course Failure:** If a student receives a grade of D or F in any of the major courses (CSC/CIT) then that course must be repeated as soon as possible (usually the next time it is offered).

## COMPUTER SCIENCE

Computer science is the systematic study of computers and of the phenomena of computing. Formal properties are given more emphasis than realizations or applications. A major objective of the discipline is the formulation of a systematic body of knowledge to explain these properties. One of the most important concepts of computer science is the management of complexity. Students must understand how abstraction is used to control complexity. As a method of reasoning, computer science bears a strong similarity to mathematics and depends heavily upon mathematics. Students should note that, although the introductory sequence in the curriculum is programming, computer science involves much more than programming.

**Type of degree(s) awarded:** B.A., B.S., A.S.

**Requirements for the major in Computer Science:** 48 s.h.—CSC 201, 202, 220, 301, 305, 310, 325, 410, 412, 415 and 420; plus MAT 231, 232, 250, 251, 312.

**Requirements for the minor in Computer Science:** 30 s.h.—CSC 201, 202, 220, 301, 305, 310, 325; plus MAT 231, 250, and 251

**Requirements for the A.S. subject concentration in Computer Science:** 30 s.h.— CSC 201, 202, 220, 301, 305, 310, 325; plus MAT 231, 250, and 251

**Writing-enrichment course:** CSC 412

**Course Failure:** If a student receives a grade of D or F in any of the major courses (CSC/CIT) then that course must be repeated as soon as possible (usually the next time it is offered).

## **COMPUTER SCIENCE COURSES**

### **CSC 100 COMPUTER LITERACY: INTRO TO COMPUTERS & INFORMATION TECHNOLOGY**

3 s.h.

This course is an introduction to computers and their uses in the electronic office. The course assumes no prior experience on the part of the student with respect to computers. Topics will include history of computers, organization and structure of the typical computer, simple trouble shooting of the computer, how to set up computers for use, basic keyboard skills, overview of uses of the computer, overview of different operating systems and user interfaces, introduction of text editing and word processing, electronic mail, data bases, spreadsheets, telecommunications, etc. This course teaches the student basic computer skills needed for any future job/vocation. Prerequisite: none. This course is offered every fall and spring semester.

### **CSC 201 INTRODUCTION TO COMPUTER SCIENCE**

3 s.h.

An introduction to Computer Science and programming. No prior programming experience required. Typical problems from the office workplace and their computer solutions will be explored. Elementary problem solving and programming techniques will be studied. This course is offered every fall and spring semester.

### **CSC 202 INTRODUCTION TO PROGRAMMING**

3 s.h.

Problem solving, algorithm development, and programming using an object-oriented programming language. Some of the problem solving techniques include top-down design, step-wise refinement, structured programming, and object-oriented design. Prerequisite: CSC 201. This course is offered every spring semester

### **CSC 220 INTRODUCTION TO COMPUTER ORGANIZATION**

3 s.h.

Computer architecture, organization, data conversions, data representations, CPU structure, memories, addressing, IO devices, and Assembly Language programming are some of the topics. Prerequisite: CSC 201. This course is offered every spring semester.

### **CSC 301 INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING**

3 s.h.

An introduction to the object-oriented programming methodology using the Java programming language. Algorithms, and data structures will be studied from the object-oriented viewpoint. The Class concept as an architectural design tool will be a major focus of the course. Prerequisite: CSC 202. This course is offered every fall semester.

**CSC 305 SOFTWARE ENGINEERING IN THE UNIX PROGRAMMING ENVIRONMENT**

3 s.h.

An intensive course in the study of large programming projects and how they are accomplished/implemented in the Unix programming environment. Topics include Java, C, and the Unix programming environment; the tools that Java, C and Unix provide for dealing with large programming projects; and various topics in Software Engineering. Prerequisites: CSC 301 and 220 with a grade of C or better in each. This course is offered every spring semester.

**CSC 310 DATASTRUCTURES AND ALGORITHMS**

3 s.h.

Complexity, data structures, searching and sorting not covered in 301, graphs, and mathematical algorithms. Prerequisites: CSC 301 and 220 with a grade of C or better in each. This course is offered every spring semester.

**CSC 314 NUMERICAL METHODS**

3 s.h.

Error analysis, interpolation, numerical differentiation and integration, solutions of linear and non-linear systems of equations, and ordinary differential equations.. Prerequisite: MAT 232, 312, and knowledge of a high-level language. Cross-listed as MAT 314. Course offering to be determined by the need of an acceptable number of students.

**CSC 325 PROGRAMMING LANGUAGES**

3 s.h.

Design and implementation of contemporary programming languages, language syntax and translation, data structures, sequence control, subprograms, storage management, and theoretical models. Prerequisite: CSC 310 and MAT 250. This course is offered every spring semester.

**CSC 410 OPERATING SYSTEMS**

3 s.h.

Operating systems, including job-control languages, supervisor programs, libraries, monitor control systems, I/O device management, and buffering techniques. Prerequisite: CSC 310 with a grade of C or better. This course is offered every fall semester.

**CSC 411 COMPUTER NETWORKS**

3 s.h.

A systematic study of the organization and management of a computer network system. Prerequisite: CSC 410 with a grade of C or better. This course is offered as needed.

**CSC 412 THEORY OF COMPUTABILITY**

3 s.h.

The concept of effective computability, Turing machines, primitive recursive functions, Godel numbering, universal Turing machines, and undecidable predicates. Prerequisites: MAT 251, CSC 325. Cross-listed as MAT 412. Course offering to be determined by the need of an acceptable number of students.

**CSC 415 COMPUTER ARCHITECTURE**

3 s.h.

Central processors, control unit and microprogramming, memory management, I/O and interrupts, combinational circuits, and error detection. Prerequisites: CSC 220. This course is offered every fall semester.

**CSC 417 SYSTEMS ANALYSIS, DESIGN, AND IMPLEMENTATION**

3 s.h.

A survey of the problems and solutions encountered when implementing information systems. Requirements specification, analysis, design are some of the topics that will be covered. This course is offered as needed.

**CSC 420 DATABASE MANAGEMENT** 3 s.h.  
Data models, normalization, query facilities, file organization, index organization, security, integrity, and reliability. Prerequisites: CSC 305 and 310. Course offering to be determined by the need of an acceptable number of students.

**CSC 430 COMPILER CONSTRUCTION** 3 s.h.  
Formal grammars, syntax, lexical scanners, parsing, symbol tables, storage allocation, object code generation, error handling, code optimization, use of compiler writing languages, and overall design. Prerequisites: CSC 220, 310, and 325; MAT 251. Course offering to be determined by the need of an acceptable number of students.

**CSC 485 SPECIAL TOPICS** 1-4 s.h.  
Advanced students study in-depth compiler design, artificial intelligence, graphics, simulation, organization, formal logic, or computability. Prerequisite: permission of the department chair. Course offering to be determined by the need of an acceptable number of students.

**CSC 490 SENIOR PROJECT** 3 s.h.  
Each student is required to do a project. It (the project) must be a significant body of works that is representative of the student's abilities and knowledge. The faculty must approve the project. All students are informed of the Senior Project in their freshman year. They must choose a project by the end of their sophomore year. They begin work on the project in their junior year and the project is finished by the end of the senior year. Wide latitude is allowed in the project proposals; however, the student must receive written CSC faculty approval. This course is offered as needed.

**CSC 491 SENIOR PROJECT** 3 s.h.  
Each student is required to do a project. It (the project) must be a significant body of works that is representative of the student's abilities and knowledge. The faculty must approve the project. All students are informed of the Senior Project in their freshman year. They must choose a project by the end of their sophomore year. They begin work on the project in their junior year and the project is finished by the end of the senior year. Wide latitude is allowed in the project proposals; however, the student must receive written CSC faculty approval. This course is offered as needed.

**CSC 499 INDEPENDENT STUDY IN COMPUTER SCIENCE** TBA  
An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined. This course is offered as needed.







## **SCHOOL OF PUBLIC AFFAIRS**

**Dr. Trevor Morris, Dean**

### **SCHOOL OF PUBLIC AFFAIRS**

The School of Public Affairs consists of programs with foundations in the traditional liberal arts with applications in the real world. The School offers programs in Justice Studies, Leadership, Occupational Environmental Management, Paralegal Studies, Political Science, the Reserve Office Training Corps (ROTC), and Social Work. In all of these programs students apply knowledge and skills from the general education core, such as communication and critical thinking, toward endeavors that enhance the human society we live in. Graduates of the School's programs are prepared both for professional employment and further study in graduate school.

The mission of the School of Public Affairs is to enrich students from a foundation in the liberal arts through their specialized study in their major or minor, and for them to apply that knowledge to improve the quality of life in the communities they live and work in.

### **DEBATE PROGRAM**

**Todd Lyden, Coach**

In a democracy such as ours, the use of reasoning is an important way to insure the peaceful resolution of disputes. Argumentation is concerned with the use of principles by which beliefs and policies are evaluated. The debate program and competitive team grounds students in the principles of argumentation, allows them to develop the use of those principles, and exposes them to "real world" uses of argumentation principles. Courses are designed to prepare students for competition and then opportunity to receive credit for participation.

#### **IDS 120 Introduction to Political Argumentation and Debate**

2 s.h.

Instruction in techniques and theory of various forms of educational and competitive debate formats. Students will learn the basic principles and practices of argumentation towards developing a critical mind including building an affirmative case, refutation, and cross-examination. Students will research and practice on the annual NDT/CEDA and NFA Lincoln Douglas debate resolutions as well as parliamentary and public debate style resolutions. This course is offered every semester.

#### **IDS 220, 221, 320, 321, 420, 421 Competitive Political Argumentation and Debate**

1 s.h. each

Participation on debate team including weekly meetings, research, practice debates, and intercollegiate tournaments under the supervision of the debate coach. Prerequisites: taking IDS 120 and/or permission of the instructor. Courses are offered each semester.

### **GLOBAL STUDIES**

**Dr. Rebecca Wendelken, Coordinator**

Global Studies is an interdisciplinary major consisting of four main areas of study: economics, history, language, and political science. Students are also required to take courses in geography, literature, and religion.

**Type of degree(s) awarded:** B.S., B.A.

**Requirements for the major: 48 s.h.:** ECO 261 and 262; ECO 452 or PSC451; PSC 151, 227 and 351; 3 s.h. of foreign language at the 300 or above level; GEO 252; ENG 231 or 232; REL 351, and GLS 460. In addition, students are required to take an additional 15 s.h. beyond those listed above. At least 9 s.h. must come from one of the following groups of courses; the remaining 6 s.h. may be selected from any of the other groups.

Group A: 300/400 level language courses

Group B: PSC 305, PSC 347, PSC 451, PSC 440, One course in the Area Studies sequence (PSC401-410)

Group C: ECO 420, ECO 452, ECO 465, BUS 332, BUS 343

Group D: HIS 301, HIS 322, HIS 331, HIS 346, HIS 370, HIS 381, HIS 411

**No minor or AA subject concentration is available.**

**Writing-Enrichment Course:** GLS 460/HIS 455/PSC 460

**GLS 460 SENIOR SEMINAR IN GLOBAL STUDIES** 3 s.h.  
Selected problems of contemporary international issues with an emphasis on research. Required for all Global Studies majors. A designated writing-enrichment course. Juniors admitted with permission of the instructor. This course is offered as needed. PSC 460 or HIS 455, with appropriate prerequisites may be substituted for GLS 460.

## **DEPARTMENT OF JUSTICE STUDIES**

Dr. Darl H. Champion, Sr., Chair

The purpose of the Justice Studies Program is to provide students with a systems orientation to the field of criminal justice and a holistic view of behavior, conditions, and circumstances that produce crime and criminality. Crime, criminality, and the criminal justice system are studied from a social science perspective. Students acquire a knowledge base and comprehensive understanding of criminological theory as it applies to the causation, prevention, control, and treatment of criminal behavior. Students are provided the opportunity to study the application of forensic science within the context of the investigative process. The Program provides students the opportunity to acquire the necessary skills in interpersonal communications, program and policy development, community organization, planning and research to function in a professional position in the field of criminal justice.

**Type of degree(s) awarded:** B.A., B.S., A.A.

**Requirements for the major:** 48 s.h. including JUS 241, 310, 320, 330, 420, 450, 470, SOC 309; Statistics (SOC 220 or PSY 250); SOC 151, PSY 101 and PSC 151 (All are prerequisite courses that must be completed before the junior year.); OCL 271, SOC 282, JUS 332; and any four of the following courses: JUS 321, 380-400, 401, 404, 499, PSC 201, 333, 385, PSY 330, 341, 361 or 300, SOC 393, 253, 311, 360, 386, SWK 304, 390. Three of the four major elective courses must have a JUS prefix.

**All students must receive a grade of C (2.0) or higher in core and elective courses taken in the justice studies major.**

**Requirements for a Concentration in Applied Forensic Science:** Completion of the Justice Studies Core Requirements plus Bio-153, CHE-151, CHE-152, PHI-212, JUS-242, JUS-333, JUS-389, JUS-390, JUS-396, JUS-401, JUS-410

**Requirements for the minor:** 18 s.h. including JUS 241, JUS/SOC 309 and any other four courses from the above list of required courses, except PSC 151. Three of the four courses must have a JUS prefix.

**Requirements for the AA Concentration:** 18 s.h. including JUS 241, JUS/SOC 309 and any other four courses from the above list of required courses. Three of the four courses must have a JUS prefix.

**Residency:** Students who major in Justice Studies must meet all the residency requirements of the college. In addition, the student must take a minimum of 12 s.h. in justice studies courses (JUS) at Methodist College.

**Prerequisite courses:** PSC 151, PSY 101, and SOC 151

**Writing-Enrichment Course:** JUS 450

## JUSTICE STUDIES COURSES

### JUS 241 INTRODUCTION TO CRIMINAL JUSTICE 3 s.h.

A study of the American criminal justice system to include the history, philosophy, responsibilities, and functions of the police, courts, and corrections components. Emphasis is placed on role expectations and interrelationships of the various components and the need to promote professionalism through education, training, and ethical standards. Prerequisites: ENG 101 and SOC 151. This course is offered every fall and spring semester.

### JUS 242 INTRODUCTION TO FORENSIC SCIENCE 3 s.h.

This course provides a broad overview of the application of scientific principles to the judicial process. Special attention is focused on the disciplines of Criminalistics, Forensic Medicine, and Forensic Anthropology. Emphasis centers on the physical and biological aspects of physical evidence that lend themselves to the identification and comparison process and on the analytical scientific capabilities available to the criminal justice professional. Prerequisites: None. This course is offered every fall semester.

### JUS 309 CRIMINOLOGY 3 s.h.

The nature and types of delinquent and criminal behavior; the nature of the criminal and the crime; social, cultural, and psychological factors involved in illegal behavior; control and prevention; police, courts, probation, and correctional institutions. This course is offered every fall and spring semester.

Cross-listed as SOC 309.

### JUS 310 LAW AND THE LEGAL SYSTEM 3 s.h.

From lynchings to landmark decisions, this course examines the traditions and historical development of the law in America, emphasizing the judicial process. Topics include the types and sources of law, the structure and functions of the state and federal court systems, civil and criminal law procedure, and judicial governance with special attention placed on the U.S. Supreme Court. This course is offered every spring semester. Cross listed as LAW 310 and PSC 310.

**JUS 311 JUVENILE DELINQUENCY**

3 s.h.

The nature and causes of juvenile delinquency, including individual, community, and labeling theories with attention to such social responses as prevention programs, juvenile courts, probation, correctional institutions, and rehabilitation. Prerequisite: SOC 309 or consent of instructor. This course is offered every spring semester. Cross listed as SOC 311.

**JUS 320 THE CORRECTIONAL PROCESS**

3 s.h.

A study of the post-conviction corrections process of the criminal justice system with a focus on the evolution of philosophies, programs, strategies, and policies. Emphasis will be placed on the current crisis in American corrections. This course is offered every fall semester.

**JUS 321 ALTERNATIVES TO INCARCERATION**

3 s.h.

A study of the philosophy, theory, organization, and effectiveness of probation, parole, and community-based correction programs. Emphasis is placed on analyzing and evaluating the deinstitutionalization movement, community-based treatment centers, community service agencies, work release programs, and current trends in community corrections. Prerequisite: JUS 320 or consent of instructor. This course is offered every spring semester on even years.

**JUS 330 POLICE IN AN URBAN SOCIETY**

3 s.h.

A study of the historic and current mission of the police in an urban society. Problems associated with law enforcement are evaluated from the perspective of the sociology of the urban subcommunities. Emphasis is placed on the police as an element within the criminal justice system and on innovative policing strategies. This course is offered every spring semester.

**JUS 332 RESEARCH METHODS**

3 s.h.

Cross-listed as SWK 332 and SOC 332. See SWK 332. The scientific method, research design, including single systems design and program evaluation, data-gathering techniques, and data analysis. The student will develop and conduct an original research project. Prerequisites: Statistics. This course is offered every fall semester.

**JUS 333 GIS APPLICATION IN LAW ENFORCEMENT**

3 s.h.

Understand why and how Geographic Information Systems (GIS) are used in law enforcement. Learn how to critique and manipulate data to solve or illustrate problems using a GIS program. Emphasize the production of layouts that convey a clear message to the intended audience. Review ethical and implementation problems. Prerequisites: None. This course is offered every spring semester.

**JUS 380-400 SPECIAL TOPICS IN CRIMINAL JUSTICE**

3 s.h.

Courses will be offered, as needed, in areas of special interest such as forensic science, profiling, crime prevention, criminal justice administration, terrorism, organized crime, judicial process, private security, victimology, and criminal justice planning. Prerequisite: permission of the director.

**JUS 389 CRIMINAL EVIDENCE AND PROCEDURE** 3 s.h.  
This course is a study of criminal law and is applied to various theories of criminal evidence so that the criminal justice practitioner or law enforcement agent will understand the various issues facing prosecutors in courts. Emphasis is placed on handling evidence during a criminal investigation and/or forensic analysis so as to conform to current legal principles governing the handling of evidence. Prerequisites: JUS/PSC/LAW 310 or permission of instructor. This course is offered every spring semester.

**JUS 390 VICTIMOLOGY** 3 s.h.  
The course will examine the multifaceted problems of criminal victimization. Special emphasis will be placed on definitions of victimization, characteristics of victims, treatment of victims in the criminal justice system, and efforts designed to alleviate the consequences of victimization. The role of victimology in the conduct of criminal investigations will be reviewed. Prerequisites: JUS-309 or permission of the instructor. This course is offered every spring semester.

**JUS 396 CRIMINAL PROFILING** 3 s.h.  
The course introduces the student to a general overview of the various typologies and classification models by which offenders are profiled. Past and present profiling models are reviewed with an emphasis on the emerging scientific field of investigative psychology. Various examples of crime scenes will be studied for the purpose of understanding how investigators utilize information and evidence obtained from the crime scenes to create a profile of the offender. Prerequisites: JUS 309 or permission of instructor. This course is offered every fall semester in the traditional format and every fall and spring semester online.

**JUS 401 THE INVESTIGATIVE PROCESS** 3 s.h.  
A study of the criminal investigative process to include the application of criminalistics, forensic medicine, and the behavioral sciences to the successful solution of criminal cases. Emphasis is placed on the application of the scientific method to the investigative process. Prerequisite: JUS 241 or consent of instructor. This course is offered every fall semester on odd years.

**JUS 404 POLICE AND THE LAW** 3 s.h.  
A study of the laws of arrest, search and seizure, and confessions; legal aspects of entrapment; legal constraints of deadly force; and other legal issues affecting police. Emphasis is placed on the case study approach and analytical reasoning. Prerequisite: PSC 385 or consent of instructor. This course is offered every spring semester on even years. This course is offered every spring of odd years.

**JUS 410 MEDICOLEGAL INVESTIGATION OF DEATH** 3 s.h.  
A study of the legal and forensic concepts and procedures for the medico-legal investigation of death due to natural, accidental, suicidal or criminal reasons.† Special emphasis will be placed on use of anatomy and medical terminology, death investigation techniques, and various causes of death. Prerequisites: JUS 401 or permission of instructor. This course is offered every fall, spring, and summer semester online.

**JUS 420 ETHICAL FOUNDATIONS OF CRIMINAL JUSTICE** 3 s.h.  
A study of the basic concepts, arguments, and methods of ethics as they apply to those who work in the field of criminal justice. Students will be introduced to the classic theories of normative ethics. Emphasis is placed on the case study approach and ethical decision-making. Prerequisite: Junior standing or permission of the instructor. This course is offered every fall semester. Cross-listed as PHI 420.

### **JUS 450 SEMINAR IN CRIMINAL JUSTICE**

3 s.h.

Senior level course focusing on a critical evaluation of policies and programs in the criminal justice system. Emphasis is placed on the preparation of a senior research paper with Power-Point presentation. Day students must take this course during the day program. Prerequisites: JUS 241, JUS/SOC 309, (SOC 220, MAT 220, or PSY 250), SOC 282, and JUS/SOC 332. This course is offered every fall and spring semester.

### **JUS 470 INTERNSHIP IN CRIMINAL JUSTICE**

3 s.h.

Experiential learning in an approved criminal justice agency for supervised practical experience through a ten-week placement at a criminal justice agency. The student is assigned duties and responsibilities approved by the faculty member and on-site supervisor. Minimum requirement of 120 hours in the field agency and participation in a weekly seminar. Supervision and evaluation is conducted by the faculty member and the on-site professional. Written reports and evaluations are required at the completion of the internship. Students must apply for the internship during preregistration prior to taking the course. Prerequisites: JUS 241, JUS/SOC 309, (SOC 220, MAT 220 or PSY 250), SOC 282, and JUS/SOC 332, senior standing, and consent of instructor. This course is offered every fall and spring semester. If necessary, this course will be offered in summer I term.

### **JUS 499 INDEPENDENT STUDY IN CRIMINAL JUSTICE**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval the Vice President for Academic Affairs. Credit to be determined.

## **DEPARTMENT OF MILITARY SCIENCE/ROTC**

Lieutenant Colonel (Retired) John Robbins, Chair

The Military Science curriculum is a leadership development program that enhances the students' academic endeavors and develops men and women for positions of responsibility as commissioned officers in the active Army and its reserves. The program has two components.

The Basic Course is normally taken in the freshman and sophomore years. No military commitment is incurred, and the student can withdraw at any point. Two 100-level ROTC Military Science courses (from 101, 102) and two 200-level ROTC-sponsored (201, 202) courses are required.

After completing the Basic Course, students can enroll in the Advanced Course provided that they have demonstrated officer potential, have a cumulative GPA of 2.00 or higher, and meet Army physical standards. The Advanced Course covers the final two years of college and includes a paid (approximately \$650) five-week National Advanced Leadership Camp (NALC) held at Fort Lewis, Washington (during the summer between the student's junior and senior years). Instruction includes leadership development, oral and written communication skills, military organization, logistical management, small-unit tactics, training management, military history, and practical leadership experience. The NALC provides a realistic taste of leadership as Advanced Cadets put the principles and theories acquired in the classroom into practice. Students who wish to enter the Advanced Course and who did not complete the Basic Course requirements can fulfill them by attending a four-week Leader's Training Course at Fort Knox, Kentucky, in the summer between their sophomore and junior years. Veterans can qualify for Advanced Course placement. Four-, three- and two-year scholarships are available on a competitive basis

and pay for college tuition, textbooks, and laboratory fees, plus a monthly stipend. All contracted cadets receive a stipend of \$250 for freshmen, \$300 for sophomores, \$350 for juniors, and \$400 for seniors every academic month.

**Requirements for commissioning as a U.S. Army Officer:** Basic course completion (MSC 101, 102, 201 and 202 or Leader's Training Course or advance placement) and MSC 301, 302, 401, 402, and 421; and National Advanced Leadership Camp. ROTC cadets must also fulfill the professional military education requirements by taking courses in written communication and computer literacy which are required by Methodist College.

## **BASIC COURSES IN MILITARY SCIENCE**

Cadets in the basic courses may participate in leadership labs and physical training sessions. Extra-curricular activities include field training exercises, cadet forums, awards ceremonies, color guard, raider platoon, ranger-challenge team, military ball, and other social activities.

### **LEADERSHIP LAB**

0 s.h.

Leadership Lab is for all students enrolled in a Military Science class (101/102, 201/202, 301/302, 401/402) and is conducted in a non-classroom environment that includes freshmen, sophomores, juniors and seniors. This lab period is designed to provide a program of leadership application in a structured developmental process.

### **MSC 101 MILITARY ORGANIZATION**

1 s.h.

Orientation to the U.S. Army, emphasizing the historical development of ROTC and related customs, courtesies, and traditions of uniformed service. (Student may also sign-up for Leadership Lab.) This course is offered every fall semester.

### **MSC 102 BASIC LEADERSHIP AND MANAGEMENT**

1 s.h.

Leadership and management using case and situational studies; individual and group needs, group dynamics, and decision-making. (Student may also sign-up for Leadership Lab.) This course is offered every spring semester.

### **MSC 201 MILITARY LEADERSHIP FUNDAMENTALS**

2 s.h.

The organizational structure of the U.S. Army, its goals, traditions, and mission; the psychology and principles of leadership and management with emphasis on the duties, responsibilities, and meaning of being a commissioned officer. (Student may also sign up for Leadership Lab.) This course is offered every fall semester.

### **MSC 202 LAND NAVIGATION AND TACTICS**

2 s.h.

Preliminary land navigation techniques and basic military skills in infantry tactics. Taught to sophomores in lieu of a five-week Basic Camp. Prepares students for enrollment in the Advanced ROTC Program. (Student may also sign up for the Leadership Lab.) This course is offered every spring semester.

### **MSC 250 BASIC MILITARY LEADERSHIP**

3 s.h.

Four weeks of training conducted at Fort Knox, Kentucky for sophomores nationwide who have not previously taken any military science courses and who wish to enroll in the ROTC Advanced Program their junior year. It is conducted during the summer and is used in place of MSC 101/102, MSC 201/202, and Leadership Lab to qualify students for the Advanced Program. This camp is completely voluntary, and students do not in any way commit themselves to the Army by having attended. Students receive free travel to and from Fort Knox, Kentucky. A \$115.00 administrative fee must be paid to the college to receive credit for this course. This course is offered every summer semester.



## **ADVANCED COURSE IN MILITARY SCIENCE**

Only contracted Army ROTC Cadets may enroll in the advance courses of military science. Cadets in the advanced courses are required to participate in leadership labs and physical training sessions. Extracurricular activities include field training exercises, cadet forums, awards ceremonies, color guard, raider platoon, ranger challenge team, military ball, and other social activities. Seniors fill leadership positions within the cadet chain of command and are responsible for the planning and execution of all cadet functions and events.

### **MSC 301 LEADERSHIP ASSESSMENT AND DEVELOPMENT** 3 s.h.

Conducting military drill; ceremony skills; radio and wire communication fundamentals; leadership; nuclear, biological, and chemical training; weapon systems; first aid, and planning and conducting meetings. Prerequisite: ROTC Basic Course, Leader's Training Course, or the equivalent. (Student must also sign up for the Leadership Lab.) This course is offered every fall semester.

### **MSC 302 UNIT-LEVEL COMMAND RESPONSIBILITIES** 3 s.h.

Pre-camp instruction in land navigation and orienteering techniques, offensive and defensive tactics, patrolling, conducting military drill and ceremony skills, calling of and adjusting artillery and employing tactical communication systems, training management, and personal counseling. Prerequisite: Military Science 301 or the equivalent. (Student must also sign up for the Leadership Lab.) This course is offered every spring semester.

### **MSC 350 APPLIED MILITARY LEADERSHIP** 3 s.h.

Intensive, extremely competitive application of leadership and military skills. Cadets participate in this five-week National Advanced Leadership Camp conducted at Fort Lewis, Washington, between their junior and senior years or the summer after their senior year. This course is available only to contracted ROTC cadets. A \$115.00 administrative fee must be paid to the college receive credit for this course. This course is offered every summer semester.

### **MSC 401 BASIC OFFICER COURSE PREPARATION** 3 s.h.

Preparation for the duties and responsibilities of a newly commissioned officer, including military leadership, small unit administration, company administration, effective written communication, briefing techniques, and fundamentals of management. (Student must also sign up for the Leadership Lab.) This course is offered every fall semester.

### **MSC 402 ADVANCED LEADERSHIP AND MANAGEMENT** 3 s.h.

Military staff organization, the military justice system, personal management systems, logistics management, ethics, professionalism, situational leadership, and counseling skills. (Student must also sign up for the Leadership Lab.) This course is offered every spring semester.

### **MSC 421 THE AMERICAN MILITARY EXPERIENCE** 3 s.h.

American military history from the Colonial Period to the present with emphasis on the interrelationship of war and society. Open to all students. Cross-listed as HIS 421. This course is offered every fall semester.

# AFROTC COOPERATIVE PROGRAM WITH FAYETTEVILLE STATE UNIVERSITY

Lieutenant Colonel Paul J. Murphy, Coordinator

Methodist College has a cross-enrollment agreement with Fayetteville State University, whereby Methodist students can pursue a commission in the United States Air Force and Fayetteville State students can pursue a commission in the United States Army. Methodist students can enroll in courses conducted by the Department of Aerospace Studies at Fayetteville State University. The full-time day student is not charged additional tuition for an AFROTC course unless the number of semester hours he/she is taking exceeds eighteen. Then the student must pay the regular academic rate for each semester hour beyond the eighteen-hour full-time load. See the ROTC Department at Methodist College for additional information about these programs.

Air Force Reserve Officer Training Corps (AFROTC) at Detachment 607 is a voluntary educational program designed to provide college students an opportunity to earn an Air Force commission while simultaneously working toward a degree. The AFROTC Mission is to produce leaders for the Air Force and build better citizens for America. There are primarily two routes to an Air Force commission for college students through the Air Force Senior ROTC Program: the four-year program and the two-year program. Student enroll in Air Force ROTC classes at the same time and in the same manner as for other college courses. Classes are taught in the Women's Gym on the Campus of Fayetteville State University.

## Four-Year Program

The first two years of the Air Force ROTC four-year program, the General Military Course (GMC), consist on one hour of classroom work and one to two hours of leadership laboratory each week. Upon completion of the General Military Course (GMC) requirements, cadets who wish to compete for entry into the last two years of the program, the Professional Officers Course (POC), must do so under the requirements of the POC selection process (PSP). This system uses qualitative factors, such as grade-point average (GPA), unit commander evaluation, and aptitude test scores (from the AFOQT) to determine a student's officer potential. After selection, students must successfully complete a summer four-week field training encampment at an assigned Air Force base before entering the Professional Officers Course (POC). Cadets enrolled in the POC attend class three hours a week and participate in a weekly leadership laboratory lasting from one to two hours.

**Note:** In most cases, cadets will have to be selected for and successfully complete field training before entering the POC.

In the POC, cadets apply what they have learned in the General Military Course (GMC) and at field training encampments. Professional Officer Corps cadets conduct the leadership laboratories and manage the unit's cadet corps. Each unit has a cadet corps based on the Air Force organizational pattern of flight, squadron, group, and wing. POC classes are small. Emphasis is on group discussions and cadet presentations. Classroom topics include management, communication skills, and the national defense policy.

Once enrolled in the POC, all cadets are enlisted in the Air Force Reserve and assigned to the Obligated Reserve Section. This entitles them to a monthly \$150 nontaxable subsistence allowance paid until the student graduates, is commissioned, or is disenrolled. This

allowance has a 600 day maximum. GMC cadets on scholarship (contracted) also receive the subsistence allowance. However, GMC contracted cadets do not receive the allowance during the summer.

### **Two-Year Program**

The Air Force ROTC two-year program and the last two years of the four-year program are the same at the POC level. However, the entry procedure differs. Entrance into the POC is highly competitive and two-year applicants must be selected through the selection system described above. Two-year applicants must successfully complete a six-week field training encampment. The additional two weeks of field training for the two-year applicants prepare them for entry into the POC. Two-year applicants are not committed to the Air Force until they return to school in the fall and make a decision to enroll in Air Force ROTC.

**Note:** It is recommended that all two-year program applicants take at least one semester as a GMC cadet (depending on time of year).

### **Special Programs**

There are four Air Force ROTC programs that provide cadets with specialized off-campus learning experiences. These are summer field training encampments, the Advanced Training Program, base visits, and the Enhanced Flight Screening Program for cadets qualifying as pilot candidates.

### **Enrollment Criteria**

The first two years of the Air Force ROTC college program, the GMC, are open to all students who are at least 14 years old. Second-year scholarship cadets and all cadets entering the last two years of the college program, the POC, must be at least 17 years old. These contract cadets must meet Air Force ROTC and Department of Defense eligibility standards ranging from physical fitness to U.S. citizenship.

### **Scholarships**

Current emphasis in the Air Force ROTC College Scholarship Program is to award scholarships to candidates pursuing undergraduate engineering or other scientific and technical disciplines. Nearly 90 percent of Air Force ROTC scholarships are awarded to students in these disciplines. However, students in every degree program enjoy scholarship opportunities, as the Air Force seeks to engage students who excel both academically and militarily. Scholarships are awarded in increments of four, three, two, and one years.

All scholarships cadets are required to meet certain academic, military, and physical fitness standards to earn and maintain scholarship benefits. Also, non-prior service scholarship is schedules. Prior service applicants may have the age limit extended by the total days of active duty military service, up to a maximum of four years.

**Basic AFROTC Qualification Criteria (all):** U.S. citizen by enlistment date; full-time college student at approved cross-town school; no history of asthma; no history of drug abuse; not a single parent, married to a military member (needs a legal guardian); minimum civil involvement (traffic tickets, etc.); must pass PFT/1.5 mile run prior to attending field training.

**Medical:** must pass physical to contract as a POC cadet/ must pass physical to activate scholarship; pilots and navigators must pass appropriate physical and eye sight criteria; must meet Air Force height and weight standards.

**ARS 111 & 112 INTRODUCTION TO THE AIR FORCE TODAY** 1 s.h..

A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership programs, and an introduction to communication skills. Leadership laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences. 111 is taught in the fall semester; 112 is taught in the spring semester.

**ARS 211 & 212 THE AIR FORCE WAY** 1 s.h.

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Air Force heritage and leaders, Quality Air Force, an introduction to ethics and values, introduction to leadership, group leadership problems, and continuing application of communication skills. Leadership laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with their first opportunity for applied leadership experiences discussed in class. 211 is taught in the fall semester; 212 is taught in the spring semester.

**ARS 311 & 312 AIR FORCE LEADERSHIP AND MANAGEMENT** 3 s.h.

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC officer candidate. Featured topics include: Air Force heritage and leaders, Quality Air Force, an introduction to ethics and values, introduction to leadership, group leadership problems, and continuing application of communication skills. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with their first opportunity for applied leadership experiences discussed in class. 311 is taught in the fall semester; 312 is taught in the spring semester.

**ARS 411 & 412 NATIONAL SECURITY AFFAIRS/PREPARATION FOR ACTIVE DUTY** 3 s.h.

Examines the national security process, regional studies, advanced leadership ethics, and Air Force doctrine. Special topics of interest focus on the military as a profession, officership, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism. Within this structure, continued emphasis is given to refining communication skills. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences, giving students the opportunity to apply the leadership and management principles of this course. 411 is taught in the fall semester; 412 is taught in the spring semester.

**DEPARTMENT OF GOVERNMENT STUDIES**

Dr. Andrew H. Ziegler, Jr., Chair

Political science is the study of government and public policy and the political behavior of individuals and groups. Critical subjects such as the political process, patterns of governance, political thought, international relations, and current issues are explored. Political science uses both humanistic and scientific approaches to examine the origins, structure, and operation of government in America and in other countries and regions of the world.

**LEADERSHIP STUDIES**  
**(THE LURA S. TALLY CENTER FOR**  
**LEADERSHIP DEVELOPMENT)**

Dr. Andrew H. Ziegler, Jr., Director

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The Leadership Studies Program fulfills an important role in the Methodist College curriculum. The Tally Center for Leadership Development was founded on the belief that our country urgently needs better leaders in all walks of life. The Center coordinates an interdisciplinary academic minor in Leadership Studies. This minor is appropriate for students of all majors preparing for any career path. Students participate in a program of innovative courses, student-led activities, campus and community events, and off-campus internships. In addition to leadership theory and practice, the Center emphasizes ethics, character, and civic responsibility.

The Center brings to students something long absent from liberal arts education — the training necessary for effective participation and leadership in today’s complex society. With its own in-house, certified facilitators, the Center instructs the *7 Habits of Highly Effective People* and also administers the *Myers-Briggs Type Indicator* assessment. These, plus other tools, place the Center at the forefront of leadership training in the nation today. It is not necessary to declare a Leadership minor to enroll in the Leadership courses. The courses are available, without prerequisites, to all students as electives.

**Requirements for the Minor in Leadership Studies:** 18 s.h. — LSS 200, 201, 301, and 470 or 471, plus 6 hours in a Module of Electives approved by the Program Director. (Module of Electives: BUS 343, BUS 375, COM 280, ECO 301, HIS 422, IDS 301, MSC 402, PED 308, PHI 411, PSC 201, PSC 305, PSC 333, PSY 310, PSY 361, SOC 253, SOC 384, SWK 315 OCL 271, OCL 340, OCL 360, OCL 370, OCL 390.) Other appropriate electives may be substituted with the approval of the program director. In some cases, other internship experiences may substitute for LSS 470 or LSS 471.

**LEADERSHIP COURSES:**

**LSS 200 INTRODUCTION TO LEADERSHIP**

3 s.h.

Students undertake a journey of self-development of their own leadership potential and abilities, clarifying their goals and developing an understanding of how to relate effectively to others in order to achieve desired goals. Students participate in Covey’s *7 Habits of Highly Effective People*, with certificates awarded for successful completion. Students study and model characteristics of personal effectiveness as a requisite for leadership success. They assess individual leadership style and use this knowledge in group activities. The course also emphasizes leadership responsibility to one’s community. (Open to all students.) This course is offered every fall and spring semester.

**LSS 201 ISSUES IN CONTEMPORARY LEADERSHIP**

3 s.h.

Explores the role of leadership in current political, economic, and social issues by using various approaches, including fiction, film, discussion, and case studies. Examines well-known leaders, past and present: the good, the bad, and the ugly. Develops leadership potential through practical, skills-building exercises in decision making, project planning, and communicating. Teaches and uses computer applications throughout the term. (Open to all students.) This course is offered every fall semester.

**LSS 301 THEORIES AND TECHNIQUES OF LEADERSHIP**

3 s.h.

Examines various theories and models of leadership and their practical application in different organizations and settings. The course addresses the structure of organizations and the styles of leadership effective in different situations. Students learn practical skills such as group process, problem solving, active listening, team building, and effective presentation skills. Student engage in campus activities in a leadership role. Designed to provide leadership practice and confidence. (Open to juniors and seniors, or to other students with the instructor's permission.) This course is offered every spring semester.

**LSS 470, 471 SENIOR INTERNSHIP**

3, 6 s.h.

Students intern in a government agency, nonprofit organization, or business. This course includes journal writing, readings, and a minimum of 100 contact hours with the organization (for 3 hours of credit). LSS 471 can be taken alternatively for a full-time internship approved by the Program Director. The internship should be done in the senior year. Credit cannot be received for both LSS 470 and 471. Prerequisites: LSS 200, 201, and 301. These courses are offered as needed. Approval by the Program Director is needed prior to registration.

**LSS 485 SPECIAL TOPICS IN LEADERSHIP**

3 s.h.

When warranted, instructors offer this course to examine topics not covered by normal course offerings. Students engage in discussions, readings, research, practical exercises, and writing, as required. It is open to juniors and seniors who are minoring in Leadership Studies, and others by permission of the instructor. Topics vary and are announced in advance. This course is offered as needed. Prerequisite: LSS 200.

**OCCUPATIONAL ENVIRONMENTAL  
MANAGEMENT PROGRAM**

Carla Raineri, Program Director

Occupational Environmental Management is a broadly based interdisciplinary major. Graduates in the major will be prepared to enter positions in industry, government, mining, agriculture, public health, educational and research organizations. Graduates will be capable of interpreting and implementing federal, state, and international policies, laws, and regulations governing safe, environmentally sound, and legal industrial operations.

Type of Degree Awarded: B.S.

**Science Core/General Education Requirements:** Chemistry 151 can be combined with Science 142 or Biology 153 toward the core/general education requirements for the Bachelor of Arts degree or with 2 other sciences for the Bachelor of Science degree.

**Requirements for Majors in ENM:** The major consists of 43 hours beyond the 16-hour core. Plus, all students are required to take ENM 490, Internship.

**ENM Core:** ENM 101, 170, 201, 250, 301.

## **Concentrations:**

**ENM Regulatory Compliance:** 16 hour ENM core, ENM 351, 371, 401 & 490, CHE 151, 152 & 321, GGY 153, BUS 343, ENG/WRI 321, LAW 200 & 390, PSC 333, OCL 370.

**Minor:** There is no ENM minor. Students are encouraged to minor in business administration or political science or natural science, or paralegal studies.

**Designated Writing Enrichment Courses:** ENG/WRI 321, ENM 351 and 401

## **OCCUPATIONAL ENVIRONMENTAL MANAGEMENT COURSES:**

### **ENM 101 INTRO & CAREER DEVELOPMENT FOR ENM PROFESSIONALS**

3 s.h.

Basic systems approach to define domestic and global environmental issues, US policy concerning occupational health, safety and environmental safe guarding, Legal Law and regulations, focus on worker protection and hazards, explain overlap of occupational health and environmental protection, types and causes of environmental degradation with environmental regulations, basic environmental control, and basics of natural resource conservancy. Along with career availability in industry, government, mining, agriculture, public health, educational and research organizations, explanation of occupational health, occupational safety and environmental protection as it relates to industry.

### **ENM 170 INDUSTRIAL PROCESSES AND OPERATIONS**

3 s.h.

Primary function: Basic recognition of potential sources of occupational hazards (physical, chemical and blood-borne), exposure of employees and the general public, air and water and solid waste pollution. Secondary function: Methods of scientific evaluations of air and water and solid waste pollution, engineering controls and regulations. Prerequisite: ENM 101.

### **ENM 201 GENERAL PRINCIPLES OF INDUSTRIAL HYGIENE**

3 s.h.

OSHA workplace standard, entry and action of chemical and physical hazards, air sampling and monitoring, scientific methods used for recognition and evaluation and control of occupational and environmental hazards that cause injury or disease, learn how to design and implement a site health and safety plan, learn how to design and implement a chemical hygiene plan (CHP), use of personal protective equipment. Prerequisite: ENM 101.

### **ENM 250 ENVIRONMENTAL REGULATIONS I**

3 s.h.

Use of Code of Federal Register (CFR), US environmental laws and regulations including:

CERCLA: Comprehensive Environmental Response & Compensation Liability Act (Superfund)

EPCRA (SARA Title III): Emergency Planning Community Right To Know Act

NEPA: National Environmental Policy Act

OSHA: Occupational Safety and Health Administration: 29 CFR 1910

RCRA: Resource Conservation Recovery Act (Cradle to Grave)

SARA: Superfund Amendments and Reauthorization Act

TSCA: Toxic Substances Control Act

CWA: Clean Water Act

SDWA: Safe Drinking Water Act

CAA: Clean Air Act

Primary function: Development of practical approaches to meet compliance and liability requirements of applicable laws and regulations. Secondary functions: Sources and regulations of air and drinking water pollution, wastewater treatment and discharge, remediation programs, and reporting of release of pollutants into the environment. Prerequisite: ENM 201. Cross listed as LAW 250.

### **ENM 301 POLLUTION SCIENCE, TREATMENT & SAMPLING TECHNIQUES**

4 s.h.

Application of principles of chemistry to examine and understand the fate of hazardous substances after release into the environment, cross-media transfer, sampling techniques, environmental assessment and environmental technologies available for clean-up and assessment. Includes three semester hours of lecture and one three-hour lab per week. Prerequisites: ENM core and 2 chemistry classes, or permission of the instructor.

### **ENM 351 WASTE OPERATIONAL MANAGEMENT**

3 s.h.

Examines management of hazardous and solid waste under regulations of RCRA (Resource Conservation Recovery Act), CERCLA (Comprehensive Environmental Response Compensation Liability Act, a.k.a. Superfund), TSCA (Toxic Substance Control Act), SWDA (Solid Waste Disposal Act) and Hazardous Materials Transportation Act. Includes studies of Cradle-to-Grave management, waste minimization, permits, land disposal restrictions, and waste stream audits, through case studies and research projects. Prerequisites: ENM core or permission of the instructor.

### **ENM 371 ENVIRONMENTAL AUDITS AND PERMITS**

3 s.h.

An in-depth study of required periodic reporting (audits) to remain in compliance and to obtain and maintain permits under a variety of federal and state regulations including, but not restricted to, EPCRA (Emergency Planning Community Right To Know Act, a.k.a. SARA Title III), NPDES (National Pollution Discharge Elimination System). Students will undergo a mock-up of a regulatory compliance inspection and consent agreement negotiations. This course is a continuation of ENM 250. Prerequisites: ENM core or permission of the instructor.

### **ENM 401 ENVIRONMENTAL ASSESSMENT**

3 s.h.

Assessments of the impact of HAZMATs/pollutants on the environment in all media (air, land, water and life) through case studies. Students will assess the impact through a variety of methodologies including, but not limited to, Brownfield Assessment, land use planning for urban environments, NEPAEA (National Environmental Policy Act Environmental Assessment) and EIS (Environmental Impact Statement), CERCLA (Comprehensive Environmental Response Compensation Liability Act) and natural resource land use planning. Prerequisites: ENM core, ENM 351, and ENM 371.

### **ENM 485 SPECIAL TOPICS IN ENM**

TBA

For ENM majors wishing to do advanced work. Classroom work and individual laboratory and library investigation. Prerequisite: Permission of the ENM director. This course is offered as needed.

### **ENM 490 INTERNSHIP**

3-12 s.h.

A practical application done in an industrial setting. Students may take more than one ENM 490 for credit, depending on the industries the student cycles through. Prerequisites: Satisfactory completion of the OSHA 40 hour safety course and permission of the ENM director.



## **ENM OUT OF HOUSE WORK: CERTIFICATES**

The following certificate courses will be required of all Methodist College ENM majors and will be taught on the Methodist College campus by representatives of other institutions and agencies.

### **1 OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**

(OSHA) 40 HOUR SAFETY COURSE: This course is an over view and introduction to toxicology, characterization and identification of hazardous materials (HAZMAT), respiratory protective programs (RPP), Air purifying respirators (APR), self-contained breathing apparatus (SCBA), site entry and reconnaissance, air monitoring instruments, chemical protective clothing, levels of protection, spill control techniques, site control and decontamination, setting-up decontamination lines, medical emergencies, safety in clean-up of HAZMAT dumped/spilled or investigation of at abandoned hazardous waste sites. To be taken concurrently with ENM 101 or 170.

### **2 BASIC EMERGENCY RESPONSE TRAINING COURSE (ERTC)**

Emergency response operations and procedures involving incidents with hazardous materials, includes use of the Incident Command System (ICS), for incident control, incident mitigation, safety issues and incident termination procedures.

### **3 INCIDENT COMMAND FOR INDUSTRIAL RESPONDERS**

Use of the Incident Command System (ICS) in an emergency situation as recommended by FEMA (Federal Emergency Management Agency), NFPA (National Fire Protection Association), OSHA (Occupational Safety & Health Administration) and the EPA (Environmental Protection Agency), including ICS structure, working with outside agencies in a hazmat incident, command structure, with emphasis on hazmat scenarios and case studies.

All ENM majors at Methodist College will be required to satisfactorily complete 2 of the 4 following certificate courses, dependent upon agreement between the student and the ENM director. These courses will be taught on the Methodist College campus by staff from other institutions and agencies.

### **1 GENERAL INDUSTRY SAFETY AND HEALTH COMPLIANCE**

Development and implementation of voluntary in-house compliance program, OSHA record keeping and regulations, inspections, and OSHA citations and penalties.

### **2 CONFINED SPACE ENTRY**

Complies with 29 CFR 1910.146. Emphasizes assessment of confined space hazards and atmospheric monitoring for hazards, self-rescue and attendant rescue.

### **3 DOT HAZMAT TRANSPORTATION COURSE**

Complies with 49 CFR for all transportation modes (air, highway, rail and water), HAZMAT package selection, labeling, shipping, hazard class, identification numbers, UN Performance Package Standards (HM-101), HAZMAT incident notices, loading and unloading.

### **4 RCRA HAZARDOUS WASTE GENERATOR TRAINING**

Cradle to Grave management training, record keeping, personnel training, hazardous waste manifests, contingency plans, Land Disposal Restriction (LDR) notification forms and annual/biennial reports.

The following will also be offered on the Methodist College campus.

## **OSHA 8 HOUR REFRESHER COURSE**

Complies with 29 CFR 1910.120 annual follow-up training for personnel working in hazardous waste sites.

## **PARALEGAL STUDIES**

Wendy Vonnegut, Esq., Program Director

The Paralegal Studies minor at Methodist College is designed to prepare students for jobs in the legal and business fields. When completed, the minor includes 21 s.h. of paralegal studies, including 4 s.h. in specialized areas of study. Students in the Paralegal minor are prepared to sit for the certification examination offered by the National Federation of Paralegal Associations. This minor can be taken with any major.

**Type of degree awarded:** minor

**Requirements for the minor:** 21 s.h. to include LAW 200, 310, 320, 470; and three electives from LAW 250, 370, 371, 382, 385, 387, 388, 390, 392, 394, 396 or 398

**Accreditation:** American Bar Association accreditation is currently being pursued.

### **LAW 200 INTRODUCTION TO LAW**

3 s.h.

An introductory course designed to cover the responsibilities and standards governing paralegals/legal assistants. An overview of the major specialty practice areas within the law, with an emphasis upon the research and analysis methods for each specialty area. Research methods involving career opportunities are part of the course. Legal terminology and Communications will be emphasized. Legal ethics is an integral part of this course. The Introductory class has a dual purpose: to give the overview for the field of practice; and, to give the students sufficient knowledge and expertise to choose from the Elective course offerings. Legal Terminology and Communications are two of the law subjects that are tested in the Certified Legal Assistant Examination. This course is offered every fall and spring semester.

### **LAW 250 ENVIRONMENTAL REGULATIONS I**

3 s.h.

Use of Code of Federal Register (CFR), US environmental laws and regulations including:

CERCLA: Comprehensive Environmental Response & Compensation Liability Act  
(Superfund)

EPCRA (SARA Title III): Emergency Planning Community Right To Know Act

NEPA: National Environmental Policy Act

OSHA: Occupational Safety and Health Administration: 29 CFR 1910

RCRA: Resource Conservation Recovery Act (Cradle to Grave)

SARA: Superfund Amendments and Reauthorization Act

TSCA: Toxic Substances Control Act

CWA: Clean Water Act

SDWA: Safe Drinking Water Act

CAA: Clean Air Act

Primary function: Development of practical approaches to meet compliance and liability requirements of applicable laws and regulations. Secondary functions: Sources and regulations of air and drinking water pollution, wastewater treatment and discharge, remediation programs, and reporting of release of pollutants into the environment. Prerequisite: ENM 201. Cross listed as ENM 250.

**LAW 310 LAW AND THE LEGAL SYSTEM**

3 s.h.

An examination of the judicial process in the United States today, the course emphasizes the judicial system, civil and criminal procedure, judicial decision making, and administrative law. Cross listed as PSC 310 and JUS 310. This course is offered every spring semester.

**LAW 320 LEGAL RESEARCH AND WRITING**

3 s.h.

The course provides comprehensive coverage of their resources, methods, and processes critical to successful practice in the field of law, as well as preparation for law school. Legal ethics is an integral part of this course. The course is designed to fully integrate the use of hard copy and on-line law, and law related, research materials. Legal research and writing skills are critical to success in the field of law. Research, analysis, and legal writing methods are the focus of this course. The techniques used in making critical judgments, analytical decisions, and study methods are emphasized in the course. Legal Research, and Judgment and Analytical Ability are two of the law subjects that are tested in the Certified Legal Assistant Examination. This course is offered every spring semester.

**LAW 370 TORT LAW**

3 s.h.

An overview of Tort law. A study of case law and of motion practice. Students will be taught an overview of the practice of Tort law to include issues such as civil wrongs, remedies, product liability and negligence in general. Remedies will also be addressed. Legal ethics is an integral part of this course. This course will be offered in even number years in the Fall or when needed.

**LAW 371 CONTRACT LAW**

3 s.h.

This course covers the foundations of Contract law. Students will be taught an overview of the practice of Contract law to include issues such as civil wrongs, breeches of contracts, Uniform Commercial Code and the area of contract formation. Students will also be taught the necessary procedures to enforce contracts. Legal ethics is an integral part of this course. This course will be offered in odd numbered years in the spring or when needed.

**LAW 382 BUSINESS ORGANIZATIONS**

3 s.h.

The course covers the legal foundations for the practice of Business Law, and the creation, practice, and dissolution of business organizations. It is designed to give a minimum of overview, with an emphasis upon ;current practices. The tax consequences of Business Organizations are covered only in overview format. Legal ethics is an integral part of this course. Business Organizations is one of the law subjects that is tested in the Certified Legal Assistant Examination. This course is offered spring semester, even numbered years.

**LAW 385 THE LIVING CONSTITUTION**

3 s.h.

Examining the actors and actions that develop constitutional law, this course focuses on landmark Supreme Court cases as it covers critical constitutional issues, such as search and seizure, due process, and civil liberties. This course is offered in the fall semester, odd-numbered years. Cross listed as PSC 385.

**LAW 388 BANKRUPTCY LAW**

3 s.h.

The course covers Bankruptcy law, personal and business. The emphasis of the course is on the theory, research, and practice oriented activities associated with the filling of Bankruptcy. The tax consequences of Bankruptcy are covered only in overview format. Legal ethics is an integral part of this course. Bankruptcy Law is one of the law subjects that is tested in the Certified Legal Assistant Examination. This course is offered as needed.

**LAW 390 ADMINISTRATIVE LAW**

3 s.h.

The course covers the administrative law field, Federal and state. The emphasis of the course is on the rules, regulations, and interpretations of the regulatory practice of Administrative Law. It is directly applicable to research and analysis methods of other discipline areas that are controlled by Federal, state, and county regulations. Legal ethics is an integral part of this course. Administrative Law is one of the law subjects that is tested in the Certified Legal Assistant Examination. This course is offered in the spring semester, even-numbered years.

**LAW 392 REAL PROPERTY LAW**

3 s.h.

The course covers the legal foundations of Property Law and the practice of Real Estate Law. The focus is on the underlying principles that define what it is to control property. The control over real estate is taught in conjunction with the known principles of Property Law. Legal ethics is an integral part of this course. Real Estate Law is one of the law subjects that is tested in the Certified Legal Assistant Examination. This course is offered in the fall semester, odd-numbered years.

**LAW 394 WILLS, TRUSTS, ESTATE PLANNING AND PROBATE**

3 s.h.

The course covers the legal principles of the creation of wills and trusts. The activities of estate planning are covered for the procedures of current practice. The law of Probate is covered with an emphasis upon the underlying principles being applied to current practice. Legal ethics is an integral part of this course. Estate Planning and Probate is one of the law subjects that is tested in the Certified Legal Assistant Examination. This course is offered in the spring semester, odd-numbered years.

**LAW 396 FAMILY LAW**

3 s.h.

The course covers the legal principles that govern family law, within the practice of creation, dissolution, and management of family units. The legal management of the family unit is covered through various societal settings: individual family; education; welfare; and, other current practice areas. Legal ethics is an integral part of this course. Family Law is one of the law subjects that is tested in the Certified Legal Assistant Examination. This course is offered in the fall semester, even-numbered years.

**LAW 398 LITIGATION**

3 s.h.

The course covers all aspects of litigation: the procedure (Civil and Criminal); the process; document preparation; research and analysis of the production of documents; and, the applicable court rules (Federal and state) that govern the litigation process. Management of complex calendars, document analysis, and document production is emphasized. Legal ethics is an integral part of this course. Litigation is one of the law subjects that is tested in the Certified Legal Assistant Examination. This course is offered in the fall semester, odd-numbered years.

**LAW 470 INTERNSHIP**

3 s.h.

The internship provides a structured, supervised, career experience within the field of law. Legal ethics is an integral part of this course. Placement in the work environment requires that the student have successfully completed all of the required paralegal courses with an overall grade point average of a 3.0 in those courses as well as completed half of the elective courses. Approval from the Director of the program prior to registration is required. This course is offered every semester, and can be offered in the summer if approved by the Director.

**LAW 485 SPECIAL TOPICS IN PARALEGAL STUDIES**

3 s.h.

Reading and research, reports and discussion of selected topics in the Law. Open to Paralegal minors, Political Science majors, and others by permission of the Director of Paralegal Studies. Topics vary and are announced in advance of each offering. This course is offered as needed.

**LAW 499 INDEPENDENT STUDY IN PARALEGAL STUDIES**

1-3 s.h.

An opportunity for a well-qualified, upper-division student to engage in special research in his/her minor of Paralegal Studies. Requires approval by the Director of Paralegal Studies and by the Department chair prior to approval by the Vice President of Academic Affairs. Credit to be determined.

**POLITICAL SCIENCE PROGRAM**

Dr. Andrew H. Ziegler, Jr., Director

At Methodist College, political science majors acquire skills in research methods, oral presentations, written communication, and computer technology essential to a liberal arts education. This curriculum prepares students to think critically and analytically, with tolerance for others and concern for current affairs. Today, students can expect to change jobs and even to have more than one career. An undergraduate education in political science is excellent for flexibility in employment or preparation for advanced study.

Graduates in political science are qualified to enter many different career fields in private and public sector organizations. Specific opportunities include business, the law, state, local, and federal government, journalism, international organizations and finance, political campaigns, interest groups and associations, and teaching. Political science training also provides valuable preparation for participating in community organizations, electoral politics, activities on behalf of specific policies, or seeking elected or appointed positions in government.

Students majoring in other fields should find political science electives attractive for complementing their career preparation.

**Political Science 151 is a prerequisite for all other political science courses.**

**Type of degree(s) awarded:** B.A., B.S., A.A.

**Requirements for the major:** 30 s.h. in Political Science at the 200 level or above, including 210, 227, and 460; 3 s.h. of statistics from one of the following: (PSY 250, SOC 220, MAT 220, or ECO 216); and completion of the area concentration test.

**Requirements for the minor:** 18 s.h. in political science, 200 level or above.

**Requirements for the A.A. concentration:** 18 s.h. in political science, 200 level or above.

**Writing-enrichment course:** PSC 460

**Computer Intensive Course:** PSC 210

**Global Studies/International Business:** Political Science majors who are interested in careers in international business or international affairs can pursue an appropriate interdisciplinary course of study at Methodist College. Freshmen are advised to register for PSC 151, to begin their language sequence (for Global Studies), and to see their advisor for planning a personalized course of study.

**Pre-Law**—See Wendy Vonnegut, Esq., the Pre-Law Advisor in the Department of Government Studies.

No major is particularly recommended for students interested in attending law school. The student must secure a strong, broad educational background that develops the ability to read and comprehend, to speak and write clearly and correctly, and to think precisely and analyze complex factual situations.

In addition to courses in the core curriculum and the major, students interested in law school should have courses in advanced expository writing, logic and ethics, political science, American and English history, Latin or a modern foreign language, accounting, sociology, psychology, and economics. Computer proficiency is essential.

**Washington Center Internships and Symposia, Washington, D.C.**—Qualified Methodist College students can participate in internships and/or symposia in Washington, D.C., earning up to 9 s.h. for a semester's internship and up to 3 s.h. for a symposium. Student interns gain valuable career experience and are exposed to national experts in academic seminars and speakers' series; full-time supervised support services are provided. See the department chair.

## **POLITICAL SCIENCE COURSES:**

### **PSC 151 AMERICAN GOVERNMENT**

3 s.h.

This general introduction to the study of American government and politics focuses on the national level and on the actors and interests who contend for power and influence in Washington DC. Students will gain an understanding of the origins, structure, and operation of American government. Topics include American political culture, the framing of the Constitution, political parties, campaigns and elections, interest groups, the media, the Presidency, the Congress, the federal judiciary, and current issues of public policy. This course is offered every semester.

### **PSC 201 STATE AND LOCAL GOVERNMENT**

3 s.h.

Most business and citizen contact with government is at the state and local levels. This survey course gives special attention to intergovernmental relations and to the workings of state and local government in the policy areas of law enforcement, economic development, land use planning and regulation, education, transportation, social services, taxation, and budgeting. Politics are also examined with topics that include the impact of political participation, elections, political parties, and interest groups on public policy. This course is offered every fall semester.

### **PSC 210 RESEARCH METHODS IN POLITICAL SCIENCE**

3 s.h.

An introduction to the process of political inquiry and written analysis, this course helps students develop good research and writing habits in the specialized field of political science. Topics include the steps in the research process, the types of papers in political research, alternative approaches to research, and the techniques of quantitative analysis. This course is required for all political science majors, and it is recommended for students in a pre-law curriculum and the paralegal program. This course is offered every spring semester.

### **PSC 227 COMPARATIVE POLITICS**

3 s.h.

Parliaments, politburos, juntas, revolutions, Islamic jihads — this introductory course explores the politics of other countries and regions, and compares them to the United States. Topics include political culture, geography, history, types of political systems, patterns of governance, political thought, and issues of public policy. This course is offered every spring semester.

**PSC 305 DEMOCRATIC PRINCIPLES AND THE DEMOCRATIC STATE** 3 s.h.  
The main currents of democratic political thought, from ancient Greece to the present, are examined in terms of their historical setting, philosophical content, and contribution to the development of the modern democratic state. The democratic concepts of justice, liberty, freedom, equality, and legitimacy receive special emphasis, along with the ideological struggles associated with socialism, liberalism, and conservatism. This course is offered in the fall semester, even-numbered years.

**PSC 310 LAW AND THE LEGAL SYSTEM** 3 s.h.  
From lynchings to landmark decisions, this course examines the traditions and historical development of the law in America, emphasizing the judicial process. Topics include the types and sources of law, the structure and functions of the state and federal court systems, civil and criminal law procedure, and judicial governance with special attention placed on the U.S. Supreme Court. This course is offered every spring semester. Cross listed as LAW 310 and JUS 310.

**PSC 333 PUBLIC ADMINISTRATION** 3 s.h.  
What do public managers do and how do they do it? These and other questions are addressed as this course explores the theory and processes of the modern bureaucratic state. Topics include administrative structure and functions, organizational direction, personnel and financial management, and bureaucratic governance and discretion. Consideration is given to the interaction of governmental and non-profit agencies. This course is offered in the spring semester, odd-numbered years.

**PSC 341 CONGRESS AND THE PRESIDENCY** 3 s.h.  
The personalities, parties, and ideas on both ends of Pennsylvania Avenue battle for supremacy in a unique arena established by our constitutional separation of powers. This course examines how the policy-making process functions in the midst of this political struggle by studying critical domestic and foreign policy issues. The structures of these institutions are examined as well as influences such as the media, public opinion, and interest groups. This course is offered in the spring semester, even-numbered years.

**PSC 347 AMERICAN FOREIGN POLICY** 3 s.h.  
The Persian Gulf, Vietnam, the Cold War, World War II, and other significant past experiences are examined in an effort to understand the “how” and “why” of American foreign policy. The policy-making process of the national security establishment is observed. Key concepts include vital national interests, national policy objectives, institutional roles, and the domestic sources of foreign policy. This course is cross-listed as HIS 347. This course is offered in the fall semester, even-numbered years.

**PSC 351 INTERNATIONAL RELATIONS** 3 s.h.  
What are the games nations play? What are the rules? Are there any rules? The balance of power, diplomacy, imperialism, and collective security are just some of the topics surveyed in this wide-ranging look at world politics. This course focuses on the issues of war, development, and trade in the international system, while also including some attention to international organizations and international law. This course is offered in the fall semester, odd-numbered years.

**PSC 385 THE LIVING CONSTITUTION** 3 s.h.  
Prayer in schools, abortion, gay rights, burning the American flag, term limits—these are some of the constitutional issues this course examines as it studies the actors and actions that develop constitutional law. Topics include leading Supreme Court decisions, the amending process, separation of powers, federalism, economic liberties, civil liberties, civil rights, and due process. This course is offered in the fall semester, odd-numbered years. Cross listed as LAW 385

**PSC 401 to 410 AREASTUDIES** 3 s.h.  
The courses in Area Studies examine the political setting, patterns of governance, and current political problems of a particular region of the world. Selected countries within each region are identified for in-depth comparison. Topics include political culture, political thought, geography, history, political and economic development, and comparative public policy. These courses are offered as needed. Prerequisite: PSC 227. Specific regions covered are:

**401 EUROPEAN POLITICS** 3 s.h.

**402 MIDDLE EAST POLITICS** 3 s.h.

**403 POLITICS IN AFRICA** 3 s.h.

**404 POLITICS IN EAST ASIA** 3 s.h.

**405 LATIN AMERICAN POLITICS** 3 s.h.

**406 ADVANCED INDUSTRIAL COUNTRIES** 3 s.h.

**407 POLITICS IN SOUTHEAST ASIA** 3 s.h.

**PSC 425 SPECIAL TOPICS SEMINAR** 3 s.h.  
When warranted, instructors can offer this course to examine topics not covered by the normal course offerings. Students engage in discussion, research, and writing. It is open to sophomore, junior, and senior Political Science Majors and to others by permission of the instructor. Topics vary and are announced in advance. This course is offered as needed.

**PSC 430 POLITICAL CAMPAIGN SEMINAR** 3 s.h.  
Learn what constitutes a winning campaign. This course examines the major elements of a political campaign, including campaign strategy and finance, issue selection, event planning, polling, election law, as well as the influence of the media and campaign ethics. Normally offered during an election year, current events form an important part of the course material, and there is opportunity for campaign field experience. This course is offered in the fall semester, even-numbered years.

**PSC 440 INTERNATIONAL ORGANIZATIONS** 3 s.h.  
This course studies the structures that attempt to organize interstate relations, which includes both governmental and non-governmental organizations, international law, and international regimes. Specific study of the United Nations system and the European Union is included. Prerequisite: PSC 351. This course is offered in the spring semester, even-numbered years.



**PSC 451 INTERNATIONAL POLITICAL ECONOMY**

3 s.h.

This course examines the political dynamics of the development and management of the contemporary international economic system. Among the topics covered are the decision-making role of international economic organizations, the political implications of interdependence, and the activities of transnational actors. Prerequisite: PSC 351. This course is offered spring semesters, odd-numbered years.

**PSC 460 SENIOR SEMINAR**

3 s.h.

This is a senior-level, capstone course required for all students majoring in Political Science. Students draw upon all the knowledge, theory, and skills from their earlier courses to undertake an original, empirical research project using quantitative methods. Students complete a Senior Thesis and a Power-Point presentation. Juniors must receive the consent of the instructor to be admitted. Prerequisites: completion of PSC 210 and the statistics requirement. This course is offered every fall semester.

**PSC 470 INTERNSHIP**

3 s.h.

Internships provide opportunities for well-qualified, upper-division students to work in a “real world” professional setting and gain invaluable experience. These can be found locally or in Washington DC, and could be with a government agency, non-profit organization, or private enterprise. The department chair must grant permission and determine the hours of credit before registration for the internship. Internships are available each semester; however, arrangements must be made during the preceding semester. Campaign internships are offered in the fall semester of election years.

**PSC 499 INDEPENDENT STUDY IN POLITICAL SCIENCE**

1-3 s.h.

This is an individual, tutorial course established at the request of the student when special needs or circumstances require examination of subject matter not available in other courses. Students engage in an individual program of reading, research, and written requirements. This provides an opportunity for well-qualified, upper-division students to engage in special research in Political Science. It requires approval by the faculty advisor, the supervising professor, and the department chair before approval is sought from the Vice President for Academic Affairs. Credit to be determined.

**DEPARTMENT OF SOCIAL WORK**

Dr. Bonita Belcastro, Chair

The Social Work Program is accredited by the Council on Social Work Education, and is a professional program designed to prepare students for entry-level generalist practice with individuals, families and groups, organizations and communities, with particular emphasis on needs of minority and under-served populations in the Cape Fear Valley region.

Admission to the Program is not automatic and students must apply and be accepted into the program to complete the major. Admission to the major does not guarantee entry into the senior Field Internship. Applications must be made to the Field, which is restricted only to individuals whose prior academic and personal performance indicate they are suited to a career devoted to working with others. No credit is given for life experience, and all courses must be completed. This major can be completed only through enrollment in the classes during the day. Students may elect either the B.A. or B.S. core.

**Type of degree awarded:** B.S.W.

**Requirements for the major in Social Work:** 66 s.h. as follows: SOC 151, PSY 101, PSC 151, a course in statistics, CSC 100, PSY 341, SWK 231, 235, 240, 300, 302, 315, 332, 350, 370, 420, 424, 432, 475. Students must have a grade of C or better in all social work courses. The following courses should be completed in the freshman and sophomore year: SOC 151, PSY 101, PSC 151, CSC 100, SWK 231, SWK 240, SWK 235, SWK 315, SWK 350, and statistics. SWK 231 is the prerequisite for all social work courses except SWK 315 and 332. Students must complete college core requirements with a GPA of 2.0 or better in all work attempted.

**Requirements for a minor in Social Work:** SWK 231 and 15 s.h. of other SWK courses. (Please note that SWK 420, 424, and 475 may be taken only by Social Work majors and may not be taken as part of the minor.)

**Requirements for the licensure in School of Social Work:** 9 s. h. including SWK 340, EDU 251, and SPE 255, all other requirements for the Social Work major, admission to the Social Work Program and admission to Teacher Education. Admission to Teacher Education should be completed the semester prior to the field placement. The Field Placement must be in a school setting. Students must have a cumulative grade point average of at least 2.5 and a grade of “C” or better in all social work courses and the student’s minor professional sequence. See Education Section for School Social Work licensure requirements.

**Requirements for the minor in Gerontology with certification:** 17-18 s.h. including GRN 301 and 350; SWK 235 or BIO 306; GRN 450 or 470; and 6 s.h. from one of the following tracks;

Health Care (BHC 200, BHC 430, SOC 305, SOC 388);

Physical Education/Wellness (PED 203, PED 205, PED 218, PED 400);

Social Work (SWK 302, SWK 315, SWK 380, SOC 305, SOC 388)

A student doing a senior level research project or internship in his or her major field may substitute that course for GRN 450 or 470 if it focuses on senior adults and meets the approval of the Director of the Gerontology Program.

**Writing-Enrichment Course:** SWK 240

**Requirements for admission to the Social Work Program:** Students must be approved by the Admissions and Academic Standards Committee based on the following criteria:

1-A grade point average of 2.0 or better on all work completed

2-Fifty percent of the general education/ core requirements must be completed before application to the program can be made.

3-Completion of the general education/core requirements for the B.A. or B.S. degree before entering the Social Work Program is recommended. Fifty percent of the general education/ core requirements must be completed before application to the program can be made.

4-A grade of C or better in ENG 101 and ENG 102 or by tests.

5-Completion of SWK 231, 235, 315 with a grade of C or better and a GPA of 2.5 or higher within the major.

6-Completion of a written application to the Social Work Program after the above requirements are met and acceptance by the Admissions and Academic Standards Committee of the Department.

Candidates are encouraged to apply for admission to the Program in the second semester of their sophomore year. Practice courses can only be taken by students who have been formally admitted to the program.

### **Requirements for admission to Field Internship:**

1-Submission of completed written application;

2-Completion of all prerequisites to SWK 475;

3-A grade of C or higher in all social work courses and a GPA of 2.5 or higher within the major; a GPA of 2.0 in all work completed for general education/core requirements at Methodist College.

4-Acceptance by the Admissions and Academic Standards Committee of the Department.

5-Approval of the Coordinator of Field Instruction and acceptance by the assigned agency. Acceptance to Field Internship is not automatic.

## **SOCIAL WORK COURSES**

### **EDU 251 INTRODUCTION TO EDUCATION**

3 s.h.

Historical, sociological, philosophical, and legal foundations of education; organization, control, and functions of public education in America; teaching as a profession; professional ethics; lesson planning; and the role of the teacher in the school and community. Designated writing-enrichment course. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement by the course professor.** Prerequisite: Sophomore status or permission of the instructor. This course is offered every fall and spring semester.

### **SPE 255 EDUCATION OF THE EXCEPTIONAL CHILD**

3 s.h.

A survey course introducing social, cultural socioeconomic, emotional, and physical factors affecting diverse populations and their implications for education. Designated writing-enrichment course. Sophomore standing required. This course is offered every fall and summer semester. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

### **SWK 231 INTRODUCTION TO SOCIAL WORK**

3 s.h.

Introduction to social problems and social service systems designed to impact upon those problems. Introduction to social work as a profession, its ethics, values, knowledge base, skills base, and fields of practice. This course is a prerequisite to all other social work courses except SWK 315 and 332. This course is offered every semester.

**SWK 235 HUMAN/BIOLOGICAL SYSTEMS**

3 s.h.

This course is designed to provide an understanding of the human body and the impact major diseases have upon the individual and the systems with which he or she interacts. These diseases include cardiovascular diseases, cancer, cerebrovascular diseases, pulmonary diseases, diabetes, diseases of the liver, and HIV/AIDS. The course will also examine communities and their health status in the United States as a part of a global community. Epidemics, environmental threats, health care, underserved populations in community health, priorities and issues for the 21st century will be explored. Prerequisite: SWK 231. This course is offered every semester.

**SWK 240 PROFESSIONAL WRITING USING THE APASTYLE**

3 s.h.

This course introduces students to the American Psychological Association (APA) style of writing. The ethics of writing, indicating the acceptable forms and practices of recognizing the ideas and intellectual properties of others will be explored in this course. The course will examine the concept of plagiarism. The course will address the importance of the use of the Internet and the information it provides in writing professional papers. The course will also offer suggestions for using computer technology at various stages of the research process. The course will develop strong writing skills necessary for professional papers, case documentation, report writing, and agency correspondence. Prerequisites: SWK 231 and ENG 101. This course is offered every semester.

**SWK 300 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I**

3 s.h.

Various theoretical perspectives regarding the bio-psycho-social development of the individual and the family from pre-natal through early adolescence. Prerequisites: SWK 231, SWK 235, SOC 151, PSY 101. This course is offered every fall semester.

**SWK 302 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II**

3 s.h.

This course continues exploration of development of the individual and family from middle adulthood through later years. Prerequisite: SWK 300. This course is offered every spring semester.

**SWK 304 FAMILY SOCIAL WORK**

3 s.h.

Introduction to the family as a social system, patterns of family communication and interaction, and the concept of intervention with the family. Prerequisite: SWK 231. This course is offered as needed.

**SWK 305 SUBSTANCE ABUSE AND CHEMICAL DEPENDENCY**

3 s.h.

This course will allow students to fully understand the dynamics associated with the provision of services to those who are abusing or are addicted to drugs. This course is designed to introduce students to methods of intervention for treating those who are abusing or are addicted to alcohol or other drugs. This course will provide students the knowledge to work effectively with those who abuse substances and with the issues that are associated with addiction. The course will also examine other addictions such as gambling and eating disorders. This course is offered as needed.

**SWK 315 HELPING PROCESSES**

3 s.h.

An introduction to the giving and taking of help, communication process, the helping relationship, the problem-solving model, and various intervention concepts and theories. This is a practicum course open to all majors. This course is offered every semester.

**SWK/SOC 332 METHODS OF SOCIAL RESEARCH** 3 s.h.  
The scientific method, research design, including single systems design and program evaluation, data-gathering techniques, and data analysis. The student will develop and conduct an original research project. Prerequisites: Statistics. This course is offered every fall semester.

**SWK 340 SCHOOL SOCIAL WORK** 3 s.h.  
This course focuses on major issues in education and historical, philosophical and political influences of school social work practice. A variety of social work skills, interventions, and theories applicable to the delivery of school social work services are discussed. Prerequisite: SWK 231. This course is offered during the summer term.

**SWK 350 HUMAN DIVERSITY AND POPULATIONS-AT-RISK** 3 s.h.  
This course focuses on the dynamics and consequences of discrimination, economic deprivation, and oppression of people of color, women, gays, and lesbian persons, people with physical disabilities, Hispanics, Asian-Americans, Native Americans, military families, rural populations, and other populations at risk. The history of diverse groups and populations will be explored and the many myths, stereotypes, and prejudices that surround these groups will be discussed. Prerequisite: SWK 231 and SOC 151. This course is offered every semester.

**SWK 370 SOCIAL WELFARE POLICY AND SERVICES I** 3 s.h.  
Key historical, political, economic, and ideological events in relation to the social welfare system in the United States with an introduction to current welfare policies and programs. Prerequisites: SWK 231, SWK 240 and PSC 151. This course is offered every fall semester.

**SWK 375 CHILD WELFARE** 3 s.h.  
Policies, programs, and issues relating to the child welfare system are examined, including protective services, out-of-home placements, adoption, day care, and public school programs. Prerequisite: SWK 231. This course is offered as needed.

**SWK 380 SOCIAL WORK WITH OLDER ADULTS** 3 s.h.  
This course provides foundation knowledge and skills for working with older individuals, their families, and the community. Skills in helping such as interviewing, assessment and planning, intervention and evaluation, are presented and practiced as applicable to older adults. Systems providing services to older adults such as income maintenance, health care, nutrition, housing, mental health, social and institutional care are presented. Students learn strategies to act as advocates and change agents on behalf of older adults. Prerequisites: SWK 231 and GRN 301. This course is offered as needed.

**SWK 385-395 SPECIAL TOPICS IN SOCIAL WORK** 3 s.h.  
A subject in social work not covered in depth in the regular curriculum. Topics vary. Can be repeated for credit with a different topic. Prerequisite: SWK 231. These courses are offered as needed.

**SWK 420 PRACTICE METHODS I** 3 s.h.  
Introduction to social work practice methods, including development of skills in interviewing, assessment, planning, intervention, and evaluation of practice. Prerequisites: SWK 231, 235, 300, 315, 350, 370, and admission to the Social Work Program. This course is offered every semester.

**SWK 424 PRACTICE METHODS II**

3 s.h.

Practice methodology for work with individuals, families, groups, organizations and communities. Emphasis on macro level practice. Prerequisite: SWK 231, 235, 300, 315, 350, 370 and admission into the Social Work Program This course is offered every semester.

**SWK 432 SOCIAL WELFARE POLICY AND SERVICES II**

3 s.h.

Current social welfare policy of the U.S., approaches to social welfare in other Western nations, and values reflected in policy options are explored and analyzed. The impact of social welfare policy upon social work practice is studied. Prerequisite: SWK 370. This course is offered every spring semester.

**SWK 475 FIELD PRACTICUM**

12 s.h.

The student is placed in an approved social welfare agency for supervised learning experience of no less than 400 contact hours. Requires a weekly seminar. Prerequisites: senior class standing; admission to the social work program; approval of Field Coordination; acceptance by agency; SWK 231, SWK 235, SWK 240, 300, 302, 315, 332, 350, 370, 420, 432; SOC 151; PSY 101; PSC 151; CSC 100, PSY 341; and a course in statistics. Offered every semester.

**SWK 420 and SWK 424:** Students who do not receive a grade of C or better may repeat these courses one time only. Refer to the Methodist College Social Work Program Field Practicum Handbook for exceptions and requirements of students enrolled in Field Practicum

**SWK 499 INDEPENDENT STUDY IN SOCIAL WORK**

1-3 s.h.

An opportunity for well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair and approval by the Vice President of Academic Affairs. Credit to be determined.



## SCHOOL OF SCIENCE AND HUMAN DEVELOPMENT

Dr. Wenda Johnson, Dean

The School of Science and Human Development includes a variety of professional programs with a strong liberal arts foundation. The curriculum in each discipline has been designed to prepare students to become outstanding professionals in their chosen field. Faculty who teach in the programs pride themselves on providing academic rigor in a nurturing environment.

The undergraduate **Athletic Training Program** is designed to prepare students for the professional opportunities as NATABOC Certified Athletic Trainers (ATC). Students will gain experience in the collegiate, high school, and physical therapy clinical settings. The program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The words **Biology, Chemistry and Physics** elicit different images from different people. Some will envision a research scientist in a white lab coat, while others will see individuals working to protect endangered species or to make products we use in our everyday lives more useful. Choice of majors includes Applied Exercise Science, General Biology, Zoology, Ecology and the Natural History of Plants, Health Occupations Science, Conservation Biology, Microbiology-Cell Biology, and Chemistry.

One of the primary concerns of the college, as well as one of its principle opportunities for service, is in the field of **Teacher Education**. Recognizing teacher education as an institution-wide responsibility, the college is committed to meeting the need for well-trained and dedicated teachers. Teacher licensure areas in majors offered by the School of Science and Human Development include Elementary Education, Middle Grades Education, Special Education, Secondary Mathematics, Physical Education, and Secondary Science with a major in Biology. The unifying theme for all of the education programs is the development of professional educators as facilitative teachers who understand and value the process of learning. Our teacher licensure programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE) and the North Carolina Department of Public Instruction (NCDPI).

Each major in the **Physical Education** department includes courses which address the content or knowledge base for its related profession and an introduction to related professional organizations and employment venues. An especially attractive component of each major is the numerous opportunities with which students are provided in order to gain “hands on” experience in “real world” settings working in cooperation with and under the direct supervision of professionals in their chosen fields of study.

Our **Physician Assistant** studies are geared toward preparing individuals who will be health care professionals licensed to practice medicine with physician supervision. Physician Assistants are extremely beneficial in providing primary care as well as medical care in specialty fields. Our master’s degree Physician Assistant program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Whichever area of study you choose, know that our faculty will be available to provide you with guidance and support as you pursue your professional goals.



## ATHLETIC TRAINING

Hugh Harling, EdD, LAT, ATC, Program Director

Students who choose a major in Athletic Training and earn NATABOC certification will have the opportunity to work with the physically active in a variety of settings including: school-based athletic programs, sports medicine clinics, professional teams or other health care provider settings.

**Type of degree(s) awarded:** B.A., B.S.

**Writing-Enrichment Course(s):** ATP 484

**Computer Intensive Course(s):** ATP 484

**Major in Athletic Training:** 70 s.h., including ATP 111, 112, 220, 230, 231, 232, 285, 286 (or BIO 306 & 308), 318, 319, 331, 332, 381, 382, 383, 412, 484, PED 205, 217, 218, 312, 404, PSY 101. Students must take two of the following field experience courses: ATP 400, ATP 401, ATP 402. Students are strongly encouraged to take additional course work from the following: PHI 430, PSY 341, CHE 151, 152, PHY 151, 152. The Methodist College Athletic Training Program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Requirements for a minor: **No minor is available** in Athletic Training.

The Methodist College Athletic Training Program promotes the education of future athletic trainers and the development and improvement of the Athletic Training profession. This Program is designed to be a limited enrollment program. Prior to formal acceptance into the Athletic Training Program (ATP), students seeking admission to the ATP will be considered Physical Education (PED) majors. Only after students have been formally admitted to the ATP, will they be considered Athletic Training majors. Admission to the ATP is on a competitive and space available basis.

### **Athletic Training Program Admissions Criteria and Procedures**

Formal application for admission into the Athletic Training Program is made during the spring semester, preferably of the student's freshman year. Students must have completed a minimum of 24 credit hours by the end of the semester which they apply. In addition, all students applying for admission into the Athletic Training Program must be full-time students at Methodist College. The minimum application requirements for Admission into the Methodist College Athletic Training Program include successful completion of or current enrollment in:

1. ATP 111, 112, 220, 285, and PED 217 with a "C" (not a C-) or better in each course;
2. ATP 111, 112, 220, 285, and PED 217 with a minimum 2.5 average;
3. A minimum overall GPA of 2.5;
4. A completed application form;
5. An interview with the ATP Admissions Committee;
6. A signed copy of the Technical Standards for Entry-Level Athletic Training Education. A copy of the Technical Standards for Entry-Level Athletic Training Education is available in the Athletic Training Program Handbook and is provided to students during their enrollment in ATP 111 as part of the Overview and Program Application booklet.

All application materials must be submitted to the Athletic Training Program Director by April 1st. Students who have completed the application packet by the announced due date and are deemed by the ATP Admissions Committee to be viable candidates for the ATP will be invited to participate in an admissions interview. Students not completing courses by the deadline may petition the Athletic Training Program Director prior to the deadline for an extension through the summer session in order to complete the prerequisites. Agreement by the Athletic Training Program Director does not guarantee a position as an entering student nor decisions regarding other qualified candidates be delayed for students seeking an extension.

Applicants will be notified in writing by the Program Director as to whether they have been selected for an interview or have been removed from the application process. The interviews will take place before the end of the spring semester and each interview will last approximately thirty minutes. All interviews will be conducted by the ATP Admissions Committee. The Admissions Interview Committee will be made up of the Athletic Training Program Director and at least two of the Athletic Training Program's Clinical Instructors.

Once all interviews are completed the Admissions Committee will meet to make final decisions regarding each student's admittance, rejection, or alternate status. Students will be notified in writing by May 31st of their status in relation to the ATP. As soon as students are notified in writing of their admittance, they will have seven days from the postmarked date of the notification letter to contact the Program Director and confirm their acceptance. If a student withdraws their applications or fails to contact the Program Director within this time period, the student's admittance to the ATP will be revoked. Students not initially accepted are notified in writing that they have been placed on alternate status. The students on the alternate list will be placed in numerical order in relation to their potential admittance order. If an accepted student chooses not to enter the program, the first alternate will be offered the position in the program. This will continue until all possible vacancies in the program have been filled. When students have been notified in writing of their failure to be admitted to the ATP, they may contact the Program Director to discuss the reason(s) for their non-admittance.

### **Transfer Students**

All transfer students must be enrolled at Methodist College for a minimum of one semester, prior to applying for admission to the Methodist College Athletic Training Program. If accepted, the students must then spend a minimum of six semesters in the Program and must follow all of the guidelines pertaining to the Program.

Acceptance or non-acceptance of transfer courses to Methodist College in place of ATP 286, BIO 306, 308, PED 205, 218, 312, and 404 and PSY 101 will be at the discretion of the Methodist College Registrar and/or the appropriate Department Chair(s). Credit for PED 217 must be approved by both the Physical Education and Athletic Training Department Chairs. ATP 111, 112, 220, 230, 231, 232, 285, 318, 319, 320, 331, 332, 381, 382, 412, 484 and the required field experience courses must be taken at Methodist College.

Following acceptance into the Athletic Training Program, all students must undergo a physical exam and be medically cleared by a physician prior to entering the program in the fall.

Students entering the Athletic Training Program will incur the additional expenses related to the physical exams and immunizations.

Students accepted into the Athletic Training Program are required to maintain a minimum overall GPA of 2.5 and must complete all ATP courses with a grade of “C” or better. Students electing to complete their anatomy sequence through the Biology Department must complete BIO 306 & 308 with a grade of “C” or better.

## **ATHLETIC TRAINING COURSES**

### **ATP 111 INTRODUCTION TO ATHLETIC TRAINING & SPORTS**

#### **MEDICINE**

1 s.h.

This course is designed to provide students, who wish to apply for admission into the Athletic Training Program, with the necessary information for the admission process, opportunities to observe practices and games, and learn about a variety of health professions within the field of sports medicine. This course is offered every fall and spring.

### **ATP 112 CLINICAL METHODS IN ATHLETIC TRAINING**

2 s.h.

This course is designed to provide students with the methods and practical experiences to perform basic taping methods, fitting of equipment, crutches, protective padding and performance of essential clinical skills. Prerequisite: None. This course is offered every spring.

### **ATP 220 BASIC ATHLETIC TRAINING**

3 s.h.

This course includes an introduction to the field of athletic training. The history of athletic training, immediate injury care, taping techniques, and athletic training administrative procedures are discussed. This course also includes the study of nutrition as it pertains to fundamental requirements, demands of exercise, and health implications, organizations/associations related to athletic training, the role of the Certified Athletic Trainer, physicals, medical terminology, associated medical and non-medical personnel, developing an emergency care plan, and environmental risk factors. Prerequisite: None. This course is offered every spring.

### **ATP 230 PSYCHOSOCIAL ASPECTS OF HEALTHCARE**

2 s.h.

This course introduces students to the psychological and social factors confronting athletic training and healthcare providers. This course will address the current psychosocial and sociocultural issues and problems confronting healthcare professionals and fundamentals of counseling. Prerequisite: None. This course is offered every spring.

### **ATP 231 CLINICAL EXPERIENCE I**

1 s.h.

This course is designed to challenge students through the use of competency based modules related to basic athletic training clinical skills. Prerequisite: Admission to the Athletic Training Program, Prerequisite: Admittance into the Athletic Training Program. This course is offered every fall.

### **ATP 232 CLINICAL EXPERIENCE II**

1 s.h.

This course is designed to provide students with challenging hands-on competency based modules related to evaluation of the foot, ankle, lower leg, knee, thigh, hip, and low back injuries. In addition, students will also design and instruct therapeutic exercise programs for injuries to lumbar spine and lower extremities, as part of completing the required competency modules. Prerequisite: ATP 231. This course is offered every spring.

### **ATP 285 KINETIC HUMAN ANATOMY**

3 s.h.

This course is designed to provide a foundation for students to learn how anatomy affects movement of the human body. The course will emphasize surface anatomy and the musculoskeletal system including the various structures, functions and mechanics of the human body. Prerequisite: None. This course is offered every spring.

**ATP 286 SURVEY OF HUMAN PHYSIOLOGY & DISEASES** 3 s.h.  
This course is designed to prepare athletic training, physical education, and sport management students with basic knowledge of human physiology and body systems. It will also prepare athletic training, physical education, and sport management students to recognize symptoms of common human diseases, recognize factors which can contribute to abnormalities, and recognize the resultant complications and dysfunctions. Prerequisite: None. This course is offered every fall.

**ATP 318 EVALUATION I** 3 s.h.  
This course is designed to introduce students to injury evaluation and management concepts. In addition, students will gain knowledge, skills and abilities in the recognition, evaluation, treatment, and prevention of injury to the spine, hip, thigh, knee, ankle, and foot. Prerequisites: Admittance into the Athletic Training Program. This course is offered every fall.

**ATP 319 EVALUATION II** 3 s.h.  
This course is a continuation of the evaluation course series with the emphasis being students' acquisition of knowledge, skills and abilities in the recognition, evaluation, treatment, and prevention of injury to the head, face, neck, shoulder, elbow, wrist and hand. Prerequisites: ATP 318. This course is offered every spring.

**ATP 320 GENERAL MEDICINE AND PHARMACOLOGY** 3 s.h.  
This course is a continuation of the evaluation course series with the emphasis placed on students' acquisition of knowledge, skills and abilities in the recognition, evaluation, treatment, and prevention of injury to chest and abdomen including general medical conditions and legal and fundamentals of pharmacology. Prerequisites: ATP 319. This course is offered every fall.

**ATP 331 CLINICAL EXPERIENCE III** 1 s.h.  
This course is designed to challenge students with hands-on competency modules related to the evaluation and rehabilitation of injuries of the head, face, neck, shoulder, elbow, wrist and hand. In addition, students will also design and instruct therapeutic exercise programs for injuries to torso, the upper and lower extremities, as part of completing the required competency modules. Prerequisite: ATP 231, 232, 318 & 319. This course is offered every fall.

**ATP 332 CLINICAL EXPERIENCE IV** 1 s.h.  
This course will challenge students with hands-on competency modules related to the selection, application and administration of electrical, thermal, and mechanical modalities as well as the opportunity to integrate these skills into rehabilitation plans for the physically active. Prerequisite: ATP 331. This course is offered every spring.

**ATP 381 THERAPEUTIC EXERCISE I** 3 s.h.  
This course will cover a wide variety of rehabilitation techniques including the principles of therapeutic exercises, their selection, design and implementation during rehabilitation programs for various pathologies of the lower extremities. Co-requisite: ATP 318. This course is offered every fall.

**ATP 382 THERAPEUTIC MODALITIES** 3 s.h.  
This course covers the underlying theory, basis for selection and application of therapeutic modalities used in the treatment of athletic injuries. Prerequisite: ATP 112, 231. This course is offered every fall.

**ATP 383 THERAPEUTIC EXERCISE II** 3 s.h.  
This course will cover a wide variety of rehabilitation techniques including the principles of therapeutic exercises, their selection, design and implementation during rehabilitation programs for various pathologies of the spine, trunk and upper extremity. Prerequisite: ATP 381; Co-requisite: ATP 319. This course is offered every spring.

**ATP 400 FIELD EXPERIENCE** 3 s.h.  
This course is designed to provide students with hands-on experience in a variety of traditional and/or non-traditional athletic training settings. Prerequisite: ATP 231, 232, 331, 332. This course is offered every summer.

**ATP 401 FIELD EXPERIENCE** 3 s.h.  
This course is designed to provide students with hands-on experience in a variety of traditional and/or non-traditional athletic training settings. Prerequisite: ATP 231, 232, 331, 332. This course is offered every fall.

**ATP 402 FIELD EXPERIENCE** 3 s.h.  
This course is designed to provide students with hands-on experience in a variety of traditional and/or non-traditional athletic training settings. Prerequisite: ATP 231, 232, 331, 332. This course is offered every spring.

**ATP 412 SENIOR SEMINAR** 3 s.h.  
This course is designed to provide educational opportunities for students in research methodology, and preparation for the NATABOC certification exam. Prerequisite: Completion of all didactic courses required in the Athletic Training Program. This course is offered every spring.

**ATP 484 ORGANIZATION & ADMINISTRATION IN ATHLETIC TRAINING** 3 s.h.  
This course includes an in-depth look at the organization of an athletic training room. It also includes facility issues, staffing/personnel issues, and drug testing. In addition, the course will include legal and ethical parameters as they relate to athletic training, rehabilitation techniques and the measurement and testing equipment used to rehabilitate athletic injuries. This course is designated as a writing enrichment course. Prerequisite: None. This course is offered every spring.

**ATP 485 SPECIAL TOPICS IN ATHLETIC TRAINING** 1-3 s.h.  
This course will study of special topics of critical, contemporary concern to Athletic Training. Prerequisite: Permission of the Department Chair. This course is offered on an as needed basis.

**ATP 499 INDEPENDENT STUDY** TBA  
An opportunity for a well-qualified, upper division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair before approval by the Dean for Academic Affairs. Credit to be determined. This course is offered as needed.

## DEPARTMENT OF BIOLOGY

Dr. Lori Brookman, Chair

**Type of degree(s) awarded:** B.A., B.S., A.S.

**Core/General Education requirements:** Students can combine BIO 153 with CHE 151, GGY 153 or 301, or PHY 151 to meet the core/general education science requirements if they have the appropriate prerequisites. BIO 153 can also be combined with SCI 141 and 143 courses to fulfill the core/general education science requirement. BIO 153 may also be combined with upper-level biology courses to fulfill the science core requirement for the B.S. degree.

**Requirements for majors in biology:** 36-38 s.h. of Biology; CHE 151, 152, 321, 322; MAT 113 or higher and 220; additional courses in physics, chemistry, geology, and mathematics are desirable electives.

**Areas of concentration available for biology majors are the following:**

**Conservation Biology:** BIO 153, 253, 254, 309 or 396, 317, 312, 331, 435; one course chosen from BIO 302, 307, 321, or 413; BIO 488 and 489 or 490 and 491; BIO 431; ECO 261; GGY 153.

**Ecology And Natural History Of Plants:** BIO 153, 253, 254, 301, 304, 312, 317, 321; 488 and 489 or 490 and 491; and 4 s.h. chosen from BIO 302, 307, 309, 413, 440, or 450; Suggested electives are SCI 141 or GGY 153, CHE 312, and CHE 450

**General Biology:** BIO 153; 253 and 254; 301, 302, 304 or 398; 309 or 401; 306, 308 or 440; BIO 312, 317 or 413; 488 and 489 or 490 and 491; and additional biology electives to make a total of 36 s.h. This option is required for students seeking teacher licensure.

**Health Occupations Science:** BIO 153, 254, 306, 307, 308, 400, 440; BIO 309 or 401; one course chosen from BIO 302, 317, 321; BIO 488 and 489 or 490 and 491; CHE 450; either one of the following two sequences: PHY 151 and 152 **OR** PHI 430, PSY 101 and one of the following from PSY 304, 340, or 341.

**Microbiology/Cell Biology:** BIO 153, 253 or 254, 301 or 304, 307, 309 or 396, 400, 401, and 440; one course chosen from BIO 302, 317, 321, or 398; 488 and 489 or 490 and 491; CHE 450; recommended for pre-medical students majoring in biology; for pre-veterinary students, and for students preparing for the Methodist College Physician Assistant Program

**Teacher licensure with biology as a major:** Coordinator: Dr. Linda Sue Barnes. Courses required for teacher licensure in Biology, in addition to the major requirements, include ~~are~~ MAT 113, GGY 153 and PHY 151; the professional sequence in Education: EDU 142, 200, 242, 251, 342, 320, 330, 350, 406, 407, 415, and 421; and SPE 255.

**Zoology:** BIO 153, 253, 254, 302, 317, 398, 401; BIO 312 or 413; BIO 488 and 489 or 490 and 491; elective from BIO 307, 309, 321, 440 or 450

**Requirements for the minor in biology:** 19-20 s.h.: BIO 153 plus 16 s.h. of biology electives

**Requirements for the A.S. Concentration:** (See page 53.)

**Writing-Enrichment Courses:** BIO 307, 309, 401, 440, 489, and 491

**Computer Intensive Courses:** BIO 488, 489, 490, and 491

## **APPLIED EXERCISE SCIENCE**

Dr. Margaret Folsom, Coordinator

**Type of degrees awarded:** B.A., B.S.

**Writing Enrichment courses:** BIO 309,401, and 440; PED 400; ATP 484

**Major in Applied Exercise Science:** 61 s.h., including BIO 306 and 308; BIO 401; CHE 151 and 152; PHY 151 and 152; MAT 220; PED 217, 218, 285, 312, 404, and 406; ATP 220; PSY 304; PED 400 or ATP 484; One of BIO 309, 398, 440

### **COURSES IN BIOLOGY**

#### **BIO 153 FUNDAMENTALS OF BIOLOGY** 4 s.h.

For students planning further study in biology or a related field: includes cell structure and function, mitosis and meiosis, principles of genetics, and classification of living organisms. Three hours of lecture and three hours of laboratory each week. Prerequisites: high school biology and chemistry or SCI 142 and 143. Students must pass with a *C* or higher grade (not to include *C-*), this course is a prerequisite to all further Biology courses. This course is offered every fall and spring semester.

#### **BIO 253 VERTEBRATE NATURAL HISTORY** 4 s.h.

This course introduces the ecology and natural history of vertebrate organisms: fishes, amphibians, reptiles, birds and mammals. Prerequisite: BIO 153 with a grade of *C* or higher. This course is offered in the spring semester. Also offered in the summer semester contingent on availability of faculty.

#### **BIO 254 PLANT COMMUNITIES** 4 s.h.

Plant Communities is designed as a second level course to provide a general knowledge of plant structure at the cellular, tissue and organ levels and to relate that knowledge to modifications plants have that enable them to survive in specific habitats. Terrestrial and aquatic biomes will be studied with emphasis on specialization of plants in each biome. Morphological and physiological adaptation to the environment will be investigated. Prerequisite: BIO 153 with a grade of *C* or higher. This course is offered in the fall semester.

#### **BIO 301 PLANT MORPHOLOGY** 4 s.h.

Morphological trends and life-cycle patterns in the prokaryotes, algae, fungi, and vascular plants. Three hours of lecture and three hours of laboratory each week. Prerequisite: BIO 153 with a grade of *C* or higher; BIO 253 or 254. This course is offered in the fall semester, even years.

#### **BIO 302 INVERTEBRATE ZOOLOGY** 4 s.h.

Invertebrate animals with particular attention to physiological processes, ecological roles, and parasites of humans and domestic animals. Three hours of lecture and three hours of laboratory each week. Prerequisite: BIO 153 with a grade of *C* or higher; BIO 253 or 254. This course is offered in the fall semester, even years.

**BIO 304 ANATOMY AND PHYSIOLOGY OF VASCULAR PLANTS** 4 s.h.

Cell, tissue, and organ structure and function with emphasis on the flowering plants. Three hours of lecture and three hours of laboratory each week. Prerequisite: BIO 153 with a grade of C or higher; BIO 253 or 254. This course is offered in the fall semester, odd years.

**BIO 306 HUMAN ANATOMY AND PHYSIOLOGY I** 4 s.h.

Part one of a two-course sequence. Topics covered include an introduction to histology, the skin and its derivatives, the skeleton, muscles, and the nervous, sensory and endocrine systems. Although this course is taught with an organ system emphasis, mechanisms on the cellular and molecular level are also covered. Prerequisite: BIO 153 with a grade of C or higher. This course is offered every fall semester. This course is also offered in the summer semester contingent upon availability of faculty.

**BIO 307 GENERAL MICROBIOLOGY** 4 s.h.

Immunology, virology, morphology and physiology of bacteria, etiology, and applied microbiology. Three hours of lecture and three hours of laboratory each week. Prerequisite: BIO 153 with a grade of C or higher and CHE 151. This course is offered every fall and spring semester. Designated writing enrichment course.

**BIO 308 HUMAN ANATOMY AND PHYSIOLOGY II** 4 s.h.

A continuation of the study of human structure and function. Topics include circulation, digestion, nutrition, respiration, excretion, immune response, reproduction and development. Prerequisite: BIO 153 with a grade of C or higher and BIO 306. This course is offered every spring semester.

**BIO 309 GENETICS** 4 s.h.

The molecular basis of inheritance and the historical development of genetics, from cellular, quantitative, and Mendelian approaches. Three hours of lecture and three hours of laboratory each week. Prerequisites: BIO 153 with a grade of C or higher, CHE 151 and one 300/400 level biology class. This course is offered every spring semester. Designated writing enrichment course.

**BIO 312 GENERAL ECOLOGY** 4 s.h.

This class addresses the relationships among organisms and their environments. Topics will include organismal, population and community ecology. Mathematical models for biological systems will be included. Prerequisite: BIO 153 with a grade of C or higher and either BIO 253 or 254. Completion of MAT 113 or higher recommended. This course is offered every spring semester.

**BIO 317 LOCAL FLORA** 4 s.h.

Classification and identification of the vascular plants of North Carolina with field and laboratory work emphasized. Three hours of lecture and field work each week. Prerequisite: BIO 153 with a grade of C or higher; BIO 253 or 254. This course is offered spring semester, even years.

**BIO 321 INSECT BIOLOGY** 4 s.h.

Entomology: The roles of insects in the balance of life, public health issues, taxonomy, morphology, and physiology. Three hours of lecture and three hours of laboratory each week. Prerequisite: BIO 153 with a grade of C or higher; BIO 253 or 254. This course is offered fall semester, odd years.



**BIO 331 CONSERVATION BIOLOGY**

3 s.h.

This course will use biological concepts as a framework to consider the management of natural resources both historically and presently. The use of land for farming as well as the use of air, water, fisheries and forestry will be studied. An introduction to the laws that govern the use of these resources will also be included. Prerequisites: BIO 153 with a grade of C or higher and either BIO 253 or 254. Completion of BIO 312 is recommended. This course is offered as needed.

**BIO 396 MOLECULAR BIOLOGY**

3 s.h.

Study of the molecular basis of biology including biological informational molecules (proteins, DNA and RNA), DNA synthesis, RNA transcription, protein synthesis, and gene regulation. Prokaryotic and eukaryotic systems are both studied. In addition, applications of methods used in molecular biology including recombinant DNA technology and forensics will be covered.

**BIO 398 VERTEBRATE COMPARATIVE ANATOMY AND EVOLUTION** 4 s.h.

The comparative anatomy and evolution of vertebrate organisms: fishes, amphibians, reptiles, birds and mammals. Prerequisites: BIO 153, 253 or 254; and one 300/400 level biology class. This course is offered every fall semester, odd years.

**BIO 400 MEDICAL MICROBIOLOGY**

4 s.h.

This course is intended to be taken by students majoring in the biological sciences or a closely related field. This course is particularly desirable for students planning to enter any health related field, work as a laboratory technician or enter a graduate program in microbiology. This course deals primarily with the study of pathogenic bacteria and fungi, viruses and viral infections, and the immunological response to infection. Emphasis will be placed on the effects of microorganisms on human beings. Prerequisites: BIO 153 (with a grade of C or higher) and 307. This course is offered every fall semester.

**BIO 401 DEVELOPMENTAL BIOLOGY**

4 s.h.

Representative patterns in the development of plants and animals from zygote to functioning adults, with emphasis on the early stages. Cellular and genetic mechanisms are included. Three hours of lecture and three hours of laboratory each week. Prerequisites: 8 s.h. of upper-division biology including either 306, 308 or 398 and either 309 or 440. This course is offered every spring semester. Designated writing enrichment course.

**BIO 413 LIMNOLOGY AND MARINE ECOLOGY**

4 s.h.

Freshwater and marine ecosystems will be studied. Prerequisites: BIO 153 (with a grade of C or higher) 253 or 254; and one 300/400 level biology class. This course is offered fall semester, even years.

**BIO 431 CONSERVATION BIOLOGY INTERNSHIP**

2 s.h.

This internship will be a work experience course. A paid or volunteer position with an appropriate employer or supervisor will be obtained. This internship could be completed over a summer. A written report from the student must be submitted as well as a written evaluation of performance from the employer or supervisor. Prerequisite: Junior status with a cumulative GPA of 2.0 or higher and permission of the instructor. This course is offered as needed.

**BIO 435 CONSERVATION BIOLOGY: ENVIRONMENTAL ISSUES** 2 s.h.  
This course will explore the nexus of law, science, economics and society. Specific topics will vary and may include management of endangered species, wetland, water or fire. This class may be taken for credit more than once, provided that different topics are covered. Prerequisites: BIO 153 with a grade of C or higher and either BIO 253 or 254. Completion of BIO 312 and 331 are recommended. This course is offered as needed.

**BIO 440 CELLULAR PHYSIOLOGY** 4 s.h.  
Cellular structures and processes as they provide the basic mechanisms of life. Consideration of biologically important macromolecules. Three hours of lecture and three hours of laboratory each week. Prerequisites: 8 s.h. of upper-division biology, and CHE 321. CHE 450 is recommended. This course is offered every spring semester. Designated writing enrichment course.

**BIO 450 BIOTECHNOLOGY** 4 s.h.  
Current theory, application and techniques in molecular biology, including plasmid mapping, DNA ligation, bacterial transformation, usage of restriction endonucleases. Restriction Fragment Polymorphisms, Southern and Western Hybridizations will be covered. There will be three hours of lecture and three hours of lab per week. Prerequisites: BIO 307, 309 and BIO 440 or CHE 450 or permission of the instructor. Note: One of the prerequisites may be taken concurrently with biotechnology. This course is offered in the fall semester, odd-numbered years.

**BIO 485 SPECIAL TOPICS IN BIOLOGY** 1-4 s.h.  
Courses not part of the regular departmental offerings. Taught as faculty availability and student interest dictate.

**BIO 488 LIBRARY RESEARCH PROJECT I** 1 s.h.  
Seniors will select a research topic, begin to compile a bibliography, and will write a detailed outline for the paper to be written in BIO 489. Either BIO 488 and 489 or 490 and 491 is required for graduation. This course is offered fall and spring semesters.

**BIO 489 LIBRARY RESEARCH PROJECT II** 1 s.h.  
Seniors will complete the paper begun in BIO 488, and will give an oral presentation based upon it to Biology students and faculty members. Prerequisite: BIO 488. This course is offered fall and spring semesters. Designated writing enrichment course.

**BIO 490 LABORATORY RESEARCH PROJECT I** 1 s.h.  
Seniors will select a research topic, state an experimental hypothesis, design experiments to test this hypothesis and prepare a project budget. Either BIO 488 and 489 or 490 and 491 is required for graduation. This course is offered fall and spring semesters.

**BIO 491 LABORATORY RESEARCH PROJECT II** 1 s.h.  
Seniors will make suggested alterations in the project designed in BIO 488, and will then carry out their experimental work, with appropriate controls and replications, write a paper incorporating literature background, experimental protocol, results and conclusions and will present their findings orally to Biology students and faculty members. Prerequisite: BIO 490. This course is offered fall and spring semesters. Designated writing enrichment course.

## **BIO 499 INDEPENDENT STUDY IN BIOLOGY**

TBA

An opportunity for a well-qualified, upper-division student to engage in a special investigation in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

## **DEPARTMENT OF CHEMISTRY AND PHYSICAL SCIENCE**

Dr. Narendra P. Singh, Chair

**Type of degree(s) awarded:** B.A., B.S., A.S.

CHE 151 can be combined with SCI 142 or BIO 153 toward the general education/core requirements for the Bachelor of Arts degree or with two other science courses for the Bachelor of Science degree. It cannot be combined with SCI 143 toward the core requirement. Note: MAT 105 is a prerequisite for CHE 151 and SCI 143.

**Requirements for the major in Chemistry:** 24 s.h. in chemistry courses at the 300 level or higher to include CHE 486 or 487 and MAT 231 and 232.

Students majoring in chemistry should select biology, or mathematics as a minor.

**Requirements for the Bachelor of Science in Chemistry with a concentration in Forensic Science:** CHE151, 152, 311, 312, 321, 322, 450 and either 486 or 487; Chemistry electives (for a total of 24 s.h. in Chemistry at the 300 level or higher): CHE 310, 421, 422, 485 and 499; MAT 231 and 232; PHY 151; BIO 153, BIO 307 or 3 396, BIO 317 or 321; JUS 2 42, 309, 389, 401, 420 and 470.

**Requirements for the minor in Chemistry:** 16 s.h., in 300-level chemistry courses

**Requirements for the A.S. Concentration:** (See page 53.)

**Writing-enrichment course(s):** CHE 311, 312, 421, 422

**Computer intensive course:** CHE 485

## **CHEMISTRY**

### **COURSES IN CHEMISTRY**

#### **CHE 151 GENERAL CHEMISTRY I**

4 s.h.

The elements, their compounds, and their reactions and the theories involved in foundation of modern chemistry. Three hours of lecture and three hours of laboratory each week. Prerequisite: MAT 105. Pre/corequisites: Mathematics 113 or 231, and strong high school chemistry background or SCI 143. This course is offered every fall semester.

#### **CHE 152 GENERAL CHEMISTRY II**

4 s.h.

A more detailed study of topics introduced in 151. Three hours of lecture and three hours of laboratory each week. Prerequisite: CHE 151. This course is offered every spring semester.

**CHE 310 INORGANIC CHEMISTRY**

3 s.h.

The chemistry of the elements with emphasis on inorganic main group compounds and transition series coordination compounds, concepts of effective nuclear charge and periodicity, band theory, group theory, symmetry, p and d orbital bonding, catalysis, metallurgy, and atomic structure. Three hours of lecture each week. Prerequisite: CHE 151 and 152. This course is offered as needed.

**CHE 311 QUANTITATIVE ANALYSIS**

4 s.h.

Quantitative chemical analysis, with lecture, discussion, laboratory work, and problems. Three hours of lecture and three hours of laboratory each week. Prerequisite: CHE 151 and 152. This course is offered every fall semester, even-numbered years.

**CHE 312 INSTRUMENTAL ANALYSIS**

4 s.h.

The operation of standard laboratory instruments, including the IR spectrophotometer, gas chromatograph, and electroanalyzer. Three hours of lecture and three hours of laboratory each week. Prerequisites: CHE 151 and 152. This course is offered every spring semester, odd-numbered years.

**CHE 321, 322 ORGANIC CHEMISTRY I AND II**

4, 4 s.h.

The compounds of carbon and their reactions with emphasis on theories and mechanisms of reactions. Three hours of lecture and three hours of laboratory each week. A designated writing-enrichment course. Prerequisites: CHE 151 and 152. 321 is offered every fall semester; 322 is offered every spring semester. CHE 321 is a prerequisite for CHE 322.

**CHE 421, 422 PHYSICAL CHEMISTRY I AND II**

4, 4 s.h.

The properties of solids, liquids, gases, and solutions. Three hours of lecture and three hours of laboratory each week. Prerequisites: CHE 311, MAT 231, and PHY 151 and 152, which can be taken concurrently. 421 is offered every fall semester, odd-numbered years; 422 is offered every spring semester, even-numbered years. CHE 421 is a prerequisite for CHE 422.

**CHE 450 BIOCHEMISTRY**

4 s.h.

The chemical nature and interactions of biological molecules, acid base chemistry, buffers, carbohydrates, lipids, proteins, nucleic acids, enzymes, coenzymes, the interrelationships of compounds in major metabolic cycles, and the utilization and synthesis of high energy compounds as "energy currency." Three hours of lecture and three hours of laboratory each week. Prerequisite: CHE 321 and 322. Recommended co/prerequisite: CHE 322. This course is offered every fall semester.

**CHE 485 SPECIAL TOPICS**

3 s.h.

For chemistry majors wishing to do more advanced work. Classroom work and individual laboratory and library investigation. Prerequisite: Permission of the department chair. This course is offered as needed.

**CHE 486 LIBRARY RESEARCH PROJECT**

1 s.h.

Seniors will write a proposal for a library project, carry out the research, write a research paper, and present a seminar complete with the appropriate visual aids. Either CHE 486 or 487 is required for graduation. This course is offered as needed.

**CHE 487 LABORATORY RESEARCH PROJECT**

2 s.h.

Seniors will write a proposal for a laboratory project, carry out the research, write a research paper, and present a seminar complete with the appropriate visual aids. Either CHE 486 or 487 is required for graduation. This course is offered as needed.

**CHE 499 INDEPENDENT STUDY IN CHEMISTRY**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval by the Vice President for Academic Affairs. Credit to be determined.

**GEOLOGY**

GGY 153 and 301 can be used toward fulfillment of the core/general education requirement for science in the Bachelor of Science degree. GGY 153 cannot be combined with SCI 141 toward fulfillment of these requirements.

**GGY 153 INTRODUCTION TO THE EARTH SCIENCES**

An introduction to the fundamental dynamics of planet Earth and its key life-sustaining systems. An orientation course for science majors or science concentration students. Three hours of lecture and three hours of laboratory each week. This course is offered every fall semester. Prerequisite: MAT 105.

**GGY 301 PRINCIPLES OF GEOLOGY**

Major concepts of geology, to include physical, historical and economic geology and geomorphology. Three hours of lecture and three hours of laboratory each week. Prerequisite: GGY 153 or, with the permission of the instructor, GGY 141. Prerequisite: MAT 105.

**PHYSICS**

PHY 151 can be combined with SCI 142 or BIO 153 toward the core/general education requirements for the Bachelor of Arts degree or with two other Science courses toward the Bachelor of Science degree. It cannot be combined with SCI 143 toward these requirements.

**PHY 151 GENERAL PHYSICS I**

4 s.h.

For chemistry, biology, and mathematics majors. Newtonian mechanics, mechanics of solids and fluids, and heat and thermodynamics. Three hours of lecture and three of laboratory each week. Prerequisites: MAT 113 and 114. This course is offered every fall semester.

**PHY 152 GENERAL PHYSICS II**

4 s.h.

A continuation of 151. Includes electricity and magnetism, waves and optics, and modern physics. Three hours of lecture and three hours of laboratory each week. Prerequisite: PHY 151. This course is offered every spring semester.

**PHY 251 GENERAL PHYSICS I—CALCULUS BASED**

4 s.h.

For Chemistry, biology, and mathematics majors. Newtonian mechanics, mechanics of solids and fluids, sound waves and Doppler's Principle, and heat, carnot cycle and thermodynamics. Prerequisites: MAT 231 and 232. Three hours of lecture and three hours of laboratory per week. This course is offered as needed.

## PHY 252 GENERAL PHYSICS II—CALCULUS BASED

4 s.h.

Magnetism in matter and magnetic fields, alternating and Direct current circuits, capacitors and transformers, and atomic, molecular and nuclear physics, Quantum physics and theory of relativity. Prerequisites: PHY 251. Three hours of lecture and three hours of laboratory per week. This course is offered as needed.

## DEPARTMENT OF EDUCATION

Dr. Gilda Benstead, Interim Chair

**Type of degree(s) awarded:** teaching licensure programs (B.A. or B.S.) for Elementary Education, Middle Grades Education, Secondary Education in four major areas (English, mathematics, biology, and social studies), Special Subjects K-12 (physical education, music [B.M.], Special Education: General Curriculum, art, French, and Spanish), and K-12 School Social Work. These programs are the only degree programs offered by the Methodist College Department of Education.

One of the primary concerns of the college, as well as one of its principle opportunities for service, is in the field of teacher education. The college is committed to meeting the need for well-trained and dedicated teachers. It recognizes teacher education as an institution-wide responsibility. The unifying theme for all of the education programs is the development of professional educators as facilitative teachers who understand and value the process of learning.

### MISSION STATEMENT:

The mission of the Teacher Education Program is to produce graduates who will demonstrate content knowledge and pedagogical skills to serve as effective teachers.

### GOALS:

The goals of the Teacher Education Program are that:

1. Graduates of the Teacher Education Program will demonstrate content knowledge.
2. Graduates of the Teacher Education Program will have the appropriate pedagogical skills.
  - a. Graduates of the Teacher Education Program will be Facilitative Teachers.
  - b. Graduates of the Teacher Education Program will be able to incorporate the appropriate technology in the classroom.
  - c. Graduates of the Teacher Education Program will be able to teach in diverse environments.
  - d. Graduates of the Teacher Education Program will be able to understand the specific needs of diverse populations.

The objectives for each licensure program are listed in the *Teacher Education Handbook*, available to all students in Teacher Education.

**Accreditation:** The Teacher Education Program, accredited by the North Carolina Department of Public Instruction, provides courses of study for the following teaching licenses:

Elementary Education (K-6)

Middle Grades Education (6-9) concentrations: language arts, mathematics, social studies, science

Secondary Education (9-12): English, mathematics, biology, social studies

Special Subjects (K-12): Art, French, Spanish, music, physical education, and Special Education: General Curriculum.

Special School Personnel (**K-12**): School Social Work

Add-on Licenses (K-12): Reading, Academically Gifted, and Spanish or French (K-6)

**Title II:** The Teacher Education Program at Methodist College is in compliance with Title II of the Higher Education Act. A copy of the report is in the catalogue and a copy of the report is available on request from the Department of Education.

**Reciprocity:** The North Carolina teaching license is currently honored in twenty-nine states through interstate reciprocity agreements and other states via NASDTEC (National Association of State Directors of Teacher Education and Certification).

**Requirements for Admission to Teacher Education**—All students who wish to be licensed to teach must have completed the following requirements and met the grade standards before applying for admission to the Teacher Education Program. The requirements and the grade standards are as follows:

- 1—A cumulative GPA of at least C+ (2.5) and a grade of C (2.0) or better in each course in the student's major and in the professional sequence.
- 2—Passing scores on the PRAXIS I—Reading, Writing, and Mathematics. The test is offered in two formats, the Pre-professional Skills Test (a written format), and as a Computer Based Test. Students should contact the Education Department for test dates and costs. (Students seeking licensure in School Social Work are exempt from this testing requirement.)
- 3—The student must have successfully completed a minimum of 60 academic hours to include HIS 103 and 104; ENG 101 and 102; 6 s.h. of religion (music majors are required to take only 3 s.h. of religion); MAT 105; 3 s.h. of science; 3 s.h. of fine arts; OCL 151 (not required for music majors); and the following courses in the professional sequence—EDU 142; EDU 200; EDU 242; EDU 251; and SPE 255 (not required for physical education majors). (Students seeking licensure in School Social Work are required to complete only EDU 251 and SPE 255 in the professional sequence.)
- 4—Three recommendations from faculty. Of the three recommendations, one recommendation must be from a faculty member in the student's major and one must be from a faculty member in the Education Department.
- 5—A pre-admission combined interview with the Head of the Education Department, the Director of Student Teaching and Field Experiences, the Division Director, and the Subject Area Faculty Specialist.
- 6—Review and approval of the student's application for admission to Teacher Education by the Teacher Education Committee.
- 7—A student must be admitted to Teacher Education before he/she will be allowed to enroll in the EDU 300 and 400 level courses in the professional sequence (EDU 307, 320, 330, 342, 346, 347, 350, 403, 404, 407, 410, 411, 412, 413, 414, 415, 416, 417, 418, 421, SPE 351).
- 8—Once a student is admitted to Teacher Education he/she is required to maintain the same grade standards required for admission to Teacher Education. A student whose grades fall below the required standards of a cumulative "C+" (2.5 GPA) and a "C" (2.0) or better in his/her major and licensure courses will meet with his/her advisor and the Head of the Department of Education to plan a program to raise his/her grades to the required standard before going forward in the program.

**Requirements for admission to Student Teaching:**

- 1—Acceptance to the Teacher Education Program
- 2—Successful completion of field experience courses
- 3—Maintenance of the academic requirements (i.e., 2.5 GPA overall, etc.) for entering the Teacher Education Program, *C* (2.0) or better in all major and licensure courses, and removal of any incompletes.
- 4—Completion of all coursework, except the Student Teaching Block courses
- 5—An application on file in the education office no later than the end of pre-registration for the semester of student teaching
- 6—Correction of any identified weaknesses
- 7—Receipt of letter from Head, Department of Education, acknowledging approval for student teaching. During the spring semester, the Methodist College spring break and the public school spring break are often scheduled at different times. Therefore, those student teachers who live in the dormitory will be responsible for their meals during the week in which the campus food service facility is closed.

**Requirements for licensure:**

- 1—Completion of all degree requirements
- 2—Completion of all licensure requirements
- 3—A satisfactory score on the Specialty Area Tests of the Praxis Series Examination (Students seeking licensure in School Social Work are exempt from this requirement)
- 4—An overall cumulative grade point average of 2.5
- 5—A grade of *C* (2.0) or better in all courses in the student's major and in the professional sequence a grade of *B* (3.0) or better in Student Teaching.

Students are advised to consult with the Department of Education throughout their course of study.

**Requirements for licensure-only:** Persons with a baccalaureate degree wishing to obtain licensure through Methodist College must submit transcripts for evaluation, have an IEP prepared by the Chair of the Education Department for their required courses, and follow the requirements for admission to Teacher Education as described earlier in the catalogue. All courses on the IEP must be taken at Methodist College.

**Requirements for lateral entry:** The Departments of Education follows two program plans for lateral entry students.

- 1—Students seeking teacher licensure through Methodist College must submit a letter from their employing school district verifying they are lateral entry, have their transcripts evaluated by the Department of Education, be admitted to Teacher Education, and follow the guidelines for all candidates admitted to Teacher Education. All courses listed on the IEP must be completed at Methodist College. (See requirements for admission to Teacher Education.)
- 2—Students seeking lateral entry licensure through the State Department of public Instruction Regional Centers may take any course(s) offered at Methodist College recommended by the Regional Center Office. The Methodist College Department of education works very closely with the Regional Centers to facilitate lateral entry teacher licensure. (Note: The Methodist College Department of Education does not offer a program for teachers working under the Emergency Permit to Practice. However, the Department of Education understands the need to assist teachers holding an Emergency Permit to Practice and works closely with the school districts to facilitate their enrollment in courses where possible.)



**Requirements for the minor in Education (does not include licensure):** EDU 200 and 251, EDU 331, EDU 361, ENG 260, SPE 255, and PED 311. Before students can minor in Education they must meet with the Head of the Department of Education and complete a form confirming that they are seeking a minor in Education and will not request a change of status to licensure. Also, students seeking a minor in Education do not qualify for lateral entry at Methodist College after graduation.

**Writing-enrichment courses:** EDU 251 and SPE 255

**ELEMENTARY EDUCATION K-6** (Coordinator: Dr. Jaunita Heyward)

### **BS Degree**

**General education/core:** ENG 101, 102; ENG 211, 212, 231, or 232; ENG 221 or 222; SCI 141, 142, 143; MAT 105, 106; HIS 103, 104; GEO 252; PSC 151; SOC 151 or ECO 261; REL 103, 104, 201, 202 (any two); ART 151 or MUS 151 or THE 162; OCL; and PED 101 and 201 or 235, or 218.

**Subject area (major):** Art 362, EDU 331, 403, 404; ENG 260, ENG 361; HIS 201 or 202, 362; MAT 307, MUS 362; PED 311; SCI 307; and EDU 340.

**Professional licensure area:** EDU 142, 200, 242, 251, 330, 342, 346, 350, 407, 421; SPE 255.

### **BA Degree**

**General education/core:** ENG 101, 102; ENG 211, 212, 231, or 232; ENG 221 or 222; SCI 141, 142, 143; MAT 105, 106; Foreign Language 101, 102, 201, 202; HIS 103, 104; GEO 252; PSC 151; SOC 151 or ECO 261; REL 103, 104, 201, 202 (Any two); PHI 211, 212, or 411; ART 151 or MUS 151 or THE 162; OCL; and PED 101 and 201, or 218.

**Subject area (major):** ART 362, EDU 331, 403, 404; ENG 260, ENG 361; HIS 201 or 202, 362; MAT 307, MUS 362; PED 311; SCI 307; and EDU 340.

**Professional licensure area:** EDU 142, 200, 242, 251, 330, 342, 346, 350, 407, 421; SPE 255.

**MIDDLE GRADES EDUCATION 6-9** (Coordinator: Dr. Elizabeth Belford)

### **BS Degree**

**General education/core:** ENG 101, 102; ENG 211, 212, 231, or 232; ENG 221 or 222; SCI 141, 142, 143; MAT 105, 106; HIS 103, 104; GEO 252; PSC 151; SOC 151 or ECO 261; REL 103, 104, 201, 202 (Any two); ART 151 or MUS 151 or THE 162; OCL; and PED 101 and 201 or 235, or 218.

**Professional licensure area:** EDU 142, 200, 242, 251, 320, 330, 342, 347, 350, 407, 421; SPE 255; and appropriate teaching methods courses (EDU 411, 412, 414, or 415).

### **BA Degree**

**General education/core:** ENG 101, 102; ENG 211, 212, 231, or 232; ENG 221 or 222; SCI 141, 142, 143; MAT 105, 106; Foreign Language 101, 102, 201, 202; HIS 103, 104; GEO 252; PSC 151; SOC 151 or ECO 261; REL 103, 104, 201, 202 (any two); PHI 211, 212, or 411; ART 151 or MUS 151 or THE 162; OCL; and PED 101 and 201 or 235, or 218.

**Professional licensure area:** EDU 142, 200, 242, 251, 320, 330, 342, 347, 350, 407, 421; SPE 255; and appropriate teaching methods courses (EDU 411, 412, 414, or 415)

**MIDDLE GRADES CONCENTRATIONS:** A student must choose two concentrations from the following list:

**Language arts concentration:** EDU 331, 411; ENG 101, 102; 211, 212, 231 or 232; ENG 221 or 222; and ENG 362, 322, 323 (recommended).

**Mathematics concentration:** CSC 201 or 202 and MAT 113, 114, 231, 232, 250, 312, 315, 320.

**Science concentration:** GGY 153, SCI 142 or BIO 153, SCI 143, GGY 301, and two upper level Biology courses (recommended courses: BIO 303, 306, 308, 317, 319, 321).

**Social Studies:** ECO 261, 262; GEO 252; HIS 103, 104, 201, 202, 362, 370; and PSC 151.

**SPECIAL EDUCATION: General Curriculum** (Coordinator: Dr.Yvonne Nolan)  
**BS Degree**

**General education/core:** ENG 101, 102; ENG 211, 212, 231, or 232; ENG 221 or 222; SCI 141, 142, 143; MAT 105, 106; HIS 103, 104; GEO 252; PSC 151; SOC 151 or ECO 261; REL 103, 104, 201, 202 (any two); ART 151 or MUS 151 or THE 162; OCL; and PED 101 and 201, or 218.

**Subject area (major):** SPE 255, 260, 345, 348, 351, 358, 385, 419.

**Professional licensure area:** EDU 142, 200, 242, 251, 330, 331, 342, 350, 403, 404, 407, 421; PED 406; MAT 307; SCI 307; ENG 260.

**BA Degree**

**General education/core:** ENG 101, 102; ENG 211, 212, 231, or 232; ENG 221 or 222; SCI 141, 142, 143; MAT 105,106; Foreign Language 101, 102, 201, 202; HIS 103, 104; GEO 252; PSC 151; SOC 151 or ECO 261; SPE 348; REL 103, 104, 201, 202 (any two); PHI 211, 212, or 411; ART 151 or MUS 151 or THE 162; OCL; and PED 101 and 201, or 218.

**Subject area (major):** SPE 255, 260, 345, 348, 351, 358, 385, 419..

**Professional licensure area:** EDU 142, 200, 242, 251, 330, 331, 342, 350, 403, 404, 407, 421; PED 406; MAT 307; SCI 307; ENG 260.

**SECONDARY EDUCATION AND SPECIAL SUBJECTS (K-12)**

**General Education/Core Requirements (B.A., B.S. or B.M.):** Teacher education graduates must complete all courses required for college graduation for the chosen degree. Completion of a recommended speech course is required.

**Subject Area (major):** See the individual discipline in this catalogue. The number of semester hours required for each is as follows:

Art—44 Coordinator: Ms. Silvana Foti; Biology—60 Coordinator: Dr. Linda Sue Barnes; English—39 Coordinator: Dr.Gilda Benstead; Music—49 Coordinator: Ms. Betty Neil Parsons; Mathematics—41 Coordinator: Dr. Lewis Walston; Physical Education—43 Coordinator: Dr. Wenda Johnson; Social Studies—57 Coordinator: Dr. Rebecca Wendelken; Social Work—63 Coordinator: Ms. Lynn Green.

**Professional Area:** EDU 142, 200, 242, 251, 320, 330, 342, 350, 406, 407, 421; SPE 255; and appropriate teaching methods course (EDU 411-419). Physical Education majors are required to enroll in PED 406 in lieu of SPE 255. French and Spanish majors must take EDU 346 and LAN 307.

### **SCHOOL SOCIAL WORK:**

Requirements for the licensure in School of Social Work: **(Coordinator: Ms. Lynn Green)** 9 s. h. including SWK 340, and EDU 251, and SPE 255 requirements for the Social Work major.

Admission to the Social Work Program and Teacher Education: Admission to Teacher Education should be completed the semester prior to the field placement. Students must have a cumulative grade point average of at least 2.5 and a grade of “C” or better in all social work courses and the student’s minor professional sequence. See Education Section for School Social Work licensure requirements. The Field Placement must be in a school setting

The total of the general education/core, specialty area, professional area, and electives should be at least 124 hours.

### **SOCIAL STUDIES WITH LICENSURE** (Coordinator: Dr. Peter Murray)

**General Education/Core Requirements (B.A. or B.S.):** Teacher education graduates must complete all courses required for college graduates for the chosen degree.

Social Studies—54 s.h.: EDU 412; ECO 261; ECO 262; GEO 252; HIS 201; HIS 202; HIS 370; PSC 151; PSY 101; SOC 151; either PSY 250 or SOC 220 or HIS 210, PSC 210, PSY 355 or SOC 332; eighteen semester hours at the 300/400 level in any two of the social science disciplines (HIS, PSC, PSY, SOC) including one designated writing intensive course.

**Professional Licensure:** EDU 142; EDU 250; EDU 300; EDU 320; EDU 342; EDU 350; EDU 406; EDU 407; EDU 421; and SPE 255. Majors must also pass the Praxis I Exam and Specialty Area Exam, and fulfill all other requirements for entry and completion of the Teacher Education Program.

### **ADD-ON LICENSES**

With careful planning and additional courses, a teacher education candidate admitted to Teacher Education can also earn a second license. An add-on license exists in the areas of Reading (K-12), Academically Gifted (K-12), and Spanish or French (K-6).

**Teachers holding a current North Carolina Continuing License or Initial License (active employment) may enroll in the program by discussing their program requirements with the Add-on License Coordinator, and if approved, submit a copy of their current certificate, official transcript, and agree that all courses listed on the IEP be taken at Methodist College.**

#### 1—Reading K-12 (Coordinator, Dr. Gilda Benstead)

A student who wishes to add-on the reading licensure to the existing or proposed initial licensure must meet the following requirements:

A—Prerequisites: EDU 404 and ENG 361

B—Additional requirements: EDU 320, 331, 345, and 442

C—Satisfactory score on the Specialty Area section of the Praxis Series Examination

D—Conference with the education department coordinator for more detailed information

2—Academically Gifted K-12 (Coordinator: Dr. Elizabeth Belford)

A student who wishes to add the academically gifted licensure to the existing or proposed initial licensure must meet the following requirements:

A—Prerequisites: consent of program coordinator

B—Additional requirements: SPE 448, 451, 455, and 465

3—Spanish or French K-6 (Coordinator: Dr. L. Cristina Francescon)

A student who wishes to add a second language licensure K-6 to an existing or proposed initial licensure in Elementary Education must meet the following requirements:

A—Prerequisites: 12-13 s.h. of 300/400 level course in French or Spanish (a minor)

B—Additional requirements: a field experience or practicum in FLES and LAN 307

C—Conference with the foreign language department for more detailed information

## **EDUCATION (EDU) COURSES**

### **EDU 142 FIELD EXPERIENCE I**

1 s.h.

Campus seminars and labs that require a minimum of thirty hours in an accredited school with emphasis on observation. Supervised by a cooperating teacher and a member of the Education Department faculty. Recommended for the freshman or sophomore year. Formal application required to the Education Department prior to enrollment. Students enrolled in this course will be required to schedule lab time for the completion of the Learning Plus Program to prepare them for PRAXIS I (reading, writing, and math). This course is offered every fall and spring semester. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the Director of Student Teaching and Field Experience.**

### **EDU 200 HUMAN GROWTH AND DEVELOPMENT**

3 s.h.

The cognitive, physical, social-emotional, and moral development of children from conception to adolescence. Emphasis will be placed on the implications and applications for effective teaching. Prerequisite: EDU 330 and formal acceptance to the Teacher Education program required for admission. Courses taken at other institutions or other Psychology courses will not be accepted in lieu of this course. This course is for Teacher Education students only. This course is offered every fall and spring semester.

### **EDU 242 FIELD EXPERIENCE II**

1 s.h.

Campus seminars and labs that require a minimum of thirty hours in an accredited school, engaging in non-instructional activities and limited instruction. Supervised by a cooperating teacher and a member of the Education Department faculty. Recommended for the sophomore or junior year. Formal application required to the Education Department prior to enrollment. Students enrolled in this course are expected to complete the requirements for passing PRAXIS I (reading, writing, and math). A student who has not passed PRAXIS I, Reading, Writing and Mathematics by the end of this course will meet with their advisor and the Head of the Department of Education to either plan a program which allows time for additional PRAXIS I Testing or plan for an alternate major. This course is offered every fall and spring semester, and summer session I. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the Director of Student Teaching and Field Experience.**

### **EDU 251 INTRODUCTION TO EDUCATION**

3 s.h.

Historical, sociological, philosophical, and legal foundations of education; organization, control, and functions of public education in America; teaching as a profession; professional ethics; lesson planning; and the role of the teacher in the school and community. Designated writing-enrichment course. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement by the course professor.** Prerequisite: Sophomore status or permission of the instructor. This course is offered every fall and spring semester.

## **EDU 260 REVIEW & APPLICATION OF GRAMMAR FOR ELEM**

### **SCHOOL TEACHERS**

3 s.h.

Review and application in writing of traditional grammar and standard English usage for future elementary school teachers (K-6). Current elementary level language arts textbooks will be considered. Fulfills no general core requirements either in English or in Humanities; not credited toward majors or minors in Communications, English, and Writing. Required for majors in Elementary Education and Special Education: General Curriculum (Special Education). Cross-listed as ENG 260. This course is offered every fall and spring semester. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

## **EDU 307 MATHEMATICS FOR ELEMENTARY TEACHERS**

2 s.h.

A combination of lecture and laboratory experience in methods and materials appropriate for students who are majoring in elementary education. The student is actively involved in the preparation of materials and the teaching of mathematical concepts. Student-teaching semester. Prerequisite: Requires admission to Teacher Education. This course is offered every fall and spring semester. **Courses taken at other institutions will not be accepted in lieu of this course.**

## **EDU 312 GUIDANCE AND COUNSELING**

3 s.h.

Foundations and processes of guidance as influenced by the school situation, responsibilities of the guidance counselor in assisting the student toward self-actualization, and the guidance process in elementary and secondary schools. This course is offered as needed. **Courses taken at other institutions will not be accepted in lieu of this course.**

## **EDU 320 READING AND WRITING IN THE CONTENT AREAS**

### **(6-9, 9-12, K-12)**

3 s.h.

Instructional strategies to assist middle school and secondary students to read assigned texts and other printed matter. Formal acceptance to the Teacher Education program required for admission. This course is offered during the student-teaching semesters and spring evening term. **Courses taken at other institutions will not be accepted in lieu of this course, except on review and agreement by course instructor.**

## **EDU 330 EDUCATIONAL PSYCHOLOGY**

3 s.h.

Study ranges from stage theories of development, age level characteristics, and pupil variability to learning theories, motivation, evaluation, and the learning environment. Students will develop a resource handbook with application techniques. Courses taken at other institutions or other Psychology courses will not be accepted in lieu of this course except on review and agreement by the course professor. Prerequisite: Sophomore status or permission of the instructor. This course is offered every fall and spring semester.

## **EDU 331 TEACHING READING IN THE ELEMENTARY SCHOOL**

3 s.h.

The reading process and current teaching methodology with emphasis on readiness to read, developmental reading, diagnostic procedures, and remediation. **Courses taken at other institutions will not be accepted in lieu of this course, except on review and agreement of the course professor.** This course is offered every fall and spring semester.

## **EDU 340 CREATIVE DRAMATICS AND MOVEMENT**

The exploration of individual expression through improvisation, role-playing, dramatization, dance, and pantomime. One third of the class time is spent in a real classroom. This course is offered every fall semester.

**EDU 342 FIELD EXPERIENCE III**

1 s.h.

Campus seminars and labs that require a minimum of thirty hours in an accredited school, engaging in non-instructional activities and limited instruction experiences. Supervised by a cooperating teacher and a member of the Education Department faculty. Required the semester before student teaching. Formal acceptance to Teacher Education program required for admission. This course is offered every fall and spring semester and summer session I. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 345 REMEDIAL READING DIAGNOSIS AND REMEDIATION**

3 s.h.

Professional terminology, correlates of reading disability, history of reading theory, reading approaches, diagnostic procedures (informal and formal), and remediation strategies are emphasized. Students will study individualized and group instructional programs for remedial reading during their thirty hours of field experience with a reading specialist. Prerequisite: EDU 331. This course is offered as needed during the day semesters and during one summer term. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**EDU 346 ELEMENTARY EDUCATION (K-6)**

3 s.h.

Curriculum development; activities, classroom management, and techniques for elementary education (primary and intermediate grades); and parent-school-community relationships. Formal acceptance to Teacher Education program required for admission. Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement by the course professor. This course is offered every fall and spring semester. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 347 EDUCATION IN THE MIDDLE SCHOOLS (6-9)**

3 s.h.

Curriculum, activities, and techniques for middle grades education. Formal acceptance to Teacher Education program required for admission. Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement by the course professor. This course is offered every spring semester. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 350 INSTRUCTIONAL TECHNOLOGY**

3 s.h.

For Teacher Education students. Hardware components and troubleshooting, software (courseware) use and evaluation, multimedia presentations and related equipment, operating systems and file management, word processing and desktop publishing, data base management, electronic spreadsheets and charts, ethics and terminology, and across the curriculum integration. Formal admission to Teacher Education is required for admission to this course. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 361 LITERATURE FOR CHILDREN**

3 s.h.

Literature available to students in grades K-6, with emphasis on historical development, literary genres, and pedagogical strategies. Required for those in Elementary K-6 but not credited toward either the major or minor in English. Cross-listed as ENG 361. This course is offered every fall and spring semester. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**EDU 362 LITERATURE FOR ADOLESCENTS** 3 s.h.  
Literature available to students in middle and secondary schools (grades 6-12) with emphasis on integrating literature in the communication skills program and on strategies for promoting appreciation of literature among students in Middle and Secondary schools. Required of Middle School Education majors and of English majors seeking secondary level teacher licensure. Not credited toward either the 3 s.h. major or 18 s.h. minor in English. Cross-listed as ENG 362. This course is offered as needed. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**EDU 403 SOCIAL STUDIES IN THE ELEMENTARY SCHOOL (K-6, K-12 SLD)** 2 s.h.  
Curriculum, unit, and lesson planning; materials and activities for social studies instruction. Formal acceptance to Teacher Education program required for admission. **Courses taken at other institutions will not be accepted in lieu of this course.** This course is offered during the student-teaching semester.

**EDU 404 COMMUNICATION SKILLS IN THE ELEMENTARY SCHOOL (K-6, K-12 SLD)** 2 s.h.  
Methods for promoting communication skills among young learners with emphasis on the inter-relatedness of listening, speaking, reading, and writing skills, and language and language development. Formal acceptance to Teacher Education program required for admission. **Courses taken at other institutions will not be accepted in lieu of this course, except on review and agreement by course instructor.** This course is offered during the student-teaching semester.

**EDU 406 AUDIO-VISUAL EDUCATION (ALL LICENSES)** 1 s.h.  
The ways audio-visual materials enhance instruction, competence in making and using audio-visual materials, and handwriting competency. Formal acceptance to Teacher Education program required for admission. This course is for Teacher Education students only. This course is offered every fall and spring semester. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 407 PROFESSIONAL ORIENTATION (ALL LICENSES)** 1 s.h.  
Preparation for entry into the teaching profession. This course is offered during the student-teaching semester. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 410-418 TEACHING METHODS FOR SECONDARY & SPECIAL SUBJECT AREAS (9-12)** 2-3 s.h.  
Methods, materials, and evaluation procedures for teaching a given secondary or special subject. Education 410, Elementary Music, (must be taken the semester prior to student teaching); 411, English; 412, Social Studies; 413, Physical Education; 414, Mathematics; 415, Science; 416, Foreign Languages; 417, Art; 418, Secondary Music. **Formal acceptance to Teacher Education program required for admission. Courses taken at other institutions will not be accepted in lieu of this course.** This course is offered every fall and spring semester.

**EDU 419 SEMINAR IN POSITIVE BEHAVIOR DEVELOPMENT** 3 s.h.  
Models and strategies for effective classroom management, techniques for building self concept and managing behavior; focus on inclusionary classrooms and social and emotional needs of individuals with learning disabilities. Required course for all Special Education: General Curriculum (special education) majors. This course is offered spring semester in alternate years and as needed. Cross listed as SPE 419 **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**EDU 421 STUDENT TEACHING (ALL LICENSES)** 6 s.h.  
An extended full-time experience in a classroom. The student progresses gradually from observation to full teaching responsibility, supervised by the classroom teacher and college faculty. Formal acceptance to Teacher Education program required for admission. Prerequisite: approval for student teaching by the teacher education committee. This course is offered every fall and spring semester. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 422 TRENDS, ISSUES, CURRICULUM DESIGN AND PROFESSIONAL DEVELOPMENT IN EDUCATION, 21ST CENTURY** 3 s.h.  
The course focuses on developing Learning Teams to assess students' performance. Students will understand the difference between sound and unsound assessment practices, master assessment development to meet standards of quality in all classrooms, will learn to use assessment as a teaching tool to motivate students to strive for excellence, and use assessment to measure student achievement. Offered as needed.

**EDU 423 STUDENT TEACHING IN A SECOND AREA & ASSIGNMENT** 3 s.h.  
An internship for students who choose to add an endorsement, a second license, or need additional in student teaching experience. Formal acceptance to Teacher Education program required for admission. This course is offered as needed after counseling with the Director of Field Experience and Student Teaching and the Head, Department of Education. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 442 PRACTICUM AND SEMINAR** 3 s.h.  
Designed to provide tutoring experiences that interrelate reading and the different content and subject areas in the curriculum. Emphasis is given to outlining and implementing reading instructional programs for students, including continuous diagnosis, selection and use of materials, and developing reading record-keeping procedures. Formal acceptance to Teacher Education program required for admission. Requires: sixty hours of field experience. Prerequisite: EDU 331 and 345. This course is offered as needed. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 485 RESEARCH SEMINAR IN EDUCATION** 1-3 s.h.  
Selected problems in theory and practice in education with emphasis on individual research. Formal acceptance to Teacher Education program required for admission. Prerequisite: permission of the Head, Department of Education. This course is offered as needed. **Courses taken at other institutions will not be accepted in lieu of this course.**

**EDU 499 INDEPENDENT STUDY IN EDUCATION** 1-3 s.h.  
An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Formal acceptance to Teacher Education program required for admission. Requires approval by the faculty advisor, the supervising professor, and the department head, before approval by the Vice President for Academic Affairs. Credit to be determined. **Courses taken at other institutions will not be accepted in lieu of this course.**



## **SPECIAL EDUCATION: GENERAL CURRICULUM (SPECIAL EDUCATION) SPE COURSES**

### **SPE 255 EDUCATING DIVERSE POPULATIONS 3 s.h.**

A survey course introducing social, cultural socioeconomic, emotional, and physical factors affecting diverse populations and their implications for education. Designated writing-enrichment course. Sophomore standing required. This course is offered every fall and summer semester. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

### **SPE 260 EDUCATION OF EXCEPTIONAL CHILDREN AND YOUTH 3 s.h.**

The course addresses current issues and trends pertaining to exceptional children and youth. Appropriate educational approaches, and the processes and procedures for providing special education services are emphasized. This course is offered every spring and summer semester. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

### **SPE 345 REMEDIAL READING DIAGNOSIS AND REMEDIATION 3 s.h.**

Professional terminology, correlates of reading disability, history of reading theory, reading approaches, diagnostic procedures (informal and formal), and remediation strategies are emphasized. Students will study individualized and group instructional programs for remedial reading during their thirty hours of field experience with a reading specialist. Prerequisite: EDU 331. This course is offered as needed during the day semesters and during one summer term. **Courses taken at other institutions will**

### **SPE 348 SCIENTIFICALLY BASED RESEARCH METHODS IN SPECIAL EDUCATION I: LEARNING STRATEGIES, MATHEMATICS AND WRITING 3 s.h.**

The course focuses on research-validated learning and behavior strategies, methods, and curricula to facilitate learning across the curriculum. Assessment and multi-sensory teaching strategies in the areas of mathematics and writing are stressed. This course is offered every fall semester. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

### **SPE 351 SCIENTIFICALLY BASED RESEARCH METHODS IN SPECIAL EDUCATION II 3 s.h.**

The course focuses on designing and evaluating instructional plans, organizing effective student learning environments, and using technology throughout the curriculum. **Courses taken at other institutions will not be accepted in lieu of this course.**

### **SPE 358 TESTING AND ASSESSING SPECIAL EDUCATION STUDENTS 4 s.h.**

The Course focuses on the conducting of curriculum-based assessment procedures and the interpretation of test results used for the diagnosis, planning instruction and monitoring of student progress. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

### **SPE 385 COLLABORATION WITH PARENTS AND EDUCATORS 3 s.h.**

The characteristics, roles, and skills of interpersonal relations with parents, general education and other professionals in the education of exceptional children. This course is offered in the spring semester, alternate years, and summer. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**SPE 419 SEMINAR IN POSITIVE BEHAVIOR DEVELOPMENT** 3 s.h.  
Models and strategies, techniques for building self concept and managing behaviors that promote success in the learning environment; focus on inclusionary classrooms and social and emotional needs of individuals with disabilities. Cross listed as EDU 419.

**SPE 448 CURRICULUM DEVELOPMENT FOR GIFTED** 3 s.h.  
Modifying basic curricula in content, process, products, and learning environments for the gifted and talented. The approaches outlined in the North Carolina Curriculum Framework for Gifted Education are used in this course. Emphasis is on interdisciplinary approaches to instruction as well as other integrative methods for designing appropriate learning experiences for gifted learners. Prerequisite: SPE 455. This course is offered as needed. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**SPE 451 METHODS OF TEACHING THE GIFTED AND TALENTED** 3 s.h.  
Design, development, and implementation of methods; materials and teaching models relevant to the needs of the gifted and talented. Prerequisites: SPE 455. This course is offered as needed. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**SPE 455 NATURE AND NURTURE OF GIFTED AND TALENTED** 3 s.h.  
Introductory course for Gifted Education. Course focuses on historical overview of Gifted Education from state and national perspective, nature and identification of gifted students and educational practices impacting on gifted and talented students. Special emphasis is given to North Carolina Services of Gifted Students and the North Carolina Curriculum Framework. This course is offered in the summer semester and as needed. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**SPE 465 ISSUES AND TRENDS IN GIFTED EDUCATION** 3 s.h.  
Course addresses current problems, issues and trends in gifted education focusing on social/emotional needs of gifted learners, underachieving and learning disabled gifted, and educational program concerns. Prerequisites: SPE 455. This course is offered as needed. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

**SPE 499 INDEPENDENT STUDY IN SPECIAL EDUCATION** 1-3 s.h.  
An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Formal acceptance to Teacher Education program required for admission. Requires approval by the faculty advisor, the supervising professor, and the department head, before approval by the Vice President for Academic Affairs. Credit to be determined. **Courses taken at other institutions will not be accepted in lieu of this course except on review and agreement of the course professor.**

## Methodist College Title II Report 2001-2002

In October 1998 the US Congress implemented Title II of the Higher Education Act (HEA). Title II authorizes federal grant programs that support the efforts of states, institutions of higher education, and their school district partners to improve the recruitment, preparation, and support of new teachers. Title II also includes new accountability measures in the form of reporting requirements for institutions and states on teacher preparation and licensing. This accountability requires that institutions report the information to the public. This report fulfills that requirement.

### Section I. Overview of the Institution

Methodist College is a diverse, co-educational, four-year, independent liberal arts college located in Fayetteville, North Carolina. The student population of approximately 1900 includes not only traditional residential students, but commuters of all ages, including a large evening and weekend college contingent, military personnel from Fort Bragg and Pope Air Force Base, senior citizens, minorities and international students. The college is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The academic area has six schools: **Reeves School of Business, School of Arts and Humanities, School of Information and Technology, School of Public Affairs, School of Science and Human Development, and School of Graduate Studies.**

### Praxis Scores

	#Test	#Passed	Pass Rate
Praxis I Scores	19	16	84
Praxis II Scores			
Elementary Education	16	15	94
Math (9-12)	2	2	100
Music	*	*	*
Special Education	1	1	100

\*Title I regulations require a minimum of ten test takers in a licensure area for reporting purposes.

## NC Title 2 Institution Level Survey

1.) Please complete the following demographic questions about yourself and institution (\*).

Institution Name	Methodist College
Respondent Name	Dr. Gilda Benstead
Respondent Title	Title II Coordinator
Respondent Phone Number	910/630-7057
Respondent Fax Number	910/630-7679
Respondent E-mail Address	benstead@methodist.edu
Respondent Address 1	Dept. of Education, Methodist College
Respondent Address 2	5400 Ramsey St.
Respondent City	Fayetteville
Respondent State	NC
Respondent Zip Code	28311

2.) Please specify the cohort start and end years (e.g. 1999-2000).

Cohort Start Year: 2002

Cohort End Year: 2003

3.) Please complete the following questions as accurately as possible.

3a) Number of students enrolled in teacher preparation programs:

26

3b) Total # of regular and alternative students in programs of supervised student teaching:

26

4.) Supervising faculty includes all persons having faculty status, who were assigned to provide supervision/evaluation of student teaching. Complete the following questions as accurately as possible.

4a) Total # of full-time faculty in professional education that supervise student teachers:

8

4b) Total # of part-time faculty, employed full-time by IHE, that supervise student teachers:

9

4c) Total # of part-time faculty, not otherwise employed by IHE, that supervise student teachers:

0

4d) Total # of supervising faculty for the teacher preparation program:

17

4e) Student to faculty ratio (divide 3b by 4d; may use a decimal):

1.52

5.) Please complete the following questions as accurately as possible.

5a) Average # of hours per week required of student participation in supervised teaching:

40

5b) Total # of required weeks of supervised student teaching:

10

5c) Total # of hours required:

400

6.) Is the program approved/accredited by the state?

Yes

7.) Is your teacher preparation program currently under designation as low-performing by the state?

No

# MATHEMATICS

## Dr. Shivappa Palled, Chair

**Type of degree(s) awarded:** B.A., B.S., A.A., A.S.

**Requirements for the major in Mathematics:** 47 s.h.: MAT 231, 232, 250, 260, 309, 310, 312, 316, 411, 414, CSC 201 or 202, and six additional s.h. above MAT 250 (excluding MAT 307 and EDU 414), PHY 151, 152 or PHY 251, 252.

**Requirements for the minor in Mathematics:** 18 s.h.: MAT 231, 232, 250, 309, 310, and 312

### Teacher licensure (Mathematics with a Secondary Education minor)

**Coordinator:** Dr. Lewis Walston

**Requirements:** 47 s.h.:

(a) MAT 231, 232, 250, 260, 309, 310, 312, 315, 316, 320, EDU 414, CSC 201 or 202, and three additional s.h. above MAT 250 (excluding MAT 307) with a grade of *C* or better

(b) PHY 151, 152 or PHY 251, 252 with a grade of *C* or better

(c) required courses in Education

### Concentration in Mathematics (Middle Grades Education 6-9)

**Coordinator:** Mrs. Patricia Jones, Mathematics Education

**Requirements:**

(a) MAT 113, 114, 231, 232, 250, 312, 315, 320

(b) EDU 414

(c) CSC 201 or 202

**Requirements for the Associate of Arts degree with a subject concentration in Mathematics:** 18 s.h.: MAT 231, 232, 250, 309, 310, and 312

**Requirements for the Associate of Science degree with a subject concentration in Mathematics:** (See page 53.)

**Writing-Enrichment Courses:** MAT 260

## MATHEMATICS COURSES

**MAT 103 INTRODUCTION TO COLLEGE MATHEMATICS** 3 s.h.  
Beginning algebra concepts, some elementary geometry, and some elementary logic. This course is offered every fall, spring, and summer semester.

**MAT 105 COLLEGE ALGEBRA** 3 s.h.  
Real numbers, exponents, factoring, linear and quadratic equations. Emphasis on several types of word problems. Polynomial, rational, exponential, and logarithmic functions, and elementary probability. Prerequisite: MAT 103 or an appropriate Math SAT/ACT score or passing a placement test. This course is offered every fall, spring, and summer semester.

- MAT 106 TOPICS IN MATHEMATICS** 3 s.h.  
A continuation of Mathematics 105. Topics include geometry, probability, statistics, and logic. Prerequisite: MAT 105 or permission of the instructor. (This course may be used by only teacher education majors to fulfill core requirements.) This course is offered every spring semester.
- MAT 110 FINITE MATHEMATICS** 3 s.h.  
Functions, lines, sets, systems of equations, inequalities, matrices, linear programming, probability, and statistics. Prerequisite: MAT 105 or permission of the instructor. This course is offered every fall, spring, and summer semester.
- MAT 113 PRE-CALCULUS I** 3 s.h.  
Review of numbers and their properties, polynomials, rational expressions, rational exponents, radicals, equations in one variable, relations, functions, exponential, logarithmic functions. Prerequisites: (1) three years of secondary school mathematics, including two years of algebra and units in geometry and trigonometry, and an appropriate math SAT/ACT score or passing a placement test or (2) MAT 105. This course is offered every fall and summer semester.
- MAT 114 PRE-CALCULUS II** 3 s.h.  
Trigonometric functions; identities; conditional equations; inverse relations; de Moivre's Theorem; polar coordinates; sequences; series, and binomial theorem. Prerequisite: MAT 113, testing, or permission of the instructor. This course is offered every spring and summer semester.
- MAT 220 APPLIED STATISTICS** 3 s.h.  
An introductory course in Statistics with emphasis in Statistical inference to include elementary probability theory, elementary set theory, summation notation and continuing to "decision theory" through topics of sampling distributions, point estimation, confidence intervals for mean; variance; difference of population means, correlation, linear regression, tests of independence, homogeneity, goodness of fit and analysis of variance. Prerequisite: MAT 105 or permission of the instructor. This course is offered during the fall and spring semesters.
- MAT 231 CALCULUS I** 3 s.h.  
Review of the rectangular coordinate system; the straight line; graphs of equations; functions and limits; derivatives, including sines and cosines; applications of the derivative, including maxima and minima, and curve sketching. Introduction to the Integral. Prerequisite: MAT 114 or passing a placement test. This course is offered every fall semester.
- MAT 232 CALCULUS II** 3 s.h.  
Applications of integration related to the area between two curves, volume, work, pressure, moments, centers of mass, arc length, and surfaces of revolution. Derivatives of logarithmic, exponential, and trigonometric functions; l'Hopital's Rule; improper integrals; techniques of integration. Prerequisite: MAT 231. This course is offered every spring semester.
- MAT 250 DISCRETE MATHEMATICS I** 3 s.h.  
Logic, sets, functions, algorithms, integers, matrices, mathematical reasoning—methods of proof, and elementary counting techniques. Prerequisite: MAT 113. This course is offered every spring semester.

**MAT 251 DISCRETE MATHEMATICS II** 3 s.h.  
Advanced counting techniques, relations, graphs and digraphs, trees, Boolean algebra, and machines. Prerequisite: MAT 250. This course is offered every fall semester.

**MAT 260 TRANSITION TO ABSTRACT MATHEMATICS** 3 s.h.  
Preparatory course for upper-level mathematics courses. Topics include logic and proofs, set theory, relations, functions, and cardinality. Prerequisite: MAT 250. This course is offered every fall semester.

**MAT 309 CALCULUS III** 3 s.h.  
Infinite sequences and series, conic sections; and polar coordinates, vectors in the plane and in n-space. Prerequisite: MAT 232. This class is offered every fall semester.

**MAT 310 CALCULUS IV** 3 s.h.  
Differentiation and Integration of functions of several variables, parameterization of curves and surfaces, Green's Theorem, Gauss' Theorem, Stokes' Theorem. Prerequisite: MAT 309. This class is offered every spring semester.

**MAT 312 LINEAR ALGEBRA** 3 s.h.  
Linear equations, matrices, determinants, vector spaces, linear independence, linear transformations, similarity of matrices, and characteristics of a matrix. Prerequisite: MAT 232. This course is offered as needed.

**MAT 314 NUMERICAL ANALYSIS** 3 s.h.  
See CSC 314. This course is offered as needed.

**MAT 315 MODERN COLLEGE GEOMETRY** 3 s.h.  
Euclidean and non-Euclidean geometry. Useful to prospective secondary school mathematics teachers. Prerequisites: MAT 312 or both 232 and 260. This course is offered as needed.

**MAT 316 MODERN ALGEBRA** 3 s.h.  
Basic properties of groups, rings, and fields, including elements of set theory and polynomials. Prerequisites: MAT 312 and both 232 and 260. This course is offered as needed.

**MAT 320 PROBABILITY AND STATISTICS** 3 s.h.  
Probability and statistics, including probability distributions, random variables, stochastic processes, estimation of parameters, hypothesis testing, and regression analysis. Prerequisites: MAT 220, 232 and 250. This course is offered as needed.

**MAT 411 DIFFERENTIAL EQUATIONS** 3 s.h.  
Ordinary differential equations of the first and second order with applications in geometry and physics. Prerequisite: MAT 309. This course is offered as needed.

**MAT 412 THEORY OF COMPUTABILITY** 3 s.h.  
See CSC 412. This course is offered as needed.

**EDU 414 METHODS OF TEACHING MATHEMATICS IN THE MIDDLE/SECONDARY SCHOOL** 3 s.h.  
A combination of lecture and laboratory using materials and procedures appropriate for the teaching of middle/secondary school mathematics. For teachers of secondary school mathematics. See EDU 411-419. Prerequisite: MAT 114. This course is offered as needed.

**MAT 414 ADVANCED CALCULUS I**

3 s.h.

Sets, functions, real numbers, limits, continuity, differentiation, integration, and sequences of functions. Prerequisite: MAT 310 and 316. This course is offered as needed.

**MAT 415 ADVANCED CALCULUS II**

3 s.h.

Fourier series; vector functions and their derivatives; line and surface integrals; multivariable calculus; implicit function theorem, and the theories of Gauss, Stokes, and Green. Prerequisite: MAT 414. This course is offered as needed.

**MAT 485 SPECIAL TOPICS**

1-4 s.h.

Advanced students study logic and foundations, algebra, analysis, geometry, topology, or applied mathematics. Prerequisite: permission of the department chair. This course is offered as needed.

**MAT 499 INDEPENDENT STUDY IN MATHEMATICS**

TBA

An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair before approval by the Vice President for Academic Affairs. Credit to be determined.

**SCIENCE**

**Type of degree(s) awarded:** A.S.

**Core/General Education requirements:** Students meet the science requirements for the Bachelor of Arts with SCI 143, CHE 151, or PHY 151 and with SCI 142 or BIO 153. Students meet the requirements for the Bachelor of Science with the 141, 142, 143 sequence; with an appropriate mixture of 141-143 courses for non-majors and CHE 151, PHY 151, or GGY 153 or 301 or BIO 153 courses; or with an introductory course and advanced courses in the same field. Students cannot take two introductory courses in the same area; that is, they will not receive credit toward the requirement for both SCI 142 and BIO 153; CHE 151 or PHY 151 and SCI 143; or SCI 141 or GGY 153.

**No minor in science is available.**

**Requirements for the AS Concentration:** (See page 53.)

**SCIENCE COURSES****SCI 141 EARTH SCIENCE**

3 s.h.

Major concepts of cosmology, astronomy, geology, meteorology and oceanography. A survey course for non-science majors. 150 minutes of lecture and 90 minutes of laboratory each week. (Not to be used for Middle Grades Science concentration.) Pre/corequisite: MAT 105. This course is offered every fall, spring, and summer semester.

**SCI 142 BIOLOGICAL SCIENCE**

3 s.h.

Major concepts of biology, including cellular structure, diversity of form, interrelationships among living organisms, and the importance of other organisms to man. 150 minutes of lecture and 90 minutes of laboratory each week. This course is offered every fall, spring, and summer semester.



**SCI 143 PHYSICAL SCIENCE** 3 s.h.  
Basic topics of physics and chemistry with special emphasis on real world applications. 150 minutes of lecture and 90 minutes of laboratory each week. Prerequisite: MAT 105. This course is offered every fall, spring, and summer semester.

**SCI 307 METHODS OF ELEMENTARY SCIENCE** 2 s.h.  
Laboratory experience in methods and materials appropriate for the elementary classroom. Construction and utilization of teaching materials, field trips, and related activities emphasized. Four hours of laboratory each week. Does not count toward the science concentration. Prerequisites: SCI 141, 142, and 143 or equivalent science courses. This course is offered as needed.

**SCI 330 HISTORY OF SCIENCE** 3 s.h.  
Surveys the major ideas, methods and scientists that have contributed to the Physical, Chemical, Biological and Geological sciences from ancient to modern times. Prerequisite: PHY 151, CHE 151, or BIO 153. This course is offered as needed.

**EDU 415 SCIENCE TEACHING METHODS FOR THE SECONDARY AND SPECIAL SUBJECT AREAS** 3 s.h.  
Methods, materials, and evaluation procedures for teaching science. See EDU 410-419.

## **DEPARTMENT OF MEDICAL SCIENCE**

Michelle Heinan, Ed.D, PA-C, Chair

### **PHYSICIAN ASSISTANT PROGRAM**

Michelle Heinan, Ed.D., PA-C, Program Director  
Theresa Johnson, M.S., P.A.-C, Director of Didactic Studies  
R. Dennis Anderson, M.A., PA-C, Director of Clinical Studies  
Charles C. Lewis, MPH, PA, Public Health Specialist  
Bruce C. Steffes, M.D., M.B.A. Surgeon-in-Residence  
Christopher Aul, M.D., Medical Director  
Sekhar Kommu, M.D., Associate Medical Director  
Trish Rennaker, B.S., Assistant Director of P. A. Admissions

### **Types of Degrees awarded:**

B.H.S. Bachelor of Health Science  
M.M.S Master of Medical Science in Physician Assistant Studies

**No minor is available.**

### **Bachelor of Health Science Degree:**

( The last class being accepted into the PA program at the bachelor degree level was the fall semester 2003).

### **Requirements for the major in Physician Assistant:**

**(Didactic Studies):** PHA 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 315, 316, 318, 319, 320, 322, 323, 324, 325, 328, 329, and 330

**(Clinical Rotation):** PHA 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 415, 416, and 550.

**(Clinical Preceptorship):** PHA 470, 471

**Writing and Computer Intensive Courses:** Students develop their writing and computing skills in the didactic studies courses. Students continue to hone these skills during the year of clinical rotation.

**Master's of Medical Science in Physician Assistant Studies**  
**Application for the M.M.S. is available online at [www.caspaonline.org](http://www.caspaonline.org).**

**Minimum Requirements for Admissions to the Graduate Physician Assistant Program:**

1. **Must have or will have completed a Bachelor's Degree** - from a four-year regionally accredited college or university with a recommended overall GPA of 3.0 or better before the start of the first semester of the didactic phase of the program.
2. **Medical Core Prerequisite for the PA Program-** Satisfactory completion of the medical core prerequisite courses which include: Biology: 16 s.h. to include Microbiology and Human Anatomy/Physiology (no botany, ecology, nutrition or physical education courses accepted); Chemistry: 16 s.h. to include 8 s.h. of General Chemistry; 4 s.h. of Organic Chemistry, and 4 s.h. Biochemistry; Psychology: 6 s.h.; Math: 6 s.h. to include College Algebra or higher and Applied Statistics (both courses must have a math or statistics prefix). An overall GPA of 3.2 or better is recommended for the medical core prerequisite courses. Grades below *C* for any course will not be accepted. **Microbiology and Anatomy and Physiology must have been taken within six calendar years of admission to Methodist College.**
3. No history of drug abuse or conviction of a felony.
4. No history of dismissal from another Physician Assistant school, medical school or nursing school for academic or disciplinary reasons.
5. Completion of a minimum of 500 clock hours of clinical experience with direct patient contact.
6. Completion of the GRE (scores required by the interview date).
7. A recommended GPA of 3.0 or better on all college level work attempted.
8. The program accepts no advance placement or experiential learning credits.
9. **NOTE:** All science, math, and psychology courses must be taken at a four-year regionally accredited college or university, or must be taken through a college transfer program.

**Requirements for completion of the Masters of Medical Science in Physician Assistant Studies:**

**(Didactic Studies):** PHA 501, 502, 503, 504, 505, 506, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 522, 523, 524, 525, 528, 529, 530, 541, and 542.

**(Clinical Studies):** PHA 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 565, and 566.

**(Clinical Preceptorship):** PHA 570, 571

**Selection Process for the Physician Assistant Program:** The application review committee will screen all applicants meeting the minimum requirements and those determined to be the most qualified candidates will be granted an on-site interview at Methodist College. Criteria used by the review committee include: GPA, science and mathematics grades, amount and quality of health care experience and evidence of ability to handle the de-

manding curriculum. Criteria used by the interviewers in their evaluations include: extra-curricular activities, work experience, amount and quality of health care experience, interest in serving in medically underserved area, applicant's concept of the role of the assistant to the primary care physician, emotional and intellectual maturity, ability to communicate verbally, specific motivation toward pursuit of a health career, humanistic qualities, family stability and support and evidence of strong study skills.

**Requirements for Graduation:**

1. Completion of all requirements for the specified professional phase of the program (didactic and clinical rotations) with a minimum GPA of 3.0 and no grades below a C.
2. The professional phase (didactic and clinical rotation years) completed in residency.
3. Good standing in character, conduct and financial obligation to the college and recommended by the faculty for graduation.
4. Has met all other graduation requirements for the Master 's in Medical Science Degree.

**Admission Preference Program:** Admission Preference Program: This category applies only to selected high school seniors. The minimum standards to be considered for this category are:

1. achievement of a minimum SAT score of 1000 or ACT of 22, and 2. graduate with an overall high school GPA of 3.4 or better (on a 4.0 scale).

**DIDACTIC COURSES**

**PHA 501 PHYSICIAN ASSISTANT ORIENTATION**

1 s.h.

In this course, students will trace the history of medicine and the development of various medical professionals to include physicians, nurses, allied health workers, and the physician assistant. The student will be introduced to the development of medical education in the United States and become familiar with issues challenging the PA profession today. Various topics such as sponsoring and governing professional organizations, state licensing, national accreditation boards and hospital staff credentialing, North Carolina laws governing physician assistants, and the North Carolina Board of Medical Examiners will be examined. Students will also learn how to gain access to medical literature and resources to include books, computer software, on-line programs and medical periodicals.

**PHA 502 PHYSICIAN ASSISTANT ORIENTATION II**

1 s.h.

Continuation of PHA 501. During this course the students will concentrate on medical practice business issues and the legal ramifications of the practice of medicine. Topics to be discussed will include medical economics; management skills and the decision making process involving the small medical practice; dispensing laws; medical insurance; Medicare; Medicaid; administration and staffing; medical malpractice and the medical chart as a legal document. Other issues will include AAPA and NCAPA student organizations and the PA as a life-long learner.

- PHA 503 PHYSICIAN ASSISTANT ORIENTATION III** 1 s.h.  
Continuation of PHA 502. In this course, students will be introduced to the various roles in which physician assistants practice to include rural health, obstetrics and gynecology, pediatrics, and the military PA. Students will develop personal skills such as how to avoid professional burnout, techniques in dealing with stress, and effective time management. Additional topics to be covered included: learning how to approach cultural diversity in medical practice, procedures for gaining hospital privileges, and current medical issues.
- PHA 504 CLINICAL MEDICINE I** 5 s.h.  
This course is designed to provide an understanding of the diagnostic process. Each major body system presented individually with a review of anatomy and physiology, presentation of etiology, pathophysiology, clinical findings, laboratory findings, diagnostic criteria and current treatment methods of the more common diseases of the human organism. In Clinical Medicine I the various systems and topics include introduction to clinical medicine, cardiology, gastroenterology, endocrinology, infectious diseases and immunology.
- PHA 505 CLINICAL MEDICINE II** 6 s.h.  
Continuation of PHA 504 with concentration in diseases and disorders of urology, nephrology, ob/gyn, orthopedics, otolaryngology, ophthalmology, and pulmonology.
- PHA 506 CLINICAL MEDICINE III** 6 s.h.  
Continuation of PHA 505 with concentration in diseases and disorders of dermatology, neurology, hematology, oncology, and critical thinking.
- PHA 508 PHYSICAL EXAMINATION I** 3 s.h.  
This course is designed to develop the skills and techniques needed to perform a complete physical examination. Physical examinations will be performed under the supervision of the clinical staff.
- PHA 509 INTRODUCTION TO LABORATORY MEDICINE I** 2 s.h.  
**This course will introduce the student to the techniques and procedures used in the medical laboratory.** Emphasis will be placed on the tests and procedures performed by the various departments within the laboratory (hematology, chemistry, pathology, etc.). Students will become familiar with normal ranges of lab studies and concentrate on the interpretation of abnormal values and causes for such values in selected laboratory procedures.
- PHA 510 PHARMACOLOGY I** 2 s.h.  
This course is designed to present the fundamental mechanisms of action of the various classes of drugs, physiology and biochemical foundations of pharmacology, bioactive agents and structure-activity relations, and drug and food interactions. The physiological actions of drugs on the major organ systems will be covered along with the properties and uses of antibiotics and related therapeutic agents. PHA 509 is designed to provide an introduction to pharmacology and to integrate pharmacological agents used in the treatment of disease processes and disorders taught in Clinical Medicine. Pharmacology courses are taught by a board certified Clinical Pharmacologist.
- PHA 511 PHARMACOLOGY II** 2 s.h.  
This course is a continuation of PHA 510 and provides integration into the body systems being taught in Clinical Medicine.

**PHA 512 PHARMACOTHERAPY**

2 s.h.

This course is presented in case format and is designed to provide an understanding of the mechanism of drug action and the therapeutic process. The course provides students with an understanding of basic pharmacokinetic principles that will enable students to apply general pharmacologic principles to the problems of therapeutics. Clinical applications of drug classes to diseases and organ systems is stressed.

**PHA 513 LABORATORY MEDICINE II**

2 s.h.

This course is a continuation of PHA 509 with special emphasis on laboratory studies by body system and their interpretation. Specimen collection using universal precautions will be taught in this session.

**PHA 514 PHYSIOLOGY**

3 s.h.

The course is intended to give the physician assistant student the opportunity to acquire the basic knowledge with which to understand the physiological processes involved in treating various medical and surgical conditions and correlate these processes with information learned in anatomy, pharmacology, laboratory medicine and clinical medicine courses.

**PHA 515 EMERGENCY MEDICINE I**

2 s.h.

The purpose of this course is to provide an overview of various acute care situations the student might encounter to include life-threatening illnesses and injuries and those illnesses/injuries which have high mortality or morbidity. The course will be presented as a series of lectures as well as practical exercises in the emergency department. During the course the student will become certified in basic life support. The emergency medicine courses are taught by a board certified emergency medicine physician.

**PHA 516 EMERGENCY MEDICINE II**

2 s.h.

This course is a continuation of PHA 515.

**PHA 517 COMMUNICATION SKILLS**

1 s.h.

The student will learn fundamental methods for obtaining and presenting a comprehensive health history. Initially, this will be conducted in a structured classroom setting allowing the student to gain skill and confidence. The students will then interview patients in a clinical setting and present the cases to the class. Instructional methods will include lecture, group discussion, role-playing, and case presentations. Students will conduct interviews under supervision and will review their performance with an instructor. Students will be expected to spend additional time outside of class conducting assigned interviews.

**PHA 518 PREVENTIVE MEDICINE AND PUBLIC HEALTH**

1 s.h.

This course is designed to familiarize the students with various aspects of preventive care in the primary care setting. A wide range of variables will be discussed to include lifestyles, nutrition, cultural diversity and social-economics factors. Current strategies (tests, evaluations, examinations) used in preventive medicine will be covered by age groups and gender. The role, structure, and organization of community or public health systems are explored as well as specialized areas of public health to include immunization clinics, well child clinics, multi-phasic screen, prenatal care, family planning and traveler's health.

**PHA 519 FUNDAMENTALS OF SURGERY**

2 s.h.

This course is designed to prepare the students for their clinical rotations in surgery. The students will be instructed in specific areas of surgical intervention, in both trauma and medical illness cases. Student will receive instruction in specific disease entities and topics which stress the evaluation, treatment and monitoring of the surgical patient both pre-operatively and post-operatively. Surgical courses are taught by board certified surgeons.

**PHA 522 PSYCHOPATHOLOGY**

2 s.h.

The purpose of this course is to establish an understanding of psychotic illness, affective disorders, character logical problems and psychiatric manifestation of occult illness. The course will review how environment and interpersonal relations can affect emotional states so the student can apply these to issues of chemical dependency and forensic psychiatric issues. Board-certified psychiatrists and clinical psychologists teach the course.

**PHA 523 MEDICAL TERMINOLOGY**

1 s.h.

This course is designed to help the student become familiar with medical terms encountered in the practice of medicine.

**PHA 524 CLINICAL SKILLS I**

1 s.h.

This course focuses on the skills necessary to function in a medical setting. These skills include various office procedures such as suturing, sterile technique, injections, electrocardiograms, and performing various diagnostic and therapeutic procedures in the office and hospital settings.

**PHA 525 CLINICAL SKILLS II**

1 s.h.

This course is a continuation of PHA 524 but includes radiographic studies (plain films, chest, abdomen, CT, MRI), surgical techniques, splinting, casting, and critical procedures.

**PHA 528 GERIATRICS**

2 s.h.

This course concentrates on diseases and disorders of older patients with an emphasis on health maintenance and preventive measures. The course is further designed to explore the various psychosocial changes involving this age group and how patients and clinicians deal with these changes. How aging patients differ with certain diseases and disorders from younger patients is discussed.

**PHA 529 HUMAN GROSS ANATOMY**

4 s.h.

This course is designed to give the Physician Assistant students a working knowledge of human anatomy as a basis for all future understanding of physiology, disease processes, diagnostic radiology, surgical and traumatic conditions and interventional therapy. The anatomical and embryological developmental processes that underlie common diseases and affect common therapeutic maneuvers will be stressed. Dissection of human cadavers will be utilized in addition to clinical lectures in this intensive course.

**PHA 530 PEDIATRICS**

2 s.h.

This course is designed to provide physician assistant students with an understanding of the diagnostic and therapeutic processes as they relate to the specialty area of pediatric medicine. Each major system is presented individually, with a review of its embryonic development, anatomy and physiology. The curriculum will provide physician assistant students with an understanding of the epidemiology, etiology, pathophysiology, symptoms, clinical presentations, diagnostics, and treatment of common pediatric diseases. Special emphasis will be placed on primary prevention, screening, immunizations, well-child check-ups, and the early recognition and intervention of suspected child abuse.

**PHA 541 RESEARCH METHODS**

2 s.h.

This course provides students with an overview of the major kinds of research methods, ethical considerations to biomedical research, measure theory and scale construction, research design, internal and external validity of research findings, research processes (including review of the literature on a topic and preparation of a research manuscript), analysis of variance (and covariance), review of the fundamentals of statistics and their application to designing and reviewing research.

**PHA 542 EPIDEMIOLOGY**

2 s.h.

The purpose is to provide basic skills and knowledge in epidemiology that will be needed by clinicians. Students will develop a basic understanding of the design and evaluation of epidemiologic studies, surveillance systems, outbreak investigations, and diagnostic tests. They will learn to apply these methods to specific populations.

**CLINICAL COURSES****PHA 550 MEDICAL ETHICS**

3 s.h.

After a brief consideration of ethical theory, this course will examine selected ethical issues related to clinical practice, medical theories, and biomedical research and technologies. This course must be taken by all physician assistant students in the professional phase of the program. PHI 430 cannot be substituted for this course.

**PHA 401/551 INTERNAL MEDICINE-PRIMARY CARE**

8 s.h.

During this eight-week rotation, students participate in the direct care of patients in an internal medicine setting to include evaluation, assessment, and treatment. The rotation includes in-patient and outpatient care. Students are assigned to one or more preceptors during the rotation and are required to take call with those physicians. Students are required to participate in hospital and grand rounds, clinical conferences and management decision sessions.

**PHA 402/552 OBSTETRICS-GYNECOLOGY**

4 s.h.

This four-week rotation is designed to provide the students with an opportunity to develop proficiency and the special skills needed to access the obstetrical and gynecological patient. Outpatient gynecology, exposure to diagnostic techniques and procedures, family planning, early cancer detection, prenatal assessment, and care of the obstetrical and postpartum patient, are some of the components of this rotation. Students will be involved in both in-patient and outpatient care.

**PHA 403/553 PRIMARY CARE-PEDIATRICS**

4 s.h.

The pediatric rotation allows students to have an intense exposure to the problems encountered in primary care pediatrics. The rotation concentrates on developing skills in well child preventive care, assessment of growth and development, common pediatric illnesses, recognition of symptomatology of the abused child, and care of the newborn. It also allows students to become familiar with ancillary professional services providing overall care and evaluation of children. Although students accompany the pediatrician on in-patient rounds the primary emphasis is in the outpatient setting. This rotation is four weeks in length.

**PHA 404/554 FAMILY MEDICINE I**

4 s.h.

This initial rotation in family medicine is the first of three four-week rotations in family medicine. In this course students develop their skills in linking basic science knowledge and course studies from the didactic phase of the program to the various aspects of clinical medicine. It also encourages them to develop and improve their data collection, interpretive, and communication skills, and become proficient in the performance of essential examination techniques, clinical skills, assessment, and methods of treatment of patients within the primary care setting.

**PHA 405/555 FAMILY MEDICINE II**

4 s.h.

This rotation is an extension of Family Medicine I and permits students to extend their skills in family medicine. The students may elect to return to the site of their initial rotation if available or select an alternate site. At least one of the three rotations should be done in a rural clinic setting.

**PHA 406/556 FAMILY MEDICINE III**

4 s.h.

This rotation is an extension of Family Medicine I and II. It is designed to offer students additional experience in the care of geriatric and long-term care patients under the supervision of family medicine, internal medicine or geriatric preceptors.

**PHA 407/557 EMERGENCY MEDICINE**

4 s.h.

During this four-week rotation, students develop their emergency management skills in an emergency department setting. These skills include those necessary for the appropriate triage, stabilization and initial management of trauma and non-trauma patients. Special emphasis is given to the recognition and initial stabilization of life-threatening illnesses and injuries and those with a high instance of morbidity.

**PHA 408/558 PSYCHIATRY**

4 s.h.

This four-week behavioral science rotation is designed to build on the students' didactic knowledge in behavioral science by introducing them to the diagnosis and management of common neuro-psychiatric disorders.

**PHA 409/559 ORTHOPEDICS**

4 s.h.

Orthopedics is a four-week rotation. The rotation is conducted within a large orthopedic practice involving several orthopedic surgeons and orthopedic physician assistants. The rotation is designed to introduce the students to the assessment and management of traumatic and sports related injuries as well as diseases of the musculoskeletal system.

**PHA 410/560 SURGERY**

4 s.h.

The four-week surgery rotation introduces the student to the fundamental principles of operative general surgery. It allows the students to become proficient in their surgical skills and in the assessment and management of surgical problems. Other topics commonly covered during this rotation include wound care, trauma requiring surgical intervention, evaluation of the acute abdomen, peri-operative fluid and electrolyte balance and surgical infectious disease.



**PHA 411/561 PUBLIC HEALTH/RURAL HEALTH** 4 s.h.

Clinical rotations in the public health departments allow the students to become more familiar with the role played by the public health department in clinical and preventive medicine. Students are involved in the assessment and management of patients in the various clinics of the health department to include prenatal, gynecological, infectious disease, immunizations, preventive health care screening in adult and pediatric patients. Additionally, the students will gain additional exposure to rural health care matters. The rotation is a minimum of four weeks in length.

**PHA 415/565 ELECTIVE I** 2 s.h.

Students will be given the opportunity to select from several specialties and sub-specialties in areas such as gastrointestinal, pulmonary, cardiology, urology, neo-natal etc. The rotation is two weeks in length but may be combined with 416/566 to create one 4-week elective rotation.

**PHA 416/566 ELECTIVE II** 2 s.h.

Students will be given the opportunity to select from several specialties and sub-specialties in areas such as gastrointestinal, pulmonary, cardiology, urology, neo-natal etc. The rotation is two weeks in length but may be combined with 415/565 to create one 4-week elective rotation.

**PHA 470/471 CLINICAL PRECEPTORSHIP** 6 s.h./6 s.h.

This twelve-week course is taken following the successful completion of all core clinical rotations. The preceptorship is arranged by the student in an area of medicine in which the student intends to practice. In most cases the preceptor will be a potential employer of the student following graduation. The course provides additional development of clinical skills and assessment in primary care. In addition, the course permits exploration of employment opportunities by the students and increases the accessibility of new graduates to potential employers. The student will be given an evaluation by the program director in consultation with the clinical preceptor and clinical coordinator. Satisfactory completion of the preceptorship is required for graduation. Following the preceptorship, the students will return to the campus for a one-week review presented by the program staff to be followed by graduation at the end of the fall term.

**PHA 570/571 CLINICAL PRECEPTORSHIP/CLINICAL RESEARCH** 6/6 s.h.

This twelve-week course is taken following the successful completion of all core clinical rotations. The preceptorship is arranged by the student in an area of medicine in which the student intends to practice. In most cases the preceptor will be a potential employer of the student following graduation. The course provides additional development of clinical skills and assessment in primary care. In addition, the course requires an assigned clinical research project in primary care medicine to be completed before the end of the preceptorship. **This course is offered to graduate level students only.**

The students will be assigned to the program director who will mentor them in the completion of the clinical research project. Additionally, the students may be assigned to core faculty at the discretion of the program director for completion of the project.

**For fees, expenses and additional costs for the Physician Assistant Program, please refer to the Finance section of this catalogue.**

## DEPARTMENT OF PHYSICAL EDUCATION

Dr. Wenda Johnson, Chair

**Mission Statement:** The Physical Education program has been designed to provide a comprehensive curriculum to prepare students to become competent professionals in physical education and its related field of sports management.

### **Goal Statements:**

I. The purposes of the CORE requirement in Physical Education are to expose students to Cardiopulmonary Resuscitation (CPR) as a potential life saving technique and to provide students with opportunities and knowledge to increase their present level of physical fitness.

II. Graduates with a degree in Applied Exercise will be prepared to enter graduate programs in Exercise Science and related fields or graduate programs in Physical Therapy and its related fields. Graduates may obtain employment in various aspects of the health and fitness industry. Graduates who are interested in careers in Physical Therapy or its related fields must attend graduate school in order to obtain the licensure required.

III. Graduates with a major in Physical Education Teaching (PET) will have the skills and knowledge necessary to become effective Physical Education teachers in the public schools, Grades K-12. Students who earn a major in physical education with teacher education and earn teacher licensure are qualified to teach physical education in grades K-12 in North Carolina and most other states. Students who earn a major in physical education without teacher licensure usually go on to graduate school or seek employment in physical education related fields such as sports management and recreation.

IV. Graduates with a major in Sports Management (SMA) will have the skills and knowledge necessary to become effective entry-level managers/administrators in sports-related businesses and/or recreational settings. Students who choose a major in sports management are qualified for entry level management positions in sports-related businesses such as sporting goods, recreation settings, and health and fitness clubs.

**Type of degree(s) awarded:** B.A., B.S.

**Writing-Enrichment Course:** PED 400

**Computer Intensive Course:** PED 400

## APPLIED EXERCISE SCIENCE

Dr. Margaret Folsom, Coordinator

**Type of degrees awarded:** B.A., B.S.

**Writing Enrichment courses:** BIO 309, 401, and 440; PED 400; ATP 484

**Major in Applied Exercise Science:** 61 s.h., including BIO 306 and 308; BIO 401; CHE 151 and 152; PHY 151 and 152; MAT 220; PED 217, 218, 285, 312, 404, and 406; ATP 220; PSY 304; PED 400 or ATP 484; One of BIO 309, 398, 440

## PHYSICAL EDUCATION

**Major in Physical Education:** 46 s.h., including PED 203, 205, 211, 212, 213, 216, 217, 218, 285, 286, 309, 310, 312, 400, 404, 405, and 406. Students seeking teaching licensure must complete 29 s.h. of additional course work and other requirements, as listed below.

**Teacher Licensure (K-12) in Physical Education** (Coordinator: Dr. Wenda Johnson) Completion of the requirements for the Physical Education major; and Education 142, 242, 250, 251, 300, 320, 342, 350, 406, 407, 413, 421. For additional requirements, refer to requirements for admission to Teacher Education and Student Teaching (page 131).

**Requirements for a minor:** 18 semester hours beyond PED 201, including PED 203 and 400. A minor does not qualify students for physical education teacher-licensure.

### PHYSICAL EDUCATION COURSES

#### **PED 101 CPR/FITNESS**

1 s.h.

This course involves the investigation of efficiency of human performance through the study of variables related to fitness, diet, and weight control. Students will be exposed to a variety of physical activities that can help improve their personal level of physical fitness. Students will also receive instruction in cardiopulmonary resuscitation and may qualify for American Red Cross CPR certification. Students will be expected to pay a small additional fee. This course is offered both fall and spring semesters.

#### **PED 201 PHYSICAL ACTIVITIES**

1 s.h.

The courses in the 201 series are oriented toward promoting the concept of physical activity as a way of life. Emphasis is placed upon the role that physical activity should play in today's leisure-oriented societies. Activities such as aerobic dance, badminton, basketball, dance, golf, tennis, weight-training, and bowling are offered in various combinations during the academic year. Participation in some activities will require students to pay additional fees. This course is offered both during the fall and spring semesters.

#### **PED 203 FOUNDATIONS OF PHYSICAL EDUCATION**

3 s.h.

A basic introduction to physical education dealing with the philosophical, historical, biological, physiological, sociological, and political foundations of physical education. Emphasis is placed on helping the student become a professional physical educator. This course is offered every fall.

#### **PED 205 PERSONAL AND COMMUNITY HEALTH**

3 s.h.

Factors influencing health and the body systems and practices, also programs affecting the development and maintenance of physical and mental well-being. This course is offered every fall.

#### **PED 211 SKILLS AND TECHNIQUES I**

2 s.h.

Acquisition of performance skills and knowledge of rules and techniques of basketball, volleyball, and soccer. Emphasis is also placed on the cognitive aspects of the sport/activity, including proper sequencing of skill presentations from an instructional viewpoint. Two class periods per week. This course is offered every fall.

**PED 212 SKILLS AND TECHNIQUES II** 2 s.h.  
Acquisition of performance skills and knowledge of rules and techniques of tennis, badminton, and tumbling. Emphasis is also placed on the cognitive aspects of the sport/activity, including proper sequencing of skill presentations from an instructional viewpoint. Two class periods per week. This course is offered every spring.

**PED 213 SKILLS AND TECHNIQUES III** 2 s.h.  
Acquisition of performance skills and knowledge of rules and techniques of dance, golf, and softball. Emphasis is also placed on the cognitive aspects of the sport/activity, including proper sequencing of skill presentations from an instructional viewpoint. Two class periods per week. This course is offered every fall.

**PED 216 RECREATIONAL ACTIVITIES** 2 s.h.  
Acquisition of skills and knowledge of rules/procedures for participation in and organization of common indoor and outdoor recreational activities. Two class periods per week. This course is offered every spring.

**PED 217 FIRST AID/CPR** 2 s.h.  
Introduction and practice in immediate and temporary care of injuries and sudden illness, including administration of CPR. Students seeking CPR certification will be asked to pay a small additional fee. This course is offered both fall and spring semesters.

**PED 218 CONCEPTS OF FITNESS AND NUTRITION** 3 s.h.  
Introduction to basic health and fitness concepts and related topics, including CPR. Attention will be given to the development of individual fitness programs emphasizing such topics as aerobic and anaerobic exercises, nutrition, diet, stress management, and assessment methods and procedures. The course is a combination of lecture and laboratory activity. This course is offered both fall and spring semesters.

**PED 220 INTRAMURALS** 2 s.h.  
The organization and administration of intramurals and recreation programs. Includes work in the intramural program at Methodist College. This course is offered every spring.

**PED 235 INTERCOLLEGIATE SPORTS** 1 s.h.  
Intercollegiate participation in baseball, basketball, cheerleading, volleyball, lacrosse, tennis, golf, softball, soccer, track/field, cross-country, and/or football. May be taken only one time for 1 credit hour. May not count toward the physical education major. Must be taken in the semester the sport is in season. Pass/fail credit. Prerequisite: Permission from the department chair. This course is offered both fall and spring semesters.

**PED 285 KINETIC HUMAN ANATOMY** 3 s.h.  
This course is designed to provide a foundation for students to learn how anatomy affects movement of the human body. The course will emphasize surface anatomy and the musculoskeletal system including the various structures, functions and mechanics of the human body. Prerequisite: None. This course is offered every spring.

**PED 286 SURVEY OF HUMAN PHYSIOLOGY & DISEASES** 3 s.h.  
This course is designed to prepare athletic training, physical education, and sport management students with basic knowledge of human physiology and body systems. It will also prepare athletic training, physical education, and sport management students to recognize symptoms of common human diseases, recognize factors which can contribute to abnormalities, and recognize the resultant complications and dysfunctions. Prerequisite: None. This course is offered every fall.

**PED 308 SPORT PSYCHOLOGY** 3 s.h.  
Psychological and sociological problems of leadership, coaching, motivation in competitive athletics, and organization and administration of coaching. This course is offered every fall.

**PED 309 ELEMENTARY PHYSICAL EDUCATION** 3 s.h.  
Motor development, fundamentals of movement education, motor skill development, and lead-up games appropriate for children in an elementary school physical education program. This course is offered every spring.

**PED 310 SCHOOL HEALTH** 3 s.h.  
Designed to prepare students to be competent teachers of comprehensive health education topics to school-aged children. Students will learn to plan, implement, and evaluate a comprehensive health education program for children in grades K-12. Prerequisite: PED 205. This course is offered every spring.

**PED 311 HEALTH AND PHYSICAL EDUCATION IN THE  
ELEMENTARY SCHOOL** 3 s.h.  
This course familiarizes the student with the health, safety, and physical education needs of elementary school children and the integration of those needs into the elementary school curriculum. It focuses on motor skill development and the development of healthy attitudes and decision-making skills. Designed for elementary education majors only. This course is offered every spring.

**PED 312 BASIC BIOMECHANICS** 3 s.h.  
The application of mechanical principles to the study of the human body and the performance of motor skills. Prerequisites: PED 285, MAT 105. This course is offered every spring.

**PED 314 THEORY AND TECHNIQUES OF BASEBALL/SOFTBALL** 1 s.h.  
Analysis theory, techniques, and organizational procedures for coaching baseball and softball. This course is offered every spring.

**PED 315 THEORY AND TECHNIQUES OF BASKETBALL** 1 s.h.  
Analysis, theory, techniques, and organizational procedures for coaching basketball. Course offering to be determined by the need of an acceptable number of students.

**PED 316 THEORY AND TECHNIQUES OF FOOTBALL** 1 s.h.  
Analysis, theory, techniques, and organizational procedures for coaching football. Course offering to be determined by the need of an acceptable number of students.

**PED 317 THEORY AND TECHNIQUES OF SOCCER** 1 s.h.  
Analysis, theory, techniques, and organizational procedures for coaching soccer. Course offering to be determined by the need of an acceptable number of students.

- PED 318 THEORY AND TECHNIQUES OF TRACK AND FIELD** 1 s.h.  
 Analysis, theory, techniques, and organizational procedures for coaching track and field. Course offering to be determined by the need of an acceptable number of students.
- PED 319 THEORY AND TECHNIQUES OF VOLLEYBALL** 1 s.h.  
 Analysis, theory, techniques, and organizational procedures for coaching volleyball. Course offering to be determined by the need of an acceptable number of students.
- PED 400 ORGANIZATION AND ADMINISTRATION** 3 s.h.  
 Philosophical and methodological bases for organizing and administering the physical education, recreation, athletic, and sports-related programs, including introduction to the use of relevant computer applications. Designated writing-enrichment and computer intensive course for physical education and sports management majors. Prerequisite: PED 203. This course is offered every spring.
- PED 404 PHYSIOLOGY OF EXERCISE** 3 s.h.  
 Basic metabolic processes occurring at rest and during exercise; dynamics of muscular contraction and circulation; the relationship of nutrition to physical performance; and effects of age, environment, and gender on physical activity. Prerequisites: PED 286. This course is offered every fall.
- PED 405 MEASUREMENT AND EVALUATION** 3 s.h.  
 The development of competencies needed for evaluation in physical education and related programs with emphasis on basic statistics, selection and administration of standardized tests, and test construction; evaluation of programs; and appropriate microcomputer applications. Prerequisite: completion of MAT 105 or higher. This course is offered every fall.
- PED 406 ADAPTED PHYSICAL EDUCATION** 3 s.h.  
 The nature of physical education services, administration and instructional processes for specific disabling conditions, including modification of activities, facilities, equipment, and the development of I.E.P.'s. This course is offered every fall semester.
- PED 408 INSTRUCTOR TRAINING IN HEALTH AND WELLNESS** 3 s.h.  
 This course involves evaluation of health behaviors and risk factors, conducting fitness assessments, writing appropriate exercise prescriptions, and motivating individuals to modify negative habits and maintain a lifestyle that promotes personal health and fitness. This course is offered every spring semester, odd years.
- PED 413 METHODS OF TEACHING PHYSICAL EDUCATION** 3 s.h.  
 See Education 411-419. Methods of teaching physical education in Grades K-12 with emphasis on the physical development of the student. Prerequisite: Admission to the Teacher Education Program. Offered fall and spring semester as part of the Student Teaching Block.
- PED 485 SPECIAL TOPICS: PHYSICAL EDUCATION** 1-3 s.h.  
 Study of special topics of critical, contemporary concern in Physical Education. Prerequisite: permission of the department chair. This course is offered as needed.
- PED 499 INDEPENDENT STUDY IN PHYSICAL EDUCATION** TBA  
 An opportunity for a well-qualified, upper-division student to engage in special research in his/her major. Requires approval by the faculty advisor, the supervising professor, and the department chair, before approval of the Dean of Academic Affairs. Credit to be determined. This course is offered as needed.

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T. Jerry Hogge, B.A., M.S.	Director, Professional Golf Management Program
Belinda Ivey, A.A.S.	Secretary, Physician Assistant Program
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Sharon Kerr	Secretary, PGM and PTM
Sekhar Kommu	Associate Medical Director, P.A. Program
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Thomas V. Austin, B.A., M.A.	Head Baseball Coach
Halcyon Blake, B.S.	Head Cross Country, Track and Field Coach
Jennifer Blanton, B.S., M.S., A.T.C	Assistant Athletic Trainer
Kelly Callahan, B.A.	Head Women's Tennis Coach
Steve Conley, B.S., M.Ed.	Head Men's Golf Coach
Stacy Cook, B.S.	Assistant Football Coach
Dave Eavenson, B.S., M.Ed.	Associate Head Football Coach
Carl Funderburk, B.S.	Assistant Football Coach
Bobby Graham, B.S.	Head Women's Soccer Coach
Carol Haskin, B.S., M.S., A.T.C.	Assistant Athletic Trainer
DeeDee M. Jarman, B.A., M.S.A.	Senior Woman Administrator,
	Head Women's Basketball Coach
	Assistant Football Coach
	Head Women's Volleyball Coach
	Administrative Assistant
	Assistant Athletic Trainer
	Head Women's Golf Coach
	Head Coach Women's Lacrosse
	Head Athletic Trainer
	Head Softball Coach
	Head Men's Basketball Coach
	Head Football Coach
	Head Men's Soccer Coach
	Sports Information Director

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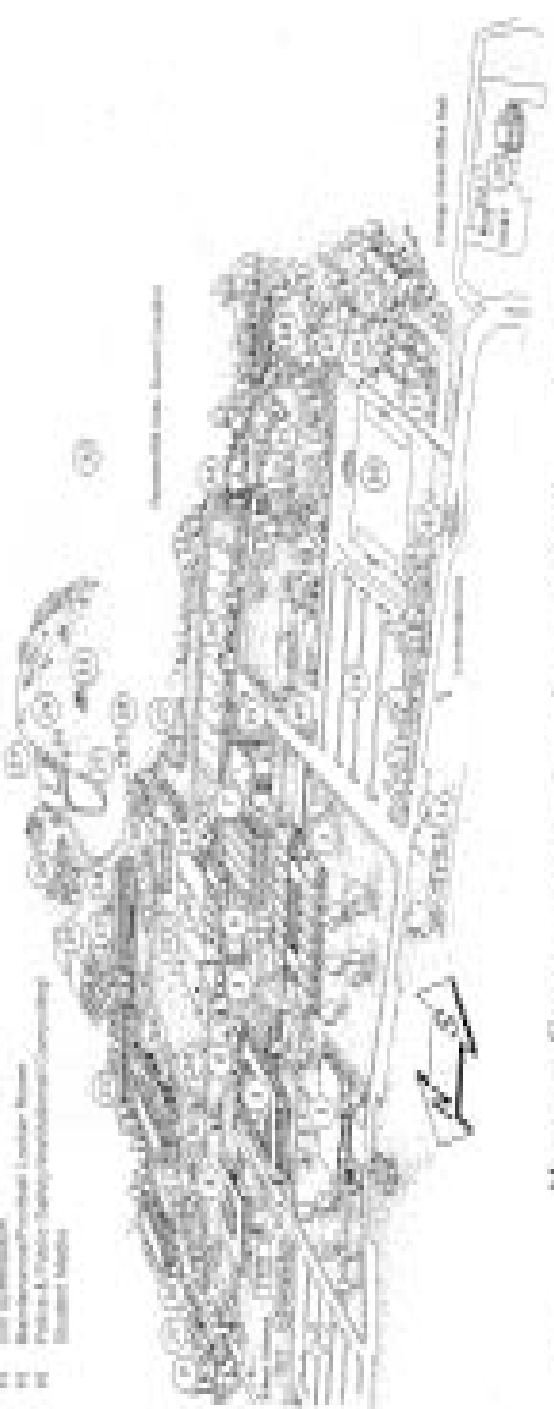
## Index

- Academic Affairs ..... 258  
Academic Honors and Recognitions... 50  
Academic Majors ..... 55  
Academic Minors ..... 57  
Academic Misrepresentation ..... 30  
Academic Regulations ..... 34  
Academic Standing ..... 35  
Academic Warning and Probation  
    Policy ..... 42  
Accounting ..... 129  
Accreditation ..... 11  
Add-on Licenses ..... 227  
Admissions Policy ..... 14  
AFROTC Cooperative Program ..... 186  
Alumni Association Board of  
    Directors ..... 256  
Appeal Procedure ..... 37  
Application Process ..... 14  
Applied Exercise Science ..... 215  
Art ..... 73  
Associate of Arts Degree in General  
    Studies ..... 66  
Associate of Arts Degree/Subject  
    Concentration ..... 67  
Associate of Science Degree/Subject  
    Concentration ..... 69  
Athletic Training ..... 209  
Athletics ..... 260  
Attendance Policy ..... 36  
Auditing a Course ..... 39  
Award of Second Degree ..... 55  
Awards ..... 50  
  
Bachelor of Arts ..... 54, 63  
Bachelor of Health Science ..... 64, 241  
Bachelor of Music ..... 54, 78  
Bachelor of Social Work ..... 54, 201  
Bachelor of Science ..... 54  
Basic Expenses for Academic Year.... 19  
Biology ..... 214  
Board of Trustees ..... 257  
Board of Visitors ..... 256  
Business Administration ..... 133  
Business Affairs ..... 260  
  
Calendar ..... 7  
Campus Organizations ..... 49  
Cancellation of Courses ..... 37  
Challenge Examination ..... 40  
  
Changes in Name and Address ..... 30  
Cheating ..... 30  
Chemistry ..... 219  
Classification of Students ..... 34  
College Life and Regulations ..... 29  
Communication ..... 166  
Computer Competency Requirement.. 58  
Computer Information Technology... 171  
Computer Science ..... 172  
Computing Resources Policy ..... 38  
Concentrations ..... 57  
Core Requirements/Bachelor of Arts.. 63  
Core Requirements/Bachelor of Health  
    Science ..... 64  
Core Requirements/Bachelor of  
    Music ..... 65  
Core Requirements/Bachelor of  
    Science ..... 64  
Core Requirements/Bachelor of Social  
    Work ..... 64  
Counseling—MC at Night ..... 45  
Course Load ..... 35  
Creative and Performing Arts ..... 73  
Credit by Examination ..... 40  
Credits for Transfer Students ..... 17, 46  
  
Davis Memorial Library ..... 12  
Dean’s List ..... 50  
Debate Program ..... 178  
Declaration of Intent to Graduate ..... 59  
Defense Language Institute ..... 68  
Degrees Awarded ..... 54  
Development and Alumni Affairs .... 261  
Directed Study ..... 39  
Disability Services ..... 43  
Dismissal ..... 33  
Diversity of the Student Body ..... 13  
Dropping Courses ..... 35  
  
E-Business ..... 145, 160-162  
Early Admittance Policy ..... 15  
Education ..... 222  
Elementary Education ..... 225  
English ..... 88  
English as a Foreign Language ..... 97  
English Placement Exam ..... 57  
Enrollment Services ..... 261  
Evening College (MC at Night) ..... 44  
Evening to Day Admissions ..... 14

Facilities .....	11	International Studies (Global Studies) .....	178
Faculty .....	13, 263	Justice Studies .....	179
Faculty Emeriti .....	262	Leadership Studies .....	189
Family Educational Rights .....	29	Library .....	12
Fees .....	19	Library Basics .....	58
Finances .....	19	Location and Facilities .....	11
Financial Aid .....	22	Majors .....	55
Financial Aid Policy of Satisfactory Academic Progress .....	23	Management Information Systems ...	143
Financial Economics (Department) ..	156	Marketing .....	159
Fine Arts .....	73	Mass Communications .....	166
Foreign Languages .....	96	Master's in Medical Science .....	241
Forensic Science (Chemistry) .....	219	Mathematics .....	237
Forensic Science (Justice Studies) ...	180	Medical Science .....	241
Founding .....	11	Middle Grades Education .....	225
French .....	99	Military Science .....	183
Freshmen .....	34	Minors .....	57
General Goals of the College .....	10	Mission Statement .....	10
General Education/Core Requirements .....	62	Music .....	78
Geography .....	105	Occupational Environmental Management .....	190
Geology .....	221	Office of the President .....	258
German .....	101	Organizational Communication and Leadership .....	169
Gerontology.....	120	(see also Communication/Mass Communications)	
Global Studies (International Studies) .....	178	Organizations and Honor Societies....	49
Government Studies .....	188	Paralegal Studies .....	194
Grade Appeals .....	37	Pass/Fail Option .....	39
Grading System .....	37	Payment/Billing/Interest Policy .....	25
Graduation Exercises .....	61	Philosophy .....	113
Graduation Policies .....	59	Philosophy and Religion .....	113
Graduation with Honors.....	61	Physical Education .....	250
Guidelines for Students with Deficiencies .....	43	Physician Assistant Program .....	241
Health Care Administration .....	140	Physician Assistant Fees .....	21
History .....	106	Physics .....	221
Honor Board .....	32	Plagiarism .....	30
Honor Code .....	30	Policy on Combining Day and Evening Classes .....	21
Honors Program .....	109	Political Science .....	178, 197
Honor Societies .....	49	Pre-Dentistry .....	59
Honors .....	49, 50, 61, 109	Pre-Engineering.....	59
Housing/Holidays and Summer .....	29	Pre-Law .....	59
Humanities .....	72, 88	Pre-Medicine .....	59
Independent Study .....	39	Pre-Nursing .....	59
Institute for Marketing Research .....	160	Pre-Physical Therapy .....	59
Institutional Effectiveness .....	38, 259	Pre-Professional Programs .....	58
Interdisciplinary Courses .....	111		
Interdisciplinary Programs .....	109		
International Students .....	16		

Pre-Registration .....	34	Speech (Organizational Communication and Leadership) .....	169
Pre-Theology .....	58	Sports Management .....	163
Presidents Emeriti .....	258	Student Activity Fee/Evening .....	44
President's List .....	50	Student Development and Services ..	262
Procession of Flags .....	61	Student Options .....	39
Professional Golf Management .....	145	Student Publications .....	49
Professional Golf Management Admissions .....	18	Student Right to Know Act .....	30
Professional Tennis Management .....	150	Summer Sessions .....	47
Program and Degree Requirements ...	54	Suspension .....	42
Psychology .....	117		
Quality Points .....	37	Teaching English as a Second Language .....	98
Re-admission .....	42	Theft .....	30
Re-admitted Students .....	14	Theatre .....	85
Real Estate .....	156	Title II Report .....	235
Reeves School of Business .....	128	Transfers .....	17, 46
Refunding of Excess Financial Aid Policy .....	26	Veteran Benefits .....	24
Refund/Repayment Policy on Withdrawals From College .....	28	Visiting Students .....	16
Religion .....	114	Vocational Programs .....	58
Religious Life .....	14	Withdrawal from College .....	33, 36
Repeating a Course .....	41	Women's Studies .....	112
Required Courses .....	54, 57	Writing .....	94
Requirements for Admission to Teacher Education .....	223	Writing Across the Curriculum .....	57
Requirements for Graduation .....	59	Writing Center, The .....	44
Requirements for Licensure Only or Lateral Entry .....	224		
Residency .....	58		
Resort Management .....	152		
ROTC .....	59		
School of Arts and Humanities .....	72		
School of Information and Technology .....	166		
School of Public Affairs .....	178		
School of Science and Human Development .....	208		
School Social Work .....	227		
Science .....	240		
Secondary Education and Special Subjects .....	226		
Social Studies with Licensure .....	227		
Social Work .....	201		
Sociology .....	120		
Spanish .....	103		
Special Education .....	226		
Special Students .....	34, 46		

- 1) Green Acres/State Park
- 2) County Courthouse
- 3) Green Acres/State Park
- 4) Green Acres/State Park
- 5) Green Acres/State Park
- 6) Green Acres/State Park
- 7) Green Acres/State Park
- 8) Green Acres/State Park
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- 38) Green Acres/State Park
- 39) Green Acres/State Park
- 40) Green Acres/State Park
- 41) Green Acres/State Park
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- 44) Green Acres/State Park
- 45) Green Acres/State Park
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8/17 Green Acres/State Park ■ Supplemental Plans ■ Fayetteville, NC 28111

# NOTES

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